

SOUTH HAMPSTEAD HIGH SCHOOL - REOPENING TO ALL PUPILS AND STAFF FROM 1ST SEPTEMBER 2020

GENERAL AREA / ACTIVITY RISK ASSESSMENT

Area / Task / Activity: Re-opening South Hampstead High School from 1 September 2020 for all staff and pupils

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

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

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

Key Guidance Documents

.	Implementing protective measures in education and childcare settings / Social Distancing in Schools
.	Guidance for Full Opening of Schools in September 2020
.	Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents & Carers
.	Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020
.	Actions for Early Years and Childcare Providers During the Coronavirus Outbreak
.	Planning Guide for Early Years & Childcare Settings
.	Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
.	Guidance for Secondary School Provision from 15 June 2020
.	Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School
.	Managing school premises during the coronavirus outbreak
.	Covid-19 - Cleaning in Non-Healthcare Settings

	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services	
	Stay at Home - Guidance for Households with Possible Coronavirus	
	Stay Alert & Safe (Social Distancing) Guidance	
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19	
	GDST Coronavirus page on the HUB	
Control Measures	Notes	Further Action Required
Who Can Come to School?		
Local Lockdown - In the event of a local lockdown, the school will follow Government advice and only open as directed which may be for priority groups - children and young people who are vulnerable, and the children of critical workers		
From 1 September 2020 all pupils can return to school In consultation with the CEO, the Headmistress can decide to close the school if local circumstances, or the infection rate in the local community gives particular cause for concern	Guidance for Full Opening of Schools in September 2020	

Control Measures	Notes	Further Action Required
<p>Staff and pupils who are 'extremely clinically vulnerable' and have been 'shielding' can:</p> <ul style="list-style-type: none"> - Go to work, if they cannot work from home, as long as they follow strict social distancing guidelines. They will be offered jobs / workstations with the greatest Covid security and a personal risk assessment will be completed, in conjunction with the individual, to identify their particular vulnerabilities and any extra control measures that are required - Return to school along with their peers, as long as they follow strict social distancing guidelines. A personal risk assessment will be completed, in conjunction with the pupil's parents, to identify their particular vulnerabilities and any extra control measures that are required. (The Health Services will be in contact with the families of children who have been shielding, ahead of the new school term, to discuss what the situation regarding Covid-19 means for them personally) <p>When completing the personal risk assessment we will consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc.) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be <p>Staff and pupils who live in a household with someone who is 'extremely clinically vulnerable' can return to work or school but they should do what they can to support the shielded person and carefully follow the guidance on social distancing</p>	<p>Coronavirus outbreak FAQs: what you can and can't do after 4 July</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>	<p>Where appropriate, RAs are being developed for Extremely Clinically Vulnerable staff</p>
<p>Clinically vulnerable' pupils and members of staff, including pregnant women and new mothers can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing and social distancing, staying 2 metres away from others wherever possible. We will provide RA for clinically vulnerable staff as well.</p>	<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Staying alert and safe (social distancing)</p>	<p>The nurse is responsible for developing RAs for pregnant mothers. RAs for clinically vulnerable staff are being developed</p>
<p>Pregnant women - wording to follow</p>	<p>Occupational advice for employers and pregnant women - Royal College of Obstetrics and Gynaecology</p>	
<p>Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.</p>		<p>Staff have been offered the opportunity for a phone call / discussion with a Senior colleague</p>
Avoiding Contact With Anyone Who is Unwell		

Control Measures	Notes	Further Action Required
As soon as a Government approved Coronavirus Testing 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		- 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), NHS email, text or phone call they must follow advice regarding isolation / testing and must not come into school		Through Comms (VBi, CS)
We will continue to remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they, or anyone in their household, or any close contacts are feeling unwell / exhibiting symptoms of Covid-19 , however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they must not come to school, and they must follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person' and they must apply for a Covid-19 test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Staff and pupils must let the school know the results of the test.	Link to 'Stay at Home Guidance'	Reminders to be sent regularly (VBi, CS, RJ) Reminders to staff also (VBi, CS)
We will continue to remind all staff (Inc. contractors staff, e.g. cleaners) that if they start feeling unwell with symptoms of Covid-19 during the school day , they must make arrangements to go home as soon as possible and arrange to have a 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. - We will continue to remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home - 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		- Will continually remind pupils about what to do if they feel unwell (ZB, CS, All Teachers on site) - Staff have been told about procedures (ZB, CS, RJ)
We will continue to remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they have had a positive Covid test in the last 10 days they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Stay at Home : Guidance for households with possible or confirmed coronavirus infection	Reminders to be sent regularly (VBi, CS, RJ) Reminders to staff also (VBi, CS)
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 must not come on site, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Link to 'Stay at Home Guidance'	- Signage in place for delivery drivers (RJ) - Regular suppliers contacted by email (RJ)
Staff returning from holiday abroad must fully comply with any quarantine requirements, even if they imposed at short notice		

Control Measures	Notes	Further Action Required
Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers	- Expectation that families will arrange tests themselves. Preferred route is drive through centre
Promoting Good Health		
We will encourage all staff to have a seasonal flu vaccination in the autumn term; we will facilitate this by arranging vaccination sessions in school	Prepare for the winter	New nurse (JS) to arrange flu vac for all staff (JS. ZB)
Whole School Precautions		
<ul style="list-style-type: none"> - Unless it is an emergency, or essential to the safe operation of the school, parents, visitors and contractors 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 - Deliveries in the Senior school must be left opposite the reception desk by the sofa; delivery staff should enter no further than that - Deliveries in the Junior School should be left in outer entrance lobby of Number 5; delivery staff should enter no further than that - Staff may not have personal parcels delivered to school until further notice 		Parents, visitors, contractors have been advised of this (VBi, CS, RJ) Signage is displayed outside Senior and Junior receptions (RJ)
<p>Peripatetic Staff</p> <p>Lessons / pupil activities taught / supervised by peripatetic staff can take place virtually. However, where there is a significant benefit to pupils having a lesson / session with a peripatetic member of staff in person, a specific risk assessment / protocol has been issued and completed that explains why the lesson / session needs to take place in person and includes the following controls:</p> <ul style="list-style-type: none"> - Where possible use peripatetic staff who only visit your school - If they don't come into school every day, the peripatetic teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. In small music rooms we are providing acrylic screens to be placed between the pupil and teacher. These screens will be cleaned by the VMT - We are also ensuring good ventilation in all music practice rooms - In order to minimise contact and maintain as much distance as possible from other staff, breaks and lunch should <u>not</u> be taken in rooms / offices occupied by significant numbers of other staff / pupils 		This bullet will need some updating following advice issued on 28 Sept. It also has an impact on other departments such as PE Steve Collison has prepared separate and specific advice for VMTs

