

Orchard Park High School – Risk Assessment Policy June 2020

What are the hazards which may be caused?	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
<p>1.</p> <p>Awareness of and adherence to policies and procedures</p>	<p>1a. Health and Safety Policy has been updated in light of the COVID-19 advice</p> <p>-</p>	<p>See highlighted Section 9 pages 18-20 and Appendix G pages 59-64</p> <p>This update to the policy was shared with and agreed by CGR (Chair of Governors) on 11 June 2020</p>	<p>GSM</p>	<p>11.6.20</p>	<p>L</p>

<p>1b. All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Health and Safety Policy - Staff Infection Control Policy - First Aid Policy 	<ol style="list-style-type: none"> 1) Appendix G in the H&S policy includes the infections control policy. 2) Email to show all policies have been shared with staff (DOC a) 3) Google Form responses from staff to prove they have read and are aware of all the policies (DOC b) 4) Notes re infection control training and record of attendance (See KWE list) 4) Written letter to parents and students with links to relevant policies (see DOC c) 5) Google Form (signed by students and parents) stating they 'have received and are aware of' policies" (DOC d) 	<p>GSM</p>	<p>11.6.20</p>	<p>L</p>
---	---	------------	----------------	----------

<p>1c. All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	<p>Yes – See email dated 11th June 2020 (DOC a) Google Form - Staff response to email document (DOC b)</p>	<p>GSM</p>	<p>11.6.20</p>	<p>L</p>
<p>1d. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</p>	<p>Teacher training – 5.6.20 and 12.6.20 (DOC f) See staff attendance document dated 5.6.20)</p> <p>Support staff training - specific reference to dealing with those symptomatic – 10.6.20 (DOC f)</p> <p>Training records from Nationwide re upskilling cleaners re COVID 19</p>	<p>GSM</p>	<p>DONE</p>	<p>L</p>

<p>1e. The school keeps up-to-date with advice issued by, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE 	<p>Links sent onto all staff from 8.6.20 (SEE IT Team record keeping) Evidence of staff email sent with Final COVID-19 risk assessment – 15.6.20</p>	<p>GSM</p>	<p>On-going</p>	<p>L</p>
<p>Staff are made aware of the school's infection control procedures in relation to coronavirus via email;</p>	<p>See Staff Infection Control policy (DOC a) See staff training information (DOC f)</p>	<p>GSM</p>	<p>DONE</p>	<p>L</p>
<p>1f. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not send their child to school if the child develops coronavirus symptoms or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national Stay at Home guidance.</p>	<p>See parent letters dated 8th and 11th June 2020. Page 1 Section 4a with Stay at home link See Google Form responses</p>	<p>GSM</p>	<p>Done</p>	<p>L</p>

	1g. Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell;	Yes – see letter dated 10 th June 2020. Page 1 Section 4a-i. See parent survey responses Induction day PP Posters	GSM	Done	L
	1h. Staff, Volunteer and Pupil confidentiality are respected at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus	HT log of staff/ volunteers and pupils with suspected cases. Password protected. (See KWE) See GDPR policy	GSM	ON-GOING	L
Staff availability and recognising that some staff may be more vulnerable to complications associated with COVID-19	Staff surveys were distributed and completed in order to alert School leaders of the individual needs of their staff and the impact this had on their availability to support the wider re-opening. Staff have been identified and staff numbers and availability will be monitored daily. <ul style="list-style-type: none"> Leaders of the school know if any of the medical conditions listed in the NHS link provided apply to staff members. Link: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/ 	See HR Staff surveys/staff emails and logs	GSM/KWE	Done	L/M

- For those with '*high risk*' medical conditions, these staff will remain working from home (working from home where technology allows) and shield.
- Where staff have '*moderate risk*' medical conditions these staff will work from home where they can. If they cannot work from home, but are usually fit and well, they can come to work - but they will not partake in some activities, including provision of first aid or dealing with body fluids. Social distancing will be followed at all times and if social distancing is not possible, these staff should remain working from home.
- Where possible, those with 'moderate risk' conditions should avoid public transport and commute via walking, driving in a private vehicle or cycle, etc. Schools may wish to organise parking on site for them if there are any problems with parking on the nearby streets.
- Government Guidance for schools provides specific advice in relation to those moderate risk. Link: <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#shielded-and-clinically-vulnerable-children-and-young-people](#)

- Black, Asian and Minority Ethnic (BAME) – Whilst there is specific advice with regards to employees who are considered extremely clinically vulnerable and clinically vulnerable, there is no formal guidance from the Government which includes BAME staff. Therefore, we will consider the risks based on ethnicity, and taking into account other factors such as age, medical conditions and the type of roles being carried out by the individual staff members. In discussion with staff members, and as with critically Vulnerable and Vulnerable staff, suitable adjustments will be made where necessary.
- If a suitable number of staff are not available, student numbers will be amended, and the offer will be reduced.

