

**SOUTH HAMPSTEAD HIGH SCHOOL - REOPENING TO PUPILS AND STAFF FROM 1ST JUNE 2020  
UPDATED FOR RETURN OF PUPILS IN YEARS 7,8 and 9 FROM 22ND JUNE**

**GENERAL AREA / ACTIVITY RISK ASSESSMENT**

**Area / Task / Activity:** Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6, Y10 & Y12 Pupils, and Vulnerable / Critical Worker's Children in all Years, plus additional provision for Years 2, 3, 4 and 5 and Years 7, 8 and 9

**Date:** 29 June 2020

**Assessor:** Robert Jones, in consultation with the full SLT and staff

**Re-assessment date:**

This is the 'Whole School Precautions' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions, 2. Staff Activities, 3. Pupil Activities

<b>What is the hazard?</b>	Coronavirus / COVID -19
<b>Why is it a risk?</b>	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.
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school

**Key Guidance Documents**

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

	<a href="#">Stay Alert &amp; Safe (Social Distancing) Guidance</a>		
	<a href="#">GDST Coronavirus page on the HUB</a>		
Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
Who Can Come to School?			
<p>From 1 June only all pupils in Reception, Y1 &amp; Y6 were allowed back into school (alongside critical worker's children and vulnerable children in all years).</p> <p>From 15 June 25% of the combined total of the Y10 &amp; 12 cohorts have been permitted to come into school at any one time. We are making use of this additional advice</p> <p>Additional pupils and other year groups will only be invited to return in line with Government advice which indicates that this is not detrimental to increasing the transmission rate.</p> <p>Following the announcement by the Secretary of State on 9th June that schools, with capacity, may open to more year groups, we have welcomed pupils in Years 2, 3, 4 and 5 from Thursday 18th June. Our detailed plan for this return is included in the 'Pupil Activities' tab - Row 30</p> <p>The DfE has stated that it knows that secondary schools are keen to invite pupils in other year groups in for a face-to-face meeting before the end of this term, where it would be beneficial. As long as this happens in line with wider protective measures guidance, they have said that they encourage this where possible.</p> <p>Consequently we have invited pupils in Years 7, 8 and 9, in groups of no more than 24 split into bubbles of 12, for an afternoon of contact time with their form tutors from Monday 22nd June. This time will be used to check-in on pupils, and ensure they are supported before a return to school from September.</p>	Tolerable	<p><a href="#">Guidance on opening schools to more pupils from 1 June - guidance for parents &amp; carers</a></p> <p><a href="#">Actions for education and childcare settings to prepare for wider opening from 1 June 2020</a></p> <p><a href="#">Guidance for secondary school provision from 15 June 2020</a></p>	
<p>Staff and pupils who are <b>'extremely clinically vulnerable'</b> should continue to 'shield' at home and <b>not</b> attend school.</p> <p>Staff and pupils who live in a household with someone who is <b>'extremely clinically vulnerable'</b> should only attend school if stringent social distancing can be adhered to and the pupil is able to understand and follow those instructions. Instead they should work from home / follow guided home learning</p>	Tolerable	<p><a href="#">Guidance on opening schools to more pupils from 1 June - guidance for parents &amp; carers</a></p>	The School has reinforced this message in communications with staff and parents (VBi and CS)
<p><b>'Clinically vulnerable'</b> pupils should follow medical advice regarding whether or not they should come into school</p> <p><b>'Clinically vulnerable'</b> members of staff, including pregnant women, and new mothers, (but not 'extremely clinically vulnerable' members of staff) should work from home where possible. or be offered the safest available on-site roles, staying 2 metres away from others wherever possible</p> <p>Member's of staff and pupils who live with someone who is <b>clinically vulnerable</b> (but not extremely clinically vulnerable), including those who are pregnant, can continue to attend school.</p>	Tolerable	<p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>	The School has reinforced this message in communications with staff and parents (VBi and CS)
<p>Members of staff who do not fall into the 'clinically vulnerable' or 'extremely clinically vulnerable' categories, but 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>	Tolerable		Staff have been offered the opportunity for a phone call / discussion with a Senior colleague

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- Unless it is an emergency, or essential to the safe operation of the school, parents, visitors and contractors should <b>not</b> enter school buildings, during school hours / whilst pupils and the majority of staff are on site</li> <li>- Whilst 8build complete snagging in Waterlow Hall, they will use the external door to Waterlow Hall. They will operate under their own agreed risk assessment and will not come in to contact with school staff or pupils</li> <li>- Delivery staff will have specific distance locations to leave parcels in No. 5 and at the Senior School</li> <li>- Staff may not have personal parcels delivered to school until further notice</li> </ul>	Tolerable		Parents, visitors, contractors have been advised of this (VBi, CS, RJ) Signage is displayed outside Senior and Junior receptions (RJ)
<b>Reception Areas</b> <ul style="list-style-type: none"> <li>- Unless it is an emergency, or essential to the safe operation of the school, parents, visitors and contractors, delivery staff, etc. should not enter school buildings, during school hours / whilst pupils and the majority of staff are on site. Parents have been asked to phone or email with enquiries rather than go to either reception</li> <li>- Deliveries in the Senior school must be left opposite the reception desk by the sofa; delivery staff should enter no further than that</li> <li>- Deliveries in the Junior School should be left in outer entrance lobby of Number 5; delivery staff should enter no further than that</li> <li>- Receive / check post deliveries in areas detailed above respecting social distancing, and reception staff must wash / sanitise hands immediately after handling any shared signing devices staff should refuse to use shared signing devices and request the delivery driver to sign on their behalf. We have removed any shared pens / pencils</li> <li>- In the Senior School a glass screen is already in place which acts as a barrier - it can be opened slightly (only to be opened by the receptionist) to allow for conversation; In the Junior School (No. 5) a screen will be installed in front of reception - awaiting delivery</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Parents have been reminded to contact school via phone or email (VBi, CS)</li> <li>- Signage to delivery drivers displayed (RJ)</li> <li>- Screen acquired for Number 5 reception (DL)</li> </ul>
<b>Avoiding Contact With Anyone Who is Unwell</b>			
As soon as a Government approved Coronavirus tracking and tracing app is widely available, we will encourage all staff and as many pupils as possible to download and use the app on their phones	Tolerable		- At suitable time, encourage use of App (VBi, CS)
If anyone (member of staff, pupil) is notified that they have been in contact with a case (via Government approved app (once available), online or phone-based contact tracing) they must follow advice regarding isolation / testing	Tolerable		Through Comms (VBi, CS)
We have reminded all staff (Inc. contractors staff, e.g. cleaners), pupils, parents and carers that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, however mild, (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they <b>must not</b> come to school, and they <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection' and apply for a Covid-19 test	Tolerable	<a href="#">Link to 'Stay at Home Guidance'</a>	Reminders sent regularly (VBi, CS, RJ) Reminders to staff also (VBi, CS)
We have reminded all staff (Inc. contractors staff, e.g. cleaners) that if they <b>start feeling unwell with symptoms of Covid-19 during the school day</b> , they must make arrangements to go home as soon as possible and arrange to have a Coronavirus test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils. <ul style="list-style-type: none"> <li>- We have reminded 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</li> <li>- Staff have been asked to 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</li> <li>- Areas which have been used by someone who develops Symptoms of Covid-19 will be cleaned. Refer to the line below (starting 'Cleaning areas occupied...!' for further details)</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Will continually remind pupils about what to do if they feel unwell (ZB, CS, All Teachers on site)</li> <li>- Staff have been told about procedures (ZB, CS, RJ)</li> </ul>
We have told suppliers and delivery drivers (through signage), that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, they <b>must not</b> come on site, and the <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Tolerable	<a href="#">Link to 'Stay at Home Guidance'</a>	<ul style="list-style-type: none"> <li>- Signage in place for delivery drivers (RJ)</li> <li>- Regular suppliers contacted by email (RJ)</li> </ul>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
Any pupil or member of staff who fall ill with Coronavirus symptoms should arrange to be tested asap - this facility was announced by the Health Secretary on 18th May. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.	Tolerable	<a href="#">Guidance on opening schools to more pupils from 1 June - guidance for parents &amp; carers</a>	- Expectation that families will arrange tests themselves
<b>Whole School Precautions</b>			
<b>First Aid</b> - Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed. - Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose - Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary - After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity	Tolerable	<a href="#">Guidance for First Aid Responders</a>	Nurse and First Aiders advised of advice on 3rd June
We have reminded all staff and pupils that they <b>must</b> follow the governments 'Stay Alert and Safe (social distancing ) guidance' when they are not in school	Tolerable	<a href="#">Link to 'Stay Alert &amp; Safe Guidance'</a>	Regular reminders (VBi, CS, all staff) We are displaying posters (RJ)
- We are ensuring social distancing is maintained in cloakrooms & handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils - Each toilet (room rather than individual WC) door indicates the maximum capacity of that room and staff and pupils must adhere to this advice as far as is practicably possible. Girls should go to the toilet independently, not in pairs or groups. - In the Senior School, we have allocated specific toilets for Years 5, 6, 10 and 12. We have also allocated specific toilets for the small groups of returning Years 8 and 9 - Junior School - Reception girls are using the toilet on the Ground floor of No.12; Year 1 pupils are using the toilet on the 1st floor of No.12. Use of these toilets is being managed, where possible, by the teachers in charge of these bubbles; key worker children are using the toilets on the first floor of No.5 (near DT room) - Teachers, as part of induction, have explained (and will explain to new groups) when and how toilets can be used. - We are providing plentiful supplies of warm water, anti-bactericidal soap and paper towels. We have, where possible, disconnected the hot air hand dryers	Tolerable		- Toilet review at Senior and Junior Schools undertaken (RJ with assistance from BC, CS, LS) - Pupils informed which toilets they must use. Signage displayed on toilets. - Provision of soap and paper towels (RJ, NuServe)
- In order to enable handwashing to be as effective as possible staff and pupils should not wear bracelets and rings (other than plain wedding bands); - Finger nails should be kept short, and arms should be bare below the elbow	Tolerable		The School has reinforced this message in communications with staff and parents (VBi, CS, RJ)
- We have provided sanitiser dispensers (min 60% alcohol) at entrances to buildings and in other areas that are not close to cloakrooms or other handwashing facilities. We are regularly topping up the supplies of sanitiser. - Staff and pupils have also been asked to bring their own supply of hand sanitizer, particularly to use when travelling to and from school.	Tolerable		- We have stocks of hand sanitizer, and are keeping these stocks under constant review (RJ and Site) - Site team are checking stocks at reception and other locations twice daily

