

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result | **LIKELIHOOD** of the risk occurring (with any outcome)

Activity: Re-opening School from 1 September 2020 **Date:** 11 September 2020

Assessor: Alistair Gray **Re-assessment date:** Initially: daily against

This is the 'Whole School Precautions' Sheet

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

Implementing protective measures in education and childcare settings / Social Distancing in Schools
Guidance for Full Opening of Schools in September 2020
Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents & Carers
Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020
Actions for Early Years and Childcare Providers During the Coronavirus Outbreak
Planning Guide for Early Years & Childcare Settings
Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
Guidance for Secondary School Provision from 15 June 2020
Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School
Managing school premises during the coronavirus outbreak
Covid-19 - Cleaning in Non-Healthcare Settings
Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public
Stay at Home - Guidance for Households with Possible Coronavirus
Stay Alert & Safe (Social Distancing) Guidance
Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
GDST Coronavirus page on the HUB

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Jnr Sch or Snr Sch Notes / Further Action Required / Document Links
Who Can Come to School?					
Local Lockdown - In the event of a local lockdown, the school will follow Government advice and only open for priority groups - potentially children and young people who are vulnerable, and the children of critical workers	3	2	6	Tolerable	
From 1 September 2020 all pupils can return to school. Term begins 7 September 2020	3	2	6	Tolerable	Guidance for Full Opening of Schools in September 2020

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<p>Staff and pupils who are 'extremely clinically vulnerable' and have been 'shielding' can:</p> <ul style="list-style-type: none"> - Go to work, if they cannot work from home, as long as they follow strict social distancing guidelines. They will be offered jobs / workstations with the greatest Covid security and a personal risk assessment will be completed by their line manager, in conjunction with the individual, to identify their particular vulnerabilities and any extra control measures that are required - Return to school along with their peers, as long as they follow strict social distancing guidelines. A personal risk assessment will be completed by their HOY, in conjunction with the pupil's parents, to identify their particular vulnerabilities and any extra control measures that are required. (The Health Services will be in contact with the families of children who have been shielding, ahead of the new school term, to discuss what the situation regarding Covid-19 means for them personally) <p>When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be <p>Staff and pupils who live in a household with someone who is 'extremely clinically vulnerable' can return to work or school but they should do what they can to support the shielded person and carefully follow the guidance on social distancing</p>	3	2	6	Tolerable	<p>Vulnerable list collated. Gather information from pupils (parents) and staff . Update registers. Coronavirus outbreak FAQs: what you can and can't do after 4 July</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p>
<p>Clinically vulnerable pupils and members of staff, including pregnant women and new mothers can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing and social distancing, staying 2 metres away from others wherever possible.</p>	3	2	6	Tolerable	<p><u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u></p> <p><u>Staying alert and safe (social distancing). Occupational advice for employers and pregnant women - Royal College of Obstetrics and Gynaecology</u></p>
<p>Members of staff who have some additional degree of vulnerability a result of these and any other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others or in adjusted/alternative roles in school where it is possible to maintain social distancing, if this is practicable, and should make every effort to reassure staff that their workplace is as risk-free as possible. If this is not possible, the school will take steps to address the risks for pregnant women and vulnerable members of staff; this will involve social distancing and may include considering the provision of PPE. In any case, an individual risk assessment should be undertaken.</p>	3	2	6	Tolerable	
Avoiding Contact With Anyone Who is Unwell					
<p>As soon as a Government approved Coronavirus Testing and Tracing app is widely available, the school will encourage all staff and as many pupils as possible to download and use the app on their phones</p>	3	2	6	Tolerable	

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If anyone (member of staff, pupil) is notified that they have been in contact with a case via Government approved app (once available), NHS email, text or phone call they must follow advice regarding isolation / testing and must not come into school	3	2	6	Tolerable	
All staff (inc. peripatetic staff, contractor's staff, e.g. cleaners and supply staff), pupils, parents and carers will be reminded that if they, or anyone in their household, or any close contacts are feeling unwell / exhibiting symptoms of Covid-19 , however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person' and they must apply for a Covid-19 test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Staff and pupils must let the school know the results of the test.	3	2	6	Tolerable	Stay at Home : Guidance for households with possible or confirmed coronavirus infection Guidance for contacts of people with confirmed coronavirus infection who do not live with that person
All staff (inc. peripatetic staff, contractor's staff, e.g. cleaners and supply staff) will be reminded that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a Covid-19 test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils. - Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher or HOY, who will alert Deputy Head (Pastoral) or Nurse in order to start school's arrangements for quarantining the pupil until they can go home - Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough	3	2	6	Tolerable	
All staff (inc. peripatetic staff, contractor's staff, e.g. cleaners and supply staff), pupils, parents and carers will be reminded that if they have had a positive Covid test in the last 10 days they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	3	2	6	Tolerable	Stay at Home : Guidance for households with possible or confirmed coronavirus infection
All suppliers and delivery drivers will be asked if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, and will not be allowed to come on site if they have, and be told they must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	3	2	6	Tolerable	Link to 'Stay at Home Guidance'
Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.	3	2	6	Tolerable	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers
Staff returning from holiday abroad must fully comply with any quarantine requirements, even if they imposed at short notice	3	2	6	Tolerable	