Control Measures	Notes	Further Action Required
<p>Supply Staff Where possible all lessons / pupil activities should be taught by permanent school staff. Where it essential to use supply staff a specific risk assessment / protocol should be completed that explains why it is necessary and includes the following controls:</p> <ul style="list-style-type: none"> - Where possible we will use supply teachers who have agreed only to work for our school - If they don't come into school every day, the supply teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Strict social distancing should be followed at all times 		<p>To be noted by staff who book supply cover (LS, TJ)</p>
<p>Entrances and Reception Areas</p> <ul style="list-style-type: none"> - Staff should use their own personal pens to sign in / out at the Junior School. - 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 avoid using the Touch Screen. - Visitors and contractors will be prompted to answer a series of screening questions by the Receptionist or InVentry system upon arrival. - Visitors will be asked to use their own pens to sign in. When used, 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. - At the Junior School we have scheduled a staggered start to the day. - We have fitted additional hand washing facilities at both the Junior and Senior Schools. - At all entrances and exits, we have installed hand sanitizer dispensers. Younger pupils will be supervised pupils when they use hand sanitisers - In the Senior School a glass screen is already in place at Reception 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 has been installed in front of reception - Everyone should wash their hands / use hand sanitiser on arrival at the school - display notices to remind people to do this - Receive / check post deliveries in a designated area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling items and using any shared signing devices. 		<ul style="list-style-type: none"> - Signage at receptions to be checked - Staff to be reminded on protocols - Sinks at Senior school installed - Additional hand sanitizer stations installed at Oakwood and Waterlow entrances

Control Measures	Notes	Further Action Required
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises. For pupils this means:</p> <ul style="list-style-type: none"> - we are keeping pupils together within consistent year group / bubbles which will have limited contact with other groups / bubbles - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) <p>classrooms have been arranged in the Senior School so that everyone faces the front. In smaller classrooms, two person desks have been replaced with individual (exam-style) desks so that Senior pupils can remain 1m apart in lessons. It is not possible to allocate individual desks to all Junior pupils but this is mitigated by them being in smaller bubbles.</p> <p>For staff, visitors, contractors and all other adults this means:</p> <ul style="list-style-type: none"> - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, e.g. - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people e.g. in offices 		
<p>We have provided signage in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', and not coming into school if you have symptoms of Covid-19, however mild. We will ensure everyone practices these important measures.</p>		<p>RJ has reviewed signage with Site Team</p>
<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles' 	<p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>	
<p>Remind all staff and pupils that they must follow the governments 'Stay Alert and Safe (social distancing) guidance' when they are not in school</p>	<p>Link to 'Stay Alert & Safe Guidance'</p>	<p>Regular reminders (VBi, CS, all staff) We are displaying posters (RJ)</p>

Control Measures	Notes	Further Action Required
<p>Moving around the site - general guidance</p> <ul style="list-style-type: none"> - Where possible we have clearly identified 'one-way' systems around the buildings and allocated specific entrances/exits to particular groups of people. - 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. - 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 - Everyone has been reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. - When pushing open a door, use elbows, shoulders and feet where possible. <p>- In the event of a Fire Alarm; all one way systems are suspended</p> <ul style="list-style-type: none"> - 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. 		<ul style="list-style-type: none"> - Signage around the sites, including for lifts, required as appropriate (RJ, Site, SB) - Staff who are not needed in pupil areas have been reminded to stay away
<p>Moving around the site - specific guidance</p> <p>All one way systems must be followed at all times, except in an emergency, e.g. Fire</p> <p>Senior School - 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>Junior School - In No.12 we will allocate one staircase for upward traffic and the other for downward. We will also install a one way system in the lunch hall to avoid bubbles mixing as they enter and leave the dining hall</p>		<ul style="list-style-type: none"> - Signage checked by RJ and site Team

Control Measures	Notes	Further Action Required
<ul style="list-style-type: none"> - We are ensuring social distancing is maintained in cloakrooms & handwashing facilities by limiting the numbers - 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. - We do not have sufficient toilets to allocate one room to each bubble but in mitigation we will clean the toilets several times per day - Teachers, as part of induction, will explain when and how toilets can be used. - We are providing plentiful supplies of warm water, anti-bactericidal soap and paper towels. Blown air hand dryers activated by proximity sensors are safe to use, - NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. 		<ul style="list-style-type: none"> - Signage displayed in toilets. - Provision of soap and paper towels (RJ, NuServe)
<ul style="list-style-type: none"> - 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 regularly top up the supplies of sanitiser. - Staff and pupils have also been asked to bring their own supply of hand sanitiser, particularly to use when travelling to and from school. 		<ul style="list-style-type: none"> - 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
<p>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</p>		
<p>We have provided supplies of tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary - 'catch it, bin it, kill it'.</p> <ul style="list-style-type: none"> - Bins will be emptied at least daily. 		<p>All classrooms have tissues</p>
<ul style="list-style-type: none"> - Recommend 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 - We recommend that clothes that cannot be regularly machine washed should be rotated with 72 hours break in-between wear. 		<p>Comms to parents and staff (VBi, CS)</p>

Control Measures	Notes	Further Action Required
<p>Face coverings</p> <p>Nationwide, while the government is not recommending face coverings are necessary, schools have the discretion to require face coverings in communal areas if they believe that is right in their particular circumstances.</p> <p>We require all staff and Senior pupils to wear them between lessons, when moving around the site, in lunch queues and when mixing outside Year bubbles. They must:</p> <ul style="list-style-type: none"> - refrain from touching their face covering when wearing it, - when not wearing it keep it in their pocket, or a small bag (e.g. money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall) - not put face coverings down on desks, benches and other surfaces (contamination risk) - wash or sanitise their hands immediately after handling their face covering - not touch face coverings that don't belong to them - a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC). <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in the normal waste stream</p> <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>We will ask visitors including parents to wear face coverings on site.</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>	<p>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings / Social Distancing in Schools</p>	<ul style="list-style-type: none"> - We have a stock of visors on site (stored at reception) - Staff to make request for a visor to Reception - Comms to parents and staff about use of face coverings (VBi, CS)
<p>Fire Drills & Emergency Evacuations</p> <ul style="list-style-type: none"> - In an emergency, exiting the building quickly and calmly must be the number one priority. Having exited the building, as much social distancing as is possible to be reinstated, noting that this will be limited in the areas we have available for muster. Very importantly, year group bubbles must distance from each other and staff must maintain distance from pupils. - In the event of a Fire Alarm; all one way systems are suspended 		

Control Measures	Notes	Further Action Required
<p>First Aid</p> <ul style="list-style-type: none"> - 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 - All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely) 	<p>Guidance for First Aid Responders</p>	<p>Nurse and First Aiders to be advised of advice</p>
<p>Assemblies and Other Large Group Gatherings</p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Year group (bubble) assemblies are allowed and will take place in large spaces such as Waterlow Hall, the Sports Hall, the Theatre, or the halls in No's 5 and 12. All other assemblies, all-staff meetings and other multi-group events will take place virtually using online facilities</p>		
<p>Lunch / Food Preparation</p> <ul style="list-style-type: none"> - The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service - Organise catering staff into groups / partners built around natural work teams to reduce the amount of mixing between staff members; each group / partnership should work together, take breaks together and change together - If possible stagger starting / finishing times to minimise crowding at entrances and in changing rooms - Restrict access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff - Staff involved in food preparation and service should try to maintain social distancing - 2m (or '1m plus') at all times - Where possible arrange workstations which give 2m distance between each staff member, avoid working directly opposite someone else - In cramped areas, e.g. walk-in fridges, smaller store rooms, pot wash areas or changing rooms, set a maximum limit on the number of people allowed in the room at any one time, or consider using screens or barriers to separate people from each other - Implement a one-way system in the kitchen, food preparation and service areas - Encourage staff to wash their hands very regularly, and increase the frequency that high contact surfaces, e.g. fridge door handles, are sanitised - Maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place) - Hold meetings virtually or in well ventilated rooms with plenty of space - Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces 	<p>Guidance for food businesses on coronavirus (COVID-19)</p>	<p>RJ has discussed these requirements with James Henson, Stuart Yates and Ellen Gahan</p>

