

Operating Procedures – COVID 19: Updated September 2021

This document is written with reference to the [DfE Guidance for full opening: schools](#). Please read it carefully.

PHE Advice to Minimise Coronavirus (Covid19) risks

The guidance is clear that with the adoption of some key principles, the risks presented by Coronavirus are mitigated sufficiently to allow a full reopening of schools. It does however, require a consistent and concerted effort from all staff to ensure our school remains a safe place for all.

- The impact of school closures on young people is significant and schools are instructed to **not** put in place rotas for student attendance.
- Both staff and students who are ill are to **stay at home**
- The school will need to continue to require **robust hand and respiratory hygiene (Catch it, Kill it, Bin it)**
- Enhanced cleaning arrangements are to continue with a focus on **toilets, frequently touched surfaces and shared equipment** (see below)
- Schools, staff and families of the school community are required to **actively engage** with NHS Track and Trace.
- School staff and pupils are strongly encouraged to engage bi-weekly LFT testing to support early identification.

The following procedures and guidance are to ensure TTUTC follows these principles.

- It is compulsory that all students in all year groups return to school for their full-time education. Normal procedures should be followed if absent due to illness. **Staff and students who feel unwell with symptoms of Coronavirus must NOT attend school** until testing has ruled out Coronavirus.
- **Students should seek to maintain distance where possible and should** avoid physical contact with teachers and their peers.
- **Staff are required to maintain social distancing from each other and students of 2m wherever possible.**
- For all students, there will be a requirement to wash frequently.
- **As always, students should be equipped with a pen, pencil, ruler, eraser, and their books.** Lending of equipment should be minimal and limited to specialist equipment and textbooks.
- Both students and staff are expected to fully adhere to their respective dress codes. **There is no requirement to wash clothes more frequently than normal or use specific detergents.**
- **As is our NORMAL expectation,** staff will ensure that rooms are tidy at the end of the day, with NO equipment left out on tables or windowsills. This will aid the cleaning teams to complete thorough and robust cleaning at the end of the day.
- **Cleaning will be carried out throughout the day to ensure cleaning of common areas is regular and systematic. A focus of cleaning will be maintained on regularly touched surfaces.**
- **Hand sanitiser will be available** at each photocopier and must be used before and after use. To ensure careful use, the photocopiers will be relocated until further notice to the following venues: Study Centre (Staff/Student use), SEND Room (Staff/Student use) and Staff Workroom (Staff use).

Student Routines

On arrival - entering the Building

- Pastoral staff will welcome the students back outside the doors. Students will be asked to use hand sanitiser to clean their hands before entering the building. During the start (and end) of school, the normal door and the barriers will remain open to minimise contact.
- Students entering the building will proceed straight to their lockers and deposit outside coats, bags and other belongings not needed throughout the day. Students should not bring any unnecessary belongings to school. **Once they have done this, they must use the toilet area to wash and dry their hands with hot air dryers.**

During Lessons (Classroom based lessons)

- On their arrival at their assigned room the teacher will direct the student to their seat. Students must remain in their seat facing forwards unless otherwise requested, throughout the lesson.
- Doors should be opened ready for student arrival, closed throughout the lesson and opened by staff at the end of the lesson.
- **Classroom teachers should open windows where available (this is ideally opening at the top to avoid draughts) to aid ventilation.**
- **Students must have their own stationery** and other than specialised equipment there should be **no loan and return** of items.

Moving classroom

- There will be a one-way system in place on stairs. Students and staff moving **up the building will use the atrium staircase**, staff and students moving **down the building will use the rear staircases**. Staff and students should avoid using the handrails where possible.
- At all times, when using corridors students will **walk on the left-hand side** and wear masks.

Breakfast

- **Cleaning of the restaurant will be completed after breakfast for each session and after lunch for each session.**
- Teaching staff will escort those who need to their lockers before making their way down to the restaurant.
- **Once settled, staff will be able to take their break.**

Lunch

- Teaching staff will escort those who need to their lockers before making their way down to the restaurant.
- **Once settled, staff will be able to take their lunch.**
- In the event of a wet lunchtime, students will return to teaching classrooms as they finish their meals, washing their hands on the way.

End of the day

- **There will be Enrichment for during UTC Extra at the end of each day and intervention for KS4/5 students.**
- Normal routines at the end of last lesson should be followed. Teaching staff should escort students to wash and dry their hands, to their locker area and quickly and efficiently encourage them downstairs and to the exit of the building.
- Students should disperse and begin their journey home immediately.

