Category	Sub ca	Control measures		Initials	Other actions
1. Public health risk due to COVID 19		In addition to the Government guidance, Cheney School will actively carry out dynamic risk assessments as part of our work and take steps which we believe are the most prudent to limit Covid-19 spread. At any point, if specific advice or clarification is required in relation to health and safety contact is made with the relevant Public Health bodies directly.	✔	RPA	The Leadership team will ensure that school specific issues are reported to the Headteacher so that changes can be made and information disseminated to stakeholders.
		Parents are informed of social distancing and hygiene expectations and for the need to communicate this message in the home environment	✔	HNE	Letter sent home from head teacher to all parents and then follow up letters.
		Staff will follow the Government guidance for 'PPE requirements for staff' where required. Note; most staff in education settings will not require PPE beyond what they would normally need for their work, (see flow chart in protocols)	✔	RPA	All staff with concerns will be met (remotely) prior to the schools re-opening to discuss any uncertainties around the use of PPE.
		All staff and students (visitors) are informed of the rules and procedures for social distancing (where possible) and hygiene precautions (see Protocols)	✔	SLT	
		Face masks and other PPE may be worn by staff and students in class if they wish. Mask are compulsory inside buildings and in corridors when not in class. This is in line with government guidance.		SLT	Will change in line with government guidance.
		Students who are unwell with Covid-19 symptoms will not be allowed to attend school (Please see Protocols).	✔	RPA	**Note; parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus**
		Handwashing techniques are explained to all students	✔	LBA	Class teachers to teach this on first day back in school.
		Teachers (and support staff) follow and regularly reiterate the hygiene message to students; cover your cough or sneeze with a tissue if you don't have any tissues available, then cough and sneeze into the crook of your elbow throw the tissue in a bin avoid touching your eyes, nose and mouth with unwashed hands	✔	LBA	Class teachers to teach this on first day back in school. Signage to be place at strategic places across all buildings.
		All students are asked and reminded to wash their hands; before leaving home and on arrival at school after using the toilet and after breaks and sporting activities before food preparation and eating any food, including snacks before leaving school	✔	HNE	Staff will also ensure their own hands are washed on arrival
		Staff seek to prevent the sharing of food, drink, utensils and equipment (see Protocols)	✔	RPA	
		Following CLEAPPS guidance, equipment for science practicals can be shared within a year group bubble, provided that other hygiene measures are followed.	✔	BPR	
		When a young person or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate until a test result comes back. The school will inform the relevant staff/parents that their fellow household members should self-isolate for 14 days. If the test result comes back negative, there is no further need to self-isolate.	✔	RPA	Cheney school will ask for all suspected cases to be tested. Once a test shows no case of Covid-19, staff or students can return to school. If a case is confirmed, see 'Confirmed Staff or pupil Covid-19 case' section below
		Staff (or visitor) will self- isolate and take the journey home by car. If they require the use of a taxi, they should wear a face mask (provided by the school)	✔	RPA	
		Staff and Senior Leaders make appropriate communications arrangements for wellbeing	✔	SLT	Key liaison staff member identified Regular contact via phone
		Pupil reported to SLT lead and taken to designated area (any available room where a pupil can be isolated behind a closed door until further notice with a window opened for ventilation where possible) whilst being mindful of the pupil's needs	✔	RPA	Staff are also informed of suspected cases
		A separate toilet is used by the pupil if this is required to limit disruption (as this would require enhanced cleaning before being used by anyone else)	✔	RPA	If used toilet to be locked until cleaned
		PPE is worn by staff caring for the child while they await collection if social distancing cannot be maintained As a precaution staff should wash clothing when they get home in accordance with the manufacturer's instructions, using the warmest water setting and dry items completely (Most viruses won't survive in temperatures over 60PC)	✔	RPA	PPE located in RPA's office, Site Office and grab bags in Lane Office, Chadwick staffroom, Wainwright Science staffroom, Wainwright accessable washroom, Evac bag, Adele's office and Brighouse staffroom & Ben's office. Instructions have been issued to staff for donning / doffing.
		Parents informed of their child develops symptoms and asked to either collect immediately or permission to send student home.	✔	RPA	
		In an emergency, staff will call 999 if they are seriously ill or injured or their life is at risk.	✔	RPA	
		Enhanced cleaning is undertaken in the classrooms, offices and any other room(s) used by the person with symptoms of coronavirus (COVID-19)	✔	DDA	Cleaning team have amended hours to meet the needs of cleaning throughout the day
		Where a student or staff member tests positive, the school will follow the Track and Trace process and ensure that those students and staff directed to will be sent home and advised to self-isolate for 14 days	✔	BHE	All staff and students have access to a test if they display symptoms of coronavirus, and they are encouraged to get tested Communication to all stakeholders Consideration to be given regarding the closing of individual areas of the school
		Complete RIDDOR report. Complete Internal COVID incident report	✔	REV	https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm
2. School operations	**Classrooms / offices**	Workstations/desks being used at the same time will be placed as close to 2 metres apart as the layout of the room allows.	✔	DDA	Sanitiser, wipes, pedal foot bins (where possible)
		Where possible staff will use the same area each day and avoid changing areas, pens, scissors or other equipment with different staff. No sharing of equipment between students.	✔	LMA	
		Students are seated at the same desk each day (See Protocols)	✔	RPA	Classroom spaces to be considered by Site and Year Teams and set out accordingly.