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Promoting Good Health					
All staff will be encouraged to have a seasonal flu vaccination in the autumn term; the school will facilitate this by arranging vaccination sessions in school					Prepare for the winter
Whole School Precautions					
Unless there are extenuating circumstances, it is an emergency, or it is essential to the safe future operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings beyond Reception during school hours / whilst pupils and the majority of staff are on site	3	2	6	Tolerable	No visitors or speakers - systems in place
<p>Peripatetic Staff</p> <p>There is a significant benefit to pupils having a lesson / session with a peripatetic member of staff in person, and a specific risk assessment / protocol will be completed by the Head of Department that explains why the lesson / session needs to take place in person and includes the following controls:</p> <ul style="list-style-type: none"> - Where possible use peripatetic staff who only visit your school - Peripatetic teachers should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Strict social distancing will be followed at all times - 2m from pupils and staff or visitors. Screens will be in use where appropriate - In order to minimise contact and maintain as much distance as possible from other staff, breaks and lunch will <u>not</u> be taken in rooms / offices occupied by significant numbers of other staff / pupils. Peripatetic staff will be encouraged to arrive promptly for lessons and depart immediately after lessons, rather than stay on school premises 	3	2	6	Tolerable	
<p>Supply Staff</p> <p>Where possible all lessons / pupil activities will be taught by permanent school staff. Where it essential to use supply staff a specific risk assessment / protocol will be completed by the HOD or Dep Head that explains why it is necessary and includes the following controls:</p> <ul style="list-style-type: none"> - Where possible use supply teachers who have agreed only to work for your school - If they don't come into school every day, the supply teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Strict social distancing should be followed at all times 	3	2	6	Tolerable	
<p>Entrances and Reception Areas</p> <ul style="list-style-type: none"> - non-touch systems / proximity readers and access control systems are fitted on main gates and entrance doors used by the majority of staff pupils and visitors - Additional hand washing facilities are fitted outside the entrances used by the majority of staff and pupils - Where it is not possible / appropriate to have handwashing facilities at entrances, supplies of sanitiser are provided. Sanitisers at entrances are foot-operated. Be aware of the need to supervise younger pupils if they need to use sanitisers - Protective screens are in place in reception areas - Staff and visitors will use their own pens to sign in, or clean signing in /out touch screen in Snr Sch, after each person has used it. - Everyone should wash their hands / use hand sanitiser on arrival at the school - display notices are in place to remind people to do this - Receive / check post deliveries in Cromwell basement, respecting social distancing. Wash / sanitise hands immediately after handling items and using any shared signing devices. 	3	2	6	Tolerable	

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<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) <p>For staff, visitors, contractors and all other adults this means:</p> <ul style="list-style-type: none"> - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be in place, and could include such activity as: - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people 	3	2	6	Tolerable	
<p>Signage is provided in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', and not coming into school if you have symptoms of Covid-19, however mild. Signage also reminds everyone to 'catch it; bin it; kill it'</p>	3	2	6	Tolerable	
<p>All staff and pupils will be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles' 	3	2	6	Tolerable	
<p>All staff and pupils will be reminded that they must follow the governments 'Stay Alert and Safe (social distancing) guidance' when they are not in school</p>	3	2	6	Tolerable	Link to 'Stay Alert & Safe Guidance'

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<p>Moving around the site</p> <ul style="list-style-type: none"> - Where possible clearly identified 'one-way' systems around the buildings are in place and allocated entrances/exits are in use for staff and year groups. - Where this is not possible corridors have 'keep left' and maintain maintain distance signs. 'Safe waiting points' will be expected at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, External doors on to the outside of the school should not be left open unless the room is staffed - be aware of security issues with external doors - Everyone will be reminded that wherever possible a 2m gap (or '1m plus') should be maintained between themselves and other people when they move around the site - Passenger lifts will not be used unless this is the only way that individual staff or pupils can move around the school site. Maximum occupancy notices are to be adhered to. - Staff that do not need to interact with pupils will keep away from areas occupied by them when they are on site. 	3	2	6	Tolerable	Designated entrance and staggered arrival, dismissal and break times. staggered breaks/lunchtimes to take place in new allocated play zone. Snr Sch One way system in long corridor, Sixth Form, Galbraith, Astro. One way sytems marked out. Long corridor classroom externaldoors used. 2m demarkation and desks separated out. Staff rooms signage
<p>Social distancing is to be maintained where possible in cloakrooms & handwashing facilities,with signage and marking out spacing and monitoring compliance</p> <ul style="list-style-type: none"> - Plentiful supplies of warm water, anti-bactericidal soap and paper towels are provided. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button will be disconnected 	3	2	6	Tolerable	
<p>In order to enable handwashing to be as effective as possible staff and pupils are advised not wear bracelets and rings (other than plain wedding bands), finger nails should be kept short</p>	3	2	6	Tolerable	
<p>Paper towels or tissues are supplied in all classrooms, staff rooms & reception areas. All will be encouraged to use them when necessary - 'catch it, bin it, kill it'.</p> <ul style="list-style-type: none"> - Bins will be emptied at least daily. Classroom bins and outside bins have lids on them 	3	2	6	Tolerable	
<p>It is recommended that all staff and pupils wear clean clothing on the top half of their body to school each day. Skirts, trousers and shorts should be changed regularly - ideally at least twice / week</p> <ul style="list-style-type: none"> - It is recommend that clothes that cannot be regularly machine washed, e.g. blazers, suits, jackets and ties should be avoided or rotated with 72 hours break in-between wear 	3	2	6	Tolerable	

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<p>Face coverings</p> <p>Currently, the Government has advised that wearing a face covering or face mask in schools is not required except in a few specified circumstances (see paras below on First Aid, Caring for Pupils with Covid-19 Symptoms and Cleaning Areas Occupied Someone with Covid 19 Symptoms). However, individual staff or pupils may choose to wear them at all times. Staff, visitors, contractors and senior school pupils must wear them when moving around the Senior School on staircases, in corridors and communal areas. They can be worn where social distancing is difficult: e.g. queues for lunch service or transport at the end of the school day.</p> <p>When wearing a mask, staff and pupils must:</p> <ul style="list-style-type: none"> - refrain from touching their face covering when wearing it, - when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the Cafeteria) - not put face coverings down on desks, benches and other surfaces (contamination risk) - wash or sanitise their hands immediately after handling their face covering - not touch face coverings that don't belong to them - a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC). <p>If teaching staff would like to wear their own face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering</p> <p>Discarded or lost face coverings should only be picked up by a member of the cleaning staff, wearing gloves or using a litter picker; they can be disposed of in the normal waste stream. Staff should raise a maintenance (cleaning) ticket when they come across inappropriately disposed masks.</p>	3	2	6	Tolerable	<p><u>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings / Social Distancing in Schools</u></p>
<p>Fire Drills & Emergency Evacuations</p> <p>- In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between everyone will be reinstated, including at the assembly points (1m+ is the norm here). The school will practise fire drills regularly</p>	3	2	6	Tolerable	
<p>First Aid</p> <ul style="list-style-type: none"> - Pupils will be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed. - Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose - Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary - After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity 	3	2	6	Tolerable	<p><u>Guidance for First Aid Responders</u></p>
<p>Assemblies and Other Large Group Gatherings</p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all-staff meetings and other group events can take place virtually using online facilities</p>	3	1	3	Tolerable	