2.	2a. Small class groups, are organised as described in the 'class or group sizes' in DfE guidelines;	See class lists (DOC d) Daily attendance registers	GSM/SLT	Done	M

Implementing social distancing

<p>2b. Classrooms and other learning environments are organised to maintain space between seats and desks where possible;</p>	<p>See classroom photos (DOC g)</p>	<p>GSM/LHU</p>	<p>12.6.20</p>	<p>M</p>
<p>The timetable is revised to implement where possible: 2c. Plan for lessons or activities which limit movement between areas;</p>	<p>See timetable (DOC f) See classroom photos (DOC h)</p>	<p>GSM/ CMA</p>	<p>Done</p>	<p>M</p>
<p>2f. Break times are held in different areas of the school so that students do not cross paths</p>	<p>See timetable (DOC f) Location means that students do not meet (DOC f)</p>	<p>GSM/CMA</p>	<p>Done</p>	<p>H</p>
<p>2g. Finishing time is staggered;</p>	<p>Students are released at 5 minute intervals (DOC f) Parent and student letters (DOC a and c)</p>	<p>GSM/CMA</p>	<p>Done</p>	<p>M</p>
<p>2h. Parents' drop-off and pick-up protocols are planned so that they minimise adult to adult contact;</p>	<p>Yes – see letter dated 8th June 2020. Page 3 Section 5g-I (DOC a)</p>	<p>GSM/CMA</p>	<p>Done</p>	<p>M</p>

2i. Unnecessary items are removed from classrooms and other learning environments where there is space to store it elsewhere	See photo evidence (DOC h)	GSM/LHU	DONE	M
2j. Cohorts are kept together where possible and children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days	See timetable (DOC f)	GSM/CMA	Done	M
2k.H The same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days;	See timetable (DOC f)	GSM/CMA	Done	M
2l. Children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;	See timetable (DOC f)	GSM/CMA	Done	M
	See cleaning log file	GSM/VSI	On-going	M

<p>2m. Mixing within education or childcare setting is minimised by:</p> <ul style="list-style-type: none"> ○ accessing rooms directly from outside where possible; ○ considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors; ○ some staggering of break <ul style="list-style-type: none"> • The number of children using the toilet at any one time is limited; • Toilet protocol shared with staff, inc schedule / rota and systems 	<p>See timetable (DOC f)</p> <p>See Action Plan (DOC i)</p> <p>See Rooming Plan (DOC i)</p> <p>See protocol for the toilets (DOC j)</p>	<p>GSM/CMA</p> <p>GSM</p> <p>GSM</p> <p>LHU</p>	<p>Done</p> <p>DONE</p> <p>Done</p> <p>DONE</p>	<p>M</p> <p>M</p> <p>M</p> <p>M</p>	
	<p>2n. The use of shared space such as halls is limited and there is cleaning between use by different groups;</p>	<p>Reception only. See Cleaning log (DOC k)</p>	<p>GSM/VSI</p>	<p>10.6.20</p>	<p>M</p>
	<p>2o. The use of staff rooms and offices is staggered to limit occupancy</p>	<p>See Rooming Plan (DOC i)</p> <p>All others locked and out of bounds – see photos (DOC h)</p> <p>1) Photo of the signage limiting the numbers of staff in each workroom</p>	<p>GSM</p>	<p>Done</p>	<p>M</p>

