

**St Paul's Girls' School**  
**Covid-19 risk assessment - updated March 2021**

<b>Government guidance</b>		
<b>Document</b>	<b>Version</b>	<b>Review</b>
<b>Main operational guidance for schools</b> <a href="https://www.publishing.service.gov.uk">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a>	Updated 22 February 2021	SMT HoDs (practical subjects)
<b>Mass asymptomatic testing in schools</b> <i>Refer to guidance and information documents on sharing platform for rapid testing – ‘How To Guide’ and ‘Training Guide’</i> <a href="#">Resources - Google Drive</a>		<b>Review</b> Medical team L Beesley B Sussex
<b>Managing school premises</b> <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a>	Updated 7 July 2020	B Sussex / J Lemon
<b>Working safely during coronavirus</b> <b>Offices</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>  <b>Performing arts</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a>	Updated 10 February 2021	SMT / relevant heads of departments
<b>Stay at home guidance for those with symptoms</b>	Updated 15 February 2021	Communicated to staff and parents

<a href="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/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>		
<b>Cleaning in non-healthcare settings</b> <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a>	Updated 16 October 2020	Mark Vernon / Zibby Wasak
<b>For guides on using PPE safely:</b> <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures</a>		Medical team / Mark Vernon / Zibby Wasak / cleaners (see quick guide poster)
<b>Testing – how to book a test</b> <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a>		Communicated to staff and parents
<b>Guidance on shielding</b> <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a>	Updated 25 February 2021	Communicated to staff and parents
<b>Transport</b> <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a>	Updated 11 February 2021	Communicated to staff and parents  Guidance for staff, parents and students
<b>Construction</b> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work</a>	Updated 10 February 2021	J Lemon / B Sussex

<b>Version control</b>				
<b>Version</b>	<b>Update</b>	<b>Author</b>	<b>Review SMT date</b>	<b>Review Governors date</b>
20 August 2020	Drafted in line with updated guidance for the re-opening of schools	B Sussex	25/08/2020	27/08/2020
2 September 2020	Use of face coverings	B Sussex	08/09/2020	16/09/2020
5 November 2020	Reviewed in accordance with national restrictions from 5 November	B Sussex	03/11/2020	12/11/2020
3 March 2021	Reviewed for re-opening of the school to students on 8 March 2021	B Sussex	09/03/2021	

### **Risk assessment**

This risk assessment is supported by area / department specific risk assessment including those for:

- Asymptomatic testing on site (lateral flow testing)
- Cleaning and catering
- IT support functions
- Construction in the case of site works
- Use of the library
- Departments:
  - o Art
  - o Computer Science & Creative Technology
  - o Drama
  - o Music
  - o Science
  - o Sports

The Government and Public Health England guidance for schools refers to a **system of controls** that need to be addressed when assessing the risks and planning for an 'inherently safer system'. The controls are:

1. Minimising contacts with anyone who has coronavirus symptoms by ensuring that they isolate and do not attend school, and also do not attend if someone in their household has symptoms.
2. Where recommended, use of face coverings in schools.
3. Cleaning hands thoroughly more often than usual.
4. Ensuring good respiratory hygiene by promoting 'catch it, bin it, kill it.'
5. Enhanced cleaning, including cleaning frequently touched surfaces often
6. Minimising contact between individuals and maintain social distancing wherever possible
7. Keeping occupied spaces well ventilated
8. Where necessary, wear appropriate personal protective equipment. (PPE)
9. Promote and engage in asymptomatic testing, where available

**And**

- The school must have a plan for responding to an infection, including engaging with NHS test and trace

Measures to address these controls are detailed below, along with other risks that we have identified.