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<p>Lunch Preparation</p> <p>The catering staff comply with the Guidance for food businesses on coronavirus (COVID-19) during food preparation and service with</p> <ul style="list-style-type: none"> - restricted access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff - staff involved in food preparation and service maintaining social distancing - 2m (or '1m plus') at all times - maintaining good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place) - holding meetings in well ventilated rooms with plenty of space - Staff changing rooms / toilets will be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces <p>Additional control measures in place include:</p> <ul style="list-style-type: none"> - having a one-way system where it can be adopted - using barriers to separate people from each other - using back-to-back and side-to-side working (rather than face-to-face) - reducing the number of people each person has contact with by using 'fixed teams' or 'partnering' - increased hand-contact surface cleaning and handwashing - only 1 person to enter walk-in fridges or freezer or storerooms at any one time 	3	2	6	Tolerable	<p>Guidance for food businesses on coronavirus (COVID-19)</p>
<p>Lunch Service</p> <p>The catering staff will comply with the Guidance for food businesses on coronavirus (COVID-19) during food preparation and service</p> <p>Steps taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This includes:</p> <ul style="list-style-type: none"> - Making arrangements for lunch to be served / eaten in other rooms, eg PAC, outside (if the weather is suitable) - Staggering the lunch service - Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them - Allocating specific tables to be first in, so there is continuous flow between bubbles/year groups - Thoroughly cleaning tables and chairs between use by different groups / bubbles - Ensuring everyone follows social distancing in queues, at the service counter, in the Cafeteria/Diner, and at pinch points eg entrance/exit doors or the dirty plate return point - use of floor markings, signs, one-way systems - Self service will not be allowed in order to prevent the shared use of serving spoons / utensils etc - Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg at the Sixth Form till, installed screens will be in place or face masks used by catering staff - Shared containers, eg drinking water jugs or condiment dispensers will not be used - Crockery and eating utensils will not be shared - Everyone reminded to wash their hands immediately before and after eating their lunch - Ensuring the dining room is well ventilated by keeping doors and windows open - Cashless systems will be used for all transactions in 6th Form Diner 	3	2	6	Tolerable	<p>Guidance for food businesses on coronavirus (COVID-19)</p>
<p>Libraries and Communal Learning Resources</p> <ul style="list-style-type: none"> - Libraries can be used as a learning environment, provided members of different groups don't mix together (year group specific times), separation is maintained between everyone (one way entry/exit) and thorough cleaning regimes are in place - Items that are difficult or impossible to clean, eg newspapers and periodicals will be removed / cancelled - Seating and desks will be arranged so that the people using them are not facing each other (if closer than 2m) and if possible, are socially distanced from each other - As it is not practical to regularly clean all the books etc in the library, staff and pupils will be instructed to wash / sanitise their hands after handling resources in the library. - The covers of all books/resources taken out of the library will be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves 	3	2	6	Tolerable	<p>Librarian team to confirm specifics</p>

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<p>Wrap-Around* Care and Extra Curricular Clubs SuperClubs and Extra-curricular clubs can operate for all pupils. Where possible children should stay in the groups / bubbles they are in during the school day. If this is not possible, the groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups and additional Covid controls appropriate to the activity employed eg take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person</p>	3	2	6	Tolerable	<p>**Close contact means: - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person</p>
<p>Lets External lets can take place providing they fully comply with the relevant Government guidance and any relevant National Governing Body guidance, and strict controls are in place to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to ensure that they know who their participants are at each session.</p> <p>Both the school and the hirer will complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Some of the factors to consider include: - How the let checks the health status of their customers - How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days) - How the let will discourage spectators and non-participating children in indoor facilities - How the let will ensure social distancing, regular handwashing / hand sanitisation, and if indoors good ventilation during the let - When and where the lets customers will enter the school site / buildings - Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups - Where relevant, use of changing rooms (NB the lets customers and staff should be encouraged to change and shower at home wherever possible) - Any overlap with school staff / other lets - Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with - Responsibilities for cleaning of facilities before / after the let - Insurance</p>	3	2	6	Tolerable	<p><u>All lets cancelled until at least October 1/2 term</u> <u>Working Safely During Coronavirus: Guidance for providers of grassroots sport and gym / leisure facilities</u></p>
<p>School Trips - The government currently advises against any overseas trips for children under 18 organised by educational settings. - The Department for Education is currently advising against all residential domestic trips - Day trips can be undertaken, provided a detailed risk assessment has been completed which takes into account the risks of Covid-19 infection at every stage of the trip / visit and implements strict controls</p>	3	2	6	Tolerable	<p><u>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</u></p>

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<p>Open Days Generally, the school will undertake open days, meetings with the prospective pupils and parents, and school tours virtually. However, if there is a significant benefit to individual families having a face-to-face visit / meeting, a specific risk assessment / protocol should be completed that explains why the visit / meeting has to take place and includes the following controls:</p> <ul style="list-style-type: none"> - Where possible, meetings / visits should take place at a time when pupils aren't present on the school site, eg after 'normal' school day has finished, and when prospective parents can arrive at a different time to when other pupils are arriving / leaving the school site. If a visit can only take place during the school day, tours should be carefully co-ordinated to allow prospective students and parents to walk the corridors during lessons, with carefully segregated pauses during break times to minimise/avoid interactions with staff / pupils as far as possible - Preferably prospective pupils should only be accompanied by 1 parent, and each prospective pupil's meeting / visit should be undertaken at a separate time to all other prospective pupils - The accompanying parent should confirm 24hrs in advance of the visit that they and the prospective pupils are all free from Covid-19 symptoms and are not required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Strict social distancing should be followed, hand washing on arrival / departure encouraged, and shaking hands avoided - All rooms used for meetings should be thoroughly cleaned before and after the assessment / meeting 	3	2	6	Tolerable	
Cleaning					
<p>The school will have a documented cleaning schedule from Zing which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule will include a record sheet to confirm that the task has been completed.</p> <ul style="list-style-type: none"> - Cleaners will wear disposable or 'washing-up' gloves and aprons for cleaning. - Cleaners will primarily use disposable cloths, paper towels/roll, disposable mop heads - The recommended cleaning chemicals used by Zing are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants will be followed' - Bleach is not used - there are serious H&S risks associated with this product - Hands will be washed regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) will be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' will be followed 	3	2	6	Tolerable	Link to 'Cleaning Guidance' NB this document was updated 15 July 2020

