

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: Schools Re-opening for All Pupils From 8 March 2021 - Step 1 of the Roadmap Out of Lockdown **01-Mar-21**

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Re-assessment date: Daily against any updated government guidance and experience, and bi-weekly at school leadership level

This is the 'Whole School Precautions' Sheet

What is the hazard?	Coronavirus / COVID -19 including new variants
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

.	Guidance for Full Opening of Schools
.	Schools Coronavirus Operational Guidance
.	Face Coverings in Education
.	Use of the NHS Covid App in Schools
.	COVID-19 Response - Spring 2021 - Roadmap out of Lockdown
.	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
.	DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'
.	Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)
.	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
.	Stay at Home - Guidance for Households with Possible Coronavirus
.	Stay Alert & Safe (Social Distancing) Guidance

Who Can Come to School?

<p>From 8 March 2021</p> <ul style="list-style-type: none"> - all pre-school and junior / prep schools pupils can return to school in person - all secondary pupils who take an LFD test can return to face-to-face education following their first negative test result - any secondary pupils who decline to take an LFD test can return to face-to-face education <p>In consultation with the CEO, the Head of each school can decide to close their school if local circumstances, or the infection rate in the local community gives particular cause for concern</p>	3	2	6	Tolerable	
<p>Routine Vaccination Programmes</p> <p>Schools can continue to host routine NHS vaccination programmes for pupils during the Lockdown, eg for the HPV vaccination, providing that they strict Covid secure procedures are followed.</p> <p>The National Lockdown Guidance specifically allows people to leave their home to attend medical appointments,</p>	3	2	6	Tolerable	https://www.england.nhs.uk/2020/05/nhs-urges-public-to-get-essential-vaccines-despite-coronavirus-outbreak/

<p>Staff who are 'clinically extremely vulnerable' (CEV):</p> <p>CEV staff who have previously received a shielding notification from the NHS or their GP must not attend work in person, but instead shield and work from home if possible, even if they have been vaccinated. Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person.</p> <p>CEV Staff who did not receive a written shielding notification can go to work in the workplace providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed by their line manager to identify their particular vulnerabilities and any extra control measures that are required. Alternatively, if roles can be done effectively from home, arrangements can be made for CEV staff to do so. If staff are unable to work in school and working at home is not an option, they can be considered for furlough</p> <p>When line managers complete the personal risk assessment they must consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work 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 who live in a household with someone who is 'clinically extremely vulnerable' can go to the workplace but they should do what they can to support the CEV person and carefully follow the guidance on social distancing</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	3	2	6	Tolerable	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p>Eligible pupils who are 'clinically extremely vulnerable' (CEV):</p> <p>CEV pupils who have previously received a shielding notification from the NHS or their GP must not attend school in person, but instead shield and undertake Guided Home Learning. Pupils eligible to study in school in person who live with someone who is CEV, but who are not CEV themselves, can attend school but they should do what they can to support the CEV person and carefully follow the guidance on social distancing.</p> <p>CEV Pupils who have not had a written shielding notification and are eligible to come into school (eg one of their parents is a critical worker) can do so providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed by their HOY to identify their particular vulnerabilities and any extra control measures that are required. 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 	3	2	6	Tolerable	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>