**Status key**

<b>RED</b>	Requires action prior to re-opening	<b>Orange</b>	Requires action when term starts	<b>Green</b>	Complete and plans in place but ongoing as part of regular review of procedures
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Risk	Control measures	Action required	Responsibility	Status
<b>Communication and awareness</b>				
Those responsible are not aware of latest guidance and requirements	<p>Ensure that govt guidance is regularly accessed and any new procedures and guidance implemented and communicated to staff, students, parents and visitors.</p> <p>Keep RA live and review regularly</p>	<p>Guidance regularly checked by those responsible.</p> <p>Senior management team monitor RA and in particular as guidance is updated, there is a change to risk or a change to site operations.</p>	<p>SMT</p> <p>SMT</p>	<p>Ongoing – latest guidance reviewed February 2021 for March re-opening</p>
Governors not kept aware of procedures and any changes to policy	<p>Governors updated through High Mistress to the Chair and through SMT to designated governors.</p> <p>Committees review school policies including those that are updated as a result of Covid-19 procedures.</p>	<p>Governors to review and approve risk assessment and plans prior to re-opening to all students (September 2020).</p> <p>Governors review material changes to arrangements and implementation of safety measures to respond to changes in government guidance</p> <p>Ongoing review through Committees and approval by the Board.</p>	<p>SMT / Governors</p> <p>SMT</p>	<p>Completed August 2020 and ongoing</p> <p>Ongoing</p> <p>Ongoing as procedures developed and policies are updated</p>
<p>Non-teaching staff not properly briefed on requirements to get the site ready or not clear on expectations.</p> <p>No opportunity for consultation.</p>	<p>Operations team have a coordinated plan for site operations and these have been in place since August 2020</p> <p>Asymptomatic testing site set up in line with NHS guidance and risk assessment in place. Staff involved with testing have undertaken mandatory training and are competent to undertake their tasks.</p>	<p>Managers responsible must monitor latest guidance and brief their teams.</p> <p>SMT discuss and agree key protocols and procedures.</p> <p>Non teaching staff invited to speak to their manager or HR if they have any concerns.</p>	<p>SMT and line managers</p>	<p>Completed August 2020 and March 2021 for re-opening</p>

	<p>IT involved in all planning for continuity of service and hybrid learning solutions.</p> <p>Additional staff procedures are in place if there is a government declared increase to Covid infection risk and site is closed to students and most staff (remote learning).</p> <p>Consultation with those responsible for specific areas to ensure input on procedures.</p>			
<p>All staff are not properly briefed on site operating procedures or have not been consulted resulting in possible negative impact to robust implementation of procedures.</p>	<p>Issue clear guidance for staff.</p> <p>Department heads share risk assessment measures. Opportunity to comment on and review detailed plans.</p> <p>Provide opportunity to raise concerns so that procedures are continuously reviewed.</p> <p>Signage across the site to remind all of procedures.</p>	<p>Staff updated with new procedures for March re-opening and issued with reminders of covid safety measures on site. Opportunity to raise questions during staff briefings</p> <p>Staff issued with information about asymptomatic testing on site and home testing arrangements including explanatory videos to explain procedures</p> <p>Staff are invited to speak to their manager or HR if they have any personal concerns.</p>	<p>SMT</p> <p>SMT</p> <p>SMT</p>	<p><b>Completed – February/March 2021</b></p> <p><b>Completed December - March 2021</b></p> <p><b>Completed February 2021</b></p>
<p>Students attending site not aware of procedures and expectations</p>	<p>Issue clear guidance for students on covid safety procedures.</p> <p>Issue information for parents.</p> <p>Provide opportunity for ongoing feedback on procedures.</p>	<p>Students re-issued with updated handbook prior to returning to school.</p> <p>Information letter sent to parents on return to school procedures.</p> <p>Students are able to discuss concerns with tutor, head of year or teachers. Counselling support is also available</p>	<p>SMT</p> <p>SMT</p> <p>SMT and pastoral team</p>	<p><b>Completed – February 2021</b></p> <p><b>Completed – February 2021</b></p> <p><b>Ongoing</b></p> <p><b>All in place by 1 September</b></p>