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Jnr Sch or Snr Sch Notes / Further Action Required / Document Links
<p>Every day all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils will be thoroughly cleaned and disinfected.</p> <p>- Rooms / areas used by different groups / bubbles throughout the day (e.g. specialist teaching areas such as music rooms, IT suites, language labs, libraries, science labs, art studios, DT workshops, and changing rooms) will be cleaned more regularly. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) NB alcohol based sanitiser will <u>not</u> be used in labs or classrooms with Bunsen burners due to the fire risk.</p> <p>- All surfaces and tables in dining rooms will be cleaned between different sittings and at regular intervals throughout the service period.</p> <p>- All surfaces in indoor sports / exercise facilities will be thoroughly cleaned between use by different classes / bubbles / groups- All hand-contact surfaces will be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors and hand operated sanitiser dispensers, desks, work surfaces, arm rests, chair backs.</p> <p>- Classroom based resources, such as books and games, will be cleaned and disinfected regularly. Resources and equipment shared between classes /groups /bubbles, eg sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p> <p>- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves</p> <p>- Toilets and additional handwashing facilities will be thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.</p>	3	2	6	Tolerable	<p>Link to 'Cleaning Guidance' NB this document was updated 15 July 2020</p>
Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School					
<p>The school nurse will have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <p>1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms)</p> <p>2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home</p> <p>3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated</p>	3	2	6	Tolerable	
<p>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</p> <p>The School Nurse and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school will have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal <p>Training will be provided by the Nurse on how to safely don and doff the PPE (see GDST guidance note). Training should be recorded</p>	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Jnr Sch or Snr Sch Notes / Further Action Required / Document Links
All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.	3	2	6	Tolerable	Safe working in education, childcare and children's social care settings, including the use of personal protective equipment
Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be: - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried The bag can be disposed of in the normal household waste stream.	3	3	9	Tolerable	
Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person They do not need to go home and isolate unless they develop symptoms themselves.	3	3	9	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education & Childcare Settings'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible. If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.	3	3	9	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Jnr Sch or Snr Sch Notes / Further Action Required / Document Links
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear 'disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	3	3	9	Tolerable	Link to 'COVID-19: cleaning in non-healthcare settings'
<p>Action in the Event of a Confirmed Case of Covid-19 in School</p> <p>If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <ul style="list-style-type: none"> - If the test result is positive the school will act swiftly and contact the local Health Protection team - The Covid-19 positive person must self-isolate for a minimum of 7 days, and all members of their household must self-isolate for 14 days (or more if they develop symptoms themselves). - The school must inform the health protection team which members of staff and pupils have been in close contact with the person during the infectious period - they will all be asked to self isolate for 14 days. 'Close contact' means: <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person <p>Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test</p> <p>If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed</p>	3	3	9	Tolerable	Guidance for full reopening of schools
Communication and Training					
All instruction or training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection will be recorded. Covid secure proc					
Area / Activity Risk Assessments					
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented					
Monitoring					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Jnr Sch or Snr Sch Notes / Further Action Required / Document Links
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department					
<p>Staff have been, and will be, consulted on the risk assessment through NEU rep(s) as per GDST's Recognition Agreement, the Staff Consultative Committee, Heads of Department and directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.</p> <ul style="list-style-type: none"> - The controls identified in the risk assessment are communicated to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors through training sessions (INSET), notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination. Staff will 'sign off' the risk assessment through Firefly records. <p>In addition:</p> <ul style="list-style-type: none"> - The risk assessment is signed off by the Head, Junior Head and DFO - The site specific risk assessment is published on your school's website (https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely) - The risk assessment is kept under regular review, and updated as necessary 					

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result from the hazard
Catastrophic – 5 (multiple death)
Major – 4 (single death or permanent disability)
Moderate – 3 (broken bones, several days off work)
Minor – 2 (basic first aid treatment required)
Insignificant – 1 (minor scratch or bruise)

LIKELIHOOD of the risk occurring (with any outcome)
Certainty – 5 (could happen at any time and on any day)
Probable – 4 (could happen perhaps once a term)
Likely – 3 (could happen perhaps once a year)
Conceivable – 2 (might happen perhaps once in 5 years)
Improbable – 1 (will probably never happen)

SEVERITY



LIKELIHOOD 1 2 3 4 5

Activity: Re-opening School from 1 September 2020

Date: 11 September 2020

Assessor: Alistair Gray

Re-assessment date: Initially: daily against updated government guidance and experience,

This is the 'Staff Activities' Sheet

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

	Implementing protective measures in education and childcare settings / Social Distancing in Schools
	Guidance for Full Opening of Schools in September 2020
	Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents & Carers
	Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020
	Actions for Early Years and Childcare Providers During the Coronavirus Outbreak
	Planning Guide for Early Years & Childcare Settings
	Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
	Guidance for Secondary School Provision from 15 June 2020
	Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School
	Managing school premises during the coronavirus outbreak
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services