Practical Lessons (including PE, PA, Science, DT and Art)

These lessons present additional challenges with regard to activity, movement and use of resources. It is essential that all students follow the procedures of classroom lessons as well as the subject specific additional procedures outlined below:

PE / Fitness (Supervised by Subject Leader)

- Students should wash and dry their hands on their way to the start of the lesson.
- PE Kit should be stored in lockers when not needed and taken home after each session for washing.
- Students should ensure all valuables are left in lockers before arriving at the lesson, staff will not look after them.
- As changing room doors cannot be left open, handles will be cleaned by staff before and after use with each group.

Performing Arts (Supervised by Subject Leader)

- Activities such as singing, dancing, playing wind or brass instruments or shouting **may increase risk of infection.**
- Use of instruments will be restricted to percussion, string and keyboards and sharing of instruments will be possible only once students have cleaned the instrument at the end of its use.
- Where singing or shouting activities are required, students should be positioned back to back and preferably outdoors or in a large well-ventilated space.
- iPads and other resources will be cleaned by teaching staff before use by another bubble or at the end of the day.

Science (Supervised by Subject Leader)

- Normal H&S procedures should be followed, **lab coats provided to students should be freshly laundered and stored before the lesson. Once used, they should be collected in a bag and laundered in readiness for the next lesson.**
- Goggles with elastic should be removed and when needed safety spectacles given to each student on entry to the lesson. At the end of a lesson students should deposit their spectacles in a container with sterilising solution where they should remain for 15 minutes before being allowed to air dry.
- Where specialist equipment is used, it should be wiped down between students in the lesson and then thoroughly cleaned between groups OR not used for 48 hours (72 hours for plastic) with a note attached recording the next time available.
- Demonstrations may be completed at distance using the LadyBug Visualisers in each room.

DT / Art (Supervised by Subject Leader)

- As with other practical subjects, use of resources should be controlled and cleaning between pupils. This will include fixed equipment such as pedestal drills, laser cutting machines and the vacuum forming machine.
- Where hand tools are used, students should ensure that they use the same tool for the duration of the lesson and sufficient time should be given at the end of lessons for students to sanitise each piece of equipment before return. This should be supervised by staff.
- Aprons provided to students should be laundered and stored before the use. At the end of a lesson they should be collected and laundered in readiness for the next lesson.
- Goggles with elastic should be removed and when needed safety spectacles given to each student on entry to the lesson. At the end of a lesson students should deposit their spectacles in a container with sterilising solution where they should remain for 15 minutes before being allowed to air dry.
- Demonstrations may be completed at distance using the LadyBug Visualisers in each room.

Other Notes

- **Students will NOT be permitted to leave the site and then return the same day due to the increased risk this presents.** KS5 students will therefore need to ensure they have lunch provision at the UTC where required.
- Where students are instructed to not attend school, **they are expected to engage fully with the provided remote education.**

Additional information for staff:

On arrival - entering the Building

- Staff should sign in and use hand sanitiser at reception.
- Sanitiser will be provided in every classroom that will be used and also at various points throughout the building. Staff should go straight to the classroom where they will be teaching and be available from 8:15 to accept students into your room.
- Staff should ensure the classroom door is wedged open throughout the arrival of students and accept students into the room as they arrive to minimise students being in circulation spaces.

During Lessons (Classroom based lessons)

In addition to student guidance above:

- Staff should endeavour to remain 2m away from students throughout the lesson. Staff should direct students to distribute books and specialist equipment to ensure distancing is maintained.
- **Before dismissing classes, remind students to wash their hands and follow the movement guidance.**

Breakfast and Lunch

- Staff will need to ensure that students are washing their hands before and after eating. Where classrooms have sinks available, this should be the method, otherwise staff will use the nearest toilets. Staff should also be washing and drying their hands.
- Staff are asked to consider bringing flasks and drinks bottles to school to minimise risk of contact at the drinks area in the workroom.
- Staff will be able to purchase food as normal in the restaurant or bring a packed lunch.

End of the day

- Once students have cleared the building, staff must return to teaching spaces and ensure that all the surfaces are clear and clean any resources with sanitiser as required.
- Cleaning staff will then be able to thoroughly clean and disinfect the rooms.

Practical Lessons (including PE, PA, Science, DT and Art)

PE / Fitness (Supervised by Subject Leader)

- At the end of each lesson, a member of cleaning staff will robustly cleanse equipment used ready for the next session. **Careful and robust cleaning of equipment is essential.**

Performing Arts (Supervised by Subject Leader)

- Teachers will need to consider curriculum planning carefully to ensure they are able to adhere to these guidelines. Where necessary the sequencing of topics may need to be adapted in the first term.