<p>Clinically vulnerable members of staff and eligible pupils 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, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <p>Arrangements should be made for Clinically Vulnerable staff to work in the safest suitable and available role in school with protective measures in place, eg social distancing and PPE. If this is not possible, consideration should be given for vulnerable staff to work from home if their job allows. An individual risk assessment should be undertaken for all 'Clinically vulnerable' members of staff by their line manager and they should discuss any concerns with their manager.</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	3	2	6	Tolerable	
<p>Pregnant women who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <ul style="list-style-type: none"> - A risk assessment must be completed by their line manager and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager. - Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk and additional controls may be required eg further social distancing measures and / or the provision of PPE, suitable alternative work or accommodating working from home. - Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers' - Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology 	3	2	6	Tolerable	<p>Advice for Pregnant Employees https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Royal College of Obstetrics and Gynaecology https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</p>
<p>Members of staff who have some additional degree of vulnerability as a result of 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.</p>	3	2	6	Tolerable	
Avoiding Contact With Anyone Who is Unwell					
<p>All staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers are reminded that if they have had a positive PCR Covid test or Rapid Result / LFD Covid test in the last 10 days they must not come to school, and the must follow the governments '<i>Stay at home guidance for household with possible coronavirus infection</i>'</p>	3	2	6	Tolerable	<p><u>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</u></p>
<p>All staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers are reminded that if they are a close contact with someone who has had a positive PCR or LFD Covid test in the last 10 days, (they have been notified by the school or via an NHS email, text or phone call) they must not come to school, and the must follow the Governments guidance regarding isolation / testing</p>	3	2	6	Tolerable	<p><u>Guidance for close contacts</u></p>
<p>All staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) are reminded that if they start feeling unwell with symptoms of Covid-19 during the school day, they must go home as soon as possible and arrange to have a PCR 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 require rapid action to protect their colleagues and pupils.</p> <ul style="list-style-type: none"> - Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home Their parents should arrange for them to have a Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils. - 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	<div style="text-align: center;">  <p>B76F106C.JPG</p> </div>

<p>All suppliers and delivery drivers are advised when they arrive on site that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, and they must follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>	3	2	6	Tolerable	Link to 'Stay at Home Guidance'
<p>No-one, including staff and pupils, must come onto the school site if they are required to quarantine having recently visited countries outside the Common Travel Area</p>	3	2	6	Tolerable	
<p>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils As part of the national public health initiative the school will participate in the mass testing programme of staff and senior school students during the spring term using rapid result (lateral flow device) test kits. - Relevant staff will complete training in how to set up and run a Covid Rapid Result Testing Centre on the school premises - The DfE guidelines and DoHS Standard Operating Procedures on setting up and running a Covid Rapid Result Testing Centre on the school premises will be followed precisely - A risk assessment will be completed using the NHS template and the controls implemented - The school must maintain a small testing site at school once staff and pupils have moved to using the home testing kits in case staff or students aren't able to test at home, or would prefer to use the school testing facility</p>	3	2	6	Tolerable	 X:\Health & Safety\ Coronavirus - Covid-19 2020\ Standard Operating Procedure for Mass Testing v2.3 31 Dec 2020
<p>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils - Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate in the testing programme - If an individual has been vaccinated they should still do regular LFD tests - it is not yet known if vaccines prevent individuals transmitting the virus. - Anyone who has had a positive PCR test doesn't need to have a LFD test for 90 days unless they develop new symptoms - All school based members of staff (senior and junior school, academic and support staff, contractors staff e.g. caterers and cleaners, peripatetic and supply staff) will be provided with 2 LFD tests to use at home each week, 3 - 4 days apart. Staff can start to use the home test kits as soon as they receive them - All senior school students will be offered, and are encouraged to take 3 tests at the school testing facility 3 - 5 days apart during the first two weeks of their return to school and a fourth test to use at home. Students will then be provided with 2 LFD tests to use at home each week, 3 - 4 days apart, reporting the results to the school and NHS Test & Trace. Students should not start using their home testing kits until 15th March - In addition, providing the school has enough test kits for school staff and senior school students who need to test on site, then we will also offer tests to other visitors and occasional contractors that have to come onto site and could pose a risk to our staff and any students. - Parent's consent required for pupils aged under 16 to have a test at the school testing site - The schools will have a procedure in place for isolating any staff or pupils who have a positive LFD test result and arrange for them to return home asap - Anyone who has a positive LFD test at school must go home immediately and commence 10 days isolation - there is no need to have a confirmatory PCR test - Anyone who has a positive LFD test at home must arrange to have a confirmatory PCR Covid-19 test asap, and self isolate until the result of the PCR test is known A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and strict Covid secure practices should continue to be practised by everyone at both an individual and collective level</p>	3	2	6	Tolerable	 X:\Health & Safety\ Coronavirus - Covid-19 2020\ https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges

<p>Coronavirus Testing Kits The school has been provided with a small number of PCR Covid-19 testing kits by the NHS / PHE (additional limited supplies can be ordered). These are only to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:</p> <ul style="list-style-type: none"> • They have developed symptoms whilst at school, and • You believe they may have barriers to accessing a test elsewhere • You believe that if you sent the individual home without a kit, they would not receive a test at all. <p>The test is suitable for use by pupils and staff of all ages. Staff at school must not conduct the test. Pupils under 18 - the test kit should be given to their parent or carer. The school also has access to a BUPA test kit if staff are not able to access a NHS test</p>					https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers
<p>The Government encourages all staff and pupils <u>over the age of 16</u> to download and use the NHS COVID-19 Contact Tracing app on their phones to help them identify if they have been to a venue which is linked to a Covid-19 outbreak</p>					Use of the NHS Covid App in Schools
<p>Promoting Good Health</p>					
<p>A seasonal flu vaccination was offered to all staff in the autumn term.</p>	3	2	6	Tolerable	Prepare for the winter
<p>All staff are encouraged to have a Covid 19 vaccination as soon as they are eligible for it</p>	3	2	6	Tolerable	
<p>Whole School Precautions</p>					
<p>Visitors 'Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings during school hours</p>	3	2	6	Tolerable	No visitors or speakers - systems in place
<p>Meetings with Visitors Meetings should take place virtually; only the most essential or emergency on-site visitor meetings may take place, when the strictest coronavirus controls must be implemented. A record should be made explaining why the on-site meeting has to take place and a specific risk assessment / protocol should be completed.</p>	3	2	6	Tolerable	
<p>Visitors Providing Educational Activities External educational activities provided by visitors should either take place virtually or be postponed until lockdown has ended</p>	3	2	6	Tolerable	
<p>Peripatetic Staff Lessons / activities can be taught / supervised by peripatetic staff providing the following controls are implemented:</p> <ul style="list-style-type: none"> - Where possible use peripatetic staff who only visit our school - Peripatetic staff are to be reminded that under no circumstances should they come to school if they have Covid-19 symptoms - Peripatetic staff working on the school premises can be offered, and are encouraged to take, two Lateral Flow Device tests each week - Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. - In small music rooms, the use of screens between staff and pupils is considered, and good ventilation is in place 	3	2	6	Tolerable	

<p>Supply Staff Where possible all lessons / pupil activities should be taught by school staff. Where it essential to use supply staff a specific risk assessment / protocol will be completed by the HOD that explains why it is necessary and includes the following controls:</p> <ul style="list-style-type: none"> - Where possible supply teachers will have agreed only to work for our school - Supply teachers will be reminded that under no circumstances should they come to school if they have Covid-19 symptoms - Supply teachers working on the school premises can be offered, and are encouraged to take, two Lateral Flow Device tests each week - Supply teachers should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, 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	
<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, 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: - staying at the front of the class - reducing the amount of time they are face-to-face with another person - minimising the time spent in closer contact - having a screen between people - consider wearing a face covering (including with visor) 	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 <p>6. Minimise contact with other individuals and groups / 'bubbles'</p>	3	2	6	Tolerable	
<p>Remind all staff and pupils that they must follow the governments 'Stay Home' requirement when they are not in school (until 29 March)</p>	3	2	6	Tolerable	Link to 'Stay Alert & Safe Guidance'

