

Covid-19 Risk Assessment

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to COVID-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the COVID-19 pandemic.

Whilst the COVID-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions, evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of COVID-19 has decreased and as a result of this schools will be reopening fully in September.

We must all remain alert, follow social distancing and follow strict hygiene protocols in order to reduce the risk of catching and spreading the virus. This document is vital in terms of planning and mitigating risks to the best of our ability in line with government guidance.

The risk assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff and children.
- The school will act as a whole school bubble, however we will continue to operate within our normal Key Stage zones and limit contact between pupils in different zones as much as possible
- We will have a reliable and adequate supply of suitable PPE for the small number of occasions where this is necessary (see below)
 - o If a child becomes unwell with the symptoms of COVID-19 and needs direct personal care until they can return home – in this instance a facemask should be worn by the supervising adult if a 2-metre distance cannot be maintained. If contact is necessary then gloves, apron and mask should be worn (Emergency PPE packs).
 - o Emergency PPE packs will be available if required for RPI

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General Health and Safety - Sanitisation of building				
Risk Area/ Government guidance system of control	Hazard	Mitigation	Recording	Responsible Person
<p>Cleaning</p> <p>Prevention 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents</p>	<p>Virus could be present on hard surfaces in the school building which could be a source of transmission.</p> <p>If the virus is present and staff or children come in to contact with this, then they could become infected with COVID-19.</p>	<p>Tables and chairs backs to be wiped down before and after snack time and lunch time</p> <p>Staff to be provided with sanitising stations (hand gel, appropriate cleaning sprays and cloths) in order to wipe down surfaces/door handles throughout the day. Bottles to be left in hub areas at the end of the day and will then be fully refilled for the following day</p> <p>Surfaces that children are touching throughout the day such as doors, tables and chairs and resources such as toys, books, bikes and rackets are wiped clean by staff as regularly as possible.</p> <p>Enhanced cleaning regime to be in place at the end of each day. Particular attention given to all surfaces and areas such as sinks, toilets, door handles and light switches.</p> <p>Tables, chairs and equipment in the hall to be wiped down between uses by different classes</p> <p>Food Technology room and Art/DT rooms can only be used by one bubble per day to ensure cleaning between bubbles</p> <p>The gym can be used for individual pupils from the secondary bubble</p> <p>**If a child or member of staff display symptoms, Paul Dunwell must be notified immediately as bins/rubbish for that day must be disposed of appropriately following the recommended guidelines**</p> <p>Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked by premises team and additional supplies requested as necessary.</p> <p>Shared materials and surfaces are cleaned and disinfected more frequently.</p> <p>Pupils to have their own pack of equipment/resources in a tray on their individual desk and these are not to be shared with others</p> <p>Pupils using electronic devices will keep the same device for the day and this will be wiped clean at the end of the day.</p>		<p>Admin</p> <p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p>
<p>Sanitisation practices of occupants / Visitors</p> <p>Prevention 2. Clean hands thoroughly more often than usual</p> <p>3. Ensure good respiratory hygiene by promoting the catch it, bin it, kill it approach</p>	<p>Staff, pupils or visitors may be COVID-19 positive and not be aware of this.</p> <p>Staff and pupils need sufficient opportunity throughout the day to implement effective hand washing.</p>	<p>All staff and pupils to use allocated zone entrances and exits. Hands to be washed/sanitised on entering and exiting the zone.</p> <p>Electronic entry systems are only used by admin/premises/leadership team who have swipe card and do not need to touch the screen. All other staff to go directly to allocated zone and ring the office and ask to be signed in and the same process when leaving.</p> <p>Any visitors to be signed in by admin assistant using a paper sign in sheet rather than the usual electronic entry system.</p> <p>Pupils and staff to use hand sanitiser dispensers located at each entrance as they enter school and then wash hands in the sink located in their shared area/classroom base.</p> <p>Ensure soap and water/hand sanitiser is available and that all ensure hand cleanliness on entry into classrooms.</p> <p>All staff and pupils to wash hands frequently throughout the day as part of the daily routine. This should include the following</p> <ul style="list-style-type: none"> • Entry to the building 		<p>All staff and pupils</p> <p>Estates team</p> <p>Catering team</p> <p>Cleaning team</p> <p>Parent/carers</p>