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<ul style="list-style-type: none"> <li>- We have provided supplies of tissues in all classrooms, staff rooms &amp; reception areas, and are encouraging pupils to use them when necessary 'catch it, bin it, kill it'.</li> <li>- Bins are being emptied at least daily. Ideally bins should have lids on.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Boxes of tissues in every classroom (Site Team)</li> <li>- Catch it, bin it, kill it posters displayed around school (RJ, Site Team, SB)</li> <li>- Bins with lids to be provided in frequently used rooms (RJ, BC, DL)</li> <li>Cleaners asked to empty bins at lunch break in rooms being used as well as at the end of the day (RJ/LC)</li> </ul>
<p>We have provided signage in prominent positions around the school to remind people of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', not coming into school if you have symptoms of Covid-19, however mild</p>	Tolerable		<ul style="list-style-type: none"> <li>- Posters displayed (RJ, Site Team, SB)</li> <li>- BC and DL to check signage on a weekly basis</li> </ul>
<p>We have encouraged all pupils and staff:</p> <ul style="list-style-type: none"> <li>- to bring a supply of alcohol based hand sanitiser (min. 60% alcohol) and tissues with them and use them as appropriate</li> <li>- not to bring any unnecessary possessions into school with them</li> </ul>	Tolerable		Comms to all staff and pupils (VBi, CS, RJ)
<ul style="list-style-type: none"> <li>- We have requested 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</li> <li>- Girls are allowed and recommended to wear mufti; girls should wear School PE kit for PE and Games</li> <li>- Clothes that cannot be regularly machine washed, e.g. blazers, suits and jackets and ties should be avoided.</li> <li>- Outerwear, such as coats and jackets, should be avoided when the weather permits</li> </ul>	Tolerable		Comms to all staff and pupils (VBi, CS, RJ)
<p>All staff and pupils are being regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> <li>1. Avoid contact with people who are unwell</li> <li>2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available</li> <li>3. Try not to touch your eyes / nose / mouth</li> <li>4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)</li> <li>5. Clean surfaces that are touched frequently</li> <li>6. Minimise contact with other individuals and groups / 'bubbles'</li> </ol>	Tolerable		Regular reminders (VBi, CS, all staff) Posters (RJ)

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<p><b>Moving around the site - general guidance</b></p> <ul style="list-style-type: none"> <li>- Where possible we have clearly identified 'one-way' systems around the buildings and allocated specific entrances/exits to particular groups of people.</li> <li>- Where this is not possible we have divided wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points.</li> <li>- 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, and be aware of security issues with external doors</li> <li>- Everyone has been reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site</li> <li>- Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.</li> <li>- Areas which are not in use have been taped / cordoned off or doors locked. Signage will be fixed to doors. Access is prohibited other than for essential maintenance.</li> <li>- When pushing open a door, use elbows, shoulders and feet where possible.</li> </ul> <p><b>- In the event of a Fire Alarm; all one way systems are suspended</b></p> <ul style="list-style-type: none"> <li>- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site. Only one person should be in a lift at a time, unless it is absolutely essential that someone needs a chaperone.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Signage around the sites, including for lifts, required as appropriate (RJ, Site, SB)</li> <li>- Staff who are not needed in pupil areas have been reminded to stay away</li> <li>- working from home is appropriate and encouraged for teachers delivering GHL or admin staff who are not required on site.</li> </ul>
<p><b>Moving around the site - specific guidance</b></p> <p>All one way systems must be followed at all times, except in an emergency, e.g. Fire</p> <p><b>Senior School</b> - One way systems established on staircases. The central staircase is an up staircase from the 4th floor, to the 5th, 6th and 7th floors. The fire escape staircase in the NE corner of Maresfield and the Waterlow Hall staircase is a down staircases. The fire escape staircase by Art and DT is a down staircase, and the Science Staircase (nr Oakwood) is an up staircase.</p> <p>All corridors will be two way and will have tape marked on the floor to indicate separation of direction. Unless indicated otherwise, staff and pupils should keep to the left.</p> <p>In Oakwood, the main staircase (from basement to top) is an up staircase and the back staircase a down staircase. Access to the basement of Oakwood is via the external steel stairs at the back of Waterlow and the external door by the ICT suite/study room.</p> <p><b>Junior School</b> - With just Reception and Year 1 on site in Number 12, no one way systems are needed. Instead, each of the Year 1 bubbles is using a different staircase for both up and down. Reception pupils are entering through the Reception garden and blue door. Year 1 pupils are entering via the side alley and playground. Years 2, 3 and 4 are being based in number 5 Netherhall Gardens (one week at a time) and will use the main staircase. Keep to the left signage has been installed on the main staircase of No.5.</p>	Tolerable		<ul style="list-style-type: none"> <li>- Signage installed over half-term</li> </ul>

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<p><b>Face coverings</b></p> <p>The government has advised that wearing a face covering or face mask in schools is NOT recommended except in a few specified circumstances (see below), but if staff or pupils choose to wear them, they must:</p> <ul style="list-style-type: none"> <li>- refrain from touching their face covering when wearing it,</li> <li>- if they take it off they should put it into a sealed plastic bag that they keep in their school bag, locker or pocket, and wash their hands immediately;</li> <li>- it must be washed after every use, ideally on a hot washing machine cycle (60oC).</li> </ul> <p>If teaching staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering. The school has a stock and staff have been surveyed to ask for one. Only one per teacher will be provided.</p> <p>PPE (masks, aprons and gloves) have been sourced and bought for key staff who may have to deal with a pupil who is displaying symptoms of Covid-19 (e.g. Nurse or First Aider)</p>	Tolerable	<p><a href="#">Coronavirus (COVID-19): Implementing protective measures in education and childcare settings / Social Distancing in Schools</a></p>	<ul style="list-style-type: none"> <li>- We have a stock of visors on site (stored in nurse's room)</li> <li>- Staff to make request for a visor to RJ</li> <li>- Comms to parents and staff about use of face coverings (VBi, CS)</li> </ul>
<p><b>Fire Drills &amp; Emergency Evacuations</b></p> <ul style="list-style-type: none"> <li>- In an emergency, exiting the building quickly and calmly is the number 1 priority, but having exited the building, 2m distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this</li> <li>- We have ensured that any children / pupils not familiar with the schools emergency procedures, (e.g. Year 6 girls on the Senior Site; and children of staff who are not pupils at the school), or the layout of the parts of the building they are occupying, have the fire alarm / lock down drill explained to them, and the exit routes were and will be shown to them on their first day (e.g. 1st June)</li> <li>- A fire drill has taken place for Year 6 pupils</li> <li>- In the event of a Fire Alarm; all one way systems are suspended</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- A new muster map for fire assembly in Maresfield and Netherhall has been created (RJ)</li> <li>- All staff to provide reminder of Fire Drills &amp; Emergency Evacuations on first day pupils attend site. (RJ, All staff)</li> <li>- Fire Drill in first few weeks of return to site (SLT)</li> </ul>
<p><b>Assemblies and Other Large Group Gatherings</b></p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place are and must be avoided. Assemblies, all staff meetings and other group events are taking place remotely using online facilities</p>	Tolerable		<ul style="list-style-type: none"> <li>- Comms to staff (VBi, CS) All gatherings of more than 15 people are banned until further notice.</li> </ul>
<p><b>Libraries and Communal Learning Resources</b></p> <p>Libraries can be used as a learning environment, provided 2m separation is maintained between people (mark out desks / seating areas that cannot be used), and thorough cleaning regimes are in place, but books, magazines, newspapers etc. in the library should <b>not</b> be handled by anyone</p>	Tolerable		<p>We have remove seats that cannot be used (RJ, site team)</p> <p>Consider a screen on the librarians' desks as and when they return to school (RJ, Site Team)</p>
<p><b>Early Birds / After School Clubs and 'Wrap-Around' Care</b></p> <p>Early Birds / After School clubs is not be offered at this stage</p>	Tolerable		<p>Inform parents (CS)</p>
<p><b>Extra Curricular Clubs and Activities</b></p> <p>All extra curricular clubs and activities that combine pupils from groups that are normally kept separate from each other in school have been cancelled for the time being unless they can be carried out remotely</p>	Tolerable		<p>Communications passed on to staff, pupils and parents (SLT)</p>