Control Measures	Notes	Further Action Required
<p>Lunch Service</p> <p>The catering staff must comply with the Guidance for food businesses on coronavirus (COVID-19) during food preparation and service. We will take steps to keep pupils in different bubbles / groups separate from each other during lunch service.</p> <ul style="list-style-type: none"> - Ensuring everyone follows, where possible, social distancing in queues, at the service counter, in the dining room and at pinch points e.g. entrance/exit doors or the dirty plate return point - use of one-way systems. This may not always be possible with year group bubbles. Staff and pupils will be asked to wear face masks when queuing for lunches - Self service will be limited to prevent the shared use of serving spoons / utensils etc. - Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, e.g. at the food service counter or till, install screens - Shared containers, e.g. drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use - Crockery, glasses/cups and eating utensils should not be shared and must be washed in a dishwasher on a hot wash cycle - Remind everyone to wash their hands immediately before and after eating their lunch - Ensure the dining room is well ventilated by keeping doors and windows open - Where possible cashless systems should be used for all transactions - Thoroughly cleaning tables and chairs between use by different groups / bubbles 	<p>Guidance for food businesses on coronavirus (COVID-19)</p>	<p>Water bottles to be filled at water bottle filler stations</p>

Control Measures	Notes	Further Action Required
<p>Lunch service continued...</p> <p>Senior School</p> <ul style="list-style-type: none"> - Each Year group will have their own 35 minute slot to have lunch - We will set up the Lower Exhibition Space (LES) as a dedicated lunch service area so that two year groups can be served simultaneously - Girls eating in the LES will access it using the Art/DT staircase and queue along side Room 325 and the steps up to Chemistry. They will exit via the Chemistry department and back science staircase. - Girls eating in the canteen will access via the Waterlow staircase and queue down that staircase; they will exit by the external door which leads out towards the Oakwood basement - We will remove paid for items during lunch service so that girls do not have to be marked through the till to release catering staff to serve meals - Each day one year group (Yrs. 7 - 11) will have a packed lunch which they will eat in their 'zone', usually on the day that they have games. - Years 12 and 13 pupils may only have lunch in the Sixth-Form Common Room - Staff who are free before 1pm (period 6) must have lunch before 1pm which they can eat socially distanced in the staff dining room or LES. Staff who teach period 6 must queue socially distanced into the staff dining room; they should take full advantage of the full lunch period avoiding the rush at 1pm where possible; staff eating between 1 and 2pm may either eat their lunch in the staffing dining room up to a maximum capacity of NN, or take their lunch to their office or staff room; the LES is not available for staff to sit after 1pm - Staff will also have the flexibility to order a cold lunch in advance which will be delivered to the Staff Room on the 6th floor by 12.30pm. Orders must be made by 4pm the previous day and delivered to reception - We will reducing the number of tables and chairs in the dining room to enable greater spacing between them <p>Junior School</p> <ul style="list-style-type: none"> - Each Year group bubble will have their own allocated time and dedicated space to have lunch - Each day one year group (Yrs. 1-6) may be provided with a grab and dash in their classroom to create capacity in the lunch hall - Staff may only collect lunch from the staff dining room. Staff lunches should be eaten in the No.5 staff room; offices or classrooms. Staff based in No. 12 will be prioritised in the No.5 staff room - Staff will also have the flexibility to order a cold lunch in advance which will be delivered to the Staff Room on the 6th floor by 12.30pm. Orders must be made by 4pm the previous day and delivered to reception 		

Control Measures	Notes	Further Action Required
<p>Libraries and Communal Learning Resources</p> <ul style="list-style-type: none"> - Libraries can be used as a learning environment, provided members of different groups don't mix together (consider allocating each year group specific times), 2m separation (or '1m plus') is maintained between everyone and thorough cleaning regimes are in place - Items that are difficult or impossible to clean, e.g. newspapers and periodicals will be removed / cancelled - Seating and desks should be arranged so that the people using them are not facing each other (if closer than 2m) and if possible, are 2m away from each other - As it is not practical to regularly clean all the books etc. in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library. - The covers of all books/resources taken out of the library should be wiped over with sanitising spray as they are issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves 		
<p>Wrap-Around' Care</p> <p>Early Birds / After School Care will operate for pupils in the Junior School. Where possible children will stay in the groups / bubbles they are in during the school day. Most likely this will not be possible, and so the groups will have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups, and additional Covid controls appropriate to the activity employed e.g. take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc.</p> <p>A daily record will be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person <p>Parents are asked to sign up in advance and by Friday of the preceding week. A deliberately expensive charge will be made to parents who don't meet this deadline but have to book in last minute.</p>		<p>CS - Comms to parents</p>

Control Measures	Notes	Further Action Required
<p>Extra Curricular Clubs</p> <p>Extra-curricular clubs can operate for all pupils. Where possible, pupils will stay in the groups / bubbles they are in during the school day. Where this is not possible, teachers will apply to SLT to make exceptions for inter-year or mixed-bubble clubs. Mixed bubble clubs will have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups.</p> <p>A daily record will be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 		<p>SLT to take applications for mixed bubble clubs Otherwise, bubble specific clubs will be encouraged</p>
<p>Lets</p> <p>External lets can take place providing they fully comply with the relevant Government guidance and any relevant National Governing Body guidance, and strict controls are in place to minimise the risk of transmission of Covid-19 to the school community, e.g. separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to ensure that they know who their participants are at each session.</p> <p>Both the school and the hirer will complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Some of the factors to consider include:</p> <ul style="list-style-type: none"> - How the let checks the health status of their customers - How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days) - How the let will discourage spectators and non-participating children in indoor facilities - How the let will ensure social distancing, regular handwashing / hand sanitisation, and if indoors good ventilation during the let - When and where the lets customers will enter the school site / buildings - Any facilities / equipment that will not be available, e.g. if it is not possible to clean effectively between use by different groups - Where relevant, use of changing rooms (NB the lets customers and staff should be encouraged to change and shower at home wherever possible) - Any overlap with school staff / other lets - Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with - Responsibilities for cleaning of facilities before / after the let - Insurance 	<p>Working Safely During Coronavirus: Guidance for providers of grassroots sport and gym / leisure facilities</p>	<p>- RJ and LC will review our lets to see which ones would like to come back and then work with them to achieve that.</p>