	Clear signage and markings throughout the site to control any queuing, washing hands, cleaning own spaces, areas not in use.	Students can feedback through School Council. Students issued with information about asymptomatic testing including a video of what to expect for on site setting and how to self-swab correctly	Medical team	Completed February – March 2021
Visitors to the site are not aware of procedures.	Limit the number of visitors to the site and hold meeting remotely where possible.  Events involving visiting speakers are reviewed by the relevant line manager  Any events involving visitors are assessed for suitable capacity.  Visitors complete checklist on entry to the school and informed of procedures by member of staff responsible.  Visiting speakers remain distanced from students and staff and hygiene measures are in place.	Brief staff on visitor arrangements  Update policy for management of visitors on site with Covid-19 procedures.  Develop checklist for visitors to the site. Maintain records of visitors in accordance with government guidance for the purpose of NHS track and trace.	SMT  SMT  Front office	Completed  Completed  Completed – process in place
<b>Minimising contact with anyone who has coronavirus symptoms</b>				
Students, staff or anyone else permitted to attend site has coronavirus symptoms and infects others.	Procedures issued state that anyone displaying symptoms should not attend site and also do not attend if anyone in their household is displaying symptoms: - Staff - Students - Visitors  Procedural flow charts in place to respond to case of Covid-19 including engaging with NHS Test and Trace	Issue reminder to staff, parents, students on what to do if displaying symptoms.  Response flow charts updated to reflect the use of lateral flow testing for staff and students  Lateral flow testing in place for staff and students and response / reporting arrangements in place in the event of a	SMT  SMT / Medical team  SMT / Medical team	Completed– February 2021  Completed March 2021  Completed March 2021

	<p>Reporting procedures in place for staff so that relevant people are informed straight away</p> <p>PPE for medical team and first aiders</p> <p>Response plan includes cleaning of area if someone is suspected of having coronavirus.</p> <p>Students are in year group bubbles and seating plans in place where possible to enable close contact tracing and isolation where required.</p> <p>Students who use the school buses sit in year group bubbles.</p>	<p>positive lateral flow test on site or through home testing</p>		
<p><b>Where recommended, use of face coverings in school</b> (face mask covering the nose and mouth, rather than visors)</p>				
<p>Staff, students and visitors are not clear on expectations for the wearing of face coverings when on site.</p> <p>Lack of consistent practice has limiting impact on aim to reduce potential infection</p>	<p>Face coverings to be worn by staff, students and visitors in all internal communal areas where social distancing cannot easily be maintained, including for students in classrooms.</p> <p>Face coverings are not required outside.</p> <p>Staff also wear face coverings when moving around communal areas but do not have to do so when seated at their own work desk (or when eating and drinking). Staff may choose to wear face coverings when at own desk but other mitigation is in place including distancing and ventilation. Face coverings do not need to be worn in meetings if social distancing is possible.</p>	<p>Policy to be clearly communicated to staff, students, parents and visitors</p> <ul style="list-style-type: none"> <li>• Handbooks updated</li> <li>• Policy communicated to parents</li> <li>• Policy communicated to staff</li> <li>• Ongoing reminders and updates via staff briefings or through tutors to students</li> </ul> <p>Ongoing review based on government guidance</p> <p>Spare stock of face covering to be available in case of loss or damage during a school day, or for visitors</p>	<p>SMT</p>	<p><b>Completed February 2021 and ongoing review in accordance with government guidance</b></p>