		Items to be kept to a minimum. Class teachers to be provided with stationery in each classroom for students who do not bring their own on first day; thereafter disciplinary offence.	✔	LMA	HOFs/Class teachers to organise stationery requirements for each pupil in the class. Equipment check by tutors each morning.
		Students do not share exercise books (See Protocols)	✔	LMA	students to be issued with individual equipment.
		Protective screens to be fitted for reception, catering and library areas and wall mounted hand sanitizer at each reception area.	✔	DDA	Protective screens fitted and both Library and Reception, sanitizinbg stations in place
		On arrival students will remain within their groups.	✔	RPA	W playground to be marked for Yr7
		Students continue to adhere to the rules of the school and limit the items brought to site (see Protocols)	✔	RPA/ LMA	
		Students will remain in year group bubbles in different parts of the school; different groups are not mixed during the day, except for fleeting contacts in corridors en route to and from specialist classrooms.	✔	RPA	See protocols and map for details. Read the 'return to specialist rooms' letter in conjunction with this: https://www.cheney.oxon.sch.uk/wp-content/uploads/2020/11/Return-to-Specialist-Classrooms-R-Pavey-17.11.2020.pdf
		One way systems, where these can be appropriately managed.	✔	RPA/ DDA	
		When gym equipment is used, it is cleaned between small groups of children using it, and multiple groups do not use it simultaneously.	✔	EHA	Used gym equipment to be stored in bins supplied and sprayed with antibacterial cleaner by session leader New group uses new equipment
		Movement of students around the school is planned to reduce large groups of students / staff gathering (brief, transitory contact, such as passing in a corridor, is low risk)	✔	RPA	
		Classrooms(s), offices and other room(s) used by the member of staff or pupil with a confirmed case of Covid-19, are closed off for enhanced cleaning. Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'	✔	DDA	Procedure in place to clean infected area all buildings have a spare classsroom set-up to take the students to in case a classroom has a student with Covid19
		Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal	✔	DDA	Cleaning regime in place and PPM in place to deal with such incidents

		Where safeguarding and security is not adversely affected, all: • internal doors that are not designated fire doors; • fire doors with automatic closers; • doors that do not need to be kept closed for security reasons; are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates	✔	REV																						
		Printers will have wipes next to them; staff encouraged to wash hands before and after using shared resources																								
		Ventilation: classrooms and offices will have windows open as much as possible. Students will be allowed to wear coats in class.																								
	Lunch and break	Throughout meal service times, canteen will provide a take-away service, with two queues in operation (one per bubble) to promote social distancing	✔	RPA/ DDA	Social distancing floor markers/cones will only be used if necessary Groups to eat within their recreation areas where possible and have staggered lunchtimes to reduce numbers in the dining hall.																					
		Staff and students are reminded to wash their hands prior to eating	✔	LBA	Hand sanitiser is used as a second option if handwashing is not viable Hand sanitizer available in canteen																					
		Trays/crockery/utensils are handed to the students individually by a member of staff that has appropriately cleaned their hands.	✔	PHA	Allocated staff to have under take level 2 hygiene training																					
		Only staff with a Level 2 hygiene certificate to routinely enter kitchen area or be part of food service. Other staff and students to only enter Kitchen areas where absolutely necessary.	✔	PHA	Staff numbers to be limited to using kitchen areas to allow for social distancing in close proximity Staff to wash their hand prior to touching any of the facilities available to them, (hot water dispenser, cupboard, fridge door, mugs, coffee jars, cutlery etc.) Staff to ensure that all surfaces are left clean before leaving the kitchen area Staff to place their used mugs, dishes and cutlery directly in the dishwasher, if available, or wash them using hot water and washing up liquid before returning them to the cupboard/drawer																					
		Enhanced duty rotas to cover arrival and departure, as well as break times	✔	HNE																						
		Payment for food has migrated to a touch card system, rather than fingerprint	✔	DDA																						
	Staffing	All staff with underlying health issues and those within vulnerable groups such as clinically vulnerable and/or Black, Asian and Minority Ethnic (BAME) members of staff have been asked to contact their line managers and to consider having a personalised risk assessment.	✔	BHE	Spreadsheet to be maintained and staff not A or W kept under review. We ask that Clinically Vulnerable and BAME staff take extra precautions, for example, in their observance of social distancing and in following the guidance on hand washing and hygiene to reduce the risk of infection and that they discuss any concerns they have with their line manager and HR on a regular basis. Individual Risk Assessment for Clinically Vulnerable and BAME Staff (at Individual Risk Assessment – Clinically Vulnerable & BAME Staff) will be completed on request by the staff member and/or their line manager by contacting Rachel Evans, Hard Services Team Leader, on: REV@cheney.oxon.sch.uk																					
		Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired	✔	BHE	Staff will report sickness to LM and HR																					
		Toilets areas are only (wherever possible) used by 1 member of staff at a time	✔	RPA	Staff will use disabled toilets - almost always single occupancy																					
		An assessment of Teachers and other school staff needed to keep schools open is continually made daily.	✔	RPA/ SLT																						
		If capacity of staff cannot be achieved to keep the school open, then the schools will contact the Local Authority, parents/carers with decision to temporarily/partially close on health and safety grounds	✔	RPA																						
		Workloads are carefully managed, and staff are assessed if they are having to stay at home due to health conditions if they are able to support remote education, while others focus on face-to-face provision	✔	BHE, LMA, LEL	The design of the school curriculum will be adapted to manage the workload and well-being of staff and students.																					