3. Hygiene practice	The COVID-19: cleaning of non-healthcare settings guidance is followed;	YES			
	3a. Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments; All adults and children are told to; frequently wash their hands with soap and water for 20 seconds and dry thoroughly; clean their hands on arrival at school, before and after eating, and after sneezing or coughing; are encouraged not to touch their mouth, eyes and nose; use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Daily site walk – see log signed and dated each day by HT and Site Manager (DOC k) Copy of the instructions in red are stuck onto every teacher desk. Photos of this (DOC h) Record of training for staff - this is clearly explained. Attendance at training log SLT 'on call' checks - tick off that this has been communicated at the start of each day (DOC l)	GSM/VSI	On-going	H
	3b. Surfaces that children and young people are touching, such as books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal;	Daily site walk – see log (DOC k)	GSM/VSI	On-going	H

<p>3c. All adults and children are told to:</p> <ul style="list-style-type: none"> - frequently wash their hands with soap and water for 20 seconds and dry thoroughly; - clean their hands on arrival at school, before and after eating, and after sneezing or coughing; - are encouraged not to touch their mouth, eyes and nose - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') - Keep 2m distance 	<p>See teacher action plan and log and classroom and corridor poster photos (DOC l)</p> <p>SLT 'on call' checks - tick off that this has been communicated at the start of each day (DOC l)</p>	SLT	On-going	H
<p>3d. Help is available for children and young people who have trouble cleaning their hands independently;</p>	<p>Government guidance video on student induction power-point (DOC m)</p> <p>DSL training if needed</p>	LWE	ON GOING	H
<p>3e. Bins for tissues are emptied throughout the day;</p>	<p>See Cleaning log (DOC k)</p>	GSM/VSI	10.6.20	H
<p>3f. The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid;</p>	<p>Yes – see letter dated 8th June 2020. Page 4 Section 6f</p>	GSM	Done	H

3g. The amount of shared resources that are taken and brought in from home is limited;	Yes – see letter dated 8 th June 2020. Page 4 Section 6f	GSM	Done	H
3h. All spaces are well ventilated using natural ventilation (opening windows) or ventilation units where possible;	Daily site walk – see log (DOC k) SLT on call log (DOC l)	GSM/VSI	On-going	H
3i. Doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation;	Daily site walk – see log (DOC k) SLT on call log (DOC l)	GSM/VSI	On-going	H
3j. Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.	See photo evidence (DOC g) Daily site walk – see log (DOC k)	GSM/LHU	9.6.20	H
3k. Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. Teachers to check this at relevant points – 1 foot in/1 foot out	Staff training - 5.6.20 (DOC f) See staff attendance document dated 5.6.20) Support staff training – 10.6.20 (DOC f)	ALL STAFF	On-going	H
3l. Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use where social distancing cannot be adhered to.	See photo evidence (DOC g) Daily site walk – see log (DOC k) See purchase order (DOC n)	GSM/LHU GSM/VSI	9.6.20 On-going	H H

3m. Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.	See SIC Policy See highlighted in H&S policy Section 9 pages 18-20 and Appendix G pages 59-64	GSM	Done	H
3n. Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Daily site walk – see log (DOC k)	GSM/VSI	On-going	H
3o. Bar soap is not used, in line with the Infection Control Policy – liquid soap dispensers are installed and used instead.	Daily site walk – see log (DOC k)	GSM/VSI	On-going	M
3p. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Staff to stand one foot in/one foot out when supervising hand washing	Teachers to check this at relevant points	ALL STAFF	On-going	H
3q. Pupils do not share cutlery, cups or food. Students will not be able to refill bottles	NA – No lunch See Parent and student letters (DOC a and c)			

3r. All utensils are thoroughly cleaned before and after use.	NA – no lunch			
3s. Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	See Cleaning log See Nationwide Risk Assessment folder	GSM/VSI/ KWE	On-going	H
3t. The Acting Head teacher and Site Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE- CovidEnquiries.COMMERCIAL@education.gov.uk	See Nationwide Docs Electrostatic cleaning certificate Training completed by cleaners – see Nationwide log Log that cleaners have received copy of COSHH and H&S policy - signed receipts recorded. see Nationwide log/folder	GSM/KWE/ VSI	11.6.20	H

4.