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<p><b>Lets During the Summer Holidays</b> We have cancelled all but one very small let over the summer holiday. We will ensure the following:</p> <ul style="list-style-type: none"> <li>- They comply with Government guidance, e.g. what activities can take place, maximum number of people that can meet together, group sizes, when swimming pools can open, etc</li> <li>- Both the school and the hirer completes a risk assessment / protocol to indicate how the risks of Coronavirus infection will be controlled. Some of the factors to consider include: <ul style="list-style-type: none"> <li>- Health status of the people involved with the let</li> <li>- When and where people involved with the lets will enter the school site / buildings (once this is permitted)</li> <li>- The need to come into the school buildings e.g. to change or use toilet facilities,</li> <li>- Any facilities / equipment that will not be available, eg as it is not possible to clean effectively between use by different groups</li> <li>- Any overlap with school staff / other lets</li> <li>- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with</li> <li>- Responsibilities for cleaning of facilities before / after the let</li> <li>- Insurance</li> </ul> </li> </ul>	Tolerable		RJ and LC has communicated to all lets RA for that one let to be agreed
<p><b>School Pets</b> The welfare of all school pets is essential and they must continue to be properly looked after.</p> <ul style="list-style-type: none"> <li>- Anyone who looks after or touches Maple should wash their hands immediately afterwards</li> </ul>	Tolerable		Point noted (ZB/Maple)
<p><b>Entrance Exams</b> We are undertaking all entrance exams, meetings with the prospective pupils and parents, and school tours remotely / virtually.</p> <p>Where this is not possible, a specific protocol will be completed which explains why it is impossible for assessments / meetings / tours to be undertaken remotely / virtually and includes the following controls:</p> <ul style="list-style-type: none"> <li>- Assessments / meetings / tours should be planned to take place at a time when pupil's aren't present on the school site, eg after 'normal' school day has finished, and when prospective parents can arrive at a different time to when other pupils are arriving / leaving the school site</li> <li>- Prospective pupils should only be accompanied by 1 parent, and each prospective pupil's assessment / meeting / tour should be undertaken at a separate time to all other prospective pupils</li> <li>- The accompanying parent should confirm 24hrs in advance of the visit that they and the prospective pupils are all free from Covid-19 symptoms 24hrs, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms</li> <li>- Strict social distancing should be followed, hand washing on arrival / departure encouraged, and shaking hands avoided</li> <li>- All rooms used for meetings and assessments should be thoroughly cleaned before and after the assessment / meeting</li> </ul>	Tolerable		We have an assessment for Year 4 which we will take place onsite - measures will be undertaken as detailed
<p><b>Return of School Textbooks, Laptops, iPad, etc. at End of the School Year</b></p> <ul style="list-style-type: none"> <li>- We are only asking those pupils who are leaving the school this year to return equipment. Textbooks, laptops, iPads and any other school property will be returned to the Senior School reception on specific dates and at specific times of the day, and at a different time to when other pupils are arriving / leaving the school site</li> <li>- Strict social distancing will be followed whilst the pupil is on site</li> <li>- The returned items will be placed in boxes or crates and not handled directly by staff for at least 72 hours</li> <li>- Staff will wash their hands after handling any of the returned items.</li> </ul>	Tolerable		Arrangements for Year 13, Year 11 and other leavers to return items being planned (RJ)



Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Results Day</b></p> <ul style="list-style-type: none"> <li>- Consider emailing exam results to pupils on results day morning, and then have an ordered system for students wishing to collect their results in person (rather than having them posted to them) and accessing any support they may need e.g. with Clearing</li> <li>- Remind all students that they must NOT come into school to collect results if they have even the mildest symptoms of Covid-19, and neither should any members of their family</li> <li>- Try and limit the number of family members that come into the room where students collect their results, and encourage good social distancing if families and friends congregate outside</li> <li>- Choose a large room for collecting results with hand sanitising stations at the entrances and one way systems.</li> <li>- Use separate rooms for supporting pupils, eg with Clearing. Where possible, sit side by side 2m apart, not opposite each other, use separate keyboards and phones, thoroughly clean keyboards, desks, phones, etc between each student</li> <li>- Social distancing should be followed at all times, hand washing / sanitisation on arrival / departure encouraged, and shaking hands / hugs avoided</li> <li>- The rooms used for collecting results / supporting students should be thoroughly cleaned before and after use</li> </ul>	Tolerable		Details to be agreed by SLT w/b 29th June 2020
<b>Reopening School</b>			
<p>- It is important that arrangements remain in place to ensure that pupils and staff are in safe buildings during reduced occupancy arrangements. The school has had key worker pupils on site throughout lockdown and statutory checks have continued throughout. In particular the following checks have been undertaken by our appointed contractors and site staff throughout lockdown and since:</p> <p>hot and cold water systems gas safety fire safety kitchen equipment security including access control and intruder alarm systems ventilation</p> <p>- Site staff and Vertex undertook their checks before school reopens on 1st June</p>		<p><a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a></p> <p><a href="#">Managing school premises during the coronavirus outbreak</a></p>	- All statutory checks have been carried out as confirmed by RJ
<b>Cleaning</b>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>The role of the cleaner has never been more important. These colleagues are highly valued members of staff. The work they undertake is essential and they should be given the appropriate PPE and materials to undertake their job safely and thoroughly.</p> <p>The following actions have been agreed with NuServe</p> <p>Undertake frequent and thorough cleaning &amp; disinfection throughout the day of surfaces touched by others such as 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.</p> <ul style="list-style-type: none"> <li>- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- 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'</li> <li>- Do not use bleach - there are serious H&amp;S risks associated with this product</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- 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</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'</li> </ul> <p>Currently most NuServe staff are furloughed. An unfurloughing process has been undertaken by RJ and NuServe (Bernard Kirkman). In particular, whilst the school is only partly occupied, not all cleaning staff are needed. Areas and rooms not being used have a 'NOT IN USE' poster applied to the door, or a cordon applied to a whole floor or building. This is to avoid unnecessary contamination and cleaning. Our cleaners need to be focussed on areas which are in use.</p> <p>Our provision of cleaning during the day needed to be increased and we currently have the flexibility within staffing levels to achieve that. Additional cleaning staff are available during the day and they have been asked to clean particular rooms at particular times, e.g. classrooms during breaks, and toilets during lesson time.</p>	Tolerable	<a href="#">Link to 'Cleaning Guidance'</a>	<ul style="list-style-type: none"> <li>- All these actions have been discussed in detail with NuServe (RJ and LC)</li> <li>- A new schedule of cleaning, including additional cleaning during the day agreed with NuServe (RJ)</li> <li>- A specific cleaning spec for in day cleaning has been established based on highly used areas and the timetable (RJ and LC, in conjunction with timetable information)</li> <li>- signage and cordons provided for rooms which are not being used (RJ, Site, SB)</li> </ul>
<p>Every day, thoroughly clean all desks, tables, work benches, chairs, locker doors, books, toys, keyboards, mice, touch screens, telephones and other regularly used equipment in all rooms used by staff and pupils</p>	Tolerable	<a href="#">Link to 'Cleaning Guidance'</a>	
<b>Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School</b>			
<p>The nurse has access to 3 areas in order that she can look after all pupils with medical needs safely, and keep themselves safe too:</p> <ol style="list-style-type: none"> <li>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) - Room 5M in Junior School; Stuart Foster's office in Senior School.</li> <li>2 - a dedicated 'isolation room' where pupils with symptoms of Covid-19 could be isolated until they can go home - 5M would become the isolation room and LS's office would become the new triage room in Jnr School; SFO's office would become the isolation room and the meeting room on the sixth floor would become the new triage room</li> <li>3 - an office / work area where pupils that need treatment unrelated to Covid-19 can be treated - the Nurse's office in the Senior School; and KM's office in the Junior School</li> </ol> <p>- Rooms will be sealed and cleaned according to official advice after treatment of suspected cases.</p>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</b></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 have access to full PPE - disposable gloves &amp; 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.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> <li>- fit closely around the face and cover both the nose and mouth</li> <li>- not be allowed to dangle around the neck</li> <li>- not be touched once put on, except when carefully removed before disposal</li> <li>- be changed when they become moist or damaged</li> <li>- be worn once and then discarded</li> <li>- hands must be washed after disposal</li> </ul> <p>PPE has been procured and will be available for the School Nurse and anyone else (e.g. first aiders) dealing with individuals displaying symptoms of COVID-19</p> <p>Training has been provided in how to safely don and doff PPE by the school nurse to all staff who may deal with a suspected Covid-19 case.</p>	Tolerable		
<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> <p>Any disposable face masks used by the School Nurse during assessment and treatment of pupils should also be carefully disposed of in the same way</p>	Tolerable	<a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</a>	
<p><b>Pupils</b> developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '<a href="#">Coronavirus (COVID 19) - Implementing Protective Measures in Education &amp; Childcare Settings</a>'</p>	Tolerable	<a href="#">Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</a>	
<p>Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person</p> <p>They do not need to go home and isolate unless they develop symptoms themselves.</p>	Tolerable	<a href="#">Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</a>	
<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"> <li>- changed as soon as possible and wrapped in a disposable plastic bag,</li> <li>- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate</li> <li>- ironed or tumble dried</li> </ul> <p>The bag can be disposed of in the normal household waste stream.</p>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- 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'</li> <li>- Do not use bleach - there are serious H&amp;S risks associated with this product</li> <li>- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- 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</li> <li>- 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, as well as wearing gloves and an apron</li> <li>- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned</li> <li>- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of</li> </ul>	Tolerable	<a href="#">Link to 'COVID-19: cleaning in non-healthcare settings'</a>	
<p><b>Action in the Event of a Confirmed Case of Coronavirus in School</b></p> <ul style="list-style-type: none"> <li>- If a pupil or member of staff develops Coronavirus symptoms whilst in school, they will be sent home and advised to self-isolate for a minimum of 7 days. Their fellow household members should self-isolate for 14 days (or more if they develop symptoms themselves).</li> <li>- All other members of the sick individuals school class/group will be sent home and advised to self-isolate for 14 days. Other household members of that wider class/group do not need to self-isolate unless the person they live with in that group subsequently develops symptoms.</li> <li>- If other cases are detected within the pupil's cohort or in the wider school community, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases, a larger number of pupils may be asked to self-isolate at home as a precautionary measure.</li> <li>- Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</li> </ul>	Tolerable	<a href="#">Guidance on opening schools to more pupils from 1 June - guidance for parents &amp; carers</a>	
<b>Training</b>			
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded in the fourth tab of this workbook			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>It is essential that:</p> <ul style="list-style-type: none"> <li>- Staff are <b>consulted</b> on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or 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. At SHHS, all staff were emailed with the final draft on 21st May and comments, questions and suggestions were invited. Some of the detail was discussed in staff meetings on 18th (Snr School) and 22ns (Jnr School)</li> <li>- The controls identified in the risk assessment are <b>communicated</b> to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, 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 of some, or all of these things. It is <u>not</u> necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.</li> </ul> <p>ALL TRAINING IS DETAILED IN THE ADJACENT TRAINING TAB</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>- The risk assessment has been <b>signed off</b> by the Head, Junior Head and DFO</li> <li>- It has been <b>published</b> on our school's website <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></li> <li>- The risk assessment is being kept under <b>regular review</b>, and updated as necessary (as evidenced by the reissuing detailed in the Training tab)</li> </ul>			

**SOUTH HAMPSTEAD HIGH SCHOOL - REOPENING TO PUPILS AND STAFF FROM 1ST JUNE 2020  
UPDATED FOR RETURN OF PUPILS IN YEARS 7, 8 and 9 FROM 22ND JUNE**

**GENERAL AREA / ACTIVITY RISK ASSESSMENT**

**Area / Task / Activity:** Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6, Y10 & Y12 Pupils, and Vulnerable / Critical Worker's Children in all Years, plus additional provision for Years 2, 3, 4 and 5 and Years 7, 8 and 9

**Date:** 29 June 2020

**Assessor:** Robert Jones, in consultation with the full SLT and staff

**Re-assessment date:**

**This is the 'Staff Activities' Sheet**

**This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions, 2. Staff Activities, 3. Pupil Activities**

<b>What is the hazard?</b>	Coronavirus / COVID -19
<b>Why is it a risk?</b>	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
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school

**Key Guidance Documents**

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

[GDST Coronavirus page on the HUB](#)

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
General Precautions			
<p>- Staff who do not need to be in school should continue to work at home where possible. Generally, only staff who are required to deliver lessons or provide an onsite service in school should come to school. We may make exceptions on a case by case basis.</p> <p>Staff must:</p> <ul style="list-style-type: none"> <li>- spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 meters apart at all times</li> <li>- in communal offices/workrooms use the same desk or workstation each day</li> <li>- if people are working in groups - we encourage them to position themselves side-to-side, rather than face-to-face</li> <li>- ensure good natural ventilation in the classrooms / offices / areas that are being used; we will open 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).</li> <li>- Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. 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.</li> <li>- AC units (eg portable ones on the 7th floor) which be vented outside may be used.</li> <li>- AC units which recirculate air must not be used. This includes the units in science and Room 712</li> <li>- the CHRV units in Senior School classrooms bring in air from outside so have been turned up to their maximum output</li> <li>- try to follow social distancing guidelines when ever possible</li> <li>- remove unnecessary items from offices work rooms etc., especially if it impedes effective cleaning, where there is space to store it elsewhere.</li> </ul> <p>All staff have been issued with this Risk Assessment and are expected to have read it in full. Where possible, to avoid multiple documents, all measures are being included in this one document.</p> <p>We have assessed each office for the maximum number of staff who can be based in that office at one time. Whilst we have a phased return to school, sticking to these capacities should be manageable. When and if an office is overstaffed, we will allocate empty classroom space to some colleagues.</p>	Tolerable	Please refer to the TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May 2020	<ul style="list-style-type: none"> <li>- Site Team have ensured that CHRVs in Maresfield classrooms are set to allow maximum ventilation (Site Team)</li> <li>- Assessment of office and staff room capacities undertaken in all buildings - signs put on doors (R.J)</li> </ul>
<p>Each member of staff should keep their own pens / pencils / wipeboard markers they use in a container, e.g. a ziplock bag, and only use their own equipment for any tasks</p>	Tolerable		- Comms from VBi and CS
<p>Where possible, each member of staff should only use their own computer keyboard / mouse. There should be no 'hot-desking' If they have to use any other person's keyboard / mouse</p> <ul style="list-style-type: none"> <li>- they should be cleaned with a sanitising wipe before and after use</li> <li>- they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards</li> </ul>	Tolerable		- Antiviral wipes (as well as tissues) to be provided in each office area and classroom