DT / Art (Supervised by Subject Leader)

- In large practical spaces, it will be necessary to allow a certain amount of movement. Where students need to use additional tools, they should collect them and keep them until the end of the lesson when they sanitise them.
- All students should be in the practice of wiping down fixed equipment as they finish using it, using sanitiser and paper towels.

Remote Education

- Where students are unable to attend school, we must provide high quality remote education. To achieve this alongside classroom delivery staff may choose to use the LadyBug Visualiser in each room to record themselves and the whiteboard during the delivery of the lesson. This can then be uploaded to Show My Homework / Youtube (See Mr Bowry for instructions where needed) and set for the missing students. This will ensure learning remains within the curriculum sequence.
- Practical subjects may need to consider alternative theory-based activities that will complement the lessons.
- The amount of work set remotely should be similar in scale, depth and duration as a normal school day. Teaching staff should ensure that this is the case. Where staff record lessons with a LadyBug, this invariably will provide the closest experience with the benefit of the audio recording of the class discussion.
- Staff need to monitor and assess work completed remotely – raising concerns with parents and personal tutors where there is not enough engagement or a poor response.
- For Y7/8 students, the Online Curriculum should provide a sound platform for remote education. Where subjects can upload their content for other year groups, this may support provision.

Staff at Work

- It is expected and advised that **all** staff, including those who are extremely clinically vulnerable or living with someone extremely clinically vulnerable will be able to return to work as the guidance above will significantly minimise risk. These staff should arrange with Jayne Round to complete a personal risk assessment.
- Staff may be asked to be flexible in the tasks they carry out to support the school's efforts to provide a high-quality education.
- Staff with concerns or anxiety can arrange a meeting to discuss this with Ms Round.
- Staff need to be available for work and need to consider this when planning international travel – following the guidance published at the time.

Curriculum Considerations

- It is recognised that narrowing the curriculum will have further long-term damage for students. Students will therefore follow their full curriculum entitlement.
- Each subject should consider and implement appropriate support to enable students to 'catch up' and close gaps caused by lockdown. This should be informed by high quality and regular assessment for learning. **It has never been more important to adapt the planned delivery of lessons to the needs of learners.**
- Where possible, subjects should aim to contribute to 'filling the gap' in core knowledge (particularly with Y7) for example, having an emphasis on reading.

- Teaching teams should be prepared so that delivery can switch between face to face delivery and remote education for an individual or a group as seamlessly as possible.
- Our timetable is a good record of social interactions throughout a normal day. However, staff working with bespoke groups of students should keep an accurate record of those involved and the time and day. This will be needed in the event of contact tracing.

Contingency Planning and Response to any infection.

- If a local area sees a spike in infection resulting in local community spread, **local authorities and PHE will determine what measures are needed.**
- Where pupils or groups are required to self-isolate, teaching staff will be required to provide remote education as described above. This will include daily interaction with teachers.
- Where a pupil develops symptoms at school, they must be isolated in the medical room with the window open and the door closed. They should be attended to by staff wearing visors, masks and gloves until a parent can arrive to collect them. They should then return straight home and self-isolate until tested. If they need a toilet this should be the toilet by the medical room which will then be marked **unavailable** to others until cleaned.
- Where a staff member develops symptoms at school, they will need to leave the premises and return straight home to self-isolate until tested. If they have consented to complete a LFT this can be done in school with minimal notice.
- **Where a member of the school community develops symptoms, other members of the community do not need to self-isolate.**
- **Where a member of the school is sent home with symptoms, cleaning of their spaces should be done and all who have provided support should wash their hands for 20 seconds.**
- Schools, staff and parents are required to engage with NHS Track and Trace where a test is positive and follow self-isolation guidance.
- Staff and students will either be given a home testing kit by the school (if available) or book a test as soon as they return home. The school should be advised immediately as results become available.
- Where it becomes apparent that someone who has tested positive has attended school, the school will contact the local health protection team who will guide the leadership team in the actions needed. This can include requesting a 'bubble' isolate. For the UTC, **this is a risk to our educational provision with KS4/5 and it is essential that all guidance is adhered to minimise risk.**

Regular LFT Asymptomatic Testing.

- All students who consented have been provided with 2 LFT tests in school.
- Once students have completed the 2 tests, they are provided with home test kits and required to complete a test on Sunday evening and Wednesday evening each week. If they have a positive result, they will remain at home and arrange a confirmatory PCR test as soon as possible.
- By opening the home test kits, parents and students are consenting to sharing their medical data and are legally required to register the results with NHS. They are also required to share positive results with the school so that we can assess implications for others.
- Staff are given home test kits. Staff are requested to complete two tests a week, on a Sunday and Wednesday evening. The same rules concerning consent apply as for students.
- Staff testing positive are required to notify their SLT Line Manager immediately, who will inform Mr Gill and Mr Chaudhry. Staff testing positive at home will need to book a confirmatory PCR test.
- The school will retain a small testing area to support any members of the school community struggling to test at home. A positive test at school, will not require a confirmatory PCR test.
- All testing materials can be disposed of in normal 'black bag' waste – there is no need for special medical waste solutions.