Ill Health

<p>4a. Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p>	<p>Teacher training – 5.6.20 Posters – (DOC h)</p>	<p>GSM</p>	<p>Done</p>	<p>H</p>
<p>4b. Any pupil who displays signs of being unwell is immediately referred to the designated member of staff/school nurse.</p>	<p>All referrals to First Aid logged See Welfare log of actions taken</p>	<p>GSM/KMA/ GTU</p>	<p>On-going</p>	<p>H</p>
<p>4c. Where First Aider is unavailable, staff act in line with the Infection Control Policy and ensure that any unwell pupils are moved to an empty room whilst they wait for their parent to collect them.</p>	<p>All contact with parents and recorded See Welfare log Teacher and Support staff training – 5.6.20 and 10.6.20 (DOC f)</p>	<p>GSM/KMA/ GTU</p>	<p>On-going</p>	<p>H</p>
<p>4d. Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</p>	<p>Teacher and Support staff training – 5.6.20 and 10.6.20 (DOC f) See Welfare log of actions taken</p>	<p>GSM/KMA/ GTU</p>	<p>On-going</p>	<p>H</p>
<p>4e. The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. Call 999 All calls to 999 are logged - name / dates / time / information given</p>	<p>Support staff training – 5.6.20 and 10.6.20 (DOC f) See Welfare log of actions taken</p>	<p>GSM/KMA/ GTU</p>	<p>On-going</p>	<p>H</p>

4f. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.	Support staff training – 10.6.20 (DOC f) See Welfare log of actions taken	GSM/KMA/ GTU	On-going	H
4g. Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy. Call 999	See Welfare log of actions taken See SIC Policy	GSM/KMA/ GTU	On-going	H
4h. Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others.	Support staff training – 10.6.20 (DOC f) See photo evidence (DOC g)	GSM/LHU	9.6.20	H
4i. If unwell pupils are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection.	Support staff training – 10.6.20 (DOC f) See photo evidence (DOC g)	GSM/LHU	9.6.20	H
4j. Areas used by unwell pupils who need to go home are thoroughly cleaned once vacated.	Support staff training – 10.6.20 (DOC f) See Cleaning log (DOC k)	GSM/VSI	10.6.20	H
4k. Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. A5 guidance leaflet shared with parents	See Welfare log of actions taken See guidance leaflet (DOC p)	GSM/KMA/ GTU	On-going	H

	4l. Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy	See Welfare log of actions taken	GSM/KMA/GTU	On-going	H
5. Spread of infection	5a. Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance	See Health and Safety and SIC Policies	GSM	Done	H
	5b. Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.	See Health and Safety and SIC Policies Student induction guidance (DOC m)	GSM	Done	H
	5c. Pupils clean their hands after they have coughed or sneezed.	See posters/Health and Safety and SIC Policies Student induction guidance (DOC m) Staff training documentation	GSM	Done	H
	5d. Parents are informed via letter not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Translator provided as necessary (LWE). Children who have	Parental letter dated 8 th and 11 th June 2020. See parent survey responses	GSM	DONE	H

	displayed symptoms of coronavirus must self-isolate for 14 days before returning to school.				
	5e. Pupils queue 2 metres apart at entrances and exits to avoid risks of transmission.	Yes – see letter dated 8 th June 2020. Page 2 Section 4p See video See parent survey responses	GSM	DONE	H
6. Management of infectious diseases	6a. Staff are vigilant and report concerns about a pupil's symptoms to the designated member of staff	Teacher training – 5.6.20	GSM	On-going	H
	6b. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	See Action Plan and Teacher training – 5.6.20	GSM	On-going	H
	6c. Social distancing measures are implemented as much as possible	Teacher training – 5.6.20 Student letter Page 1 Section 4g and induction (DOC m) Video Posters (DOC h)	GSM	On-going	H

	6d. There are plans in place for the movement of children around the school (as above)	See Action Plan and Teacher training – 5.6.20	GSM	On-going	H
	6e. The timetable is adapted to stagger break times (as above)	See Action Plan and timetable	GSM	Done	H
	6f. The Acting Head teacher and Site Manager monitor the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	Daily site walk – see log (DOC k) SLT ON CALL log DOC l) Meetings with Nationwide as required	GSM/VSI	On-going	H
	6f, Ratio of staff to students. Staff absence	Teacher training – 5.6.20 Phone call to HT/HR as soon as possible. Back up teachers used – see rota ((DOC f)	GSM/CMA	ON-GOING	H
7. Parental Engagement	7a. Parents are told that if their child needs to be accompanied to the education or childcare setting then only one parent can attend;	Yes – see letter dated 8 th June 2020. Page 3 Section 5h	GSM	Done	M