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>Meetings with people who are not pupils or members of staff should, wherever possible, take place remotely. Where this is not possible, and the meeting is essential, it should take place in a location where it is possible to maintain at least 2m separation. Small offices / rooms should be avoided where possible as should furniture that can't be easily cleaned. Rooms which could be used for face to face meetings to maintain 2m distancing include vacant classrooms and the following offices: VBi, ZB, RJ, CS</p>	Tolerable		<p>- Communication to parents and staff that face to face meetings are to be avoided and will be discouraged. (VBi, CS, RJ)</p>
<b>Getting To / From School</b>			
<ul style="list-style-type: none"> <li>- Where staff are concerned about using public transport, the school can provide access to parking spaces</li> <li>- We have encouraged staff not to use public transport to travel to school, where possible, instead walk or cycle or travel by car if there is no alternative.</li> <li>- We have sourced some additional parking spaces at the Sports Ground. Staff wishing to drive and park, must let Robert Jones know. Parking spaces at the Senior School, No. 5 Netherhall Gardens and the Sports Ground will be allocated.</li> <li>- Staff who do not need to be in school, and especially those who cannot get to school without driving or using public transport, should continue to work at home where possible. Parking spaces will be prioritised to those staff who need to be in school.</li> <li>- Junior School staff have been advised that there are shower facilities in the Senior School</li> <li>- Discourage car sharing with other households</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Coordination of parking spaces (RJ, LC, Site Team)</li> <li>- increased cleaning of staff shower facilities may be necessary (RJ, LC)</li> </ul>
<p>If staff have no alternative but to use public transport to travel to school - we have encouraged them to:</p> <ul style="list-style-type: none"> <li>- As far as possible, keep 2m away from all other passengers at all times - follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting in queue at bus stops/stations</li> <li>- Wait for people to get off before you board</li> <li>- Avoid consuming food and drink on public transport</li> <li>- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> </ul>	Tolerable	<a href="#">Safer travel guidance for passengers</a>	<ul style="list-style-type: none"> <li>- These messages have been passed on to staff parents and pupils (VBi, CS, RJ)</li> </ul>
<b>Arrival at School</b>			
<p><b>Signing in / out</b></p> <ul style="list-style-type: none"> <li>- Where possible we have factored in a staggered start and finish for staff.</li> <li>- Staff should use their own personal pens to sign in / out. Staff signing in and out in the Senior School using the InVentry touch screen device must use their ID cards using the QuickScan function. Staff should not use the Touch Screen. The InVentry device should be cleaned with sanitising spray (left by screen) and everyone should wash their hands / use hand sanitiser immediately after having used it - notice displayed reminding people to do this.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Signs reminding staff to use their own pens (Jnr School) and use the Quick Scan function (Senior School). (RJ, Site, SB1)</li> <li>- Visitors must use their own pen</li> </ul>
<b>Lessons / Teaching Activities</b>			



Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- Limit the amount of pupils' belongings / work that is physically handled by staff, e.g. marking work in exercise books.</li> <li>- Where possible work should be submitted electronically for marking / assessment, or if it has to be paper-based and handled by the teacher, it should be placed in a designated space/container by the pupils and not collected by the teacher for 24 hours</li> <li>- Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work.</li> <li>- Teachers should avoid walking around the classroom and should stay at the front of the classroom where possible. Only teachers should operate the computer, keyboard and Clevertouch in a classroom. Before a teacher uses a PC or Clevertouch in a shared classroom they should wipe down the buttons with an antiviral wipe provided. However, we recommend the use of personal laptops and iPads</li> <li>- Where lessons are being delivered on site, arrangements to be made so that pupils who are staying at home are provided with lessons and guidance. This might be through live streaming of lessons using Video Meeting functionality in Teams, or by posting work in Teams or FireFly</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- antiviral wipes provided in each classroom (RJ, Site)</li> <li>- Staff to remind pupils to check their belongings when they leave rooms to minimise lost property</li> <li>- Staff to be reminded about the handing out of equipment</li> </ul>
<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"> <li>- 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)</li> <li>- As far as possible, stay at the front of class and remind pupils not to get out of their seats / approach the teacher</li> <li>- 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</li> </ul>	Tolerable		Staff who are moving from bubble to bubble have been given this specific advice
<ul style="list-style-type: none"> <li>- Teachers should, where possible, be the only person to open a door to a classroom</li> <li>- Antiviral wipes have been left in every classroom so that door handles can be wiped down. Cleaners have also been asked to clean door handles throughout the day.</li> </ul>	Tolerable		- antiviral wipes provided in each classroom (RJ, Site)
<p><b>Classroom setups</b></p> <ul style="list-style-type: none"> <li>- Classrooms have been set up so that teachers have space at the front of the classroom to move around, but movement around the classroom should be avoided (not always possible with KS1 classes).</li> <li>- Once girls are allocated a desk for a lesson, they should not sit at another desk and should not move around the classrooms</li> <li>- Furniture should not be moved where possible</li> </ul>	Tolerable		
<b>Break Times / Lunch Times</b>			
<p><b>Moving around the site</b></p> <ul style="list-style-type: none"> <li>- See section on Whole School Precautions tab</li> <li>- Everyone has been reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site</li> <li>- But, in addition, staff should limit their movement around the site to what is necessary. Contact with colleagues should be by phone, email or Teams, where possible even if all parties are on site.</li> <li>- Movement to staff common areas should be avoided where possible</li> </ul>			- Reminders given to all staff (VBi, CS, RJ)

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- Staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</li> <li>- Staff should use the office that they are allocated for break / lunch times and to keep 2m apart from their colleagues; alternatively they can eat their lunch in an outside venue, whilst maintaining social distancing</li> <li>- Staff rooms can be used to make tea/coffee etc. but no more than the indicated number of staff should be in a staff room at one time - we have marked up seats / areas which should not be used</li> <li>- We have ensured that hand contact surfaces in staff/common rooms, e.g. handles on fridges, kettles, hot and hold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time</li> <li>- Tea bags, coffee, sugar, fruit, biscuits etc. to be provided in containers that don't need to have lids removed/replaced where possible</li> <li>- Staff should place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side</li> <li>- Staff should bring a packed lunch into school (we have reminded staff about any food / ingredients that should <b>not</b> be included because of the risks associated with food allergies and remind everyone to dispose of any uneaten food safely to reduce risk of pest infestations)</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Ellen from Harrisons unfurloughed to manage and clean kitchen areas in Senior and Junior schools and to look after refrigeration of pupil lunches</li> <li>- staff rooms on 'in day' cleaning schedules</li> <li>- reminders about packed lunches and allergens given to staff</li> </ul>
<p><b>Cloakrooms &amp; Handwashing / Toilet Facilities</b></p> <ul style="list-style-type: none"> <li>- We are ensuring social distancing is maintained in cloakrooms &amp; handwashing / toilet facilities, by designating specific cloakroom &amp; handwashing / toilet facilities to specific groups of staff / pupils, and monitoring to ensure that they do not become overcrowded</li> <li>- We have indicated the maximum occupancy of staff toilets by signage on the doors.</li> <li>- We recommend that staff use antibacterial gel before and after entering a toilet</li> <li>- Provide plentiful supplies of warm water, antibacterial soap and paper towels. Where possible we have disconnected the hot air hand dryers</li> <li>- All hand contact surfaces in cloakrooms &amp; handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are topped up</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- 'max occupancy' signage displayed (RJ, Site Team)</li> <li>- soap, hand towel stocks</li> <li>- hand driers disconnected where possible (Site Team)</li> </ul>
<b>Assemblies and Other Large Group Gatherings</b>			
<p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place must be avoided. Assemblies, all staff meetings and other group events are taking place remotely using online facilities</p>			
<b>Training</b>			
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded in the fourth tab of this workbook</p>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>It is essential that:</p> <ul style="list-style-type: none"> <li>- Staff are <b>consulted</b> on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or 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. At SHHS, all staff were emailed with the final draft on 21st May and comments, questions and suggestions were invited. Some of the detail was discussed in staff meetings on 18th (Snr School) and 22ns (Jnr School)</li> <li>- The controls identified in the risk assessment are <b>communicated</b> to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, 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 of some, or all of these things. It is <u>not</u> necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.</li> </ul> <p>ALL TRAINING IS DETAILED IN THE ADJACENT TRAINING TAB</p> <p>In addition:</p> <ul style="list-style-type: none"> <li>- The risk assessment has been <b>signed off</b> by the Head, Junior Head and DFO</li> <li>- It has been <b>published</b> on our school's website <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></li> <li>- The risk assessment is being kept under <b>regular review</b>, and updated as necessary (as evidenced by the reissuing detailed in the Training tab)</li> </ul>			

**SOUTH HAMPSTEAD HIGH SCHOOL - REOPENING TO PUPILS AND STAFF FROM 1ST JUNE 2020  
UPDATED FOR RETURN OF PUPILS IN YEARS 7, 8 and 9 FROM 22ND JUNE**

**GENERAL AREA / ACTIVITY RISK ASSESSMENT**

**Area / Task / Activity:** Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6, Y10 & Y12 Pupils, and Vulnerable / Critical Worker's Children in all Years, plus additional provision for Years 2, 3, 4 and 5 and Years 7, 8 and 9