		<ul style="list-style-type: none"> • Before eating • After eating • Before leaving the class base to access other areas of the school • When returning to the class base having accessed the outdoor area or other areas of the school • After using the toilet • Before exiting the building to get in the taxi <p>Staff to wash hands as they enter and exit each zone using the sink in the shared area</p> <p>All visitors to be asked to wash hands and/or use hand sanitiser on entry to the building and when leaving. Face mask/covering to be worn by all visitors whilst on site, this includes Wellspring central team staff.</p> <p>Any pupils arriving at school wearing face masks due to transport will follow guidance on removal of masks on entry to the building which includes sanitising hands before and after removing the mask. Disposable masks – bins will be located at all entrance doors for pupils to dispose of masks and sanitise hands Reusable masks – plastic bags will be available for pupils to place reusable masks in for storage until they go home. They will sanitise hands once they have placed the mask in the bag.</p> <p>Pupils will be reminded to ‘catch it, bin it, kill it’ Sneezing into a tissue, NEVER into hands. Washing hands immediately after. Used tissues put in a bin immediately. Catch it, bin it, kill it posters to be on display in all areas of the school</p> <p>Alcohol based hand cleansers/gels (containing at least 70% alcohol) can be used but this not a substitute for hand washing. Such gels MUST ONLY BE USED UNDER CLOSE SUPERVISION.</p> <p>Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.</p> <p>Lunch to be eaten in the classroom</p> <p>Staff, children and visitors will be reminded to wash their hands on arrival at the premises and at points throughout the day (see bullet points above)</p> <p>Pupils reminded of how to wash hands thoroughly with liquid soap & water for a minimum of 20 seconds. Posters displayed by all sink areas to act as reminders Staff should supervise young children to ensure they wash their hands for 20 seconds</p> <p>Some of our pupils, may need more frequent reminders to wash hands or/and how to do this properly. It is important staff remind and support such need. Also, indicate in the “Handover book”, any issues of this nature.</p> <p>Follow Hand Washing protocol below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p>		
<p>Spread of Coronavirus</p> <p>Prevention</p> <p>5. Minimise contact between individuals and maintain social</p>	<p>Individuals who are visiting multiple places may be in contact with someone who has the virus and could transmit this to school.</p>	<p>Visits to the school will be limited to professionals who have access to twice weekly LDF testing only. All visitors will follow strict hand washing protocols and be required to wear a face mask/covering for the duration of their visit.</p> <p>All staff will remain in their allocated zone. HOS, Pastoral team and Behaviour team can move around the school but must be wearing face mask and maintain social distancing. Any learning walks/visits to classrooms must be under 5 mins.</p>		<p>Admin staff to communicate via intercom and only allow invited visitor into the building</p>