	Stay at Home - Guidance for Households with Possible Coronavirus				
	Stay Alert & Safe (Social Distancing) Guidance				
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19				
	GDST Coronavirus page on the HUB				
Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
General Precautions					
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) <p>For staff, visitors, contractors and all other adults this means:</p> <ul style="list-style-type: none"> - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people 	3	2	6	Tolerable	
<p>Where possible:</p> <ul style="list-style-type: none"> - spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 meters (or '1m plus') apart at all times - in communal offices/workrooms use the same desk or workstation each day - group working should be done side-to-side, rather than face-to-face - ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked "Fire door" should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open and safeguarding risks must not be introduced). Where available use extractor fans to keep spaces well ventilated and make sure that ventilation systems in PAC, Astro and Sixth Form Centre are set to maximise the air flow rate. Air conditioning units have been serviced as at August 2020 in preparation for school restart. Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and <u>not</u> used in a room without an open window. - follow social distancing guidelines when ever possible - don't bring any unnecessary possessions into school, and keep your work areas clear from clutter and all unnecessary items to enable thorough cleaning to take place - remove unnecessary items from offices work rooms etc, especially if it impedes effective cleaning, where there is space to store it elsewhere 	3	2	6	Tolerable	TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' 26 May/9 July 2020

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>All staff should thoroughly wash or sanitise their hands at regular intervals and use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity or changing rooms - at each break time - before and after eating any food, including snacks - after using the toilet - before leaving school 	3	2	6	Tolerable	
<p>Each member of staff should keep any pens / pencils / frequently used items in a container, e.g. a ziplock bag, and only use their own pens / pencils etc for any tasks</p>	3	2	6	Tolerable	
<p>Where possible, each member of staff should only use their own computer keyboard / mouse. If they have to use any other person's keyboard / mouse</p> <ul style="list-style-type: none"> - they should wipe them with a sanitising wipe before and after use - they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards 	3	2	6	Tolerable	
<p>Meetings with people who are not pupils or members of staff should, wherever possible, take place virtually. Where this is not possible, and the meeting is essential, it should take place in a location where it is possible to maintain at least 2m separation. Small offices/rooms should be avoided where possible. Any furniture used must be easily cleaned. The meeting host must arrange for cleaning to take place immediately the room is vacated.</p>	3	2	6	Tolerable	
<p>Staff Meetings and Training Sessions should be undertaken virtually unless there is a significant benefit in having a face-to-face event. If face-to-face meetings / training sessions take place they should:</p> <ul style="list-style-type: none"> - Be kept as short as possible - Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m (or '1m plus') separation between everyone - Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT - Arrange rooms so that people sit side-by-side (rather than face-to-face) - Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session - Encourage attendees to wash their hands before and after the meeting / training session, and provide hand sanitiser in meeting / training rooms - Attendees should avoid sharing pens, documents and other objects 	3	2	6	Tolerable	
Getting To / From School					
<p>Where possible, staff and pupils are encouraged not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - additional bike racks have been provided - If staff are car sharing with people outside their households, they should consider wearing a face covering in the car - A higher volume of parents dropping off/collecting pupils by car is expected - The Home to School bus routes are operational 	3	2	6	Tolerable	Safer travel guidance for passengers

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>If staff have no alternative but to use public transport to travel to school:</p> <ul style="list-style-type: none"> - As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting at bus stops & tube / train stations - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in a person's bag, locker or pocket and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin. - Allocate designated spaces for staff to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. It should have easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored in the individuals locker during the day. Staff and pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis 	3	2	6	Tolerable	<p>Safer travel guidance for passengers</p>
<p>Lessons / Teaching Activities</p>					
<p>Where necessary, avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones & speakers to ensure everyone in a large room can hear, not playing loud background music or broadcasts,</p>	3	2	6	Tolerable	
<p>Staff can take books and other shared resources home, but unnecessary sharing should be avoided.</p> <ul style="list-style-type: none"> - Where possible work should submitted electronically for marking / assessment. If staff are marking paper based work, they should thoroughly wash their hands before hand and afterwards, not touch their face during the process, and clean/sanitise any pens / surfaces used during the process - Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work. 	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Precautions for staff who have to move from bubble to bubble, or have different groups of pupils coming into their lab / studio / specialist teaching area:</p> <ul style="list-style-type: none"> - Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving) - As far as possible, stay at the front of class, try to stay at least 2m away from pupils, and remind pupils not to get out of their seats / approach the teacher - If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups 	3	2	6	Tolerable	
Break Times / Lunch Times					
<p>Moving around the site</p> <ul style="list-style-type: none"> - Follow clearly identified 'one-way' systems around the buildings and allocated entrances/exits to particular groups of people. - Where this is not possible walk in single file, and 'keep left' to maintain distance as you pass people; use 'safe waiting points' at pinch points. - Where it is possible, doors will be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone will be reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site - Passenger lifts are not to be used unless this is the only way that individual staff or pupils can move around the school site. Minimum occupancy signage is to be adhered to. - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	3	2	6	Tolerable	
<p>All staff are reminded to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</p> <ul style="list-style-type: none"> - Staff are to use the staff rooms that they are allocated to for break / lunch times and to keep 2m apart (or '1m plus') from their colleagues - seating areas that should not be used will be marked off if necessary - Tea/coffee will be available in Cafeteria, or Jnr Sch staff rooms at break. Fridges/kettles/etc will be temporarily removed. Staff are advised to bring flasks of tea or coffee in for refreshments. Water is readily available. - Hand contact surfaces in staff/common rooms, will be thoroughly cleaned after each break / lunch time - Staff are to be responsible for cleaning any dirty mugs, glasses or cutlery they have brought in for personal use themselves, and are not leave them in the sink / on the side for others to deal with 	3	2	6	Tolerable	
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Social distancing is to be maintained where possible in cloakrooms & handwashing facilities, with signage and marking out spacing and monitoring compliance - Plentiful supplies of warm water, anti-bactericidal soap and paper towels are provided. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button will be disconnected. - Hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up - Signs / posters are provided to remind people about good hand-washing techniques 	3	2	6	Tolerable	
Communication and Training					
All instruction or training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection will be recorded. Covid secure proc					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
Area / Activity Risk Assessments					
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented					
Monitoring					
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department					