Control Measures	Notes	Further Action Required
<p>School Pets The welfare of all school pets is essential and they must continue to be properly looked after. - Anyone who looks after or touches Maple should wash their hands immediately afterwards</p>		Point noted (ZB/Maple)
<p>School Trips - The government currently advises against any overseas trips for children under 18 organised by educational settings. - The Department for Education is currently advising against all residential domestic trips - Day trips can be undertaken, provided a detailed risk assessment has been completed which takes into account the risks of Covid-19 infection at every stage of the trip / visit and implements strict controls - Applications for day trips should be made to Zoe Brass or Lucy Szemerenyi. In the autumn term, few day trips will be approved.</p>	https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings	Applications for day trips to be made to ZB or CS
<p>Open Days We will undertake as much of the open day process virtually using Zoom as we can. However, as there is a significant benefit to individual families having a tours of the school we will arrange these on an individual family basis to be booked in advance through the Open Apply system. - Tours will take place when pupils aren't present on the school site or at times when pupils are in lessons and will not change lessons. Prospective parents will arrive at a different time to when other pupils are arriving / leaving the school site - Prospective pupils should be accompanied by no more than 2 parents, and each prospective pupil's meeting / visit should be undertaken at a separate time to all other prospective pupils. Visiting parents will be asked to wear face coverings. Tour guides will be provided with visors. - The accompanying parent should confirm 24hrs in advance of the visit that they and the prospective pupils are all free from Covid-19 symptoms and are not required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Strict social distancing should be followed, hand washing on arrival / departure encouraged, and shaking hands avoided - All rooms used for meetings should be thoroughly cleaned before and after the assessment / meeting</p>		
Reopening School		
<p>- It is important that arrangements remain in place to ensure that pupils and staff are in safe buildings during reduced occupancy arrangements. 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 reopened on 1st September</p>	<p>https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</p> <p>Managing school premises during the coronavirus outbreak</p>	- All statutory checks have been carried out as confirmed by RJ

Control Measures	Notes	Further Action Required
Cleaning		
<p>We have prepared a separate documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule includes a record sheet to confirm that the task has been completed.</p> <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>Additional cleaners have been engaged to work during the day at both the Senior and Junior sites.</p> <p>The following actions have been agreed with NuServe</p> <ul style="list-style-type: none"> - People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves & aprons over and above what is usually specified in the activity risk assessment (See paragraph below for requirements for cleaning areas occupied by someone with suspected coronavirus COVID-19) - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, e.g. fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - Waste (gloves, aprons, paper towels etc.) does not need to be segregated or treated differently from normal unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	<p>COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, e.g. use of fogging, misting or UV cleaning systems - click here for HSE guidance</p>	<ul style="list-style-type: none"> - RJ has developed a cleaning schedule with NuServe - All these actions discussed in detail with NuServe (RJ and LC) - A specific cleaning spec for in day cleaning established based on highly used areas and the timetable (RJ and LC, in conjunction with timetable information)

Control Measures	Notes	Further Action Required
<p>Every day all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected.</p> <p>- Rooms / areas used by different groups / bubbles throughout the day (e.g. specialist teaching areas such as music rooms, IT suites, language labs, libraries, science labs, art studios, DT workshops and changing rooms) should be cleaned more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) NB alcohol based sanitiser should <u>not</u> be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk.</p> <p>- We have engaged four additional cleaners to work throughout the day</p> <p>- All surfaces and tables in dining rooms should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.</p> <p>- All surfaces in indoor sports / exercise facilities should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise</p> <p>- All high frequency hand-contact surfaces should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors and hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out).</p> <p>- Classroom based resources, such as books and games, should be cleaned and disinfected regularly. Resources and equipment shared between classes /groups /bubbles, e.g. sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p> <p>- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves</p> <p>- Toilets and additional handwashing facilities should be should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.</p>	<p>Link to 'Cleaning Guidance' <u>NB this document was updated 15 July 2020</u></p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>	
<p align="center">Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School</p>		
<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> <p>1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean/disinfect in case they have Covid-19 symptoms) - First Aid Room in in Junior School (No.12); Old Head of Computing's office on the 5th floor in Senior School.</p> <p>2 - a dedicated 'isolation room' where pupils with symptoms of Covid-19 could be isolated until they can go home - triage rooms would become the isolation room and new rooms would be allocated to become the isolation rooms</p> <p>3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated - the Nurse's office in the Senor School; and KM's office in the Junior School</p> <p>- Rooms will be sealed and cleaned according to official advice after treatment of suspected cases.</p>		

Control Measures	Notes	Further Action Required
<p>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</p> <p>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal <p>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 was and will be provided on how to safely don and doff PPE by the school nurse to all staff who may deal with a suspected Covid-19 case.</p>		
<p>All disposable PPE used by the School Nurse/staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it, (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p> <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>	<p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</p>	
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>		
<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>	<p>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</p>	

Control Measures	Notes	Further Action Required
<p>Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - <i>Implementing Protective Measures in Education & Childcare Settings</i>'.</p> <p>If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE (see row 77) if this is not possible.</p> <p>If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	<p>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</p>	
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of. 	<p>Link to 'COVID-19: cleaning in non-healthcare settings'</p>	

Control Measures	Notes	Further Action Required
<p>Action in the Event of a Confirmed Case of Covid-19 in School</p> <p>If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <ul style="list-style-type: none"> - If the test result is positive the school will act swiftly and contact the local Health Protection Team www.gov.uk/guidance/contacts-phe-health-protection-teams - The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must self-isolate for 14 days (or more if they develop symptoms themselves). - The school must inform the Health Protection Team which members of staff and pupils have been in close contact with the person during the infectious period - they will all be asked to self isolate for 14 days. 'Close contact' means: <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person <p>Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test</p> <p>If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed</p>	<p>Guidance on opening schools to more pupils from 1 June - guidance for parents & carers</p>	
Training		
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		
We have communicated our Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors		RJ liaised with JM, SC and others
Area / Activity Risk Assessments		
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented		
Monitoring		
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department		

Control Measures	Notes	Further Action Required
<p>It is essential that:</p> <ul style="list-style-type: none"> - Staff are consulted 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. 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 - The controls identified in the risk assessment are communicated to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. 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. <p>In addition:</p> <ul style="list-style-type: none"> - The risk assessment has been signed off by the Head, Junior Head and DFO - It has been published on our school's website https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely - The risk assessment is being kept under regular review, and updated as necessary (as evidenced by the reissuing detailed in the Training tab) 		

SOUTH HAMPSTEAD HIGH SCHOOL - REOPENING TO ALL PUPILS AND STAFF FROM 1ST SEPTEMBER 2020

GENERAL AREA / ACTIVITY RISK ASSESSMENT

Area / Task / Activity: Re-opening South Hampstead High School from 1 September 2020 for all staff and pupils

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

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

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

Key Guidance Documents

- [Implementing protective measures in education and childcare settings / Social Distancing in Schools](#)
- [Guidance for Full Opening of Schools in September 2020](#)
- [Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents & Carers](#)
- [Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020](#)
- [Actions for Early Years and Childcare Providers During the Coronavirus Outbreak](#)
- [Planning Guide for Early Years & Childcare Settings](#)
- [Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils](#)
- [Guidance for Secondary School Provision from 15 June 2020](#)
- [Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School](#)
- [Managing school premises during the coronavirus outbreak](#)
- [Covid-19 - Cleaning in Non-Healthcare Settings](#)

	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services	
	Stay at Home - Guidance for Households with Possible Coronavirus	
	Stay Alert & Safe (Social Distancing) Guidance	
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19	
	GDST Coronavirus page on the HUB	
	Control Measures	Notes
	General Precautions	
		Further Action Required

