

## SOUTH HAMPSTEAD HIGH SCHOOL - THE OPENING AND ACTIVITIES OF THE SCHOOL DURING THE CORONAVIRUS PANDEMIC

### GENERAL AREA / ACTIVITY RISK ASSESSMENT

**Area / Task / Activity:** School re-opening for all pupils from 17 May 2021 - Step 3 of the Roadmap Out of Lockdown

**Date:** 17/05/2021

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

**Re-assessment date:**

This is the 'Whole School Precautions' Sheet

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

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


#### Key Guidance Documents

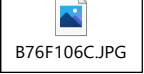
.	<a href="#">Guidance for Full Opening of Schools</a>
.	<a href="#">Schools Coronavirus Operational Guidance - updated 10 May 2021</a>
.	<a href="#">Face Coverings in Education - updated 10 May 2021</a>
.	<a href="#">Use of the NHS Covid App in Schools</a>
.	<a href="#">COVID-19 Response - Spring 2021 - Roadmap out of Lockdown</a>
.	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
.	<a href="#">Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)</a>
.	<a href="#">Safe Working in Education, Including the Use of PPE &amp; Action if a Pupil Becomes Unwell Whilst at School</a>
.	<a href="#">Ventilation &amp; Air Conditioning During the Coronavirus Pandemic - HSE</a>
.	<a href="#">Ventilation of Indoor Spaces to Stop the Spread of Coronavirus</a>
.	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings</a>
.	<a href="#">Stay at Home - Guidance for Households with Possible Coronavirus</a>
.	<a href="#">Social Distancing Guidance - Coronavirus Restrictions - What You Can &amp; Cannot Do from 17 May 2021</a>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<b>Who Can Come to School?</b>			
<p>From 8 March 2021 All pre-school, junior / prep and secondary schools pupils can attend school in person, including secondary school pupils who decline to take an LFD test</p> <p>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</p>	Tolerable		
<p><b>Staff who are 'clinically extremely vulnerable' (CEV):</b></p> <ul style="list-style-type: none"> <li>- CEV staff should work from home where possible. If they cannot do their job from home, they can work at school providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required.</li> <li>- If staff are unable to work in school and working at home is not an option, they could be considered for furlough</li> <li>- Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person.</li> </ul> <p>When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> <li>- the particular vulnerability of the individual</li> <li>- where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc.)</li> <li>- whether strict social distancing measures can be implemented at all times</li> <li>- specify what the social distancing measures will be</li> </ul> <p>Staff who live in a household with someone who is 'clinically extremely vulnerable' can return to work or school but they should do what they can to support the CEV person and carefully follow the guidance on social distancing Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable	<p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>	<p>RAs have been developed for Extremely Clinically Vulnerable staff and Clinically Vulnerable staff</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Pupils who are 'clinically extremely vulnerable' (CEV):</b></p> <p>All CEV pupils should attend school, unless they have been advised by their GP or clinician not to attend. Strict social distancing measures must be implemented and Covid risks mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required.</p> <p>When completing the <b>personal risk assessment</b> consider:</p> <ul style="list-style-type: none"> <li>- the particular vulnerability of the individual</li> <li>- where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc.)</li> <li>- whether strict social distancing measures can be implemented at <b>all</b> times</li> <li>- specify what the social distancing measures will be</li> </ul>	Tolerable	<p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>	
<p><b>Clinically vulnerable'</b> members of staff and pupils can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <p>Arrangements should be made for Clinically Vulnerable staff to work in the safest suitable and available role in school with protective measures in place, e.g. social distancing and PPE. If this is not possible, consideration should be given for vulnerable staff to work from home if their job allows. An individual risk assessment should be undertaken for all 'Clinically vulnerable' members of staff and they should discuss any concerns with their manager.</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable		RAs for clinically vulnerable staff have been developed
<p><b>Pregnant women</b> who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <ul style="list-style-type: none"> <li>- A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager.</li> <li>- Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk. Additional controls may be required e.g. further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option.</li> <li>- Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</li> <li>- Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology</li> </ul>	Tolerable	<p>Advice for Pregnant Employees <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p>Royal College of Obstetrics and Gynaecology <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a></p>	RAs for pregnant staff have been developed
<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>	Tolerable		Staff have been offered the opportunity for a phone call / discussion with a Senior colleague
<b>Avoiding Contact With Anyone Who is Unwell</b>			

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<p>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 LFD Covid test, they must arrange to have a confirmatory PCR test as soon as possible. Anyone who has had a positive LFD test or PCR Covid test in the last 10 days must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p> <p>- (If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school)</p>	Tolerable	<a href="#">Stay at Home : Guidance for households with possible or confirmed coronavirus infection</a>	Reminders continue to be sent regularly (VBi, CS, RJ) Reminders to staff also (VBi, CS)
<p>We will continue to remind all <b>staff</b> (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), <b>pupils</b>, parents and carers that if they are a <b>close contact</b> with someone who has had a positive PCR or LFD Covid test in the last 10 days, (they have been notified by the school or via an NHS email, text or phone call) they <b>must not</b> come to school, and the <b>must</b> follow the Government's guidance regarding isolation / testing</p>	Tolerable	<a href="#">Guidance for close contacts</a>	
<p>We will continue to remind all staff (Inc. contractors staff, e.g. cleaners) that if they <b>start feeling unwell with symptoms of Covid-19 during the school day</b>, they must make arrangements to go home as soon as possible and arrange to have a PCR COVID-19 test asap. A positive test will ensure rapid action to protect their colleagues and pupils.</p> <p>- 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. Their parents should arrange for them to have a PCR Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils.</p> <p>- 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</p>	Tolerable		<p>- Will continually remind pupils about what to do if they feel unwell (ZB, CS, All Teachers on site)</p> <p>- Staff have been told about procedures (ZB, CS, RJ)</p>
<p>We have told suppliers and delivery drivers (through signage), that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, they <b>must not</b> come on site, they must get a Covid test and the <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>	Tolerable	<a href="#">Link to 'Stay at Home Guidance'</a>	<p>- Signage in place for delivery drivers (RJ)</p> <p>- Regular suppliers contacted by email (RJ)</p>
<p><b>Foreign Travel</b></p> <p>'No-one, including staff and pupils, must come onto the school site if they are required to <b>quarantine</b> having recently visited countries on the Government's 'Red' and 'Amber' Travel Lists</p> <p>The GDST recognises and accepts the '<i>Coronavirus (COVID-19): 'Test to Release for International Travel Scheme'</i>', but all staff, pupils and visitors must adhere fully to Government's travel advice.</p>	Tolerable	<p><a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel">https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel</a></p>	