<p>distancing where possible</p>		<p>The Exec Team and Pastoral Managers can move across schools but will work from a designated office away from other staff. As with HOS and behaviour leads they can move around the school wearing a face mask and maintain social distancing. Any learning walks/visits to classrooms must be under 5 mins.</p> <p>Maximum numbers of people identified for each room to ensure social distancing. This has been reviewed for some spaces which are not well ventilated. Posters on doors have been updated.</p> <p>Children encouraged not to bring personal items in from home as this will reduce possible spread of the virus. Lunch boxes are permitted but these must be stored in the classroom and wiped down on arrival and after lunch. Any personal belongings that are brought to school will be collected in by staff and stored safely in plastic bags until the end of the day</p> <p>All pupils will remain in allocated Key Stage zones to create bubbles and reduce unnecessary contact between zones. The only movement out of zones will be to access the hall or outside at break/lunch times or Food Tech/DT room. Times will be staggered to ensure that Key Stage zones are not moving around the building at the same time</p> <p>Staff will be allocated to Key Stage zones to create bubbles and further reduce unnecessary contact between pupils and staff. For bubbles see Appendix. Staff will only move to a different bubble/zone to support in emergencies and when called to do so by the Behaviour Lead or HOS/EVP/EP</p> <p>Face coverings to be worn staff if they are moving outside their allocated bubble. Visors to be worn in addition to face masks in any situation requiring administration of first aid</p> <p>Staff and visitors in meetings must wear a mask. Meetings to be held virtually wherever possible</p> <p>Dual reg pupils transitioning to mainstream school may attend both sites to support transition depending on the Risk Assessment at the receiving school. Agreement/responsibility for communication of any confirmed positive Covid-19 cases in either school must be agreed as part of the transition plan</p> <p>All meeting and CPD to be done virtually.</p> <p>Whole staff briefings can take place on the MUGA or virtually</p> <p>Only local trips/visits to outdoor spaces within walking distance. Mini bus must not be used</p> <p>Secondary pupils and staff will be provided with home test kits to test twice weekly at home on a Sunday and Wednesday evening</p>		
<p>H&S and behaviour protocols</p>	<p>Staff may not have appropriate knowledge on virus transmission and risk.</p> <p>New systems in school that staff are unfamiliar with could cause confusion.</p>	<p>All staff to keep themselves updated and follow the latest Government and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>All staff to be briefed on risk assessment and procedures on September inset days and to sign to say they have read and understood it. This to be repeated w/b 2nd November due to the number of changes to the risk assessment. Repeated again w/b 1st March to go over changes and prepare for full opening. Further briefing w/b 17th May</p> <p>Pupils to be shown the new protocols for entering, moving around and leaving the school.</p> <p>Staff and pupils to be regularly reminded about social distancing, posters on display around the school.</p> <p>Guidance shared with parents so that they can discuss/prepare pupils for routines in preparation for September.</p>		<p>SLT</p> <p>All</p>

		Use of RPI – staff have a duty of care to keep pupils safe and therefore normal practice to resume, full PPE provided to staff who need to use RPI. Please see separate detailed RPI Risk Assessment.		
Fire procedures	Staff and pupils may not be able to maintain social distancing if required to leave the building in an emergency All staff and pupils gathering at fire assembly point could make social distancing more difficult	Updated Fire Evacuation Plan in place with identified areas for each Key Stage Zone/bubble Staff to maintain social distancing from other staff as much as possible		All
First Aid	If First Aiders need to administer First Aid social distancing may not be possible	First Aider to risk assess each situation and act accordingly. PPE to be worn where identified as necessary		All
Availability of safety equipment / supplies Prevention 6. Where necessary, wear appropriate PPE	Staff member may come in to contact with a child who is displaying symptoms of COVID-19.	Emergency PPE kits will be available and need to be worn by a member of staff if a child becomes unwell with symptoms of coronavirus in school when the pupil cannot be left alone in the designated isolation room PPE should be worn by the staff if a distance of 2 metres cannot be maintained e.g. administering first aid (not Covid-19 related) or RPI is required to keep a pupil safe. If contact with the child is necessary, then gloves, an apron, a face mask and plastic goggles should be worn by the supervising adult. Access to PPE (Emergency PPE pack- located in each Key Stage zone and Reception)		All
Physical Environment				
Social distancing requirements - maximum occupancy/capacity in different parts of the building Prevention 5. Minimise contact between individuals and maintain social distancing where possible	We may have too many people in the building for social distancing practices to be observed and therefore increase the potential risk of transmission if a person is asymptomatic. Some of our pupils may not understand the social distance or forget when in close proximity to others (staff and peers)	Pupil tables in classrooms to be spaced as far as possible from adults Staff to maintain 2m social distance from other staff and pupils. This must be supported by very clear expectations and gentle reminders Maximum number of people for each space as follows <ul style="list-style-type: none"> • Classroom/class base – 12 • Hall – 12 • MUGA – 16 • Office – 4 • Staff wellbeing room – 1 • Food Technology room – 6 • Family room – 5 • Meeting room – 3 (Grantham & Lincoln) 4 (Spalding & Mablethorpe) Poster with number to be displayed on each area to act as a reminder for staff Only one child at a time to go into the toilets. Staff to supervise sanitisation after use. Staff working in offices are adequately distanced. Avoid unnecessary staff gatherings. All none essential visitors to be discouraged at this time. Assemblies to be virtual https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings		All staff and pupils SLT to determine numbers Staff to encourage and aid pupil's social distance All staff to be mindful of their own distance.
Use of different entrances, exits,	Pinch points may cause people not to be able maintain social distance; this could contribute to	Start and end of the day – please see school specific section at the bottom of the risk assessment for arrangements for pupils and staff entering and exiting the building		All staff