		Staff are mindful and supportive to students and fellow colleagues who may have experienced loss, require time to express their feelings and for students, make friends again	✔	LBA																						
		The mental health and wellbeing of all staff and the need to implement flexible working practices in a way that promotes good work-life balance is endeavoured for where practicable.	✔	LMA	All SLT conduct regular. supportive line management meetings.																					
		Staff are informed that access to Coronavirus (COVID-19) testing is available and to follow our Local Authority procedure	✔	BHE	All stakeholders will be kept informed of the latest testing arrangements																					
		Staff are advised to stay 2 metres (6 feet) away from other people where possible on the way into work if walking or using public transport and to wash hands as soon as they arrive at school (considering touch points and making adjustments as they go to wash their hands thoroughly)	✔	RPA	Staff should also ensure they wash their hands before leaving home as per current guidance																					
	Visitors	Prior to contractors and essential visitors arriving at school (where possible) their interaction with the school is established beforehand. This process allows for any relevant risk assessments, rules, procedures for social distancing and hygiene precautions to be shared	✔	Site/JHN	School websites and prior contact will make clear that no-one should visit the school without an appointment																					
		Visitors are reminded to keep a 2 metre gap between other visitors. All visitor lanyards to be placed in separate box and then cleaned with antibacterial wipes.	✔	RPA/ DDA	Visitors will be allowed under specific circumstances and agreed in advance Signage will only be used to support direction of travel i.e. suitable tape for marking floors and laminated notices located at pupil's eye level if deemed to be necessary Ensure that meeting rooms adheres to the social distancing rules																					
		To reduce queues and face to face conversations, parents and any potential known visitor(s) to the school are informed to phone/email the school, if they have any queries (see Protocols)	✔	RPA																						
		Any essential face to face meeting is undertaken maintaining 2 metre social distancing.	✔	RPA																						
		Parents informed that where a pupil needs to be accompanied to the school, only one parent should attend	✔	HNE																						
		Parents will not enter the school buildings to drop off or collect children or be allowed to gather in the school premises to talk to other parents	✔	HNE																						
		Parents are reminded/encouraged to follow Coronavirus (COVID-19): safer travel guidance for passengers	✔	HNE																						
	Cleaning	Hand sanitisers are located at key points where handwashing is not viable i.e. entrance/reception areas for visitors to use	✔	DDA	All sanitizing stations in place at entrance to buildioings and every classroom in place all toilets have hand towels as per government recomendations																					
		Soap dispensers and hand towels within toilet areas are fully stocked at the start of each day and regular checks are made throughout the day to ensure adequate supply	✔	DDA	Stock levels to be regularly monitored by site team																					
		Cleaning staff clean down staff desks, workstation and white boards where staff rotate around classrooms		DDA	Cleaning staff will have aschedule to follow and to ensure all areas are cleaned before and after use																					
		Additional cleaning requirements have been agreed with cleaning contractors, which may include additional hours to allow for this	✔	DDA	Cleaning of all araes used and each table and chair sanitized as well as room to be sanitized using new sanitizing machine																					
		Cleaning staff's procedures and risk assessments with special attention given to frequently-touched surfaces (contact points) i.e. light switches, hand rails, door handles and toilets etc	✔	DDA	Cleaning schedule in place, will up date once rooms are italized, this includes all areas washed down and checked and signed off by supervisor																					
		Classrooms, desks and chairs are cleaned at the end of the day and antibacterial wipes provided in each classroom and office for staff to use throughout the day, as and when needed.	✔	DDA	Stock levels to be regularly monitored by site team																					
		While packaging is not known to present a specific risk, delivery containers/packaging are cleaned entering the site and handled in line with usual manual handling safety practices and hands are washed immediately after handling	✔	DDA	Staff to wear rubber gloves when handling deliveries etc																					
		Classroom and office staff to be provided with antibacterial wipes, allowing for individual 'wipe down' of high touch areas as and when needed. This includes Keyboards, Monitors, Mouse, school phones etc.		DDA																						

	Emergencies	All statutory inspections are up to date and compliant Flash Audit to be completed All compliance checks in place including Legionella and tap flush.	✔	REV	Site team to complete tap flush and organise Legionella testing where needed
		The operational Fire risk assessment has been reviewed and appropriate controls are in place	✔	REV	SLT individuals responsible for particular building must remove door wedges in the event of an evacuation.