		Staff and students understand how to safely wear and remove face coverings		
<b>Cleaning hands regularly more often than usual</b>				
Staff and students do not regularly follow handwashing routines.	<p>Signage is posted in all toilets and at entry points.</p> <p>External handwash station in car park for staff, contractors– wash hands on arrival and departure and regularly while on site.</p> <p>Hand sanitiser at every student entry point.</p> <p>Signage in toilets to remind users to wash hands before and after using facilities.</p> <p>Hand sanitiser in common areas, all classrooms and all offices.</p> <p>Cleaners all briefed on required handwashing.</p> <p>Hand sanitiser used on entry to dining hall.</p> <p>Visitors asked to use hand sanitiser on arrival.</p> <p>3 additional external hand wash stations for use by staff and students.</p> <p>Students asked to bring in own hand sanitiser in addition to that provided around the site.</p> <p>Non-alcohol based sanitiser provided in areas when there is potential for practical work involving flames / sparks (science, CS&amp;CT, Art</p>			<p><b>All completed by 1 September</b></p> <p><b>Ongoing reminders as necessary and ensure adequate stock levels are maintained</b></p>

<b>Ensure good respiratory hygiene</b>				
<p>Staff and students do not regularly follow good respiratory hygiene and risk of infection is increased.</p>	<p>Signage in all areas in use.</p> <p>Tissues in offices, classrooms, toilets and other areas in use</p> <p>Use pedal bins in classrooms, toilets, any other common areas.</p> <p>Information included in student handbook.</p> <p>Teachers remind students.</p>			<p><b>All completed by 1 September</b></p>
<b>Introduce enhanced cleaning</b>				
<p>Heightened risk of infection as key areas are not cleaned regularly (management by cleaning team)</p>	<p>Clean areas to be used before students and staff return.</p> <p>Cleaning schedule for all areas in use including door handles, bannisters and keypads.</p> <p>Brief cleaners on schedule and procedures in guidance 'decontamination in non-healthcare settings.'</p> <p>Ensure cleaners have PPE if required and know how to use it safely.</p> <p>Clean larger gathering spaces more often than usual (singing hall, theatre).</p> <p>Provide sanitizing wipes/hand gel in all classrooms and offices.</p> <p>Procedure for cleaning the dining hall between each year group.</p>	<p>Cleaning schedule in place, reviewed regularly and focuses on areas in use.</p> <p>Cleaning team are aware of requirements at asymptomatic test site and have had training.</p>	<p>General services team</p> <p>General services team</p>	<p><b>Completed by 8 March 2021</b></p> <p><b>Completed January 2021</b></p>

	<p>Clear signage by all keyboards in use and cleaning equipment available.</p> <p>Procedure in place for cleaning of impacted area as part of response to infection and cleaning staff wear PPE</p> <p>Staff told not to share office equipment.</p> <p>Staff have own laptops and teacher computers have been removed from classrooms to reduce need for cleaning, and to reduce risk of infection.</p> <p>If shared keyboards have to remain in use, there are cleaning protocols within departments and keyboard covers are used to ensure more effective cleaning.</p> <p>Cleaning arrangements in place for the swimming pool between use by each year group. Use by outside hirers currently suspended and will be reviewed in line with ability to manage strict hygiene requirements.</p>			
<p>Heightened risk of infection due to shared equipment by students.</p>	<p>Students briefed on not sharing personal equipment.</p> <p>Students encouraged to bring in own laptop and headphones.</p> <p>Procedures in place within department risk assessments where equipment has to be used (e.g. science, sports etc) – items are either cleaned or quarantined if used between different year group bubbles and where possible, students are assigned their own equipment.</p>			<p>All completed by 1 September</p>

	<p>Homework set online</p> <p>Procedure for collecting in and handing out paper-based material</p> <p>Procedure for students using books from the library as part of library risk assessment</p>			
Classrooms are not kept clean.	<p>Classroom desks and chairs cleaned by students after each class and at the start of period 3 (after break) and period 5 (after lunch) by students</p> <p>Cleaning equipment and instructions provided in every classroom.</p> <p>In addition, classrooms are cleaned by the cleaning team at the end of the day and more frequently if they are classrooms that have frequent use by multiple year groups.</p>	Remind staff of cleaning protocols		<b>Completed – reminder notes for staff and briefing (March 2021)</b>
<b>Minimise contact between individuals and maintain social distancing wherever possible</b>				
Risk of students infecting each other and no control over transmission across the school.	<p>Students told to maintain distance from each other whenever possible.</p> <p>Students wear face covering in all internal areas other than when seated to have lunch or briefly to eat a snack / have a drink. Teachers inform students if they may remove a face covering during certain activities (eg sports) and students follow all other safety procedures in place for that activity.</p> <p>Students told not to attend site if they are experiencing any symptoms.</p>		SMT	<b>All arrangements in place and communicated through Handbook, briefings and signage</b>