Control Measures	Notes	Further Action Required
<p>Staff must:</p> <ul style="list-style-type: none"> - spread out within the office, room or area they are using, or use separate offices / areas - try to keep everyone at least 2 meters (or 1m plus) apart at all times. See next row for further details. - in communal offices/workrooms use the same desk or workstation each day - if people are working in groups - we encourage them to position themselves side-to-side, rather than face-to-face - 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 and safeguarding risks must not be introduced). - 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. - AC units (e.g. portable ones on the 7th floor) which be vented outside may be used. - HSE guidance on 17 June reads: <i>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply. You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation.</i> - The systems we have in Room 712 and the science block are not centralised ventilations system that remove and circulate air to different rooms. Consequently, in conjunction and agreement with our Estates Partner, we have allowed the use of AC in Science labs and Room 712. - the CHR V units in Senior School classrooms bring in air from outside so have been turned up to their maximum output - try to follow social distancing guidelines when ever possible - don't bring any unnecessary possessions into school, and keep their work areas clear from clutter and all unnecessary items to enable thorough cleaning to take place - remove unnecessary items from offices work rooms etc., especially if it impedes effective cleaning, where there is space to store it elsewhere. <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>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</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>	<ul style="list-style-type: none"> - Site Team have ensured that CHRVs in Maresfield classrooms are set to allow maximum ventilation (Site Team) - A re-assessment of office and staff room capacities has been undertaken in all buildings and signs put on doors (RJ and Site Team)
<p>We have assessed each office for the maximum number of staff who should be in that office at one time. Where an office has more people based in it than the safe capacity calculated, we suggest that at any one time, staff over and above that number work in a different room e.g. an empty classroom or a communal staff area. This does not and should not have to be the same staff every day. We believe that at most times, e.g. during lesson time and taking into account PT staff, most staff should be able to be based in their usual office. Pinch times will be before and after school. However, with the flexibility of allowing staff to arrive and leave late and early when they are not teaching, these busy moments may be less common than usual.</p> <p>We are installing acrylic screens between desks where this will help keep staff distanced from each other. But these screens should not be seen as an alternative to colleagues keeping their distance.</p>		

Control Measures	Notes	Further Action Required
<p>All staff should thoroughly wash or sanitise their hands at regular intervals and use a paper towel or tissue for turning off taps, opening toilet doors, etc. once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity or changing rooms - at each break time - before and after eating any food, including snacks - after using the toilet - before leaving school 		
<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>		<p>- Comms from VBi and CS</p>
<p>Where possible, each member of staff should only use their own computer keyboard / mouse. There should be no 'hot-desking', especially during the day. If staff have to use any other person's keyboard / mouse</p> <ul style="list-style-type: none"> - they should be cleaned with a sanitising wipe before and after use - they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards 		<p>- Antiviral spray (as well as tissues) provided in each office area and classroom</p>
<p>Meetings with people who are not pupils or members of staff should, wherever possible, take place virtually. Where this is not possible, and the meeting is essential, it should take place in a location where it is possible to maintain at least 2m separation (or 1m plus). 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>		<p>- Communication to parents and staff that face to face meetings are to be avoided and will be discouraged. (VBi, CS, RJ)</p>
<p>Staff Meetings and Training Sessions should be undertaken virtually unless there is a significant benefit in having a face-to-face event. Normal Staff briefings, e.g. the Monday morning briefing at the Senior School will take place on Teams. If face-to-face meetings / training sessions take place they should:</p> <ul style="list-style-type: none"> - Be kept as short as possible - Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m (or '1m plus') separation between everyone - Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT - Arrange rooms so that people sit side-by-side (rather than face-to-face) - Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session - Encourage attendees to wash their hands before and after the meeting / training session, and provide hand sanitiser in meeting / training rooms - Attendees should avoid sharing pens, documents and other objects 		
Getting To / From School		

Control Measures	Notes	Further Action Required
<ul style="list-style-type: none"> - Where staff are concerned about using public transport, the school can provide limited access to parking spaces - We acknowledge some staff will be nervous about using public transport to travel to school, and we encourage, where possible, walking or cycling - We have 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. - Junior School staff have been advised that there are shower facilities in the Senior School - We discourage car sharing with other households; where car sharing does happen we will encourage staff to wear face masks and open windows 		<ul style="list-style-type: none"> - Coordination of parking spaces (RJ, LC, Site Team) - increased cleaning of staff shower facilities may be necessary (RJ, LC)
<p>If staff have no alternative but to use public transport to travel to school - we encourage them to:</p> <ul style="list-style-type: none"> - As far as possible, keep 2m (or 1m plus) away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting in queue at bus stops & tube/train stations - Wait for people to get off before you board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in person's bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin. 	<p>Safer travel guidance for passengers</p>	<ul style="list-style-type: none"> - These messages have been passed on to staff parents and pupils (VBi, CS, RJ)
Lessons / Teaching Activities		
<p>Where necessary, take steps to avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, e.g. using microphones & speakers to ensure everyone in a large room can hear, not playing loud background music or broadcasts,</p>		
<p>Staff can take books and other shared resources home, but unnecessary sharing should be avoided.</p> <ul style="list-style-type: none"> - Where possible work should be submitted electronically for marking / assessment, but equipment can be handed out. Before books, equipment and paper are handed out, the teacher should clean their hands with sanitizer. - If staff are marking paper based work, they should thoroughly wash their hands before hand and afterwards, not touch their face during the process, and clean/sanitise any pens / surfaces used during the process - Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work. 		<p>Change in advice noted</p>

Control Measures	Notes	Further Action Required
<ul style="list-style-type: none"> - We are not forbidding staff from walking around classrooms but teachers should consider alternative ways of delivering 1:1 support e.g. allowing questions on teams or hands up. where a teacher needs to provide 1:1 support as an integral part of their teaching e.g. providing feedback on project work in creative subjects, teachers should wear visors. We are ordering more visors so all staff can request one, not just those in subjects which we expect will need them due to high levels of 1:1 support in lessons. areas will be marked up at the front of classrooms for classrooms into which pupils will be asked not to stray. 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 spray and tissue provided. using personal laptops and iPads is recommended where possible. - Where lessons are being delivered on site, arrangements to be made so that any pupils who are 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 		<ul style="list-style-type: none"> - antiviral spray provided in each classroom (RJ, Site) - Staff to remind pupils to check their belongings when they leave rooms to minimise lost property
<p>Precautions for staff who have to move from bubble to bubble, or have different groups of pupils coming into their lab / studio / specialist teaching area:</p> <ul style="list-style-type: none"> - Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving) - As far as possible, stay at the front of class, try to keep least 2m away from the pupils, and remind pupils not to get out of their seats / approach the teacher - If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups 		<p>Staff who are moving from bubble to bubble have been given this specific advice</p>
<ul style="list-style-type: none"> - Teachers should, where possible, be the only person to open a door to a classroom - 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. 		<ul style="list-style-type: none"> - antiviral spray provided in each classroom (RJ, Site)
<p>Classroom setups</p> <ul style="list-style-type: none"> - 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). - Once girls are allocated a desk for a lesson, they should not sit at another desk and should not move around the classrooms - Furniture should not be moved where possible 		
Break Times / Lunch Times		