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<p><b>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils</b> As part of the national public health initiative all GDST schools will continue to participate in the mass testing programme of staff and senior school students during the summer term using rapid result (lateral flow device) test kits. Primarily, this will involve distributing 'Test at Home' LFD kits to staff and senior school pupils, but we have maintained a small testing site at school in case staff or students aren't able to test at home, or would prefer to use the school testing facility</p> <ul style="list-style-type: none"> <li>- Relevant staff in all schools have completed training in how to set up and run a Covid Rapid Result Testing Centre on the school premises</li> <li>- The <b>DfE guidelines</b> and DoHS <b>Standard Operating Procedures</b> on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely</li> <li>- A <b>risk assessment</b> has been completed using the NHS template and the controls implemented.</li> </ul> <p>Although people in households of school aged pupils and staff are now eligible to access LFD tests, we will not give test kits to parents or household members. Parents / carers can obtain test kits from their employers, by collecting a home test kit from a test site or by ordering a home test kit online</p>	Tolerable	 <p>X:\Health &amp; Safety\ Coronavirus - Covid-19 2020\ Standard Operating Procedure for Mass Testing v2.3 31 Dec 2020</p>	See separate risk Assessment available on request
<p><b>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils</b></p> <ul style="list-style-type: none"> <li>- Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate in the testing programme which is continuing during the summer term</li> <li>- If an individual has been vaccinated they should still do regular LFD tests - it is not yet known if vaccines prevent individuals transmitting the virus.</li> <li>- Anyone who has had a positive PCR test doesn't need to have a LFD test for 90 days unless they develop new symptoms</li> <li>- All school based members of staff (senior and junior school, academic and support staff, contractors staff e.g. caterers and cleaners, peripatetic and supply staff) have been provided with LFD tests to use at home, 2 each week, 3 - 4 days apart.</li> <li>- All senior school students have been provided with LFD tests to use at home, 2 each week, 3 - 4 days apart, reporting the results to the school and NHS Test &amp; Trace.</li> <li>- In addition, providing we have enough test kits for school staff and senior school students who need to test on site, we can also offer tests to other visitors and occasional contractors that have to come onto site and could pose a risk to our staff and any students.</li> <li>- Parent's consent required for pupils aged under 16 to have a test at the school testing site</li> <li>- We have a procedure in place for isolating any staff or pupils who have a positive LFD test result and arrange for them to return home asap</li> <li>- Anyone who has a positive LFD test, either at home or school, must self-isolate immediately and arrange to have a confirmatory PCR Covid-19 test asap, and self isolate until the result of the PCR test is known. If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, the PCR test result overrides the LFD test result</li> </ul> <p>A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and strict Covid secure practices should continue to be practised by everyone at both an individual and collective level</p>	Tolerable	<p><a href="https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</a></p>	

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<p><b>PCR Coronavirus Testing Kits</b></p> <p>We have been provided with some testing kits by the NHS / PHE (additional limited supplies can be ordered). These are <b>only</b> to be used by members of staff or pupils in exceptional circumstances (not their members of their families or households). The exceptional circumstances are:</p> <ul style="list-style-type: none"> <li>• They have developed symptoms whilst at school, and</li> <li>• We believe they may have barriers to accessing a test elsewhere</li> <li>• We believe that if you sent the individual home without a kit, they would not receive a test at all.</li> </ul> <p>The test is suitable for use by pupils and staff of all ages. Staff at school must <b>not</b> conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.</p> <p>We also can also provide members of staff with a BUPA test kit if they are not able to access a NHS test</p>		 <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers</a></p>	<ul style="list-style-type: none"> <li>- VBi and EL manage the distribution of tests (Government and BUPA)</li> <li>- separate logs of staff and pupil test are being maintained. Staff by EL, LC and RJ; pupils by Reception and Nurse</li> </ul>
<p>The Government encourages all staff and pupils <u>over the age of 16</u> to download and use the NHS COVID-19 Contact Tracing app on their phones to help them identify if they have been to a venue which is linked to a Covid-19 outbreak</p>	Tolerable	<p><a href="#">Use of the NHS Covid App in Schools</a></p>	
<b>Promoting Good Health</b>			
<p>We were unable to arrange flu jab testing for all staff for the winter just gone but we have offered to pay for the cost of a flu jab for staff who get manage to get one. We hope to arrange a flu jab for all staff this coming autumn.</p>			
<p>We have encouraged all staff to have both of their Covid 19 vaccinations as soon as they are eligible for them</p>			
<b>Whole School Precautions</b>			
<p><b>Visitors</b></p> <p>During Step 2 on the Roadmap out of Lockdown, visitors to the school should be limited to:</p> <ul style="list-style-type: none"> <li>- those who are essential to the safe operation of the school or a building project on the school premises,</li> <li>- those who are providing specialist support to the school, e.g. Trust Office staff,</li> <li>- those who are providing specialist support to staff or pupils, e.g. mental health support</li> <li>- parents where there is a significant benefit in having an in-person / on-site meeting</li> <li>- those who are providing educational activities</li> </ul> <ul style="list-style-type: none"> <li>- Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine; they must cancel the visit if they are.</li> <li>- Request that the visitor undertakes an LFD test, either at home (Home Testing kits are easily available) or on arrival at the school to check their Covid status</li> <li>- Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts</li> <li>- Ensure that the visitor(s) and everyone they meet comply with the requirements for hand washing / sanitisation, social distancing, and wearing face coverings where social distancing is not possible</li> </ul>	Tolerable		


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<p><b>Meetings with Visitors</b></p> <p>Where possible, meetings should take place virtually. On-site / in-person visitor meetings should only take place where there would be a significant benefit for this. A record should be made explaining why the on-site meeting needs to take place and strict coronavirus controls must be implemented including:</p> <ul style="list-style-type: none"> <li>- Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or required to isolate or quarantine, and to cancel the meeting if they are.</li> <li>- Request that the visitor undertakes an LFD test at home (Home testing kits are easily available) to check their Covid status</li> <li>- The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils.</li> <li>- If possible, use a room for the meeting which is close to the entrance. The largest available room should be used, and seats arranged to avoid face-to-face and create min of 2m separate between individuals</li> <li>- Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts</li> <li>- Limit the number of people in the meeting to just those that are strictly necessary; keep the meeting as short as possible</li> <li>- Meeting rooms should be provided with supplies of hand sanitisers and tissues</li> <li>- Ensure that the visitor(s) comply with the requirements for hand washing / sanitisation, social distancing, and wearing face coverings where social distancing is not possible</li> <li>- Ensure all hand-contact surfaces are promptly cleaned post meeting</li> </ul>	Tolerable		
<p><b>Peripatetic Staff</b></p> <p>Lessons / activities can be taught / supervised by peripatetic staff providing the following controls are implemented:</p> <ul style="list-style-type: none"> <li>- Where possible use peripatetic staff who only visit our school</li> <li>- Peripatetic staff must be reminded that under no circumstances should they come to school if they have Covid-19 symptoms</li> <li>- Peripatetic staff working on the school premises can be offered, and are encouraged to take, two Lateral Flow Device tests each week</li> <li>- Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times.</li> <li>- In small music rooms, we have provided screens between staff and pupils, and will ensure good ventilation</li> </ul>	Tolerable		
<p><b>Supply Staff</b></p> <p>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"> <li>- Where possible we will use supply teachers who have agreed only to work for our school</li> <li>- Supply teachers will be reminded that under no circumstances should they come to school if they have Covid-19 symptoms</li> <li>- Supply teachers working on the school premises can be offered, and are encouraged to take, two Lateral Flow Device tests each week</li> <li>- Supply teachers should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times.</li> </ul>	Tolerable		

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<p><b>Ventilation</b></p> <p>We will maximise the fresh air in indoor spaces by ensuring good ventilation. This can be done by natural ventilation, mechanical ventilation or a combination of the two. We will identify any poorly ventilated areas (no means of natural or mechanical ventilation, feel stuffy, smell bad) and take steps to improve the ventilation. 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.</p> <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16c) during the cooler months:</p> <ul style="list-style-type: none"> <li>- Partially open doors and windows to provide ventilation while reducing draughts</li> <li>- Open high level windows in preference to low level windows to reduce draughts</li> <li>- Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied</li> </ul> <p>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. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). 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.</p>	Tolerable	<p>Please refer to:</p> <ol style="list-style-type: none"> <li>1. 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</li> <li>2. <a href="#">HSE guidance on Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</a></li> </ol>	
<p><b>Entrances and Reception Areas</b></p> <ul style="list-style-type: none"> <li>- Staff should use their own personal pens to sign in / out at the Junior School.</li> <li>- 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.</li> <li>- Visitors and contractors will be prompted to answer a series of screening questions by the Receptionist or InVentry system upon arrival and leave their contact details.</li> <li>- 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.</li> <li>- At the Junior School we have scheduled a staggered start to the day.</li> <li>- We have fitted additional hand washing facilities at both the Junior and Senior Schools.</li> <li>- At all entrances and exits, we have installed hand sanitizer dispensers. Younger pupils are being supervised when they use hand sanitiser</li> <li>- In the Senior School a glass screen is 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</li> <li>- Everyone should wash their hands / use hand sanitiser on arrival at the school - display notices to remind people to do this</li> <li>- 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.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Signage at receptions to be checked</li> <li>- Staff reminded on protocols</li> <li>- Sinks at Senior school installed</li> <li>- Additional hand sanitizer stations installed at Oakwood and Waterlow entrances</li> </ul>



Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	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"> <li>- we are keeping pupils together within consistent year group / bubbles which will have limited contact with other groups / bubbles</li> <li>- where possible, keeping 1m+ away from other pupils</li> <li>- not directly facing each other when it is not possible to be at least 1m+ away from other pupils</li> <li>- 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)</li> <li>- Senior school pupils - wearing face coverings in classrooms, indoor teaching and communal areas, corridors and stairways unless social distancing can be maintained. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking.</li> <li>- 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.</li> </ul> <p>For staff, visitors, contractors and all other adults this means:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- staying at the front of the class (senior schools)</li> <li>- reducing the amount of time they are face-to-face with another person</li> <li>- being outside</li> <li>- minimising the time spent in closer contact</li> <li>- having a screen between people e.g. in offices</li> <li>- wearing face covering. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</li> </ul> <p>NB Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.</p>	Tolerable		
<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>	Tolerable		RJ has reviewed signage with Site Team
<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"> <li>1. Avoid contact with people who are unwell</li> <li>2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available</li> <li>3. Try not to touch your eyes / nose / mouth</li> <li>4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)</li> <li>5. Clean surfaces that are touched frequently</li> <li>6. Minimise contact with other individuals and groups / 'bubbles'</li> </ol>	Tolerable	Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Moving around the site - general guidance</b></p> <ul style="list-style-type: none"> <li>- Where possible we have clearly identified 'one-way' systems around the buildings and allocated specific entrances/exits to particular groups of people.</li> <li>- Where this is not possible we have divided wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points.</li> <li>- Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors</li> <li>- Everyone has been reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site</li> <li>- Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.</li> <li>- When pushing open a door, use elbows, shoulders and feet where possible.</li> </ul> <p><b>- In the event of a Fire Alarm; all one way systems are suspended</b></p> <ul style="list-style-type: none"> <li>- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site. Only one person should be in a lift at a time, unless it is absolutely essential that someone needs a chaperone.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Signage around the sites, including for lifts, required as appropriate (RJ, Site, SB)</li> <li>- Staff who are not needed in pupil areas have been reminded to stay away</li> </ul>
<p><b>Moving around the site - specific guidance</b></p> <p>All one way systems must be followed at all times, except in an emergency, e.g. Fire</p> <p><b>Senior School</b> - One way systems established on staircases. The central staircase is an up staircase from the 4th floor, to the 5th, 6th and 7th floors. The fire escape staircase in the NE corner of Maresfield and the Waterlow Hall staircase is a down staircases. The fire escape staircase by Art and DT is a down staircase, and the Science Staircase (nr Oakwood) is an up staircase. 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. In Oakwood, the main staircase (from basement to top) is an up staircase and the back staircase a down staircase. Access to the basement of Oakwood is via the external steel stairs at the back of Waterlow and the external door by the ICT suite/study room.</p> <p><b>Junior School</b> - 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>	Tolerable		<ul style="list-style-type: none"> <li>- Signage checked by RJ and site Team</li> </ul>
<ul style="list-style-type: none"> <li>- We are ensuring social distancing is maintained in cloakrooms &amp; handwashing facilities by limiting the numbers</li> <li>- 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.</li> <li>- 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</li> <li>- Teachers, as part of induction, will explain when and how toilets can be used.</li> <li>- 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,</li> <li>- NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, wash hand basins have not been taken out of use even if they are less than 1m apart.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Signage displayed in toilets.</li> <li>- Provision of soap and paper towels (RJ, NuServe)</li> </ul>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- 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.</li> <li>- Staff and pupils have also been asked to bring their own supply of hand sanitiser, particularly to use when travelling to and from school.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- We have stocks of hand sanitizer, and are keeping these stocks under constant review (RJ and Site)</li> <li>- Site team are checking stocks at reception and other locations twice daily</li> </ul>
<p>We have provided supplies of tissues in all classrooms, staff rooms &amp; reception areas, and encourage pupils to use them when necessary - 'catch it, bin it, kill it'.</p> <ul style="list-style-type: none"> <li>- Bins will be emptied at least daily.</li> </ul>	Tolerable		All classrooms have tissues
<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>- Face coverings should be worn by all <b>staff, adult visitors, contractors</b> in senior and junior schools whilst moving around the school buildings in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queues for lunch service</li> <li>- Face coverings should also be worn whilst giving First Aid, caring for pupils with Covid-19 symptoms and cleaning areas occupied by someone with Covid 19 Symptoms (see paras below).</li> </ul> <p>NB Staff, contractors or visitors must still wear face coverings in communal parts of the school where it is <b>not</b> possible to social distance</p> <p>Face coverings do <b>not</b> need to be worn by:</p> <ul style="list-style-type: none"> <li>- pupils (except senior school pupils on minibuses and school coaches / buses; or when working closely with a member of staff)</li> <li>- staff working in classrooms</li> <li>- staff, contractors or visitors when outdoors or in internal areas where it is possible to maintain good social distancing</li> <li>- by individuals who are exempt because of physical impairment or disability, illness or mental health difficulties.</li> </ul> <p>Schools must advise staff and pupils to wear and handle face coverings hygienically including:</p> <ul style="list-style-type: none"> <li>- refrain from touching their face covering when wearing it,</li> <li>- when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall)</li> <li>- not put face coverings down on desks, benches and other surfaces (contamination risk)</li> <li>- wash or sanitise their hands immediately after handling their face covering</li> <li>- not touch face coverings that don't belong to them</li> <li>- a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC).</li> <li>- temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)</li> </ul> <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)</p>	Tolerable	  <a href="#">DfE Face Coverings in education guidance</a>	<ul style="list-style-type: none"> <li>- We have a stock of spare masks at Reception</li> <li>- Reusable face masks are available for Senior pupils to purchase.</li> <li>- Comms to parents and staff about use of face coverings (VBi, CS)</li> </ul>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Fire Drills &amp; Emergency Evacuations</b></p> <ul style="list-style-type: none"> <li>- In an emergency, exiting the building quickly and calmly 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.</li> <li>- In the event of a Fire Alarm; all one way systems are suspended</li> </ul>	Tolerable		
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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</li> <li>- Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes either as a one-off or cumulatively throughout one day) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary</li> <li>- 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</li> <li>- 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)</li> </ul>	Tolerable	<a href="#">Guidance for First Aid Responders</a>	Nurse and First Aiders have been advised of advice
<p><b>Assemblies and Other Large Group Gatherings</b></p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Year group (bubble) assemblies are allowed and are taking 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 are taking place virtually using online facilities</p>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Lunch / Food Preparation</b></p> <ul style="list-style-type: none"> <li>- The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service</li> <li>- 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</li> <li>- Restrict access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff</li> <li>- Staff involved in food preparation and service should try to maintain social distancing - 2m (or '1m plus') at all times</li> <li>- Where possible arrange workstations which give 2m distance between each staff member, avoid working directly opposite someone else</li> <li>- 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</li> <li>- Implement a one-way system in the kitchen, food preparation and service areas</li> <li>- Encourage staff to wash their hands very regularly, and increase the frequency that high contact surfaces, e.g. fridge door handles, are sanitised</li> <li>- Maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place)</li> <li>- Hold meetings virtually or in well ventilated rooms with plenty of space</li> <li>- Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces</li> </ul>	Tolerable	<p><a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>	<p>RJ has discussed these requirements with James Henson, Stuart Yates and Ellen Gahan</p>
<p><b>Lunch Service</b></p> <p>We have taken steps to keep pupils in different bubbles / groups separate from each other during lunch service.</p> <ul style="list-style-type: none"> <li>- 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 wear face masks when queuing for lunches</li> <li>- Self service is limited to prevent the shared use of serving spoons / utensils etc.</li> <li>- Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, e.g. at the food service counter or till, serving staff are wearing visors</li> <li>- Shared containers, e.g. drinking water jugs or condiment dispensers are being thoroughly cleaned between Year Group uses</li> <li>- Crockery, glasses/cups and eating utensils is not being shared and is being washed in a dishwasher on a hot wash cycle</li> <li>- Everyone is asked to wash or sanitise their hands immediately before and after eating their lunch</li> <li>- Ensure the dining room is as ventilated as possible by keeping doors and windows open</li> <li>- Tables and chairs are being thoroughly cleaned between uses by different groups / bubbles</li> </ul>	Tolerable	<p><a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>	<p>Water bottles to be filled at water bottle filler stations</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Lunch service continued...</b></p> <p><b>Senior School</b></p> <ul style="list-style-type: none"> <li>- Each Year group has their own 35 minute slot to have lunch</li> <li>- The Lower Exhibition Space (LES) has been set up as a dedicated lunch service area so that two year groups can be served simultaneously</li> <li>- Girls eating in the LES access it using the Art/DT staircase and queue along side Room 325 and the steps up to Chemistry. They exit via the Chemistry department and back science staircase.</li> <li>- Girls eating in the canteen access via the Waterlow staircase and queue down that staircase; they exit by the external door which leads out towards the Oakwood basement</li> <li>- We have removed 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</li> <li>- Each day one year group (Yrs. 7 - 11) has a packed lunch which they eat in their 'zone', usually on the day that they have games.</li> <li>- Years 12 and 13 pupils may only have lunch in the Sixth-Form Common Room</li> <li>- Staff who are free before 1pm (period 6) have been asked to have lunch before 1pm.</li> <li>- Staff also have the flexibility to order a cold lunch in advance which is be delivered to the Staff Room on the 6th floor by 12.30pm. Orders must made by 4pm the previous day and delivered to reception</li> <li>- We have reduced the number of tables and chairs in the dining room to enable greater spacing between them</li> </ul> <p><b>Junior School</b></p> <ul style="list-style-type: none"> <li>- Each Year group bubble has their own allocated time and dedicated space to have lunch</li> <li>- 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</li> <li>- 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 made by 4pm the previous day and delivered to reception</li> </ul>	Tolerable		
<p><b>Libraries and Communal Learning Resources</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Items that are difficult or impossible to clean, e.g. newspapers and periodicals will be removed / cancelled</li> <li>- 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</li> <li>- 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.</li> <li>- 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</li> </ul>	Tolerable	<a href="#">School Library Journal article</a>	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>'Wrap-Around' Care and Extra Curricular Activities</b></p> <ul style="list-style-type: none"> <li>- From 12 April 2021 Before / After School Care and Extra Curricular Clubs can operate both inside and outside activities for all pupils</li> <li>- Where possible pupils should stay in the groups / bubbles they are in during the school day.</li> <li>- If it is not possible for pupils to be in their usual school groups, they will be kept them in small groups with a consistent and identifiable membership.</li> <li>- 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</li> <li>- Covid controls appropriate to each activity and the age and ability of the children should be implemented, e.g. where possible activities should take place outside; rooms should be well ventilated; all hand contact surfaces and equipment should be cleaned between use by each group of pupils</li> <li>- Face coverings should be worn by all adults and senior school pupils in accordance with the same rules followed during the school day - see row 60</li> </ul> <p>**Close contact means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group]</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off or cumulatively throughout one day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport]</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Parents are asked to sign up in advance and by Friday of the preceding week. A deliberately expensive charge is being made to parents who don't meet this deadline but have to book in last minute.</p>	Tolerable	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend</a>	CS - Comms to parents
<p><b>Lets</b></p> <ul style="list-style-type: none"> <li>- Lets can take place for <b>all children's</b> / pupil's activities, indoors and outdoors</li> <li>- <b>Outdoor sports facilities</b> - Organised outdoor sport for adults is permitted with any number of participants, providing it follows the NGB COVID-secure guidance. If the sport is not 'formally organised' it can only take place within the rules on social contact - in groups of up to <b>30</b> individual people.</li> <li>- <b>Indoor sports</b> facilities - Organised indoor adult sport and physical activity can return (including exercises classes) subject to sport-specific guidance. For organised indoor sport and physical activity, there's no limit on group numbers so long as people adhere to capacity restrictions on indoor facilities. The maximum occupancy of each indoor facility should be limited by providing a minimum of 100 sq ft per person (aprox 3m x 3m x 3m). If the sport is not 'formally organised' it can only take place within the rules on social contact - in groups of up to 6 individual people, or 2 households.</li> <li>- Exemptions for elite sport training and fixtures apply</li> <li>- <b>Changing rooms</b> can open but their use should be minimised. Participants should shower and change at home where possible.</li> <li>- <b>Spectators</b> are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors and six people/two households indoors). Spectators are allowed indoors, but the total number of all participants, coaches, officials and spectators must be aligned with the ventilation rates permitted by the particular venue.</li> </ul>	Tolerable	<a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a>	- RJ and LC have reviewed our lets. Only those which can have restarted and all have submitted RAs which cover the points listed