		Staff have a system for knowing who is in the school when open	✔	RPA	Registration procedures
		Staff know how the fire alarm system works (and back up method of raising the alaRPA is considered if necessary)	✔	RPA	
		There is an evacuation plan that ensures the areas being used are clear and everyone has exited the building should the alarm go off	✔	REV/ RPA	All normal evacuation procedures will remain in place, but assembly points have been adjusted to minimise bubbles mingling
		Personal Emergency Evacuation Plans are in place for students/staff who need assistance to evacuate the building	✔	REV/ RPA	Link for amended fire procedures https://drive.google.com/file/d/1ch7BMvYYlND1l_czvxWVTOGeAqmSMa8S/view?usp=sharing
		Staff know where utility isolation points and firefighting equipment are	✔	REV/ RPA	
		Activities undertaken do not increase the potential for fire	✔	RPA	
		Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only	✔	REV/ RPA	Fire drill has been practiced and another one is planned for December using the additional space for assembly Yr 9 and 10 in new locations
		Alarm points and the Fire log book checks are completed	✔	REV/ RPA	
		First aid trained staff to wear face masks and gloves when administering first aid on students or other staff members	✔		First Aiders to be identified by rota for each day and sent out.
		All materials used in first aid treatment, including the first aiders gloves and face mask should be disposed of immediately and the bag sealed	✔		
		Ensure that first aid treatment administered is logged	✔		Accident report form completed
3. Curriculum, behaviour and pastoral support	**Behaviour**	Cheney School has updated the behaviour policy to reflect the new rules and routines, and these changes have been communicated to staff, students and parents	✔	LBA/HNE	All staff are trained in the new rules and routines, including the use of sanctions and rewards
		Staff implement social distancing and any other recommended measures as far as they are able, whilst ensuring children/students are kept safe and well cared for (see Protocols)	✔	RPA	
		Students to be monitored for any unsocial behaviour towards other students or staff and any incidents reported immediately	✔		
		If minibus is used, driver to sanitise hard surfaces upon completion of each journey including mobile phones and minibus keys to be wiped clean after each journey	✔		Door handles, steering wheel, gear stick, hand brake and other hard surfaces to be cleaned using antibacterial wipes
	Safeguarding	Arrangements are in place to check the welfare of vulnerable children who are not attending school, and other students where there is a safeguarding concern	✔	HNE SG	Existing arrangements to check on the welfare of all children will remain in place
	Specialist subjects	PE will not do sports which have not issued National Governing Body Guidance.	✔	EHA	
		Students will come in PE kit to avoid use of changing rooms	✔	EHA	
		Practical subjects will concentrate on theory initially	✔	RPA	Review and reintroduce use of specialist spaces as the situation allows
4. Communication		Headteacher ensures daily checks are made with Government updates and Local Authority Health and safety advice. Any key changes in information are considered, implemented and shared with all relevant stakeholders (staff, governors, parents and students) as needed.	✔	RPA	Headteacher will provide updates to all stakeholders via email as and when needed.
		School website information is updated and answer machine updated.	✔	Comms	SG team to coordinate to add any information related to Covid. Answer-machine messages also updated as required
		Cheney School communicates appropriately with their most vulnerable students and a risk assessment form is completed for all students with an EHCP to ensure necessary support is provided	✔	EH RCO	Existing arrangements to remain in place and RAs to be completed.
		Coronavirus posters and/or information posters are posted around each area as deemed appropriate	✔	HNE/JHN	Posters to be agreed and distributed
		If site cannot be cleaned, the school will make a decision to temporarily/partially close on health and safety grounds	✔	RPA	Staff and parents are informed with agreed statement if the school is to temporarily close or move staff and students to another school
		Text alert and email service to parents to notify them of any exceptional temporary closure due to insufficient staff cover	✔	RPA	