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

<p>SEVERITY - the most likely worst case scenario that could result from the hazard</p> <p>Catastrophic – 5 (multiple death)</p> <p>Major – 4 (single death or permanent disability)</p> <p>Moderate – 3 (broken bones, several days off work)</p> <p>Minor – 2 (basic first aid treatment required)</p> <p>Insignificant – 1 (minor scratch or bruise)</p>	<p>LIKELIHOOD of the risk occurring (with any outcome)</p> <p>Certainty – 5 (could happen at any time and on any day)</p> <p>Probable – 4 (could happen perhaps once a term)</p> <p>Likely – 3 (could happen perhaps once a year)</p> <p>Conceivable – 2 (might happen perhaps once in 5 years)</p> <p>Improbable – 1 (will probably never happen)</p>	<p>SEVERITY</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p>LIKELIHOOD 1 2 3 4 5</p>
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Activity: Re-opening School from 1 September 2020

Date: 11 September 2020

Assessor: Alistair Gray

Re-assessment date: Initially: daily against updated government guidance and experience,

This is the 'Pupil Activities' Sheet

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

	Implementing protective measures in education and childcare settings / Social Distancing in Schools
	Guidance for Full Opening of Schools in September 2020
	Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents & Carers
	Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020
	Actions for Early Years and Childcare Providers During the Coronavirus Outbreak
	Planning Guide for Early Years & Childcare Settings
	Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
	Guidance for Secondary School Provision from 15 June 2020
	Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School
	Managing school premises during the coronavirus outbreak
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services

	Stay at Home - Guidance for Households with Possible Coronavirus				
	Stay Alert & Safe (Social Distancing) Guidance				
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19				
	GDST Coronavirus page on the HUB				
Control Measures:	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
General Precautions					
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) <p>For staff, visitors, contractors and all other adults this means:</p> <ul style="list-style-type: none"> - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people 	3	2	6	Tolerable	
<p>As far as possible minimise mixing and the number of contacts that a pupil has with other pupils and staff during the school day by keeping pupils in consistent identifiable groups, avoiding contact between groups and maintaining distances between individuals.</p> <p>Practical examples of how this can be achieved include:</p> <ul style="list-style-type: none"> - adjusting the timetable to stagger school day / lesson starting & finishing times, lunch times and break times for different groups of pupils. - keeping groups of pupils in the same room(s) and areas throughout the week, with individual staff coming to the group, rather than the whole group of pupils moving around the school too much - using larger rooms than normal and spreading everyone out within the area you are using - placing the desks so that pupils are all facing forwards / don't face each other and, as far as possible, are at least 2m away from the teacher - teachers should avoid close face-to-face contact with colleagues or pupils, and minimise the time spent within 1 metre of anyone - allocating each pupil a desk and ask them to sit at the same desk every day - doing activities outside - installing screens - not putting rotas in place - allocating specific rooms, areas or parts of the school grounds for different groups to use at break / lunch times and monitoring to ensure that they keep to them 	3	2	6	Tolerable	

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<p>As far as possible everyone should either stay 2m apart or '1m plus' which is one metre plus mitigations. The mitigations could include:</p> <ul style="list-style-type: none"> - keeping pupils together within consistent groups / bubbles which have limited contact with other groups / bubbles - arranging classrooms so that pupils face away from each other - installing screens - being outdoors 	3	2	6	Tolerable	
<p>Grouping pupils</p> <ul style="list-style-type: none"> - As far as possible groups will have a consistent and identifiable membership and be as small as possible whilst still being able to access a broad and balanced curriculum - At key stages 1, 2 and 3 the 'bubble' will be each year - At key stages 4 and 5 the 'bubble' will be the whole year group - The Sixth Form will be considered as two bubbles where reasonably practical, but the Sixth Form Centre boundaries also allow it to remain self-contained for teaching, learning, toilet facilities, lunch provision, breaks, offices and separate entrances/exits. Y12 will primarily operate from Form Rooms on the ground floor and lounge and Y13 on the 1st Floor. A partial one-way system is in operation which takes into account the building's spaces. Face masks will be worn by students and staff transiting through corridors. separate lunch rotas, study locations and break locations will be imposed to maintain separation between the 6th Form bubbles. Co-curricular activity will separate by time and distance Y12 and Y13, including separate transport to sports facilities. <p>Pupils who use dedicated school transport services, extra-curricular clubs and/or wrap-around care will be in a different bubble to their teaching group bubble. However, these groups will also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from and not mix with other groups. separate risk assessments and procedures is documented for SuperClubs and the Home2School travel provision.</p> <p>A daily record will be kept of pupils and staff in each group, and any close contact that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p>	3	2	6	Tolerable	
<p>Where possible:</p> <ul style="list-style-type: none"> - good natural ventilation in the rooms / areas that are being used is to be provided by opening windows and keeping doors open. (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders if fitted - never wedged or propped open and safeguarding risks must not be introduced) - where available external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. PAC, Astro Centre and Sixth Form Centre systems should be operated. Air conditioning units have been serviced in August 2020 ready for school restart. Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window. 	3	2	6	Tolerable	TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' 26 May/9 July 2020
<p>Regular opportunities for pupils to wash or sanitise their hands is to be provided, and pupils will be encouraged to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands will be expected to be washed / sanitised:</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity or changing rooms - at each break time - before and after eating any food, including snacks - after using the toilet - before leaving school 	3	2	6	Tolerable	

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<p>Pupils should limit the amount of equipment / belongings they bring into school each day to essentials such as books, stationery, personal IT, sports and musical equipment, coats and mobile phones.</p> <p>Unnecessary items need to be removed/destroyed by relevant departments from classrooms, especially if it impedes effective cleaning (where there is space to store it elsewhere).</p>					
Getting To / From School					
<p>Staff and pupils are encouraged not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <p>-Additional bike racks are provided</p> <p>- It is expected there will be a higher volume of parents dropping off/collecting pupils by car</p> <p>- If pupils in different bubbles car share they will be encouraged to wear a face covering in the car</p>	3	2	6	Tolerable	<p>Safer travel guidance for passengers</p>
<p>Public Transport: Those pupils who have no alternative but to use public transport to travel to school will be encouraged to:</p> <ul style="list-style-type: none"> - As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting at bus stops & tube / train stations NB the legal requirement to wear a face covering does not apply to children under the age of 11 - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in a pupil's bag, locker or pocket and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin. - Pupils can use changing rooms to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. Wash hand basins are available at entrances. 'Dirty' clothes should be contained in a plastic bag and stored in the individuals locker during the day. Pupils should be reminded to wash their hands immediately after changing their clothes. Changing rooms will be cleaned at least on a daily basis 	3	3	9	Tolerable	<p>Safer travel guidance for passengers</p>