<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	

<p>Face Coverings</p> <ul style="list-style-type: none"> - Face coverings should be worn by all staff, adult visitors, contractors in the senior and junior schools and senior school pupils whilst moving around the school buildings in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queue's for lunch service - Face coverings should also be worn whilst giving First Aid, caring for pupils with Covid-19 symptoms and cleaning areas occupied by someone with Covid 19 Symptoms (see paras below). - Face coverings should be worn by all senior school pupils in classrooms and other indoor areas unless social distancing can be maintained. There is an exemption for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports and PE lessons. - Providing staff are maintaining 2m distance from pupils and other members of staff, they do not need to wear a face covering or face visor, although they can if they wish to do so - If staff are unable to stay 2m away from pupils and other members of staff, they should implement mitigating measures (see row 54) and consider wearing a face covering or visor - Face coverings do not need to be worn by pupils or staff when outdoors <p>All staff and pupils are advised to</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 dining hall) - 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). - temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin) <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)</p>	3	2	6	Tolerable	 <p>X:\Health & Safety\ Coronavirus - Covid-19 2020\PPE\ <u>DoE Face Coverings in education guidance</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 should be reinstated, including at the assembly point - Year and Class markers are repositioned to achieve this</p> <p>Children / pupils not familiar with the schools emergency procedures, (eg children of staff who are not pupils at the school), or the layout of the parts of the building they are occupying, will have the fire alarm / lock down drill explained to them, and the exit routes shown to them. Fire drill practises will continue.</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 either as a one-off or cumulatively through one day) 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	<u>Guidance for First Aid Responders</u>

<p>Assemblies and Other Large Group Gatherings 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	
<p>Lunch Preparation (reduced service in place) 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	<u>Guidance for food businesses on coronavirus (COVID-19)</u>
<p>Lunch Service The catering staff will comply with the Guidance for food businesses on coronavirus (COVID-19) during food preparation and service 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	<u>Guidance for food businesses on coronavirus (COVID-19)</u>

<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	Librarian team to confirm specifics
<p>Wrap-Around' Care and Extra Curricular Clubs</p> <p>Early Birds / After School Care can operate for vulnerable children and other children providing the care is to enable their parents / carers to work, search for work, undertake education or training, exams and assessments, attend a medical appointment or address a medical need, or attend a support group.</p> <p>Where possible pupils should stay in the groups / bubbles they are in during the school day. If this is not possible, keep them in small groups of no more than 15 children, the groups should have a consistent and identifiable membership, as far as possible keep separate from / not mix with other groups, and additional Covid controls appropriate to the activity employed e.g. take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc</p> <p>Face coverings should be worn in accordance with the same rules followed during the school day - see row 69</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:</p> <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). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group] - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off or cumulatively throughout one day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport] - travelling in a small vehicle, like a car, with an infected person 	3	2	6	Tolerable	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend
<p>Holiday Clubs</p> <p>Holiday Clubs can take place during the school Easter holidays for vulnerable children and other children to enable their parents / carers to work, search for work, undertake education or training, exams and assessments, attend a medical appointment or address a medical need, or attend a support group</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend

<p>Lets From 8 March lets can only take place if they are providing childcare for vulnerable children and other children to enable their parents / carers to work, search for work, undertake education or training, exams and assessments, attend a medical appointment or address a medical need, or attend a support group</p> <p>From 29 March outdoor sports facilities, such as tennis courts, can reopen and people will be able to take part in formally organised outdoor sports</p> <p>Where lets are allowed to take place, strict controls must be implemented 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 register their participants are at each session.</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend
<p>Lets</p> <ul style="list-style-type: none"> - Lets that can operate should have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test & Trace system. - Both the school and the hirer must 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: <ul style="list-style-type: none"> - 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 ensure social distancing, regular handwashing / hand sanitisation, and 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 - 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 	3	2	6	Tolerable	
<p>School Trips will not take place during the spring term or Easter holidays</p>					
<p>Duke of Edinburgh Award Expeditions will not take place during the spring term or Easter holidays</p>					
<p>Open Days</p> <ul style="list-style-type: none"> - Between 8 and 29 March on-site open days, face-to-face meetings with prospective pupils and parents, and private schools tours can not take place - From 29 March on-site open days, face-to-face meetings with prospective pupils and parents, and private schools tours can take place outside. Visitors are not allowed inside the school buildings and groups must not exceed 6 people - Once we have moved to Step 2 on the 'Roadmap out of Lockdown' (not before 12 April) single household private tours and visits inside the school buildings can recommence. 	3	2	6	Tolerable	https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary
<p>Taster Days</p> <p>Taster Days can only take place virtually during the spring term</p> <p>From 29 March pupils who will be joining the school in the summer or autumn term can attend an organised outside sports session.</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary

<p>Exams</p> <ul style="list-style-type: none"> - Candidates or invigilators who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive PCR or LFD Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam - Public Exams and vocational assessments planned for March 2021, eg BTECs, can go ahead - Mock and internal exams can take place in school from 8th March onwards <p>Entrance Exams, Scholarship Assessments and Junior School Entrance Assessments</p> <ul style="list-style-type: none"> - Where possible, entrance exams and assessments should be undertaken remotely / virtually. If this is not possible, children taking the entrance exams / assessments should be kept separate from the school's current pupils, e.g. by setting the exam/assessment on a Saturday, or in a separate part of the school. Strict Covid controls must be implemented including maintaining a minimum of 2m distance in all directions at all times, and senior school aged pupils wearing face coverings when moving around the school. Any scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school 	3	2	6	Tolerable	
<p>Exams</p> <p>Arrival and Departure</p> <ul style="list-style-type: none"> - Discourage group travel to the exam. Avoid groups of people congregating together by staggering arrival times. Parents should be discouraged from congregating at the school. - If children need to be escorted to the exam, this should be limited to one parent/adult - Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned - Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room. <p>Exam Room</p> <ul style="list-style-type: none"> - All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment - Where possible, candidates should be divided up into small groups in separate rooms. - Maximise the space between candidates as much as possible; candidates must not sit face-to-face - For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this. - All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible. - It is recommended that invigilators wear face coverings whilst walking around the exam rooms - Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face - Hand sanitiser should be available around the exam rooms - Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles 	3	2	6	Tolerable	DfE Public Health Arrangements for Exams from Jan 2021
<p>Music and LAMDA Exams</p> <p>Practical performing arts exams, eg those run by ABRSM and LAMDA, can go ahead in school providing appropriate measures (risk assessments and strict Covid controls) are in place in school.</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams?utm_source=9%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
<p>Parents Evenings must take place virtually during the spring term</p>	3	2	6	Tolerable	

<p>Interviews for New Staff Initial interviews / selection processes should take place virtually, but final interviews can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, social distancing at all times, appropriately sized and well ventilated rooms if an outside interview is not possible, not shaking hands, cleaning of all surfaces, handwashing or sanitising</p>	3	2	6	Tolerable	
Cleaning					
<p>Each school should have a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.</p> <ul style="list-style-type: none"> - People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves & aprons over and above what is usually specified in the activity risk assessment (See paragraph below for requirements for cleaning areas occupied by someone with suspected coronavirus COVID-19) - 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'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it 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' 	3	2	6	Tolerable	<p><u>COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems - click here for HSE guidance.</u></p>

<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 should 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, food tech rooms and changing rooms) should be cleaned more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. 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 should <u>not</u> be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk.</p> <p>- All surfaces and tables in dining rooms should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.</p> <p>- All surfaces in indoor sports / exercise facilities should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise</p> <p>- All high frequency hand-contact surfaces should 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, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out).</p> <p>- Classroom based resources, such as books and games, should 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 should be frequently and 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'</p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
<p>Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School</p>					

<p>Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day.</p> <p>If EYFS children aged 2 to 5 are on site schools must use their 'best endeavours' to ensure one person with a full Paediatric First Aid certificate is also on site when the children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current first aid at work or emergency PFA certification is on site at all times children are on premises.</p> <p>Requalification If Paediatric First Aid certificate requalification training is prevented for reasons associated directly with the coronavirus (COVID-19) pandemic, or by complying with related government advice, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates expiring on or after 1 October 2020. Employers must do their best to arrange requalification training at the earliest opportunity.</p> <p>Practitioners are strongly encouraged to use online resources to refresh their knowledge of Paediatric First Aid procedures if they need to extend their certificates while waiting to access face-to-face training. Providers such as St John Ambulance offer free online resources to support this.</p>					<p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</p>
<p>Where possible, nurses should 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. A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required</p> <p>All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean</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>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must 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 should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p> <p>Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at: https://www.fit2fit.org/find-a-tester/</p>	3	2	6	Tolerable	<p>Contact tracers will not consider the wearing of PPE as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered. Ref 'NHS Test & Trace in the Workplace'</p>