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Lets</b></p> <p>Strict controls must be implemented 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 register their participants are at each session.</p> <ul style="list-style-type: none"> <li>- Lets that can operate should have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test &amp; Trace system.</li> <li>- Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Some of the factors to consider include: <ul style="list-style-type: none"> <li>- How the let checks the health status of their customers</li> <li>- 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)</li> <li>- How the let will ensure social distancing, regular handwashing / hand sanitisation, and good ventilation during the let</li> <li>- When and where the lets customers will enter the school site / buildings</li> <li>- Any facilities / equipment that will not be available, e.g. if it is not possible to clean effectively between use by different groups</li> <li>- Any overlap with school staff / other lets</li> <li>- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with</li> <li>- Responsibilities for cleaning of facilities before / after the let</li> <li>- Insurance</li> </ul> </li> <li>- The areas used must be thoroughly cleaned before and after the let</li> <li>- The areas used must be well ventilated before and after the let</li> </ul>	Tolerable		- RJ and LC have reviewed our lets. Only those which can have restarted and all have submitted RAs which cover the points listed
<p><b>Lets for Communal Worship</b></p> <p>Lets for regular communal worship can take place providing:</p> <ul style="list-style-type: none"> <li>- The service takes place at a time of day / day of the week that means there is no cross over with school activities</li> <li>- The areas used are thoroughly cleaned before and after the service</li> <li>- The areas used are well ventilated before, during and after the service</li> <li>- All the guidance on preventing the spread of infection during the service will be followed - see <i>Covid-19: Guidance for the Safe Use of Places of Worship - updated 12 April 2021</i></li> </ul>	Tolerable	<a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december</a>	
<p><b>School Pets</b></p> <p>The welfare of all school pets is essential and they must continue to be properly looked after.</p> <ul style="list-style-type: none"> <li>- Anyone who looks after or touches Maple should wash their hands immediately afterwards</li> </ul>	Tolerable		Point noted (ZB/Maple)
<p><b>School photos</b></p> <p>Consider creating larger group photographs by taking photographs of smaller groups and merging them together</p> <p>Traditional group / form school photos can be taken providing:</p> <ul style="list-style-type: none"> <li>- pupils stay in their usual teaching groups / bubbles</li> <li>- the photograph is taken <b>outside</b> if pupils need to stand close together</li> <li>- pupils all face in the same direction or away from each other if pupils need to stand close together</li> <li>- the time that pupils spend close together is kept to a minimum</li> <li>- face coverings should not be removed until just before the photograph is taken, and then should be replaced</li> </ul>	Tolerable		



Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>School Trips / Duke of Edinburgh Activities / Educational <u>Day</u> Visits</b></p> <p>From <b>12th April 2021</b> educational <u>day</u> trips can take place providing appropriate Covid controls are in place including:</p> <ul style="list-style-type: none"> <li>- keeping pupils within their usual consistent groups</li> <li>- social distancing, hand washing / sanitising, wearing face coverings</li> <li>- ensuring COVID-secure measures are in place at the destination and on transport to / from the destination (where possible avoid using public transport)</li> <li>- keeping the group isolated from other school groups / members of the public</li> <li>- taking supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, disposable gloves, face coverings with you</li> <li>- Any volunteers, eg parents, accompanying school trips should take an LFD test the day before and have a negative result</li> </ul> <p>The <b>trip / visit risk assessment</b> must consider the risks associated with Coronavirus, including how to reduce the risk of infection from people they come in contact with during the visit, and arrangements in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.)</p> <p>The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Residential School Trips / Duke of Edinburgh Activities</b></p> <p>Residential trips in the UK can take place providing appropriate Covid controls are in place including ensuring:</p> <ul style="list-style-type: none"> <li>- A detailed trip risk assessment is completed that considers the risks of staff and pupils being infected with Coronavirus during the visit</li> <li>- Local Covid-19 restrictions are followed if you travel to Wales, Scotland or Northern Ireland</li> <li>- COVID-secure measures are in place on transport to / from the destination (Where possible avoid using public transport; ensure bubbles are not compromised on transport)</li> <li>- COVID-secure measures are in place at the destination and during all activities (Request confirmation of arrangements for sleeping accommodation, bathrooms, cooking / dining facilities, communal facilities, cleaning and ventilation)</li> <li>- All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation</a></li> <li>- Residential visit bubbles are formed from existing single school bubbles, and have a maximum of 30 children</li> <li>- Only teachers and members of the school workforce already part of the established school bubble accompany pupils on the visit. Parents, carers or volunteers should <u>not</u> accompany the group</li> <li>- Pupils are kept within their usual consistent groups at all times - no 'topping up' or mixing of bubbles at any times</li> <li>- Social distancing is implemented during all activities;</li> <li>- Pupils wash / sanitise their hands at regular and appropriate intervals</li> <li>- The group(s) are kept separate from other school groups / members of the public</li> <li>- The bubble is broken down into mini-bubbles, max 6 pupils, for sleeping / room sharing</li> <li>- School staff have single rooms and do not share with other staff</li> <li>- All staff and senior school pupils complete LFD tests the day before departure, and day after return, as well as during the trip if it is more than 4 days long</li> <li>- Arrangements are in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.)</li> </ul> <p>The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic <a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p>	Tolerable	Government Guidance for Hotels and Guest Accommodation - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation</a>	
<p><b>International Educational Visits</b></p> <p>International visits should not take place this academic year.</p>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Open Days</b></p> <p>Open Days can take place providing:</p> <ul style="list-style-type: none"> <li>- A detailed risk assessment is in place to ensure all necessary Covid controls are identified</li> <li>- The event is primarily held <b>outside</b>. Shelter can be provided by gazebos or marquees with at least 50% of their sides open.</li> <li>- The event is held on a weekend, or on a day when majority of staff and pupils are not in school</li> <li>- The numbers attending are strictly controlled, eg by inviting families to a specific day / session. Larger numbers can be invited by having multiple small events, eg 2 or 3 short sessions on 1 day, or on several different dates</li> <li>- The maximum numbers at each session will depend on the individual circumstances of each venue and management of /arrangements for each event - we suggest a maximum of 20 families per session.</li> <li>- Families must be kept separate from each other, eg by meeting on arrival and allocating seating in distinct areas. Thought must be given on how to avoid 'pinch points' at gates, welcome desks, toilets, etc.</li> <li>- Refreshments can be provided, but it should be 'table service'.</li> <li>- The event can include short tours of the inside of the school building. Each tour guide should direct just one family, and routes should be planned to prevent cross overs in confined spaces. Tour guides must maintain social distance at all times. Rooms visited should be well ventilated. Adults should be asked to wear face coverings whilst inside the school buildings if they are in areas where it is not possible to maintain social distancing</li> <li>- All contact with staff to be socially distanced at all times</li> <li>- Everyone invited to the event must be reminded that they must not to attend if they have Covid symptoms or are required to isolate or quarantine</li> </ul>			
<p><b>School Tours</b></p> <ul style="list-style-type: none"> <li>- Single household private tours and visits inside the school buildings can take place, providing the guidance for school visitors &amp; meetings is followed</li> <li>- see rows 48 &amp; 49 above</li> </ul>	Tolerable		
<p><b>Taster Days</b></p> <p>Pupils who will be joining the school in the autumn term can attend a Taster Day providing a risk assessment has been completed to ensure all necessary Covid controls are identified and strict controls are implemented to prevent current pupils and staff being adversely affected. This will include:</p> <ul style="list-style-type: none"> <li>- Limiting the number of prospective pupils on site at any one time by having multiple smaller events,</li> <li>- Asking parents to confirm that their daughter is not suffering from Covid symptoms, or required to isolate / quarantine on the Taster Day; prospective pupils who are of senior school age should be asked to take an LFD test in advance of their visit</li> <li>- Pupils on Taster Days can mix with existing pupils, providing it is in a consistent group of no more than 6 individuals (Rule of 6)</li> <li>- Where possible keep prospective pupils in the same group if they come from the same current school</li> <li>- Ensuring staff maintain a minimum of 2m distance from all senior school pupils, and as safe a distance as possible from all junior school pupils</li> <li>- Ensuring all hand contact surfaces, equipment and toys used by prospective pupils are thoroughly cleaned (or quarantined) before and after use</li> <li>- Organising activities outside or in well-ventilated rooms with sufficient space to enable all prospective pupils to maintain good social distance from each other</li> <li>- Keep a record of any seating plans and groupings in case 'close contacts' need to be identified after the visit</li> </ul> <p>Where possible, Taster Days should take place on a Friday to allow visiting pupils a 48 hour break before returning to their own schools</p>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Pupils Attending Taster Days at Competitor Schools</b> Where possible, pupils should attend taster days on a Friday to allow 48 hours break before they return to school. However, if this is not possible, unless you have any contrary indicators, pupils can return to school the day after their taster day. Senior school pupils should ensure they have their routine LFD Covid tests during the week following the visit. Parents should be asked to be particularly vigilant re any Covid symptoms, and advise you immediately if the competitor school contacts them about any outbreaks their daughter might have been exposed to</p>	Tolerable		
<p><b>Stay and Play Sessions for EYFS Parents and Children</b> <b>Indoor</b> parent &amp; child groups for up to <b>30</b> attendees can take place. NB children under 5 years of age do not count towards the attendee limit. Covid controls should be implemented, including adults socially distancing, wearing face coverings if in areas where it is not possible to social distance, thorough cleaning of hand contact surfaces and equipment / toys, recording attendance</p>	Tolerable	<a href="#">Actions for early years and childcare providers during the COVID-19 pandemic</a>	
<p><b>Exams</b> - Candidates or invigilators who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam - Public Exams and vocational assessments, e.g. BTECs, can go ahead - Mock and internal exams can take place in school</p> <p><b>Entrance Exams, Scholarship Assessments and Junior School Entrance Assessments</b> - Where possible, entrance exams and assessments should be undertaken remotely / virtually. If this is not possible, children taking the entrance exams / assessments should be kept separate from the school's current pupils, e.g. by setting the exam/assessment on a Saturday, or in a separate part of the school. Strict Covid controls must be implemented including maintaining a minimum of 2m distance in all directions at all times, and senior school aged pupils wearing face coverings when moving around the school. Any scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school</p>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Exams</b></p> <p><b>Arrival and Departure</b></p> <ul style="list-style-type: none"> <li>- We will discourage group travel to the exam. Parents should be discouraged from congregating at the school.</li> <li>- If children need to be escorted to the exam, this should be limited to one parent/adult</li> <li>- Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned</li> <li>- Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room.</li> </ul> <p><b>Exam Room</b></p> <ul style="list-style-type: none"> <li>- All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment</li> <li>- Where possible, candidates should be divided up into small groups in separate rooms.</li> <li>- Maximise the space between candidates as much as possible; candidates must not sit face-to-face</li> <li>- For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this.</li> <li>- All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible.</li> <li>- It is recommended that invigilators wear face coverings whilst walking around the exam rooms</li> <li>- Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face</li> <li>- Hand sanitiser should be available around the exam rooms</li> <li>- Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles</li> </ul> <p><b>Marking exam papers</b> - if it is not possible to quarantine papers for 72 hours before marking, people marking papers should not touch their face whilst working on them, and wash their hands / sanitise pens etc. and any work surfaces well afterwards</p>	Tolerable	<a href="#">DfE Public Health Arrangements for Exams from Jan 2021</a>	
<p><b>Music and LAMDA Exams</b></p> <p>Practical performing arts exams, e.g. those run by ABRSM and LAMDA, can go ahead in school providing appropriate measures (risk assessments and strict Covid controls) are in place in school.</p>	Tolerable	<a href="#">blications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-</a>	
<p><b>Parents Evenings</b> should take place virtually during the summer term.</p> <p>See row 48 /49 for guidance re meetings with parents</p>			
<p><b>Events for Parents of Pupils Joining the School in September</b></p> <ul style="list-style-type: none"> <li>- Where possible, new parents events should take place <b>outside</b>. Groups outside can be up to a maximum 30 individuals, but smaller groups are recommended. Shelter can be provided by gazebos or marquees with at least 50% of their sides open.</li> <li>- If parents are invited <b>inside</b> the school buildings, eg for tours, group sizes should be limited to a maximum of 6 individuals ('Rule of 6'),</li> <li>- Arrangements for serving refreshments should limit the risk of the spread infection.</li> <li>- Parents should be asked to take an LFD test before attending, and a list of all attendees kept in the event contact tracing is necessary.</li> <li>- Good social distancing between staff and parents must be practised</li> <li>- A risk assessment must be completed to ensure all necessary Covid controls are identified</li> </ul>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>School photos</b> Consider creating larger group photographs by taking photographs of smaller groups and merging them together Traditional group / form school photos can be taken providing:</p> <ul style="list-style-type: none"> <li>- pupils stay in their usual teaching groups / bubbles</li> <li>- the photograph is taken <b>outside</b> if pupils need to stand close together</li> <li>- pupils all face in the same direction or away from each other if pupils need to stand close together</li> <li>- the time that pupils spend close together is kept to a minimum</li> </ul>	Tolerable		
<p><b>Social Events</b> As far as possible, social events should take place <b>after</b> we get to Step 4 (not before 21 June 2021). However, Social events can take place in Step 3 (after 17 May) providing the following controls are taken:</p> <ul style="list-style-type: none"> <li>- Social events can take place <b>inside</b> for single <b>bubbles</b> of pupils. Guests, eg parents and partners, <b>cannot</b> attend. External people, eg DJs or PSA volunteers who are key to the event, can attend, but the 'Rule of 6' applies to them, they should be asked to take an LFD test before attending, and good social distancing must be practised. External bands with vocalists and wind instruments should be avoided. Good ventilation should be provided, eg open doors / windows. Arrangements for serving drinks, refreshments or catering should limit the risk of the spread infection</li> <li>- Social events can take place <b>outside</b> for mixed groups, eg staff and partners, up to a <b>maximum</b> 30 people. Shelter can be provided by gazebos or marquees with at least 50% of their sides open. Arrangements for serving drinks, refreshments or catering should limit the risk of the spread infection. All guests should be asked to take an LFD test before attending, and a list of all attendees kept in the event contact tracing is necessary</li> </ul> <p>A risk assessment must be completed for all social events to ensure all necessary Covid controls are identified</p>	Tolerable	<a href="https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021#roadmap">https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021#roadmap</a>	
<p><b>Speech days / Celebration Events</b> - It is recommended that all whole school celebration events are delayed until Step 4 - not before 21 June 2021 - A risk assessment must be completed to ensure all necessary Covid controls are identified</p>	Tolerable		
<p><u>Sports Days - see see controls on the 'Pupil Activities' sheet - row 57</u></p>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Fairs and Fetes</b> Fairs and fetes can take place providing:</p> <ul style="list-style-type: none"> <li>- The event takes place outdoors, attendees arrive and leave in a staggered manner throughout the day, and attendees do <b>not</b> converge or congregate in an area in groups larger than 30 for a performance or activity, such as a theatre or music performance</li> <li>- The fair or fete should be organised in such a way that attendees will be dispersed across a sufficiently large geographic area, or will be sufficiently distributed throughout the day, so as to mitigate the risk of crowding at the venue</li> <li>- Steps must be taken to avoid groups gathering at entry and exit points, toilet facilities and food &amp; drink facilities</li> <li>- Attendees must continue to practice Step 3 social contact rules - outdoor gatherings within the fair must be limited to groups of a maximum of 30 people; pupil bubbles are an exception to this.</li> <li>- A risk assessment must be completed for all social events to ensure all necessary Covid controls are identified</li> </ul>	Tolerable	<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities">https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities</a>	
<p><b>Interviews for New Staff</b> <b>All</b> interviews / selection processes can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, asking interviewees to take an LFD test on arrival, social distancing at all times, wearing a face covering in communal areas where it is not possible to socially distance, appropriately sized and well ventilated rooms, not shaking hands, cleaning of all surfaces, handwashing or sanitising</p>	Tolerable		
<p><b>Work Experience</b> Schools can facilitate work experience / work shadowing placements providing:</p> <ul style="list-style-type: none"> <li>- Strict Covid controls are in place</li> <li>- Student takes LFD tests twice a week with negative results, and</li> <li>- Good social distancing is in place at all times</li> </ul>	Tolerable		
<p><b>School Pets</b> The welfare of all school pets is essential and they must continue to be properly looked after.</p> <ul style="list-style-type: none"> <li>- Anyone who looks after or touches a school pet should wash their hands immediately afterwards</li> </ul>	Tolerable		
<b>Cleaning</b>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<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"> <li>- People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves &amp; 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)</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses</li> <li>- Do not use bleach - there are serious H&amp;S risks associated with this product</li> <li>- 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</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- 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</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'</li> </ul>	Tolerable	<p><a href="#">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</a></p>	<ul style="list-style-type: none"> <li>- RJ has developed a cleaning schedule with NuServe</li> <li>- All these actions discussed in detail with NuServe (RJ and LC)</li> <li>- 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)</li> </ul>



Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Every day</b> 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>- <b>Rooms / areas used by different groups / bubbles throughout the day</b> (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) <b>NB</b> 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 <b>dining rooms</b> 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 <b>indoor sports / exercise facilities</b> 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 <b>hand-contact surfaces</b> 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 <b>books and games</b>, should be cleaned and disinfected regularly. <b>Resources and equipment</b> 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>- <b>Toilets and additional handwashing facilities</b> should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.</p>	Tolerable	<p><a href="#">Link to 'Cleaning Guidance'</a> NB this document was updated 15 July 2020</p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>	
<b>Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School</b>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day.</p> <p>If EYFS children aged 2 to 5 are on site schools must use their 'best endeavours' to ensure one person with a full <b>Paediatric First Aid</b> certificate is also on site when the children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current first aid at work or emergency PFA certification is on site at all times children are on premises.</p> <p><b>Requalification</b> If Paediatric First Aid certificate requalification training is prevented for reasons associated directly with the coronavirus (COVID-19) pandemic, or by complying with related government advice, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates expiring on or after 1 October 2020. Employers must do their best to arrange requalification training at the earliest opportunity.</p> <p>Practitioners are strongly encouraged to use online resources to refresh their knowledge of Paediatric First Aid procedures if they need to extend their certificates while waiting to access face-to-face training. Providers such as St John Ambulance offer free online resources to support this.</p>		<p><a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></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>- All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean</p>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</b></p> <p>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school have access to full PPE - disposable gloves &amp; aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person.</p> <p>Face masks must:</p> <ul style="list-style-type: none"> <li>- fit closely around the face and cover both the nose and mouth</li> <li>- not be allowed to dangle around the neck</li> <li>- not be touched once put on, except when carefully removed before disposal</li> <li>- be changed when they become moist or damaged</li> <li>- be worn once and then discarded</li> <li>- hands must be washed after disposal</li> </ul> <p>PPE has been procured and will be available for the School Nurse and anyone else (e.g. first aiders) dealing with individuals displaying symptoms of COVID-19</p> <p>Training 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>Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at : <a href="https://www.fit2fit.org/find-a-tester/">https://www.fit2fit.org/find-a-tester/</a></p>	Tolerable	Contact tracers will not consider the wearing of PPE as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered. Ref 'NHS Test & Trace in the Workplace'	
<p>All disposable PPE used by the School Nurse/staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it, (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p> <p>Any disposable face masks used by the School Nurse during assessment and treatment of pupils should also be carefully disposed of in the same way</p>	Tolerable	<a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</a>	
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> <li>- changed as soon as possible and wrapped in a disposable plastic bag,</li> <li>- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate</li> <li>- ironed or tumble dried</li> </ul> <p>The bag can be disposed of in the normal household waste stream.</p>	Tolerable		
<p>Members of staff that give direct personal care to / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds.</p> <p>They do not need to go home and isolate unless</p> <ul style="list-style-type: none"> <li>- the symptomatic person subsequently tests positive</li> <li>- they develop symptoms themselves.</li> <li>- they are requested to do so by NHS Test &amp; Trace or PHE</li> <li>- they have a positive result from an LFD test</li> </ul>	Tolerable	<a href="#">Schools Coronavirus Operation Guidance</a>	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Pupils</b> developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in school, should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '<i>Guidance for Full Opening: Schools</i>'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible.</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>	Tolerable	<a href="#">Schools Coronavirus Operation Guidance</a>	
<p><b>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours</li> <li>- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses</li> <li>- Do <b>not</b> use bleach - there are serious H&amp;S risks associated with this product</li> <li>- 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</li> <li>- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- All waste (gloves, aprons, paper towels etc.) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron</li> <li>- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned</li> <li>- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of.</li> </ul>	Tolerable	<a href="#">Link to 'Cleaning Guidance'</a>	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Action in the Event of a Confirmed Case of Covid-19 in School</b></p> <p>If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a PCR Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>- If the PCR test result is positive the school will act swiftly and contact the DfE Helpline on 0800 046 8687 and select option 1 (Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm) There is no need to contact the DfE if the person has symptoms but has not tested positive. We will also report all confirmed, positive cases using the online attendance form daily return AND inform our local authority, Camden on <a href="mailto:ciphadmin@islington.gov.uk">ciphadmin@islington.gov.uk</a></p> <p>- The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must also self-isolate for 10 days (or more if they develop symptoms themselves).</p> <p>- The school must inform the Health Protection Team which members of staff and pupils have been in close contact with the person during the infectious period - they must self isolate for 10 days.</p> <p>'Close contact' means:</p> <ul style="list-style-type: none"> <li>- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group]</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off or cumulatively throughout one day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport]</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul> <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>	Tolerable	<p><a href="#">Schools Coronavirus Operations Guidance</a></p> <p><a href="#">DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'</a></p>	
<b>Training</b>			
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded in the fourth tab of this workbook			
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
<b>Area / Activity Risk Assessments</b>			
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			
<b>Monitoring</b>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
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"> <li>- Staff are <b>consulted</b> on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary. 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</li> <li>- The controls identified in the risk assessment are <b>communicated</b> to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is <u>not</u> necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>- The risk assessment has been <b>signed off</b> by the Head, Junior Head and DFO</li> <li>- It has been <b>published</b> on our school's website <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></li> <li>- The risk assessment is being kept under <b>regular review</b>, and updated as necessary (as evidenced by the reissuing detailed in the Training tab)</li> </ul>			