Control Measures	Notes	Further Action Required
<p>Moving around the site</p> <ul style="list-style-type: none"> - See section on Whole School Precautions tab - Everyone has been reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site - 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. - Movement to staff common areas should be avoided where possible 		<ul style="list-style-type: none"> - Reminders given to all staff (VBi, CS, RJ)
<ul style="list-style-type: none"> - Staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch - Staff should use the office that they are allocated for break / lunch times and to keep 2m (or 1m plus) apart from their colleagues; alternatively they can eat their lunch in an outside venue, whilst maintaining social distancing - 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 - 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 - Tea bags, coffee, sugar, fruit, biscuits etc. to be provided in containers that don't need to have lids removed/replaced where possible - Clean communal mugs, glasses, crockery and cutlery in a dishwasher on a hot wash cycle 		<ul style="list-style-type: none"> - staff rooms on 'daytime' cleaning schedules
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - We are ensuring social distancing is maintained in cloakrooms & handwashing / toilet facilities, by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils, and monitoring to ensure that they do not become overcrowded - NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. - We have indicated the maximum occupancy of staff toilets by signage on the doors. - We recommend that staff use antibacterial gel before and after entering a toilet - Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected. - All hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up - We have provided signs / posters to remind people about good hand-washing techniques 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p>	<ul style="list-style-type: none"> - 'max occupancy' signage displayed (RJ, Site Team) - soap, hand towel stocks
Communication and Training		
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		
We will communicate our Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors		RJ liaised with JM, SC and others
Area / Activity Risk Assessments		

Control Measures	Notes	Further Action Required
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented		
Monitoring		
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department		
<p>It is essential that:</p> <ul style="list-style-type: none"> - Staff are consulted 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. 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 - The controls identified in the risk assessment are communicated to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. 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. <p>In addition:</p> <ul style="list-style-type: none"> - The risk assessment has been signed off by the Head, Junior Head and DFO - It has been published on our school's website https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely - The risk assessment is being kept under regular review, and updated as necessary (as evidenced by the reissuing detailed in the Training tab) 		

SOUTH HAMPSTEAD HIGH SCHOOL - REOPENING TO ALL PUPILS AND STAFF FROM 1ST SEPTEMBER 2020

GENERAL AREA / ACTIVITY RISK ASSESSMENT

Area / Task / Activity: Re-opening South Hampstead High School from 1 September 2020 for all staff and pupils

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

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

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

Key Guidance Documents

- [Implementing protective measures in education and childcare settings / Social Distancing in Schools](#)
- [Guidance for Full Opening of Schools in September 2020](#)
- [Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents & Carers](#)
- [Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020](#)
- [Actions for Early Years and Childcare Providers During the Coronavirus Outbreak](#)
- [Planning Guide for Early Years & Childcare Settings](#)
- [Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils](#)
- [Guidance for Secondary School Provision from 15 June 2020](#)
- [Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School](#)
- [Managing school premises during the coronavirus outbreak](#)

	Covid-19 - Cleaning in Non-Healthcare Settings		
	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services		
	Stay at Home - Guidance for Households with Possible Coronavirus		
	Stay Alert & Safe (Social Distancing) Guidance		
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19		
	GDST Coronavirus page on the HUB		
Control Measures:		Notes	Further Action Required
General Precautions			
<p>As far as possible, we will minimise mixing and the number of contacts that a pupil has with other pupils and staff during the school day by keeping pupils in consistent identifiable year groups, avoiding contact between bubbles and maintaining distances between individuals.</p> <p>Practical examples of how we will achieve this include:</p> <ul style="list-style-type: none"> - we have adjusted the timetable to stagger school day / lesson starting & finishing times, lunch times and break times for different groups of pupils. - we are keeping groups of pupils in the same room(s) and zones as much as possible, with individual staff coming to the group, rather than the whole group of pupils moving around the school too much, apart from for specialist subjects - placing the desks so that pupils are not facing each other in the Senior School, positioned so that pupils are 1m apart and, as far as possible, are at least 2m away from the teacher - teachers should avoid close face-to-face contact with colleagues or pupils, and minimise the time spent within 1 metre of anyone - allocating each pupil a desk and ask them to sit at the same desk every day - teachers submit seating plans - doing activities outside where possible - not putting rotas in place - allocating specific rooms, areas or parts of the school grounds for different groups to use at break / lunch times and monitoring to ensure that they keep to them 			Teachers to submit seating plans on S drive - details provided

Control Measures:	Notes	Further Action Required
<p>Grouping pupils</p> <p>- As far as possible groups should have a consistent and identifiable membership and be as small as possible whilst still being able to access a broad and balanced curriculum. We are dividing all our pupils into year group bubbles. Years 12 and 13 will be treated as separate bubbles during lesson time, but at other times, e.g. lunch, they will be considered as one bubble. The merging of the Yr 2 and 13 bubbles will be used as little as possible.</p> <p>Pupils who use extra-curricular clubs and/or wrap-around care will almost certainly have to be in a different group/bubble to their teaching group bubble. However, these groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person 		
<p>- 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>Junior School</p> <ul style="list-style-type: none"> - We have staggered the start and finish times of the school day and lunch times and break times for different groups of pupils. - Some specialist subjects, e.g. music, may be taught in a dedicated room. These rooms will be cleaned between uses. <p>Senior School</p> <ul style="list-style-type: none"> - We have staggered lunch times for different year groups of pupils. - See daily rota - We have moved form period to the middle of the day - Dismissal at the end of the day will be from 3 different points (Maresfield, Waterlow and Oakwood) - specialist subjects, e.g. music, will be taught in a dedicated room. - Where classrooms are used by pupils other than those usually based in them (e.g. by Sixth Form pupils), desks will be cleaned by the pupils entering the classroom using tissues and spray - If necessary, we will use non classroom spaces for teaching such as the Seminar Room, Recital Room, Waterlow Hall and Theatre 		

Control Measures:	Notes	Further Action Required
<ul style="list-style-type: none"> - 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, and safeguarding risks must not be introduced), 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. - We are making use of the Sports Ground and MUGA where possible; - For pupils in Year 8 and above pupils will walk to the Sports Ground - We have removed unnecessary items from classrooms, especially where they impede effective cleaning, where there is space to store it elsewhere 	<p>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 and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020</p>	
<p>Actively provide regular opportunities for pupils to wash or sanitise their hands, and encourage them 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"> - before leaving home - on arrival at school - immediately before and after each lesson / activity or changing rooms - at each break time - before and after eating any food, including snacks - after using the toilet - before leaving school <p>And these will become part of our daily protocols. We have provided additional handwashing stations in both the Junior and Senior School and have, in addition, two portable wash-handbasins in the Senior School</p>		<p>We have asked pupils to bring their own hand sanitizer to school (VI, CS) Toilets have sufficient stocks of paper towels and soap (Site Team) New handwashing facilities provided in both schools</p>
<p>Pupils will be asked to limit the amount of equipment / belongings they bring into school each day to essentials such as books, stationery, personal IT, sports and musical equipment, water bottle, coats and mobile phones.</p> <p>Staff will be asked to remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere</p>		<p>Comms to Staff and pupils (VB, CS)</p>
Getting To / From School		
<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"> - If pupils in different bubbles car share we will encourage them to wear a face covering in the car - It will be harder for parents to drop off/collect pupils by car because of the introduction of Camden's Healthy School Streets Zone in the Netherhall, Nutley and Maresfield area 		<ul style="list-style-type: none"> - Communications sent to parents and pupils about travel to school (VB and CS) - The Safer Streets scheme will start on 14 September (RJ)