<p>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.</p>	3	2	6	Tolerable	Safe working in education, childcare and children's social care settings, including the use of personal protective equipment
<p>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:</p> <ul style="list-style-type: none"> - 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 <p>The bag can be disposed of in the normal household waste stream.</p>	3	3	9	Tolerable	
<p>Members of staff that give direct personal care to / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds. They do not need to go home and isolate unless</p> <ul style="list-style-type: none"> - the symptomatic person subsequently tests positive - they develop symptoms themselves. - they are requested to do so by NHS Test & Trace or PHE - they have a positive result from an LFD test 	3	3	9	Tolerable	Schools Coronavirus Operation Guidance
<p>Pupils developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in 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 '<i>Guidance for Full Opening: Schools</i>'. 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.</p>	3	3	9	Tolerable	Schools Coronavirus Operation Guidance

<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'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - 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 'Cleaning Guidance'
<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 PCR 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 PCR test result is positive the school will act swiftly and contact the local authorities. Some areas have introduced a single point of contact, but in the absence of this the default procedure is contact the DfE Helpline on 0800 046 8687 and select option 1 (Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm). There is no need to contact the DfE if the person has symptoms but has not tested positive. The school should also report all confirmed, positive cases using the online attendance form daily return AND inform your local authority. - The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must also self-isolate for 10 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 must self isolate for 10 days. <p>'Close contact' means:</p> <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). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group] - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes - either as a one-off or cumulatively throughout one day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport] - 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	Schools Coronavirus Operations Guidance DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'

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

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.

- 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.

In addition:

- 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

<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>	
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Activity: Schools Re-opening for All Pupils From 8 March 2021 - Step 1 of the Roadmap Out of Lockdown **01-Mar-21**

Assessor: Alistair Gray **Re-assessment date:** Daily against any updated government guidance and experience,

This is the 'Staff Activities' Sheet

What is the hazard?	Coronavirus / COVID -19 including new variants
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

.	Guidance for Full Opening of Schools
.	Schools Coronavirus Operational Guidance
	Face Coverings in Education
	Use of the NHS Covid App in Schools
.	COVID-19 Response - Spring 2021 - Roadmap out of Lockdown
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
	DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'
.	Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)
.	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
	Stay at Home - Guidance for Households with Possible Coronavirus

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) - Senior school pupils - wearing face coverings in classrooms, indoor teaching and communal areas, corridors and stairways unless social distancing can be maintained. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking. <p>For staff this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> - staying at the front of the class (senior schools) - reducing the amount of time they are face-to-face with another person - minimising the time spent in closer contact - having a screen between people - wearing face covering in indoor areas such as communal areas, corridors and stairways, or if teaching a transparent face covering / face visor 	3	2	6	Tolerable	
<p>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.</p>	3	2	6	Tolerable	Schools Coronavirus Operational Guidance
<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

<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 take place virtually.</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 - Car sharing by staff is not permitted with someone from outside your household or your support bubble unless your journey is undertaken for an exempt reason. - 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	<p><u>Safer travel guidance for passengers</u></p>

<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	<u>Safer travel guidance for passengers</u>
Lessons / Teaching Activities					
<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	
<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					
<p>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 procedures will be clearly communicated to all staff, pupils, parents , visitors and contractors</p>					
Area / Activity Risk Assessments					
<p>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</p>					
Monitoring					
<p>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>					

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>	
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Activity: Schools Re-opening for All Pupils From 8 March 2021 - Step 1 of the Roadmap Out of Lockdown **01-Mar-21**