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<p>School Minibuses (Home to School)</p> <ul style="list-style-type: none"> - Each route has an allocated vehicle and driver - Windows will be open, when weather allows it, to facilitate good ventilation - The operator will clean all interior and external surfaces that passengers and drivers are likely to have come into contact with after each journey and pay particular attention handles, driver controls, seat belts, seat handles/edges of seats. - A supply of sanitiser (min 60% alcohol) and tissues will be in each vehicle and the driver and all passengers will be expected to sanitise their hands as they board and disembark on each journey - Users will be advised to keep at least 2m away from people waiting for other buses whilst they wait to be picked up at the bus-stop in the morning - As far as possible, pupils will sit in allocated seats by year group bubbles and distance themselves from other groups if there is space to do so. Senior school children should wear a face covering on the minibus if they sit on the same seat as someone who is not in their year group or family - At the end of the school day, pupils will wait for their minibus in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. Staff will monitor pupils behaviour to ensure good order and social distancing is maintained. - A daily record will be kept of all pupils and staff travelling on each minibus journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19 	3	2	6	Tolerable	
<p>School Coaches</p> <ul style="list-style-type: none"> - Assurances from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families or close contacts, have symptoms of Covid-19, or have tested positive for Covid-19 - Transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey - Transport operator to keep a supply of sanitiser (min 60% alcohol) and tissues in each coach; driver and all passengers to sanitise their hands as they board and disembark on each journey 	3	2	6	Tolerable	
Arrival at School					
<p>To minimise the number of pupils and parents arriving at / leaving school at the same time, staggering the time that different years start / finish school is in place and different entrances/exits are in use for different year groups and staff.</p> <ul style="list-style-type: none"> - Signage is in use to guide parents to where they should drop off and pick up their children, with social distance markers on the ground - Only 1 parent is asked to accompany younger children to school - Parents are not encouraged to come into the school buildings - greet / say goodbye (handover) younger pupils before the Putney Green playground or outside bi-fold doors off Putney Hill - No shaking hands with anyone, and children are strongly discouraged from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children) - Any 'gatherings at the school gate' are discouraged - Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room 	3	2	6	Tolerable	
Lessons / Learning Activities					

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<p>If pupil's activities include the use of pens, pencils etc:</p> <ul style="list-style-type: none"> - Where appropriate, pupils are encouraged to bring in and use their own pens, pencils and other very frequently used items and not share them with others - Some subjects provide each pupil with a pack of pens, pencils etc for their sole use at school - stored in a named ziplock bag or similar. 	3	2	6	Tolerable	
<p>If pupil's activities include the use of computer keyboards and iPads:</p> <ul style="list-style-type: none"> - Pupils to bring in and use their own iPads and not to share it with others - Opportunities are provided for all pupils to wash their hands immediately before using a shared keyboard, and then again at the end of the lesson - Frequent cleaning off keyboards, mice and touch screens of all equipment used by more than one person is in place 	3	2	6	Tolerable	
<p>Classroom based resources (books and games) and equipment can be used and will be regularly cleaned and disinfected. Resources and equipment used by different classes /groups /bubbles, eg sports, art, DT, musical, science and playground equipment, will be cleaned between use by different bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p>	3	2	6	Tolerable	
<p>Pupils can take books and other shared resources home, but unnecessary sharing is to be avoided. The use of paper-based teaching resources as hand-outs or worksheets should be avoided; make use of Firefly/email/e-resources as a default</p>	3	2	6	Tolerable	
<p>PE & Sports. All activities will consider as a starting point the ABC of hygiene, capacity management and distancing</p> <ul style="list-style-type: none"> - Where possible, PE and sports activities will take place outside. If this is not possible, it will be in a large, well ventilated space. - The use of changing rooms is limited by allowing pupils to come into school in their sports kit. Changing rooms are cleaned between use by different groups - Guidance provided by Sport England, the AfPE and each sports National Governing Bodies in how to train / play / exercise safely if followed - Contact sports should not take place until allowed by government guidance - Activities will be organised so that as large a distance as possible is maintained between each person, and being face to face is avoided if they are within 2m; activities that require close support or spotting to reduce severity of falls such as vaulting in gymnastics and climbing wall bouldering, when a spotter is required, will not be carried out. - Contact sports will not take place. By this we mean not just the degree of contact but also the proximity of players to each other. This currently means that football and rugby games are not possible, nor are games such as hockey, lacrosse and netball, unless they are adapted to increase the distance to 2m to avoid being within someone's exhalation zone. Some NGBs such as Net ball England have adapted their rules to accommodate a minimum of 2m distancing. 	3	2	6	Tolerable	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Guidance for the public on the phased return of outdoor sport & recreation in England</p> <p>Return to recreational team sport framework</p>