Control Measures:	Notes	Further Action Required
<p>Public Transport</p> <p>If pupils have no alternative but to use public transport to travel to school we will encourage them to:</p> <ul style="list-style-type: none"> - As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting at bus stops & tube / train stations NB the legal requirement to wear a face covering does not apply to children under the age of 11 - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in pupil's bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a dustbin. 	<p>Safer travel guidance for passengers</p>	<ul style="list-style-type: none"> - Communications with parents and pupils about travel to school (VB and CS)
<p>School Minibus</p> <ul style="list-style-type: none"> - The School minibus will not be used for the time being. If there is a need to use it, please refer to Robert Jones for guidance 		
<p>School Coach Service (Dedicated school transport)</p> <ul style="list-style-type: none"> - We have sought assurance from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families or close contacts, have symptoms of Covid-19, or have tested positive for Covid-19 - We have asked transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey - Ask transport operator to keep a supply of sanitiser (min 60% alcohol) and tissues in each coach; driver and all passengers to sanitise their hands as they board and disembark on each journey - We will only use coaches for Year Group bubbles - A record will be kept of all pupils and staff travelling on each coach journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19 		
<p>Arrival at School</p>		

Control Measures:	Notes	Further Action Required
<ul style="list-style-type: none"> - To minimise the number of pupils and parents arriving at / leaving school at the same time, we have staggered the time that different years at the Junior School arrive. Because the Senior School pupils arrive in a more staggered way in any case, we are not staggering their start times - We have staggered the finish time for pupils in the Junior School and we have allocated different exits to Senior School year groups. - We have arranged for children to be dropped off and collected from school in areas which enable pupils and parents to keep 2 metres (or '1m plus') distance between each other. We are displaying signage to guide parents to where they should drop off and pick up their children, where possible mark out 2 metre (or '1m plus') distances on the ground - We will encourage only 1 parent to accompany younger children to school - Where possible we have asked that parents avoid coming into the school buildings - greet / say goodbye (handover) younger pupils in the playground or on the street - Do not shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children) - Discourage any 'gatherings at the school gate' - Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room 		<ul style="list-style-type: none"> - Signage for 5, 12 Netherhall Gardens and outside Senior Reception (RJ, Site, SB1) - Plan and expectations communicated to parents (VBi, CS)
Lessons / Learning Activities		
<p>If pupil's activities include the use of pens, pencils etc:</p> <ul style="list-style-type: none"> - Where appropriate, encourage pupils to bring in and use their own pens, pencils and other very frequently used items and not share them with others - If this is not possible, provide each pupil with a pack of pens, pencils etc for their sole use at school - store in a named Ziplock bag or similar. Do not reissue that pack of pens to anyone else without 72 hours break in between (sufficient time for the virus to die) 		<ul style="list-style-type: none"> - Reminder sent home in letters
<ul style="list-style-type: none"> - Pupils who have their own iPad must bring it in, use it and not share it with others - 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 - Sharing iPad sets should be avoided by bubbles of pupils, but if they are shared, they must be thoroughly cleaned before second use. - 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. 		<ul style="list-style-type: none"> - Comms to parents and pupils about iPads (VBi, CS) - Computers in regular use by more than one person will be on a cleaning schedule. This should be exceptional.
<p>Classroom based resources (books and games) and equipment can be used but they should be regularly cleaned and disinfected. Resources and equipment used by different classes /groups /bubbles, e.g. sports, art, DT, musical, science and playground equipment, should be thoroughly cleaned between use by different bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p>		
<p>Pupils can take books and other shared resources home, but unnecessary sharing should be avoided</p>		

Control Measures:	Notes	Further Action Required
<p>PE & Sports</p> <p>All activities should consider as a starting point the ABC of hygiene, capacity management and distancing.</p> <ul style="list-style-type: none"> - Where possible, PE and sports activities should take place outside. If this is not possible, they should take place in large, well ventilated spaces. - We will limit the use of changing rooms by allowing pupils to come into school in their sports kit. - Follow any guidance provided by Sport England, AfPE and each sport's National Governing Bodies in how to train / play / exercise safely - Organise activities so that as large a distance as possible is maintained between each person, and being face-to-face is avoided if they are within 2m - Activities that require close support or spotting to reduce severity of falls such as vaulting in gymnastics when a spotter is required, should not be carried out. - Contact sports should not take place. By this we mean not just the degree of contact but also the proximity of players to each other. This currently means that football and rugby games are <u>not</u> possible, nor are games such as hockey, lacrosse and netball, unless they are adapted to increase the distance to 2m to avoid being within someone's exhalation zone. The NGB's such as Net ball England have adapted their rules to accommodate a minimum of 2m distancing. 	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Guidance for the public on the phased return of outdoor sport & recreation in England</p> <p>Return to recreational team sport framework</p>	
<p>If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, racquets, sticks, balls, weights, gymnastics and athletics equipment, scoring equipment:</p> <ul style="list-style-type: none"> - Each person should be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else. Providing good hygiene is followed (equipment cleaning and handwashing) balls can be passed to participants in training drills and game scenarios. - It is important to manage the storage and allocation of equipment and pupils access to equipment should be supervised. - All equipment used during the lesson should be thoroughly cleaned at the end of each lesson, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes / groups / bubbles. -The practicality and cost of equipment should be assessed when considering what equipment could be shared and what should be allocated individually i.e. it would be impractical and too costly not to share use of rowing sculls, but tennis balls and shuttlecocks would not - Pupils can bring in and use their own equipment as long as they do not share it with other pupils - All pupils should wash their hands at the end of each session - Disconnect, or sign 'do not use' water fountains which are designed for people to drink from directly, or are operated by pressing a button 	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Guidance for the public on the phased return of outdoor sport & recreation in England</p>	
<p>Peripatetic and External Sports Coaches - see controls on the 'Whole Schools Precautions' sheet - row 51</p>		

Control Measures:	Notes	Further Action Required
<p>Fitness Suite We have determined which items of gym equipment can be used and put them at an appropriate distance apart - aligning them so that use is back-to-back rather than face-to-face - so as to comply with social distancing guidelines plus a suitable margin for adequate circulation. We have taken three pieces of equipment out of use. All gym equipment, including mats, will be thoroughly cleaned after every user.</p> <p>Dance Studio - has capacity for 26 pupils socially distanced</p>	Guidance for providers of grassroots sport and gym / leisure facilities	
<p>Team Sports</p> <ul style="list-style-type: none"> - Competitive team sports can only take place between teams from the same school, and providing that the sport's National Governing Body Covid-19 guidance is fully implemented - Team sports with an 'increased risk' should not take place, i.e. sports where players proximity interactions are less than 1m, face to face, the interaction lasts 3 seconds or more or fleeting interactions accumulate above 15 mins over the period of the game (see Appendix 1 of Gov guidance) - Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-game handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations. - Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person. - As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games - Where possible, clean shared equipment during play e.g. by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game - Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded 	Return to recreational team sport framework	- Discussed with PE dept
<p>Inter-school Events and Competitions</p> <p>No inter-school sporting activities, training sessions or competitions should take place in the autumn term. The position for the spring and summer terms will depend on the circumstances at the time</p>		
<p>Using external facilities and venues</p> <p>To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out use EVOLVE to manage your trips to them. In general using external venues and facilities will require a response from them in how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust response and good plans in place they are suitable to use. Like other educational trips a pre-trip site visit might be in order to check before you turn up with a group and find out that it is not being managed very well.</p>		