Assessor: Alistair Gray **Re-assessment date:** Daily against any updated government guidance and experience,

This is the 'Pupil Activities' Sheet

What is the hazard?	Coronavirus / COVID -19 including new variants
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

.	Guidance for Full Opening of Schools
.	Schools Coronavirus Operational Guidance
	Face Coverings in Education
	Use of the NHS Covid App in Schools
.	COVID-19 Response - Spring 2021 - Roadmap out of Lockdown
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
	DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'
.	Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)
.	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
	Stay at Home - Guidance for Households with Possible Coronavirus

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) - Senior school pupils - wearing face coverings in classrooms, indoor teaching and communal areas, corridors and stairways unless social distancing can be maintained. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking. <p>For staff this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> - staying at the front of the class (senior schools) - reducing the amount of time they are face-to-face with another person - minimising the time spent in closer contact - having a screen between people - wearing face covering in indoor areas such as communal areas, corridors and stairways, or if teaching a transparent face covering / face visor 	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
<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>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:</p> <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, either as a one-off or cumulatively throughout one-day) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	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	
<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> <ul style="list-style-type: none"> - Additional bike racks are provided - It is expected there will be a higher volume of parents dropping off/collecting pupils by car - If pupils in different bubbles car share they will be encouraged to wear a face covering in the car 	3	2	6	Tolerable	<u>Safer travel guidance for passengers</u>
<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	<u>Safer travel guidance for passengers</u>

<p>School Minibuses (Home to School)</p> <ul style="list-style-type: none"> - Each route has an allocated vehicle and driver - Windows and ceiling vents 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	https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020
<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	https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020
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					
<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. <p>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.</p>	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>
<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 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	Guidance for providers of grassroots sport and gym / leisure facilities
<p>Team Sports</p> <ul style="list-style-type: none"> - Competitive team sports can only take place between teams from the same school and in the same bubble, 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. Avoid pre/post-game handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations. - 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 - Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded 	3	2	6	Tolerable	Return to recreational team sport framework
<p>After School and Weekend Sports Activities</p> <p>From 8 March After School Sports activities can take place in the same way as After School Care, ie for vulnerable children and other children providing the care is to enable their parents / carers to work, search for work, undertake education or training, exams and assessments, attend a medical appointment or address a medical need, or attend a support group.</p> <ul style="list-style-type: none"> - Where possible pupils should stay in the groups / bubbles they are in during the school day. If this is not possible, keep them in small groups of no more than 15 children, the groups should have a consistent and identifiable membership, as far as possible keep separate from / not mix with other groups, and additional Covid controls appropriate to the activity employed e.g. take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc - 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>- From 8 March sports can take place at the weekend providing it is a curricular educational activity and is organised so that pupils stay in their bubbles.</p> <p>- From 29 March formally organised outdoor sporting activities can take place at the weekend for all pupils providing the activity is run in accordance with the guidance issued by national governing bodies.</p> <p>- Once we have moved to Step 2 on the 'Roadmap out of Lockdown' (not before 12 April) indoor sporting activities can take place for all pupils providing the activity is run in accordance with the guidance issued by national governing bodies.</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend
<p>Inter-school Events, Fixtures and Competitions</p> <p>No inter-school sporting activities, training sessions or competitions should take place in the spring term or Easter holidays. The position for the summer terms will depend on the circumstances at the time.</p>	0	0	0		