<p>corridors, outdoor areas etc</p> <p>Prevention 5. Minimise contact between individuals and maintain social distancing where possible</p>	<p>potential spread of COVID-19 if someone is carrying this.</p>	<p>Pupils to use external doors to access the hall and not use the main corridor, reception area or offices.</p> <p>Consideration given to which lessons or classroom activities could take place outdoors. This could be increased as weather improves</p>		
<p>Drop off/collection protocols</p> <p>Prevention 5. Minimise contact between individuals and maintain social distancing where possible</p>	<p>Parents/carers collecting pupils may break social distance guidance.</p> <p>Private taxi hire may not follow social distance guidance</p> <p>Pupils could try and leave site at drop off and pick up without staff guiding them in</p> <p>Pupils using public transport may arrive wearing masks</p>	<p>All parents and taxis to observe social distance protocols. Transport staff and pupils to wait in vehicles until asked to move to drop-off/pick-up area.</p> <p>Parents and taxi drop-off and pick-up protocols planned to minimise adult to adult contact.</p> <p>Staff member(s) to be present before drop off and pick up to remind those dropping off of social distancing measures and help direct the young people</p> <p>Staff to position in welcoming position in order to safely direct pupils through the correct entrance and discourage any pupils trying to leave site. Staff to be reminded about social distancing when outside. Staff to wear face masks</p> <p>Visitors only allowed to enter reception, when social distancing can be maintained.</p> <p>Pupils to leave class base only when pick-up transport has arrived.</p>		<p>All staff</p>
<p>Ventilation</p>	<p>Inadequate ventilation will restrict air flow which may contribute to circulation of the virus if it is present in the building.</p>	<p>Ventilate spaces with outdoor air. All classroom, shared area and office windows to be open</p> <p>Designated isolation room to have windows open and to remain open if in use.</p>		<p>All staff</p>
<p>Timetabling</p>	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p>	<p>Pupils to remain at the same desk within classrooms.</p> <p>Pupils to have their set of stationary/equipment (provided by school and not used by any other pupil).</p> <p>Staff allocated to Key Stage zones/bubbles</p>		<p>SLT</p> <p>All staff to follow instructions and support</p>
<p>Common space management</p>	<p>Children and staff may inadvertently be exposed to different places in school thus increasing potential spread of any virus.</p>	<p>Ensure that the following common spaces are not used by different Key stage bubbles on the same day.</p> <p>Gym to only be used with individual pupils (1 pupil: 1 staff member)</p> <p>Ensure classrooms, shared areas and hall are deep cleaned at the end of the day</p>		<p>All</p>
<p>Covid Symptoms</p> <p>Prevention 1.Minimise contact with individuals who are unwell by ensuring that those who have Covid-19 symptoms, or who have someone in their household who does, do not attend the setting</p> <p>Response to any infection</p>	<p>Individuals may develop symptoms of COVID-19.</p> <p>Individuals may not understand guidance or engage with the NHS Test and Trace procedure</p> <p>Parent/carers may not be able to collect a pupil with symptoms</p>	<p>Pupils, parents, carers or any visitors, such as suppliers, are told not to attend or enter the school if they are displaying any symptoms of coronavirus.</p> <p>Guidance has been sent to parents to remind them of the symptoms and the need to isolate and request a test if their child or anyone in their household develops symptoms</p> <p>If a member of staff develops symptoms of Covid-19 whilst at work they will be sent home immediately</p> <p>If a pupil develops symptoms of Covid-19 whilst at school they will be isolated immediately in the identified area. Parents will be contacted immediately to collect them. The identified isolation room is the interview room off reception.</p> <p>Emergency PPE is available for staff supervising pupils</p> <p>Anyone displaying symptoms is now able to access a test. They will be advised to self-isolate whilst awaiting test results. Their fellow household members should self-isolate for 14 days. Springwell have accessed an employer login to allow them to register any staff for a test should they be unable to do this themselves.</p>		<p>All</p>