Control Measures:	Notes	Further Action Required
<p>Music lessons</p> <ul style="list-style-type: none"> - Music lessons with peripatetic staff can take place using virtual teaching methods, but must follow detailed guidance which has been provided to all VMTs if they happen on site - Staff must follow social distancing (2m or 1m+) from their pupils at all times and practice rooms have been marked up with tape - we have, where possible, ensured good ventilation, by turning up the ventilation to 100% fresh air - In small music / practice rooms, we are installing screens between staff and pupils - Where possible pupils should use their own instruments that they don't share with anyone else. - Brass and wind instruments, including recorders, must not be shared. - Instruments that can be shared, e.g. keyboards and percussion instruments - pupils should wash their hands immediately before using the instrument and then again at the end of the lesson, and the instrument should be thoroughly cleaned at the end of each lesson 	<p><u>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority</u></p>	<p>Separate guidance provided to VMTs about on site music lessons</p>
<p>Singing / chanting and playing recorders, brass & woodwind instruments creates additional risks. These must be controlled by:</p> <ul style="list-style-type: none"> - limiting group size to a maximum of 15 - playing / singing outside wherever possible - Inside, use large spaces, greater distancing between individuals, positioning pupils back-to-back or side-to-side - ensuring good ventilation, eg by opening windows - not having choirs, ensembles or groups made up of pupils from different groups/ bubbles - Indoor performances in front of a live audience should be limited to other members of the pupils' group / bubble. Social distancing measures should be in place, eg good separation between performers & audience and one way systems in the performance space. Ventilation should be enhanced eg by opening windows and mechanical ventilation. - Outdoor performances in front of a live audience should be limited to the school's staff and pupils, providing different groups / bubbles are well segregated from each other and social distancing measures are in place, eg good separation between performers & audience, and different groups / bubbles within the audience - Audience participation, such as singing along with the performers or shouting applause, should be discouraged. 	<p><u>Additional DfE guidance is promised</u></p>	
<p>Peripatetic Music and Drama teachers - see controls on the 'Whole Schools Precautions' sheet - row 49</p>		

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

Control Measures:	Notes	Further Action Required
<p>If Science lessons includes practical activities:</p> <ul style="list-style-type: none"> - Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools) - Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance. - Equipment can be shared by pupils within the same bubble - Pupils and staff must wash their hands before and after handling any equipment - All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining - 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 - If safety specs or goggles are needed for any experiments they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL343 for process - 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 - Certain practical activities must not be carried out - cheek cell sampling, lung volume / capacity & other breathing based activities, activities which make use of saliva, activities which make use of straws or other equipment for blowing through. <p>NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)</p>	<p>NB Cleapss guidance GL343 & P104 being updated prior to September</p>	<p>We have stocks of non-alcohol based sanitiser for use where necessary. Discussions with Science HODs ongoing</p>
<p>Additional Points for EYFS KS1 Pupils</p>		
<p>Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff should ensure that:</p> <ul style="list-style-type: none"> - each group / bubble has a consistent membership - each group / bubble is kept separate from each other as much as possible - the pupils, wash their hands very regularly, are encouraged not to touch their faces and practice good respiratory hygiene (catch it, bin it, kill it) - all young children have help if they have trouble thoroughly cleaning their hands independently - older pupils should be encouraged to be maintain distance and not touch staff or their peers where possible 	<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Actions for Early Years and Childcare Providers During the Coronavirus Outbreak</p>	
<p>All equipment, toys and resources should be regularly and thoroughly washed, particularly hand contact surfaces</p> <ul style="list-style-type: none"> - Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) - Malleable materials such as plasticine or playdough, and equipment such as sand and water trays, can be used providing the children (and any supervising staff) thoroughly wash their hands before starting to play with the materials, and immediately afterwards. Any tools, toys or equipment used in conjunction with the plasticine, playdough, sand or water should be regularly cleaned, and playdough, plasticine and water should be regularly replaced. - See Appendix 9 of <i>Public Health Wales - Guidance for Childcare Settings</i> for detailed guidance on keeping a wide range of toys and equipment clean 	<p>Public Health Wales Guidance for Childcare Settings</p>	

Control Measures:	Notes	Further Action Required
<p>Sand and water trays Play with sand, water, plasticine or play dough and cookery and other messy play activities should be restricted and only participated in if the relevant guidance around hygiene and cleaning in the Infection Prevention and Control for Childcare Settings Guidance can be adhered to. If this cannot be adhered to, these activities should not be undertaken.</p>		Soft equipment to be removed
Break Times / Lunch Times		
<p>Moving around the site - See section on 'Whole School' precautions tab</p>		
<p>- 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 - Pupils are being asked to sanitise or wash their hands at the start and end of break / lunch time and before eating any snacks / lunch - 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 will be informed of their allocated area. - We are ensuring that handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time - Girls have been asked to bring a named water bottle, plus a drink to have at lunchtime</p> <p>Sixth form common room - We will ensure that hand contact surfaces e.g. handles on fridges, kettles, hot and cold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - We will ask pupils to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side</p>		Actions for HOYs et al (SLT) Actions for cleaners (RJ, LC)
<p>When outside play equipment / trim trails / climbing walls are used during break times: - we will limit the number of pupils who use each piece of equipment at any one time to minimise the transmission risk of COVID-19 - Hand contact surfaces on large equipment, such as slides, climbing frames, trim trails, etc should be thoroughly cleaned at the end of every break time when it has been used. Alternatively, we will require pupils to hand sanitize before and after use. If it is not possible to safely, it should be taken out of use / marked out of bounds - Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles / groups - Enclosed play spaces such as small 'Wendy Houses' should be 'out of bounds', as they are confined spaces and it is not possible for children to maintain 2m distance between themselves</p>		- Cleaning of play equipment to be included in a schedule of cleaning as and when it is reintroduced (RJ, LC) - Junior girls to be encouraged to bring their own play equipment, such as skipping ropes

Control Measures:	Notes	Further Action Required
<ul style="list-style-type: none"> - We are ensuring social distancing is maintained in cloakrooms & handwashing facilities by limiting the numbers - 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. - We do not have sufficient toilets to allocate one room to each bubble but in mitigation we will clean the toilets several times per day - Teachers, as part of induction, will explain when and how toilets can be used. - NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. - We will provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected. - We will ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up - We will provide signs / posters to remind people about good hand-washing techniques 	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p>	<ul style="list-style-type: none"> - Use of pupil toilets to be kept under review at Senior and Junior Schools (RJ with assistance) - Provision of soap and paper towels (RJ)
Communication and Training		
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		
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors		
Area / Activity Risk Assessments		
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented		
Monitoring		
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department		