	<p>Students kept in year group 'bubbles' and wherever possible are taught in smaller consistent classes.</p> <p>Students who have consented to on site testing have 3 on site lateral flow tests when they return to school and are then encouraged to take part in home testing twice a week</p> <p>Year groups have designated entrances and locker areas.</p> <p>Designated areas of the site have been identified for year groups and movement is restricted to those areas as far as possible. One-way routes are in place to access for practical subjects.</p> <p>Year group rota for the use of the library.</p> <p>Co-curricular activities are run in year groups (unless using online solutions to enable remote collaboration across bubbles) so that there is no interaction between students from different year groups.</p> <p>Increased supervision duties so that there is staff presence at the start and end of the day, at break and at lunch time.</p> <p>Reduced capacities in place for larger group spaces – Singing Hall and Theatre.</p> <p>Year group assemblies to take place in the sports hall which is a large space and has good natural ventilation.</p>			
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<p>Risk of transmission between students and staff.</p>	<p>It is not possible to socially distance student desks so desks are set up facing forward. Screens are in use in certain areas to separate work stations (e.g. between work stations in computer science)</p> <p>Distance from students to teacher desk maximised and screens in place on teacher desk.</p> <p>Students told to maintain distance from staff.</p> <p>Staff and students wear face coverings in communal areas. Students wear face covering in class.</p> <p>Rooms kept well ventilated by opening windows and doors (where safe to do so). Where mechanical ventilation is in place, systems have been set to optimise fresh air intake.</p> <p>Staff and students are encouraged to take part in twice weekly lateral flow testing.</p> <p>Students told not to share their personal equipment.</p> <p>Students asked to use hand-sanitiser when use practical equipment (e.g. in science).</p> <p>Specific arrangements are in place in practical lessons, limiting group sizes or distancing students for activities (e.g. drama, music, sports).</p>		<p>SMT</p>	<p><b>All arrangements in place and detail / reminders to be communicated through Handbook, briefings and signage</b></p>
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	<p>Cleaners provided with face masks and other PPE.</p> <p>All catering arrangements are in line with government guidance for the management of food production and risk assessments are in place.</p> <p>Reduced capacities in place for larger group spaces – Singing Hall and Theatre.</p> <p>Year group assemblies to take place in the sports hall – large space and good ventilation.</p> <p>Technical solutions in place to stream lectures and assemblies across the school.</p>			
<p>Risk of transmission between staff attending site.</p>	<p>Staff are encouraged to take part in twice weekly lateral flow testing.</p> <p>Teachers bring their own devices so that there is no shared use of computers in classrooms.</p> <p>Teachers wipe down teacher desk before leaving a classroom.</p> <p>Staff work areas have been re-arranged and a new staff work area created to distance desks.</p> <p>Additional tea/coffee points to reduce need to use one location and risk of congestion. Food items are provided in sachets/individually wrapped.</p>	<p>Issue instructions on how to test and what to do if get a positive result</p>	<p>SMT /medical team</p>	<p><b>Complete – March 2021</b></p> <p><b>All arrangements in place and reminders be communicated through written reminders, briefings and signage</b></p>