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<p>If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, racquets, sticks, balls, weights, gymnastics and athletics equipment, scoring equipment:</p> <ul style="list-style-type: none"> - Each person will be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else. Provided good hygiene - equipment cleaning and handwashing - is observed, balls can be passes to participants in training drills and game scenarios - All equipment used during the lesson will be cleaned at the end of each lesson, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes / groups / bubbles. It will be important to manage the storage and allocation of equipment and pupils access to equipment should be supervised. The practicality and cost of equipment should be assessed when considering what equipment can be shared and what can be allocated individually; for instance it would be too costly not to share the use of rowing sculls, with adequate cleaning, but tennis balls and shuttlecocks could be allocated individually. - Pupils can bring in and use their own equipment as long as they do not share it with other pupils - All pupils will wash their hands at the end of each session - Water fountains which are designed for people to drink from directly are disconnected or marked 'do not use' or taped off. Refilling personal water bottles from drinking water sources is acceptable. 	3	2	6	Tolerable	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Guidance for the public on the phased return of outdoor sport & recreation in England</p>
<p>Peripatetic and External Sports Coaches - see controls on the 'Whole Schools Precautions' sheet</p>	3	2	6	Tolerable	
<p>Fitness Suites</p> <p>Each item of gym equipment is an appropriate distance apart so as to comply with social distancing guidelines plus a suitable margin for adequate circulation or one-way routes. They should be aligned back-to-back, not face-to-face if possible. All gym equipment, including mats, must be thoroughly cleaned after every use by the user.</p> <p>Dance - temporary floor markings will be used to define the space required by each person</p>	3	2	6	Tolerable	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p>
<p>Team Sports</p> <ul style="list-style-type: none"> - Competitive team sports can only take place between teams from the same school, and providing that the sport's National Governing Body Covid-19 guidance is fully implemented - Team sports with an 'increased risk' should not take place, ie sports where players proximity interactions are less than 1m, face to face, the interaction lasts 3 seconds or more or fleeting interactions accumulate above 15 mins over the period of the game (see Appendix 1 of Gov guidance) - Social distancing should take place during warm-ups, breaks in play and after matches. Pre/post-game handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations are to be avoided. - Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person. - As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games - Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game - Players will be encouraged to wash / sanitise their hands at regular times throughout the game and immediately it is concluded 	3	2	6	Tolerable	<p>Return to recreational team sport framework</p>
<p>Inter-school Events and Competitions</p> <p>No inter-school sporting activities, training sessions or competitions should take place in the autumn term. The position for the spring and summer terms will depend on the circumstances at the time</p>	0	0	0		

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Rowing - Currently rowing should only take place in single scull's or doubles (if the participants are from the same household), equipment should be cleaned after each use. Use of rowing machines and gym equipment should follow the fitness suite guidance above row 51. - Participants may come and go in their kit and not require the use of changing rooms but In the event of a capsized participants must shower ASAP to avoid other forms of water borne ill health.	3	2	6	Tolerable	British Rowing guidance can be found at https://www.britishrowing.org/2020/07/updated-coronavirus-guidance/
Using external facilities and venues To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out use EVOLVE to manage your trips to them. In general using external venues and facilities will require a response from them in how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust response and good plans in place they are suitable to use. Like other educational trips a pre- trip site visit might be in order to check before you turn up with a group and find out that it is not being managed very well.	3	2	6	Tolerable	
Music lessons - Music lessons with peripatetic staff will take place in school, with COVID safety measures and social distancing in place. Good ventilation is possible in all teaching rooms. - Where possible pupils should use their own instruments that they don't share with anyone else. - Brass and wind instruments, including recorders, must not be shared. - Instruments that can be shared, eg keyboards and percussion instruments - pupils should wash their hands immediately before using the instrument and then again at the end of the lesson, and the instrument should be thoroughly cleaned at the end of each lesson	3	2	6	Tolerable	
Singing / chanting and playing recorders, brass & woodwind instruments creates additional risks. These must be controlled by: - limiting group size to a maximum of 15 - playing / singing outside wherever possible - Inside, use large spaces, greater distancing between individuals, positioning pupils back-to-back or side-to-side - ensuring good ventilation, eg by opening windows - not having choirs, ensembles or groups made up of pupils from different groups/ bubbles - Indoor performances in front of a live audience should be limited to other members of the pupils' group / bubble. Social distancing measures should be in place, eg good separation between performers & audience and one way systems in the performance space. Ventilation should be enhanced eg by opening windows and mechanical ventilation. - Outdoor performances in front of a live audience should be limited to the school's staff and pupils, providing different groups / bubbles are well segregated from each other and social distancing measures are in place, eg good separation between performers & audience, and different groups / bubbles within the audience - Audience participation, such as singing along with the performers or shouting applause, should be discouraged.	3	2	6	Tolerable	The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority
Peripatetic Music and Drama teachers - see controls on the 'Whole Schools Precautions' sheet	3	2	6		

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<p>Drama</p> <ul style="list-style-type: none"> - Organise practical activities so that as large a distance as possible is maintained between each person, and avoid being face-to-face if they are within 2m - Use floor tape or paint to mark areas and help people maintain social distance where possible - Avoid singing, chanting or shouting, except in small groups (max 15), and make sure pupils are positioned back-to-back or side-to-side, have greater distancing between individuals, are in large well ventilated spaces (eg open windows) or ideally outside - Reduce the number of people each individual has contact with by using smaller fixed teams, groups or partnering - Where possible avoid using hand contact props. Where these are necessary ensure they are either thoroughly cleaned after use or quarantined for 72hours - Ensure any hand operated /adjusted equipment eg lights / sound is either thoroughly cleaned after use or quarantined for 72hours - Indoor performances in front of a live audience should be limited to other members of the pupils' group / bubble. Social distancing measures should be in place, eg good separation between performers & audience, and one way systems in the performance space. Ventilation should be enhanced eg by opening windows and mechanical ventilation - Outdoor performances in front of a live audience should be limited to the school's staff and pupils, providing different groups / bubbles are well segregated from each other and social distancing measures are in place, eg good separation between performers & audience, and different groups / bubbles within the audience - Audience participation, such as singing along with the performers or shouting applause, should be discouraged. 	3	2	6	Tolerable	<p><u>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority.</u></p>
<p>If Art / DT / Textiles lessons include practical activities:</p> <ul style="list-style-type: none"> - Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&T, Food and Art' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools) - Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance - Equipment can be shared by pupils within the same bubble - Pupils and staff must wash their hands before and after handling any equipment - All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining. - Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils - Any shared or department based aprons should be removed from use. If aprons or workshop coats are worn, e.g. by staff these should be their own individual coats that are stored in the individuals locker or taken home when not in use - If safety specs or goggles need to be work for any task they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL344 for process - Welding masks and gloves, and other close contact PPE should not be shared at this time - Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk <p>NB Prior to reopening any Art / DT practical room staff should refer to CLEAPSS guidance on D&T depts. returning to school after an extended period of closure (GL347)</p>	3	2	6	Tolerable	<p>CLEAPSS Art / DT website http://dt.cleapss.org.uk</p>