<p>1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>		<p>In the event of any suspected or confirmed case we will follow the Covid-19 early outbreak management guidance. Action cards shared with all leadership teams. As per the action card below the EP/EVP/HOS will contact PHE HPT for advice and follow all guidance and advice. The contact number for the DFE helpline is 08000468687 and the number for Lincolnshire is 03442254524 (option 1). Senior Admins to complete the Covid case tracker. A copy of this to be sent To Lincolnshire HPT if there is a positive case.</p> <p>Where the children or staff member tests positive the Executive Principal will contact Wellspring Academy Trust (Wellspring Covid-19 flowchart) and the LA public health team and follow all advice. Weekend support available from Wellspring Trust should a positive result come through over a weekend</p> <p>**If a child or member of staff display symptoms, Paul Dunwell must be notified immediately as bins/ rubbish for that day must be disposed of appropriately following the recommended guidelines**</p>		
Staffing				
<p>Response to any infection 1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>	<p>Staff may come in to contact with many people thus potentially exposing greater risk if any of those people have COVID-19.</p>	<p>Staff are encouraged to maintain social distance protocols as much as possible</p> <p>All to remain vigilant about potential symptoms of COVID-19 and highlight these if they have any concerns about pupils</p> <p>All to maintain all safety protocols in school and at home</p> <p>Staff to complete twice weekly testing at home on a Sunday and Wednesday evening.</p> <p>All staff MUST notify HOS/EVP immediately if they develop symptoms and follow the test, track and trace guidance</p>		<p>All</p>
	<p>Staff may be unwell, shielding and we may have insufficient numbers to be able to safely cater for the pupils on site.</p>	<p>Any concerns re. staffing levels to be discussed with the Executive Principal at the earliest opportunity</p> <p>Alternative education plans virtual/home learning and work packs to be prepared in case of key stage/full school closures. Please see Home Learning guidance and flowcharts for more detailed information</p> <p>All staff to take home IT (laptops/ipad) at the end of each day so that they have the equipment they need at home should there be the need for a class/bubble closure</p>		<p>SLT</p>
	<p>Staff may be classed as clinically, extremely vulnerable or may live in a household with someone who is clinically extremely vulnerable.</p>	<p>Staff have all now been offered the Covid vaccine and all staff who wanted it (over 90%) have had the first vaccine in February. The majority of staff have now received the second vaccine</p> <p>Any staff who are pregnant will need an individual risk assessment completing</p>		<p>All</p>
Possible or confirmed infection				
<p>Response to any infection 1.Engage with the NHS Test and Trace process 2.Manage confirmed cases of coronavirus</p>	<p>Someone on school site may develop symptoms</p>	<p>Everyone is advised not to attend school if they are displaying symptoms and that they must engage with the test and trace process</p> <p>If anyone develops symptoms, the HOS/EVP MUST be notified ASAP. The HOS/EVP will contact the EP who will notify Paul Dunwell</p> <p>If anyone develops symptoms of coronavirus, they are sent home and advised to self-isolate whilst waiting for test results.</p>		<p>All</p>