<p>Using External Sporting Facilities and Venues</p> <ul style="list-style-type: none"> - From 8 March pupils can take place in sporting activities at school. External facilities and venues should not be used. - From 29 March schools can use outdoor external sporting facilities and venues providing the activity is run in accordance with the guidance issued by national governing bodies. - Once we have moved to Step 2 on the 'Roadmap out of Lockdown' (not before 12 April) schools can use indoor external sporting facilities and venues providing the activity is run in accordance with the guidance issued by national governing bodies. - To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out, schools should undertake an advance planning visit and use EVOLVE to manage your visits to them. <p>External venues and facilities will need to inform the school how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust procedures and good plans in place they are suitable to use.</p>	3	2	6	Tolerable	https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf
<p>Rowing</p> <p>NB - see above re dates when external sporting facilities can start to be used</p> <p>Crew boats can be taken out on the water, but each school must undertake a risk assessment which includes how to reduce the risk of transmitting Covid-19 infection between the rowers in a multi-crewed boat whilst they are on the water. The controls should include:</p> <ul style="list-style-type: none"> • crews must be from the same year group • crews should row with the same small group of people, and • crews must not move around from one boat to another. <ul style="list-style-type: none"> - Beginners should stay in pairs or fours - All Equipment should be cleaned after each use. - Participants may come and go in their kit and are not required to use of changing rooms, but In the event of a capsiz participants must shower ASAP to avoid other forms of water borne ill health. - Use of rowing machines and gym equipment should follow the fitness suite guidance above row 47. 	3	2	6	Tolerable	<p>British Rowing guidance can be found at https://www.britishrowing.org/2020/07/updated-coronavirus-guidance/</p>
<p>Music</p> <p>GDST Covid Risk Assessment Supplementary Music Guidance was issued to all Directors of Music on 30 September 2020 and the Government guidance on '<i>Suggested Principles for Safer Singing</i>'. This includes specific controls for: Peripatetic music lessons, Academic music lessons: and Co-curricular music ensembles. In summary</p> <ul style="list-style-type: none"> o Pupils may play instruments including singing, wind and brass instruments, providing infection controls are implemented to help reduce virus transmission; o Peripatetic lessons may happen in person from 8 March 2021; o Single bubble ensembles may take place, ensuring social distancing; o Microphones should be used to prevent shouting; o Singing should be kept to a talking volume; o Avoid sharing instruments and equipment – where equipment is shared, ensure it is wiped down by the pupils; o Pupils should have their own score and avoid sharing them with others; o Rehearse outside if possible; o Singing, wind and brass playing is allowed providing the room is of a large enough space with airflow as outlined in the September 2020 document; o Ensembles should be distanced at 2m following suggested seating plans (back to back, side to side rather than face to face); o Ensembles must be socially distanced even if made up of members of the same bubble; o Single bubble wind/brass ensembles must be socially distanced at 2m o Multi-bubble string and/or percussion ensembles are permitted providing pupils are socially distanced at 2m o Multi-bubble wind, brass and choirs are not permitted; they must be made up of the same bubble or rehearse virtually. o You cannot host any performances with an audience, however they can be recorded / live-streamed so that parents and other members of the school community can watch them. All filmed / recorded / streamed performances must comply with social distancing guidelines and strict Covid controls must be implemented for any film, sound or lighting crews. o Except when playing wind and brass instruments, senior school pupils should wear face coverings in classrooms and other indoor areas unless social distancing can be maintained. 	3	2	6	Tolerable	<p>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p>

Music and LAMDA exams - see controls on the 'Whole Schools Precautions' sheet

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Peripatetic Music and Drama teachers - see controls on the 'Whole Schools Precautions' sheet

Drama

- Organise practical activities so that **groups sizes are small**, 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 **loud** singing, chanting or shouting
- Use large well ventilated spaces (eg open windows) or work outside
- Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones
- 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

You should not host any performances with an audience, however they can be recorded / live-streamed so that parents and other members of the school community can watch them. All filmed / recorded / streamed performances must comply with social distancing guidelines and strict Covid controls must be implemented for any film, sound or lighting crews.

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Tolerable

[The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority.](#)

If **Art / DT / Textiles** lessons include practical activities:

- 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 GL362 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
- 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)
- **In order to minimise any fire risk when wearing face coverings, ensure any straps/ties are kept short and tight and keep a safe distance from the flames/ignition sources**

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Tolerable

[CLEAPSS Art / DT website http://dt.cleapss.org.uk](http://dt.cleapss.org.uk)