**Date:** 29 June 2020

**Assessor:** Robert Jones, in consultation with the full SLT and staff

**Re-assessment date:**

**This is the 'Pupil Activities' Sheet**

**This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions, 2. Staff Activities, 3. Pupil Activities**

<b>What is the hazard?</b>	Coronavirus / COVID -19
<b>Why is it a risk?</b>	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 se
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school

**Key Guidance Documents**

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

	<a href="#">Stay at Home - Guidance for Households with Possible Coronavirus</a>		
	<a href="#">Stay Alert &amp; Safe (Social Distancing) Guidance</a>		
	<a href="#">GDST Coronavirus page on the HUB</a>		
Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes	Further Action Required
General Precautions			
<p>- We are keeping groups of pupils in the same room(s) and areas throughout the week, where possible, rather than moving around the school too much</p> <p><b>Junior School</b></p> <ul style="list-style-type: none"> <li>- We have staggered the start and finish times of the school day and lunch times and break times for different groups of pupils.</li> <li>- Start and end times for Reception and Year 1 at No.12 Netherhall Gardens are staggered - see details on timetables created by LS</li> <li>- Start and end times for Year 5 and 6 bubbles are staggered - see details on timetables created by LS</li> <li>- Reception, Year 1 and Year 6 bubbles to be kept in the same classrooms for the majority of their lessons, with dedicated break time spaces and toilets; the same applies to Years 2, 3, 4 and 5 for their week(s) in school.</li> <li>- Some specialist subjects, e.g. music, may be taught in a dedicated room. These rooms will be cleaned between uses.</li> </ul> <p><b>Senior School</b></p> <ul style="list-style-type: none"> <li>- We have staggered the start and finish times of the school day and lunch times and break times for different groups of pupils.</li> <li>- Year 10 and Year 12 girls will return in small groups, no more than 25% of cohort at any one time, for specific pastoral and subject specific sessions with their teachers from Monday 15th June. They will be kept in groups of no more than 15. These groups will not mix during the day. Some specialist staff may move between bubbles. In these circumstances they will follow strict social distancing practices.</li> <li>- Year 10 pupils will be based in Rooms 601 and 609 - ideally no more than 12 girls per room. Girls will sit in the same places</li> <li>- Year 12 pupils will be based in two first floor classrooms in Oakwood. Girls will sit in the same places</li> <li>- Years 8 and 9 will be offered face-to-face time with their form tutors for one afternoon per tutor group during the weeks beginning 22nd and 29th June. Each tutor group will be split in to two bubbles of no more than 12 pupils.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Signage for Reception, Year 1 and 6 bubble roomings displayed (RJ, Site, SB1)</li> <li>- Signage for Years 10 and 12 also displayed</li> </ul>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- No group size is more than 15 pupils per teacher and room; classes have been divided where necessary. Junior year groups have been divided as appropriate. Reception class sizes have been kept as low as possible and are around 10 pupils per bubble in June.</li> <li>- We have limited the number of people that members of staff / groups of pupils come into regular contact with by having smaller, consistent teams or 'bubbles' that stay together. These bubbles have a limited number of staff they come in to contact with. There will be some overlap by specialist staff. As far as possible the bubbles are kept well away from each other.</li> <li>- Year 10 and 12 classes: there be some mixing of students / rotation of staff when specialist subjects are taught;</li> <li>- Where possible and necessary, we will use larger rooms than normal and spread everyone out within the room or area being used</li> <li>- We are trying to keep everyone at least 2 metres apart, e.g. by placing the desks at this distance or by marking desks/workspaces that cannot be used</li> <li>- If necessary, we will use non classroom spaces for teaching such as the Seminar Room, Recital Room, Waterlow Hall and Theatre</li> <li>- We have allocated each pupil a desk and they are being asked to sit at the same desk every day. Where this is not possible, owing to the rotation of subjects in Years 10 and 12 we are endeavouring to clean desks between room usages. We are spacing lessons in rooms used by more than one bubble so that they can be cleaned in between.</li> <li>- We are ensuring, where possible, good natural ventilation in the rooms / areas that are being used; by opening windows and keeping doors open. (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open). Specific guidance on ventilation has been provided by GDST's Estates Department and is being followed. 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.</li> <li>- We are making use of the Sports Ground and MUGA where possible; these spaces will need to be timetabled</li> <li>- Travel to the Sports Ground is not by coach, and we are timetabling whole days at the Sports Ground for Year Groups or bubbles to avoid travel</li> <li>- We have removed unnecessary items from classrooms, especially where they impede effective cleaning, where there is space to store it elsewhere</li> </ul>	Tolerable	Please refer to the TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May 2020	<ul style="list-style-type: none"> <li>- Junior classroom seating plans agreed with unused furniture removed (Jnr Staff and Site Staff)</li> <li>- Senior classrooms set up socially distanced</li> </ul>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Return of pupils from Years 2, 3, 4 and 5.</b></p> <p>The Government announced on Tuesday 9th June that where schools have capacity they can bring back other primary year groups. We believe we have capacity and so have arranged for the return of Years 2, 3, 4 and 5 as laid below from Thursday 18th June.</p> <ul style="list-style-type: none"> <li>- Year 2 returned on Thursday 18th June for a week; Year 3 will return on Thursday 25th June for a week; and Year 4 will return on Thursday 2nd July for a week. These year groups will be based in the Junior School. Year 5 will return for two weeks from Monday 22nd June and will be based in the Senior School</li> <li>- We have split Year 2 into two bubbles of 10-12 pupils; staffed by the Year 2 Teacher and a PE Teacher, plus a TA. There is minimal crossing of TA (just to provide non-contact time). The class teacher is taking e.g. yellow bubble for two or three consecutive days, with the PE teacher plus TA in the blue bubble and then swap on day three or four</li> <li>- The first day of the return of each year group will be a half day to give staff time for safety briefing, preparation with the girls arriving at lunchtime to be trained on the new routines.</li> <li>- We will split Years 3 to 5 into three bubbles per year group of no more than 15 girls per bubble (as long as each does not exceed 15), with two classroom teachers (one per bubble), plus the PE teacher and a TA leading the third bubble.</li> <li>- Years 2, 3 and 4 are being based in Year 6 classrooms in Number 5 Netherhall Gardens (plus a Year 5 classroom when we have three bubbles). Desks are socially distanced. All other routines and procedures about playtime, toilets, staggered arrival, handwashing, lunch etc. detailed elsewhere in this document apply to these bubbles.</li> <li>- To accommodate the return of Year 5 for two weeks, they are being based at the Senior School. Their classroom set up and break schedules up mirrors the plans we have in place for Year 6.</li> <li>- Year 5 are arriving at staggered times avoiding overlapping with Year 6 girls (and Year 10 and 12 pupils)</li> <li>- We have staggered start times (avoiding key workers arrival); with end of day earlier than key workers and Year 1 to avoid congestion.</li> <li>- we have rerouted key workers to basement level toilets; with the additional year group based on first floor of No 5 to using the toilets on that floor.</li> <li>- Cleaning of classrooms overnight, but in particular on a Wednesday night to prepare for a new year group on Thursday morning</li> </ul>			<ul style="list-style-type: none"> <li>- Approval granted by our insurers</li> <li>- Guidance from DfE issued</li> <li>- Staffing secured to have an additional year group on site each week.</li> <li>- We have split the Number 5 playground in half to allow for an additional group to have distinct play space.</li> </ul>
<p><b>Return of pupils from Years 7, 8 and 9</b></p> <p>The Government announced on Tuesday 9th June that where schools had capacity they can bring back other year groups for face to face meetings. We have capacity and so from Monday 22nd June we have invited Years 8 and 9 in to school for face-to-face time with their form tutors for one afternoon per tutor group during the weeks beginning 22nd and 29th June. Each tutor group will be split in to two bubbles of no more than 12 pupils.</p> <p>The DfE has written that they know that secondary schools are keen to invite pupils in other year groups in for a face-to-face meeting before the end of this term, where it would be beneficial. As long as this happens in line with wider protective measures guidance, they encourage this where possible.</p> <p>This time will be used to check-in on pupils, and ensure they are supported before a return to school in September.</p> <p>Year 7 pupils attend school for a day on Wednesday 1st July based at the Sports Ground for half a day. No more than 48 pupils on site at a time. They will be contained of no more than 15. All activities will take place outside, weather permitting. We are using separate entrances. A cleaner will be onsite all day cleaning the toilets. No contact activities will be undertaken. Girls will be encouraged to socially distance. In the event of bad weather, four distinct locations will be used to shelter from the rain. If indoors, the girls will be asked to maintain social distancing.</p>			<ul style="list-style-type: none"> <li>- Approval granted by our insurers</li> <li>- Guidance from DfE issued</li> <li>- Staffing secured to have an additional year group on site each week.</li> </ul>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>Actively provide opportunities for regular handwashing / hand sanitising and encourage everyone to 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"> <li>- before leaving home</li> <li>- on arrival at school</li> <li>- immediately before and after each lesson / activity</li> <li>- at each break time</li> <li>- before eating any food, including snacks</li> <li>- after using the toilet</li> <li>- before leaving school</li> </ul> <p>And these will become part of our daily protocols. We are providing additional handwashing stations in the Junior School playgrounds and have two portable wash-handbasins in the Senior School</p>	Tolerable		<p>We have asked pupils to bring their own hand sanitizer to school (VI, CS) Toilets to have sufficient stocks of paper towels and soap (Site Team) New handwashing facilities created in Junior School playgrounds New wash hand basins installed in the atrium in the Senior School</p>
<b>Getting To / From School</b>			
<p>Where possible, we have encouraged pupils not to use public transport to travel to school; instead walk or cycle or travel by car if there is no alternative</p> <ul style="list-style-type: none"> <li>- We have discouraged car sharing with other families</li> <li>- There may be a higher volume of parents dropping off/collecting pupils by car</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Communications sent to parents and pupils about travel to school (VB and CS)</li> <li>- The introduction of the Safer Streets scheme has been delayed to September at the earliest (RJ)</li> </ul>
<p>If pupils have no alternative but to use public transport to travel to school - we have encouraged them to:</p> <ul style="list-style-type: none"> <li>- As far as possible keep 2m away from all other passengers at all times - follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting in queue at bus stops/stations</li> <li>- Wait for people to get off before they board</li> <li>- Avoid consuming food and drink on public transport</li> <li>- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end your journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> </ul>	Tolerable	<a href="#"><u>Safer travel guidance for passengers</u></a>	<ul style="list-style-type: none"> <li>- Communications with parents and pupils about travel to school (VB and CS)</li> </ul>
<p><b>School Minibus</b></p> <ul style="list-style-type: none"> <li>- The School minibus is not be used at this time</li> </ul>			
<b>Arrival at School</b>			



Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- To minimise the number of pupils and parents arriving at / leaving school at the same time, we have staggered the time that different years start / finish school and if possible.</li> <li>- Reception and Year 1 pupils are reporting to No.12 Netherhall Gardens at different times. And collections have also been staggered and from different locations. Pupils in Year 2, 3 and 4 are scheduled to arrive at different times from the keyworker children.</li> <li>- Each Year 5 and 6 bubble has staggered arrival and departure times at the Senior School</li> <li>- Year 10 girls are arriving at 8.40am; Year 12 girls at 8.50am on whole days in school.</li> <li>- We have provided signage and tape on the pavements outside all three buildings asking parents to queue, keeping their distance, as they drop off their daughters. Girls in Reception and Year 1 are being greeted by school staff / parents say goodbye (handover) at the gate of Number 12.</li> <li>- Parents are not allowed on site to drop of their daughters.</li> <li>- We have encouraged only 1 parent to accompany younger children to school</li> <li>- No one should shake hands, and we have strongly discourage children from holding hands, hugging or jumping on each other (recognising this is very difficult with very young children)</li> <li>- We have discouraged any 'gatherings at the school gate'</li> <li>- Pupils are being directed to wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room or as directed by teachers</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Plan agreed for Year 10 and 12 arrivals (Senior SLT)</li> <li>- Signage for 5, 12 Netherhall Gardens and outside Senior Reception (RJ, Site, SB1)</li> <li>- Plan and expectations communicated to parents (VBi, CS)</li> </ul>
<ul style="list-style-type: none"> <li>- We are exploring the possibility of taking the temperature of all pupils as they arrive at school, using a hand-held infra-red thermometer. Whilst not everyone who is infected with Covid-19 has a temperature, it is one of the more common early symptoms.</li> <li>- Anyone that has a raised temperature should immediately return home unless there is a good reason why the raised temperature is not due to a fever (this should be discussed and confirmed with the School Nurse and Head, who may need to see medial evidence for any other conditions)</li> <li>- The School Nurse has provided guidance to staff that are taking temperatures on exactly how to take the temperatures, what constitutes a raised temperature, and what might be valid reasons for a raised temperature that is not fever related.</li> </ul>	Tolerable		
<b>Lessons / Learning Activities</b>			
<ul style="list-style-type: none"> <li>- We have encouraged pupils to bring in and use their own pens, pencils, iPads, headphones etc. and not share them with others</li> </ul>	Tolerable		- Reminder sent home in letters
<ul style="list-style-type: none"> <li>- Pupils who have their own iPad must bring it in, use it and not share it with others</li> <li>- If, for any reason, they use a PC or iPad which is not theirs, we will provide the pupil with the opportunity to wash their hands immediately before using the keyboard, and then again at the end of the lesson</li> <li>- Sharing iPad sets should be avoided by bubbles of pupils, but if they are shared, they must be thoroughly cleaned before second use.</li> <li>- The use of a PC or laptop by more than one person should be avoided. However, we will frequently clean the keyboards, mice and touch screens of all equipment used by more than one person.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Comms to parents and pupils about iPads (VBi, CS)</li> <li>- Computers in regular use by more than one person will be on a cleaning schedule. This should be exceptional.</li> </ul>
<p>We are limiting the use of shared materials/resources in school and limiting the amount of resources, e.g. exercise books and reading books that are taken home by pupils for prep</p>	Tolerable		Teaching staff advised appropriately

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>PE &amp; Sports</b></p> <ul style="list-style-type: none"> <li>- Where possible, PE and sports activities should take place outside. Reception and Years 1- 4 have their PE in the Junior School playgrounds. Years 5 and 6 are using the MUGA where possible.</li> <li>- The Sports Ground is available for use and Year 6 are using it on a Friday. All the rules about bubbles, social distancing and designated toilets apply at the Sports Ground as they do in school. Girls are being dropped off and collected at the Sports Ground.</li> <li>- Activities that require people to be close together, such as many team games should <b>not</b> take place</li> <li>- Changing rooms are closed at this time and pupils are allowed to come into school in their sports kit so it is not necessary to change before the lesson.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Girls have been asked to attend school in their PE kit when necessary</li> <li>- JM to take advice from the GDST Sport Matters committee and Sports Governing Bodies about any further guidance on what sports can be played</li> </ul>
<p>PE and Sport should be planned which avoids the use of too much hand held equipment. If PE &amp; sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, rackets, sticks, balls, gymnastics and athletics equipment:</p> <ul style="list-style-type: none"> <li>- Each person should be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else</li> <li>- Where a teacher wants to use equipment which will be shared, they should take advice from VBi, CS or RJ before they do so. But, our principle remains that shared equipment should be avoided.</li> <li>- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson. The PE department have been provided with antiviral wipes for cleaning</li> <li>- Pupils can bring in and use their own equipment, e.g. skipping ropes, as long as they do not share it with other pupils.</li> </ul>	Tolerable		JM seeking additional advice from colleagues at GDST
<p><b>Music lessons</b></p> <ul style="list-style-type: none"> <li>- Where possible, music lessons with peripatetic staff are taking place using remote teaching methods. However, there may be particular challenges with very young children who cannot be left on their own in a room without supervision.</li> <li>- Pupils should use their own instruments that they don't share with anyone else.</li> <li>- If pupils use school pianos and keyboards, they should wash their hands immediately before using the keyboard, and then again at the end of the lesson, and the keyboard should be cleaned at the end of each lesson</li> <li>- Pupils should use their own drum sticks etc. that they don't share with anyone else for playing drums and large percussion instruments</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- We have advised parents that lessons should take place at home until further notice (VBi,CS)</li> <li>- VMTS advised (SC)</li> </ul>
<p>If <b>Art / DT / Textiles lessons</b> include practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL344 'Guide to doing practical work in a partially reopened school – D&amp;T, Food and Art'</li> <li>- Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else</li> <li>- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson</li> <li>- Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils</li> <li>- 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</li> <li>- If safety specs or goggles need to be work for any task they must be sanitised before and after every use - see CLEAPSS guidance document GL344 for process</li> </ul> <p><b>NB</b> Prior to reopening any Art / DT practical room staff should refer to <b>CLEAPSS guidance</b> on D&amp;T depts. returning to school after an extended period of closure (GL347)</p>	Tolerable	<p><u><a href="http://dt.cleapss.org.uk">CLEAPSS Art / DT website</a></u>  <u><a href="http://dt.cleapss.org.uk">http://dt.cleapss.org.uk</a></u>  <u>User name - mars</u>  <u>Password - rover20</u></p>	