<p>amongst the settings community 3. Contain any outbreak by following local health protection team advice</p>		<p>Where the test is negative, they can return to school and their household members can end their self-isolation.</p> <p>Where the test is positive, they must inform the HOS/EVP/EP as soon as possible. They should follow government guidance and the HOS/EVP/EP will follow DFE/PHE advice</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.</p> <p>If a pupil is awaiting collection, they must be isolated in a designated isolation room, where possible adult supervision should be behind a closed door. If this is not possible and at least 2 metres cannot be safely achieved, PPE (PPE Emergency pack) must be worn by staff.</p> <p>If the child needs to go to the bathroom while waiting to be collected, they should use the nearest toilet. The toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else. If it cannot be cleaned, it must be closed, locked HOS/EVP informed and logged in the cleaning log.</p> <p>If a designated isolation room is used, this must be logged in the "Cleaning log" and cleaned thoroughly before it can be used again by someone else.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature or loss of sense of taste or smell, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>		
Services				
<p>Home-school transport</p>	<p>Less control over school transport and the arrangements of the private hire vehicles who may be transporting other passengers.</p>	<p>LA transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers.</p> <p>It is the responsibility of individual transport companies to ensure appropriate actions are taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupil and they remove seatbelt or demonstrate unsafe behaviour. Any concerns to be reported to LCC TSG</p>		<p>LA Transport</p>
<p>Catering and food management</p>	<p>Risk of pupils not maintain social distancing during nurture breakfast and lunchtime.</p>	<p>Pupils to have own identified cups for drink. If there are concerns of a mix up, then cup must be thoroughly washed.</p> <p>Lunch suppliers – assurances sought that the catering company has the appropriate measures in place to ensure continuity of service. Early notification where this is not the case so that alternative arrangements can be made.</p>		<p>All staff</p>
<p>Estates and cleaning teams</p>	<p>There could be insufficient cleaners to keep the building safe.</p>	<p>Assurances sought that cleaners are available; early notification where this is not the case and a judgement call to be made by SLT about the safety or otherwise of the building in the absence of the cleaning.</p>		<p>Estates Team SLT</p>

Appendix

Springwell Alternative Academy Lincoln

Pupil Entrances/Exits

KS4 students to enter via right hand side of building and come in via changing room, going straight upstairs on the adjacent staircase.

KS3 (and upstairs primary) to enter and exit the school by the left-hand side gate (facing the school). Using their stairs to the green zone.

Primary (downstairs) pupils to enter and exit the school by the left-hand side gate (facing the school). The two downstairs primary classes will enter via their external classroom doors.

Movement around school to access specialist rooms/shared spaces

Pupils to use external door nearest zone to exit and external door nearest the hall to enter main corridor to access the hall. This ensures social distancing can be maintained

Springwell Alternative Academy Lincoln Fire Evacuation Plan



Identified Fire Marshalls

Position	Area
Administration Assistant	Ground floor staff/admin area, all rooms off Hall corridor
Senior Administrator	Deputise for staff/admin/Hall corridor area fire marshal in their absence
Premises Supervisor	Kitchen Area
Primary 1 Teacher	Primary Zone
Primary 2 Teacher	Deputise for Primary 1 Teacher in their absence
Primary 3 Teacher	KS3 Zone
Secondary 1 Teacher	Deputise for Primary 3 Teacher in their absence
Secondary 3 Teacher	KS4 Zone and Art / DT Room
Care Team Leader	Deputise for Sec 4 Teacher in their absence

Daily Pupil Register and Staff Register to be printed off by office team

Fire Evacuation folder: This includes 2 copies of the site plan and codes/instructions for alarm/gates and Paul Dunwell's email regarding in event of a fire.

In the event of a fire:

All staff and pupils to leave the building via their nearest and safest fire escape. All staff and pupils to gather in their allocated groups/bubbles on the MUGA

Social distancing must be maintained, using all 4 corners of the MUGA:



Staff to check they have all members of their group/bubble

Pupil and staff register to be collected by office staff and handed to Care Team

Care Team to tick off all present pupils and staff, then report back to the Team Leader

Team Leader/administrator to establish whether or not this is a false alarm and take appropriate action.

Team Leader to wait outside the front of the building, in case the Fire Service is required.

Once the Team Leader is satisfied, and/or instructed by the Fire Service, staff and pupils re-enter the building.