Supporting Clinically Extremely Vulnerable (Shielding Staff).

- The school will work constructively with staff members identified as Extremely Clinically Vulnerable to make reasonable adjustments that allow them to follow medical guidance whilst still fulfilling their role in so far as it is practicable.
- Staff who are anxious or otherwise deemed to be high risk will meet with the Director of Business to discuss concerns and develop a bespoke risk assessment.
- Staff asked to shield will be supported in this request. Where a shielding member of staff is a teaching member of staff, we will make provision for appropriate in school staff to manage the classroom and classes appropriately and the teaching member of staff will connect remotely to deliver lessons and protect the continuity of learning for students.
- Where a member of shielding staff is not a teaching member of staff the UTC will work with them to identify alternative duties and tasks that can be completed remotely and allow the member of staff to stay connected with the day to day business of the UTC.

Appendix 1

Risk Assessment – Thomas Telford UTC – COVID19

Location / Site	Insert location and site where activity taking place
THOMAS TELFORD UTC, Springfield Campus, Cambridge Street, Wolverhampton, WV10 0JR	
Activity / Procedure	Insert name/type of activity or procedure being assessed
Re-opening of the School for all students, from all year groups on a full-time basis –September 2021	
Assessment date	Insert date when assessment is being carried out
25/02/2021	

Identify people at risk	YES or NO
Employees	YES
Students	YES
Visitors	YES
Contractors	YES

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards		
Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus			
Existing level of risk	Consider current level of risk		
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls		
<ol style="list-style-type: none"> 1. On first day students will be addressed by SLT advising protocols for social distancing. This will include instructions how to line up, use of toilet, moving around the classroom etc. 2. Teachers to be vigilant of who they are sending to the toilet - only one student allowed to go to toilet at a time from a room and only in exceptional circumstances. 3. Importance of washing hands before and after visiting the toilets regularly revisited. 4. Extra Signs in toilet re washing hands 			

- 5. Toilets to be included in the high touch points cleaning regime – 4x daily
- 6. Continue to monitor the quality of cleaning.
- 7. Students will be reminded to walk on the left, follow the one-way systems on the stairs and be reminded of the need to social distance between bubbles.
- 8. Staff not teaching will supervise corridors and toilet areas at lesson changeover.
- 9. New timetable for the academic year reduces whole school movement significantly throughout the day.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>	Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards
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Lack of social distancing and hygiene during breakfast and lunchtimes and on the playground resulting in direct transmission of the virus

Existing level of risk	Consider current level of risk
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HIGH	MEDIUM	LOW	NEGLIGIBLE
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<u>Control measures</u>	List your control measures required to reduce risk – add appropriate detail about the type and location of controls
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- 1. Students will take breakfast and lunch breaks strictly in year groups.
- 2. Cleaning staff will routinely clean as students vacate spaces within the restaurant in addition.
- 3. Students will be supervised en-route to breakfast and lunch, washing their hands before making their way to the restaurant.
- 4. Students will be instructed not to invade other students’ personal space or touch other students or others food whilst moving, lining up or sitting down to eat.
- 5. Students to wash their hands when leaving the restaurant and returning to teaching venues.
- 6. Kitchen staff to serve food observing an enhanced hygiene regime.
- 7. Trays and cutlery can be returned in the normal way.
- 8. Thumb print can be used for payment. Sanitised after each individual use by person operating the till. Where possible staff will use photos for visual recognition, negating the need for thumb prints.
- 9. Kitchen staff and till supervisors to be offered the use of face visors when serving children.
- 10. Movement, other than when tidying away is discouraged.
- 11. A microwave and water heater is available for staff but with strict instructions to wipe surfaces between each use. Staff are encouraged to make alternative provisions.
- 12. High levels of supervision on the hard play to be in operation.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to poor hygiene around school resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Soap order in large quantities. 2. Extra sanitisers and refills in each classroom/venue. 3. Regular supervised handwashing throughout the day. 4. Separate hand gel inside all classrooms for adult use. 5. A good supply of hand gel will be maintained. 6. Tissues and anti-bacterial wipes to be made available in classrooms which can be used to wipe telephones and photocopiers. 7. Photocopier devices relocated so that correct sanitising can be enforced before and after use. (1 in student reception, 1 in staff workroom and 1 in Study Centre) 8. Students/staff hand wash or sanitise on entry to school, before lunch, after lunch, before leaving school, using the toilet, after handling any practical equipment and any time they cough or sneeze. 9. Washing hands posters in all washing areas and displayed around the school. 10. Reminders how to wash hands and sanitise properly – videos and posters. 11. Explicit teaching & posters on how to cough/sneeze into the bend in your arm and catch it, bin it, kill it. 12. Bins with lids to be emptied regularly and high touch points cleaned. 13. Cleaning team will be available all day to assist with cleaning procedures. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of spreading virus due to close contact with students, 1:1 and restraint			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Guidance from the DfE/LA and Government medical advisers is regularly updated and staff will be informed accordingly. 			