	<p>Offices checked for distancing and screens used where required.</p> <p>Meeting rooms have set capacity</p> <p>Staff must wear face covering when inside other than when sitting at own work desk, when eating / drinking, or if able to socially distance (eg in a meeting where social distancing is possible)</p> <p>Staff told to bring own mug or disposables will be provided.</p> <p>Provide sanitising wipes and hand sanitiser by photocopiers.</p> <p>Hand sanitiser provided in all workspaces.</p> <p>Signage in place to remind users of procedures.</p> <p>Staff provided with own board pens, interactive screen pen and headphones so that there is no shared use of equipment.</p>			
<p>Risk posed by visitors or contractors on site</p>	<p>Screen at reception to protect staff.</p> <p>Deliveries dropped away from reception to reduce congestion.</p> <p>Meetings held remotely whenever possible so that visitors are limited.</p> <p>Contractors enter via the car park and are inducted by a member of the site or IT team.</p>		<p>SMT / operations teams</p>	<p><b>Completed and ongoing review</b></p>

	<p>Contractor procedures in place and contractors managed and supervised by the estate/IT team. Safeguarding risk assessments in place if works taking place when students on site.</p> <p>Deep clean of all areas after contract completion.</p>			
Risk to students and staff who are vulnerable.	<p>Provide support and make arrangements for staff that are vulnerable.</p> <p>Parents invited to contact the Director of Pastoral Care to discuss any concerns for their daughter or families.</p> <p>Staff have been invited to contact the Director of People and Diversity to discuss any concerns and there is ongoing contact with those members of staff who have been identified as vulnerable.</p>	<p>Ask staff to let the Director of People and Diversity know if they have any concerns about returning to school on 8 March</p> <p>[8 March return] those that are <b>clinically extremely vulnerable</b> are advised by the government / PHE to work from home. Make suitable arrangements for staff who fall within this category and seek medical advice if staff wish to return while this guidance is in place</p> <p>Discuss working arrangements with staff that are vulnerable and make suitable arrangements where required.</p> <p>Staff are aware that if their situation changes, they should speak to their manager or the Director of People and Diversity</p> <p>We currently do not have any students that are clinically extremely vulnerable. Director of Pastoral Care has ongoing contact with parents and students who have concerns or are vulnerable</p>	<p>SMT</p> <p>SMT</p>	<p><b>Complete – February 2021 and ongoing to provide support for anyone who has concerns</b></p>



<b>Always keeping occupied spaces well ventilated</b>				
Risk of infection increased due to inadequate ventilation	<p>Windows and doors kept open throughout the site where possible and safe to do so</p> <p>Students told to wear warmer clothes for winter months</p> <p>Review of mechanical ventilation systems and fresh air intake maximised</p> <p>Ventilation increased in between lessons in indoor sports spaces</p>		Site team and all staff	<b>Completed and ongoing</b>
<b>Promote and engage in asymptomatic testing</b>				
<p>Lack of participation amongst staff or students due to lack of understanding about requirements</p> <p>Test site is inadequate therefore school not able to deliver on site testing programme</p> <p>Self-testing is not done properly impacting on efficacy</p> <p>Inadequate resourcing to deliver testing programme</p> <p>Poor stock levels</p>	<p>Provide suitable information for staff and students about the process of testing. Seek consent for on site testing.</p> <p>Test site identified and set up according to NHS guidelines and detailed risk assessment in place to cover all operating procedures.</p> <p>Students who have consented to on site testing are tested by a trained professional for their first test and then may self-swab under supervision for their second and third tests. Therefore, all taking part in testing will have been shown how to carry out tests ahead of home testing starting.</p> <p>Staff portal updated with instructions and video to demonstrate process of self testing</p> <p>Additional staff recruited to support the testing programme. Medical team ensure</p>	<p>Issue information to staff, students and parents and encourage to take part in testing</p> <p>Ensure there is adequate supervision and pastoral support during on site testing to alleviate any concerns</p>	Medical team / SMT	<p><b>Complete – March 2021</b></p> <p><b>Complete March 2021</b></p>

	<p>that adequate resourcing and training is in place and that those involved in the testing are competent to carry out their tasks. Stock levels are monitored and shortages reported to the DfE.</p>			
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