	7b. Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)	See letter dated 11 th June 2020.	GSM	Done	M
	7c. Parents are told 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)	Yes – see letter dated 8 th June 2020. Page 3 Section 5h and k See video evidence	GSM	Done	M
8. Communication	8a. Children, young people, parents, carers or any visitors, such as suppliers, are told not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	See communications to parents/ staff/students/ visitors Posters (DOC h)	GSM	Done	H

8b. The designated member of staff reports immediately to the headteacher about any cases of suspected coronavirus, even if they are unsure;	Teacher training – 5.6.20 (DOC f) Support staff training – 10.6.20 (DOC f)	GSM	Done	H
8c. The headteacher contacts the BPA Director of secondary ed immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken; the Head will then call the Department for Education Schools helpline and notify the LA	As necessary. See communication log	GSM	On-going	H
8d. School to contact LA if there are any specific recommendations for their school;	As necessary. See communication log	GSM	On-going	L
8e. Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary;	As necessary. See communications	GSM	On-going	L
8f. There is early communication with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers; See government guidance https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak	As necessary. See communication log	GSM	On-going	L

	8g. Cleaning contractors or staff are briefed on the additional cleaning requirements and agree additional hours to allow for this.	As required - See training and attendance log See Nationwide docs/folder	GSM	On-going	H
9. Partial school closure	9a. The school communicates with parents via letter/email regarding any updates to school procedures which are affected by the coronavirus pandemic;	As necessary. See communications	GSM	On-going	M
	9b. Pupils working from home are assigned work to complete to a timeframe set by their teacher;	See Virtual Shared Curriculum guidance Year 7-10 daily link emails from HT	GSM/CMA	Done	L
	9c. The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school;	See Virtual Shared Curriculum (VSC) Action Plan Year 7-10 daily link emails from HT LSQ/ET tracker Tutor fortnightly phone call log	GSM/CMA	Done	L
	9d. The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely;	See communications to parents/ staff and students See email – policies shared 11.6.20	GSM	Done	L

	9e. The headteacher ensures all pupils have access to schoolwork and the necessary reading materials at home;	See VSC Action Plan	GSM/CMA	Done	L
	9f. The headteacher works with the ICT Lead to ensure that all technology used is accessible to all pupils – alternative arrangements are put in place where required;	See VSC Action Plan and VSC Monitoring	GSM/CMA/ LCR/LHU	On-going	L
	9g. The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy e.g. collecting emails to send schoolwork to pupils.	See GDPR policy and training log (Educare)	GMS/KWE	Done	L
10. Emergencies	10a. All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	All communication is followed by a text and all letters are on the website Data cleanse by Office Manager and admin team -Update for SIMS contacts collected	GSM/EEL	22.6.20	H
	10b. Pupils' parents are contacted as soon as practicable in the event of an emergency.	As required – calls logged	GSM/Admin	On-going	H

	10c. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	As required – calls logged	GSM/Admin	On-going	H
	10d. The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. First Aid room to have details/instructions for non-first aiders - if having to respond to an emergency all staff have clear instructions	See First Aid policy Teacher training – 5.6.20 (DOC f) Support staff training - specific reference to dealing with those symptomatic – 10.6.20 (DOC f) Photos (DOC h)	GSM GSM/KMA/GTU	Done	H
H					
11. Managing School Transport	11a. Parents, children and young people are encouraged to walk or cycle to their education setting where possible;	Parental and student letters dated 8 th and 10 th June 2020. Page 3 Section 5g	GSM	Done	L
	11b. Transport arrangements fixed by TfL and parents are have been informed that there may be disruption to travel arrangements	Parental and student letters dated 8 th and 10 th June 2020. Page 3 Section 5g	GSM/LWE	Done	L
	11c. Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	See email dated 11.6.20 (DOC q)	GSM/BSM	Done	L

11d. Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	See email dated 11.6.20 (DOC q)	GSM/BSM	Done	L
11e. Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).	As required. See communications	GSM/LWE/VSI	On-going	L

School name	Orchard Park High School		
Assessment carried out by (name/role)	Geraldine Smyrk Acting Head teacher		
Date of assessment	8 th June 2020	Date of next review	19.6.20