2. PPE clothing will be available for staff who may have to attend to a student or colleague requiring support or medical attention.
3. The medical room will continue to be used to support students. Where required the nearby staff toilet will be allocated and out of bounds to staff for students in quarantine.
4. A good stock of disposable aprons, gloves and face masks are available in addition to face visors offered to all staff that might be involved in managing students presenting symptoms.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Risk of infection due to lack of cleaning resulting in indirect transmission of the virus			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. All surfaces, handles, toilets and shared equipment will be cleaned daily 2. Gloves and aprons will be worn by all cleaning staff incl. Masks to be worn when dealing with first aid due to the proximity. 3. High touch points incl. photocopiers, trimmers etc to be cleaned frequently. 4. IT equipment to be wiped down (incl. iPads, laptops and PCs) after use 5. Increased cleaning provision throughout the day and at the end of each day. 			
Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

<u>Identify hazard</u>		Record the hazard that could cause harm or injury – add appropriate detail about the type and location of hazards	
Transmission of the virus by a students or staff displaying symptoms			
Existing level of risk		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE
<u>Control measures</u>		List your control measures required to reduce risk – add appropriate detail about the type and location of controls	
<ol style="list-style-type: none"> 1. Students and staff will be instructed not to attend school if they are displaying symptoms and need to book a test immediately and self-isolate along with members of their household. 			


2. Those giving consent can be tested onsite, along with close contacts. Those with a positive result will return home to get a follow up PCR test.
3. We will ask parents/carers/staff to inform the school immediately on receipt of the result.
4. All staff to remain vigilant of student welfare throughout every session and around school.
5. If any student or member of staff reports feeling unwell with any of the symptoms they need to be transferred to the medical (or other nominated) room without delay,
6. If the result is negative the individual can return when they are feeling well, and members of the household can stop self-isolating.
7. If the result is positive the individual should follow the stay at home guidance for households with possible or confirmed Covid 19 infection and must continue to self-isolate for at least 10 days and then return to school when symptoms have gone. Other members of the household should continue to self-isolate for the full 10 days.
8. The school will act swiftly if there is a confirmed case of Covid 19 and work closely with the local health protection team and follow the NHS Test and Trace protocols.
9. If any individuals or groups of students need to be isolated at home, then the school's remote learning resources will be in place immediately.
10. The school will constantly review student and staffing absence and would not rule out the possibility of a partial or full school closure in the event of an outbreak.

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE


OVERALL level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Assessor's comments	Insert comments relevant to findings as appropriate
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This risk assessment complies with advice offered by the DfE relating to COVID – 19 and is appropriate to our setting. This risk assessment should be read in conjunction with the information regarding LFT Testing on the COVID page of our website.

Name of assessor	Signature of assessor	Date
Simon Maxfield		13/07/2021
Risk assessment reviews	Reviews will be regularly made including at the end of Day 1 and Day 3, and at least weekly.	

Principal's comments	Insert comments relevant to assessment as appropriate
I am satisfied that this risk-assessment complies with current advise and is our best attempt to keep the environment safe for both students and staff.	

Name of Principal	Signature of Principal	Date
Avtar Gill		13/07/2021

Last Updated

Revisions
<p>04/01/2021 – Updated for January and LFT Testing</p> <p>25/02/2021 – Updated for March 8th Return</p> <p>10/03/2021 – Updated to reflect minor changes to accommodate shielding staff requirements.</p> <p>23/04/2021 – Adapted to reflect addition of limited Enrichment for Y7 during Summer Term.</p> <p>11/05/2021 – Updated to reflect the changes to guidance around the use of masks in school</p> <p>07/06/2021 – Updated to reflect LA request to encourage mask use in corridors and classrooms by students.</p> <p>13/07/2021 – Risk Assessment updated to reflect changes in guidance and law from July 19th and August 19th (isolation guidance) in England.</p>