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>If <b>Science</b> lessons includes practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL343 'Guide to doing practical work in a partially reopened school – Science'</li> <li>- Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else</li> <li>- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson</li> <li>- Any shared or department based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individuals locker or taken home when not in use</li> <li>- If safety specs or goggles are needed for any experiments they must be sanitised before and after <u>every</u> use - see CLEAPSS guidance document GL343 for process</li> <li>- Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk</li> </ul> <p><b>NB</b> Prior to reopening any lab or prep room staff should refer to <b>CLEAPSS guidance</b> on science depts. returning to school after an extended period of closure (GL345) <a href="http://www.science.cleapss.org.uk">www.science.cleapss.org.uk</a></p>	Tolerable	<p><a href="http://science.cleapss.org.uk">CLEAPSS Science website</a>  <a href="http://science.cleapss.org.uk">http://science.cleapss.org.uk</a>            User name - mars            Password - rover20</p>	<p>Science Technicians to be unfurloughed to set up experiments and thoroughly wash equipment after use. Gloves must be used when transporting equipment which has been used by others.</p>
<b>Additional Points for EYFS KS1 Pupils</b>			
<p><b>Supervision ratios</b> - Paragraph 3.30 of the EYFS states: 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.' The DoE considers the extent of the COVID-19 outbreak to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. However, childcare providers or schools remain responsible for ensuring the safety and security of children in their care.</p>		<p><a href="#">Link to 'Early Years and Childcare Closures Guidance'</a></p>	
<p>Ideally the maximum group size for EYFS classes should be 8 children, although there can be up to 16 children in a single group. Reception classes have a limit of 15 children per group. We currently have bubbles of 10 or 11 in Reception</p>		<p><a href="#">Actions for early years and childcare providers during the coronavirus outbreak</a></p>	
<p>Best endeavours' will be made to ensure that a qualified <b>paediatric first aider</b> is present at all times when EYFS children are on site. NB If a first aider's certificate is due to expire or expired on or after 16 March 2020, and requalification training is prevented for reasons associated directly with Coronavirus or by complying with related government advice, the validity of current certificates will be extended by up to 3 months.</p>		<p><a href="#">Link to 'Early Years and Childcare Closures Guidance'</a></p>	<p>This has been checked and we have sufficient provision. At least three staff are paediatric first aid trained</p>
<ul style="list-style-type: none"> <li>- Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, our staff are ensuring that they, and their pupils, wash their hands very regularly, try not to touch their faces, practice good respiratory hygiene, and minimise contact and mixing as much as possible, e.g. our staff and pupils will stay in the same small group, which will stay at least 2m away from other people and groups.</li> <li>- We will ensure help is available for all young children who have trouble cleaning thoroughly their hands independently</li> </ul>	Tolerable	<p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p>	<p>Additional handwashing stations have been installed in playgrounds of Number 5 and 12 (RJ, DL)</p>
<ul style="list-style-type: none"> <li>- As far as possible, all equipment, toys and resources should be washed before and after they are used, particularly hand contact surfaces such as the handles on bikes and trikes</li> <li>- Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), and malleable shared resources such as 'play dough'</li> </ul>	Tolerable		<p>Soft furnishings and toys have been removed</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<b>Break Times / Lunch Times</b>			
<p><b>Moving around the site</b></p> <ul style="list-style-type: none"> <li>- See section on 'Whole School' precautions tab</li> <li>- Girls do not have freedom to be wherever they wish on site. They have specific areas they must stick to when on site, either during lesson time or during breaks.</li> <li>- Specific bubbles and year groups have allocated toilets to use.</li> <li>- Everyone should be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site</li> </ul>	Tolerable		
<ul style="list-style-type: none"> <li>- We have staggered break times / lunch times for different groups of pupils, where possible, to reduce contact between groups when moving around the school / using toilet facilities / washing hands / using play areas and play equipment</li> <li>- Pupils are being asked to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</li> <li>- We are requiring pupils to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school. Each bubble or group has been informed of their allocated area. Lunches will be supervised by support staff, including one member of Harrisons staff. Crossover of supervision on the same day is being avoided.</li> <li>- We are ensuring that handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time</li> <li>- Pupils have been asked to bring a packed lunch into school that can be eaten in class / form rooms or outside. (NB we have reminded parents and pupils about any food / ingredients that should <b>not</b> be included because of the risks associated with food allergies and food poisoning, and have reminded everyone to dispose of any uneaten food safely to reduce risk of pest infestations)</li> <li>- Girls have been asked to bring a named water bottle, plus a drink to have at lunchtime</li> <li>- Lunches must be named</li> <li>- Trolleys or trays are being provided at the front of school for girls to leave their lunches. Lunches are being stored in fridges until lunchtime.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Plan agreed for staggered lunches.</li> <li>- Plan for Year 10 and 12 agreed including locations.</li> <li>- Parents know about requirement to provide lunch and notes about allergens (VBi, CS)</li> </ul>
<ul style="list-style-type: none"> <li>- We have roped off outside play equipment in the Junior School playgrounds for the immediate future.</li> <li>- If this position is reviewed and outside play equipment is used during break times in the Junior School, hand contact surfaces on large equipment, such as slides, climbing frames, trim trails, etc. will be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it will be taken out of use/marked out of bounds</li> <li>- Enclosed play spaces such as small 'Wendy Houses' are out of bounds if it is not practical / possible for children to maintain 2m distance between themselves</li> <li>- It is not a reasonable expectation for younger children (Reception and Years 1 to 4) to socially distance at playtime, but small groups (as an entity or bubble) are being kept apart outside as inside.</li> <li>- We have set the expectations so girls understand they cannot play the usual tactile games and that we would like them to adhere as much as possible to social distancing measures at playtime (as they will have experience while out for their daily walks during lockdown). We have invested in some games and equipment that encourage solo play and we have roped off the climbing equipment.</li> <li>- Girls in Years 5, 6, 10 and 12 should maintain social distancing in the playground and at break times.</li> <li>- Smaller items of play equipment must be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be put away in a store</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Cleaning of play equipment to be included in a schedule of cleaning as and when it is reintroduced (RJ, LC)</li> <li>- Junior girls to be encouraged to bring their own play equipment, such as skipping ropes</li> </ul>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>- We are ensuring social distancing is maintained in cloakrooms &amp; handwashing facilities by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils</p> <p>Senior School - we have allocated specific toilets for Year 6, 10 and 12 groups. We have limited toilet capacities with signage on the doors.</p> <p>Junior School - Reception will use Ground floor toilets in No.12; Year 1 will use 1st floor toilets in No.12; key worker children will use basement toilets in No. 5. Teachers will agree a rota for the use of these toilets where possible</p> <p>- Provide plentiful supplies of warm water, anti-bactericidal soap and paper towels. We have, where possible, disconnect the hot air hand dryers</p>	Tolerable		<p>- Use of pupil toilets to be kept under review at Senior and Junior Schools (RJ with assistance)</p> <p>- Provision of soap and paper towels (RJ)</p>
<b>Assemblies and Other Large Group Gatherings</b>			
<p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place are being avoided. Assemblies and other group events are taking place remotely using online facilities</p>			
<b>Libraries and Communal Learning Resources</b>			
<p><b>Libraries and Communal Learning Resources</b></p> <p>Libraries can be used as a learning environment, provided 2m separation is maintained between people (we have marked out desks / seats that cannot be used), and thorough cleaning regimes are in place, but books, magazines, newspapers etc. in the library should <b>not</b> be handled by anyone</p>	Tolerable		<p>We have marked seats that cannot be used (RJ, site team)</p> <p>Consider a screen on the librarians' desks as and when they return to school (RJ, Site Team)</p>
<b>Early Birds / After School Clubs and 'Wrap-Around' Care</b>			
<p><b>Early Birds / After School Clubs and 'Wrap-Around' Care</b></p> <p>Early Birds / After School clubs will not be offered at this stage</p>	Tolerable		Parents Informed (CS)
<b>Clubs and Extra Curricular Activities</b>			
<p><b>Clubs and Extra Curricular Activities</b></p> <p>All clubs and extra curricular activities that combine pupils from groups that are normally kept separate from each other in school should be cancelled for the time being unless they can be carried out remotely</p>	Tolerable		SLT to make sure that this point is considered in its various circumstances and communications are passed on to staff, pupils and parents (SLT)
<b>Training</b>			
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded in the fourth tab of this workbook</p>			