**SOUTH HAMPSTEAD HIGH SCHOOL - THE OPENING AND ACTIVITIES OF THE SCHOOL DURING THE CORONAVIRUS PANDEMIC**

**GENERAL AREA / ACTIVITY RISK ASSESSMENT**

<b>Area / Task / Activity:</b> School re-opening for all pupils from 17 May 2021 - Step 3 of the Roadmap Out of Lockdown		<b>Date:</b> 17/05/2021
<b>Assessor:</b> Robert Jones, in consultation with the full SLT and staff		<b>Re-assessment date:</b>
<b>This is the 'Staff Activities' Sheet</b>	<b>This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions, 2. Staff Activities, 3. Pupil Activities</b>	
<b>What is the hazard?</b>	Coronavirus / COVID -19 including new variants of the virus	
<b>Why is it a risk?</b>	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become se	
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school	
<b>Key Guidance Documents</b>		
.	<a href="#">Guidance for Full Opening of Schools</a>	
.	<a href="#">Schools Coronavirus Operational Guidance - updated 10 May 2021</a>	
.	<a href="#">Face Coverings in Education - updated 10 May 2021</a>	
.	<a href="#">Use of the NHS Covid App in Schools</a>	
.	<a href="#">COVID-19 Response - Spring 2021 - Roadmap out of Lockdown</a>	
.	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>	
.	<a href="#">Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)</a>	
.	<a href="#">Safe Working in Education, Including the Use of PPE &amp; Action if a Pupil Becomes Unwell Whilst at School</a>	
.	<a href="#">Ventilation &amp; Air Conditioning During the Coronavirus Pandemic - HSE</a>	
.	<a href="#">Ventilation of Indoor Spaces to Stop the Spread of Coronavirus</a>	
.	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings</a>	
.	<a href="#">Stay at Home - Guidance for Households with Possible Coronavirus</a>	
.	<a href="#">Social Distancing Guidance - Coronavirus Restrictions - What You Can &amp; Cannot Do from 17 May 2021</a>	

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<b>General Precautions</b>			
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For <b>staff</b> this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> <li>- staying at the front of the class (senior schools)</li> <li>- reducing the amount of time they are face-to-face with another person</li> <li>- minimising the time spent in closer contact</li> <li>- having a screen between people</li> <li>- wearing face covering in indoor areas such as communal areas, corridors and stairways, and when teaching. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</li> </ul> <p><b>NB</b> Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.</p>	Tolerable		
<p>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.</p>	Tolerable	Schools Coronavirus Operational Guidance	



Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>Staff must:</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- in communal offices/workrooms use the same desk or workstation each day</li> <li>- if people are working in groups - we encourage them to position themselves side-to-side, rather than face-to-face</li> <li>- ensure good natural ventilation in the classrooms / offices / areas that are being used; we will open windows and keep doors open. (NB doors marked "Fire door" should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open and safeguarding risks must not be introduced).</li> <li>- Where available, use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.</li> <li>- AC units (e.g. portable ones on the 7th floor) which be vented outside may be used.</li> <li>- 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></li> <li>- 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.</li> <li>- the CHRV units in Senior School classrooms bring in air from outside so have been turned up to their maximum output</li> <li>- try to follow social distancing guidelines when ever possible</li> <li>- 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</li> <li>- remove unnecessary items from offices work rooms etc., especially if it impedes effective cleaning, where there is space to store it elsewhere.</li> </ul> <p>All staff have been issued with this Risk Assessment and are expected to have read it in full. Where possible, to avoid multiple documents, all measures are being included in this one document.</p>	Tolerable	<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><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>	<ul style="list-style-type: none"> <li>- Site Team have ensured that CHRVs in Maresfield classrooms are set to allow maximum ventilation (Site Team)</li> <li>- A re-assessment of office and staff room capacities has been undertaken in all buildings and signs put on doors (RJ and Site Team)</li> </ul>
<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>	Tolerable		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>All staff should thoroughly wash or sanitise their hands at regular intervals and use a paper towel or tissue for turning off taps, opening toilet doors, etc. once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> <li>- before leaving home</li> <li>- on arrival at school</li> <li>- immediately before and after each lesson / activity or changing rooms</li> <li>- at each break time</li> <li>- before and after eating any food, including snacks</li> <li>- after using the toilet</li> <li>- before leaving school</li> </ul>	Tolerable		
<p>Each member of staff should keep their own pens / pencils / wipeboard markers they use in a container, e.g. a ziplock bag, and only use their own equipment for any tasks</p>	Tolerable		- Comms from VBi and CS
<p>Where possible, each member of staff should only use their own computer keyboard / mouse. There should be no 'hot-desking', especially during the day. If staff have to use any other person's keyboard / mouse</p> <ul style="list-style-type: none"> <li>- they should be cleaned with a sanitising wipe before and after use</li> <li>- they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards</li> </ul>	Tolerable		- Antiviral spray (as well as tissues) provided in each office area and classroom
<p><b>Meetings</b> with people who are <b>not</b> pupils or members of staff should take place virtually.</p>	Tolerable		
<p><b>Staff Meetings and Training Sessions should be undertaken virtually unless there is a significant benefit in having a face-to-face event. If face-to-face meetings / training sessions take place they should:</b></p> <ul style="list-style-type: none"> <li>- Be kept as short as possible</li> <li>- Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m (or '1m plus') separation between everyone</li> <li>- Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT</li> <li>- Arrange rooms so that people sit side-by-side (rather than face-to-face)</li> <li>- Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session</li> <li>- Encourage attendees to wash their hands before and after the meeting / training session, and provide hand sanitiser in meeting / training rooms</li> <li>- Attendees should avoid sharing pens, documents and other objects</li> </ul>	Tolerable		
<b>Getting To / From School</b>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- Where staff are concerned about using public transport, the school can provide limited access to parking spaces</li> <li>- We acknowledge some staff will be nervous about using public transport to travel to school, and we encourage, where possible, walking or cycling</li> <li>- We have some additional parking spaces at the Sports Ground. Staff wishing to drive and park, must let Robert Jones know.</li> <li>- Parking spaces at the Senior School, No. 5 Netherhall Gardens and the Sports Ground have been allocated based on need</li> <li>- Junior School staff have been advised that there are shower facilities in the Senior School</li> <li>- We discourage car sharing with other households; where car sharing does happen we will encourage staff to wear face masks and open windows</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Coordination of parking spaces (RJ, LC, Site Team)</li> <li>- increased cleaning of staff shower facilities may be necessary (RJ, LC)</li> </ul>
<p>If staff have no alternative but to use public transport to travel to school - we encourage them to:</p> <ul style="list-style-type: none"> <li>- As far as possible, keep 2m (or 1m plus) away from all other passengers at all times - follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting in queue at bus stops &amp; tube/train stations</li> <li>- Wait for people to get off before you board</li> <li>- Avoid consuming food and drink on public transport</li> <li>- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> <li>- 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.</li> </ul>	Tolerable	<a href="#">Safer travel guidance for passengers</a>	<ul style="list-style-type: none"> <li>- These messages have been passed on to staff parents and pupils (VBi, CS, RJ)</li> </ul>
<b>Lessons / Teaching Activities</b>			
<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 &amp; speakers to ensure everyone in a large room can hear, not playing loud background music or broadcasts,</p>	Tolerable		
<p>Staff can take books and other shared resources home, but unnecessary sharing should be avoided.</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- 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</li> <li>- Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work.</li> </ul>	Tolerable		Change in advice noted

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- 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 have plenty of visors so that 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.</li> <li>- 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</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- antiviral spray provided in each classroom (R.J. Site)</li> <li>- Staff to remind pupils to check their belongings when they leave rooms to minimise lost property</li> </ul>
<p>Precautions for staff who have to move from bubble to bubble, or have different groups of pupils coming into their lab / studio / specialist teaching area:</p> <ul style="list-style-type: none"> <li>- Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving)</li> <li>- As far as possible, stay at the front of class, try to keep least 2m away from the pupils, and remind pupils not to get out of their seats / approach the teacher</li> <li>- If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups</li> </ul>	Tolerable		Staff who are moving from bubble to bubble have been given this specific advice
<ul style="list-style-type: none"> <li>- Teachers should, where possible, be the only person to open a door to a classroom</li> <li>- Antiviral wipes have been left in every classroom so that door handles can be wiped down. Cleaners have also been asked to clean door handles throughout the day.</li> </ul>	Tolerable		- antiviral spray provided in each classroom (R.J. Site)
<p><b>Classroom setups</b></p> <ul style="list-style-type: none"> <li>- Classrooms have been set up so that teachers have space at the front of the classroom to move around, but movement around the classroom should be avoided (not always possible with KS1 classes).</li> <li>- Once girls are allocated a desk for a lesson, they should not sit at another desk and should not move around the classrooms</li> <li>- Furniture should not be moved where possible</li> </ul>	Tolerable		
<p><b>Learning Walks</b> can continue take place with appropriate Covid controls, eg:</p> <ul style="list-style-type: none"> <li>- Observing the class from the door</li> <li>- Walking around the classroom but wherever possible maintaining 2m distance from the pupils</li> <li>- Observing pupil's work by 'mirroring' on a separate device</li> </ul>	Tolerable		
<b>Break Times / Lunch Times</b>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<b>Moving around the site</b> - 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			- Reminders given to all staff (VBi, CS, RJ)
- 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	Tolerable		- staff rooms on 'daytime' cleaning schedules
<b>Cloakrooms &amp; Handwashing / Toilet Facilities</b> - 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	Tolerable	<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a>	- 'max occupancy' signage displayed (RJ, Site Team) - soap, hand towel stocks
<b>Communication and Training</b>			
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection is recorded in the fourth tab of this workbook			
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
<b>Area / Activity Risk Assessments</b>			
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			
<b>Monitoring</b>			

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
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"> <li>- Staff are <b>consulted</b> on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary. 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</li> <li>- The controls identified in the risk assessment are <b>communicated</b> to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is <u>not</u> necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>- The risk assessment has been <b>signed off</b> by the Head, Junior Head and DFO</li> <li>- It has been <b>published</b> on our school's website <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></li> <li>- The risk assessment is being kept under <b>regular review</b>, and updated as necessary (as evidenced by the reissuing detailed in the Training tab)</li> </ul>			

## SOUTH HAMPSTEAD HIGH SCHOOL - THE OPENING AND ACTIVITIES OF THE SCHOOL DURING THE CORONAVIRUS PANDEMIC

### GENERAL AREA / ACTIVITY RISK ASSESSMENT

**Area / Task / Activity:** School re-opening for all pupils from 17 May 2021 - Step 3 of the Roadmap Out of Lockdown

**Date:** 17/05/2021

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

**Re-assessment date:**

This is the 'Pupil Activities' Sheet

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

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

#### Key Guidance Documents

.	<a href="#">Guidance for Full Opening of Schools</a>
.	<a href="#">Schools Coronavirus Operational Guidance - updated 10 May 2021</a>
.	<a href="#">Face Coverings in Education - updated 10 May 2021</a>
.	<a href="#">Use of the NHS Covid App in Schools</a>
.	<a href="#">COVID-19 Response - Spring 2021 - Roadmap out of Lockdown</a>
.	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
.	<a href="#">Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)</a>
.	<a href="#">Safe Working in Education, Including the Use of PPE &amp; Action if a Pupil Becomes Unwell Whilst at School</a>
.	<a href="#">Ventilation &amp; Air Conditioning During the Coronavirus Pandemic - HSE</a>
.	<a href="#">Ventilation of Indoor Spaces to Stop the Spread of Coronavirus</a>
.	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings</a>
.	<a href="#">Stay at Home - Guidance for Households with Possible Coronavirus</a>
.	<a href="#">Social Distancing Guidance - Coronavirus Restrictions - What You Can &amp; Cannot Do from 17 May 2021</a>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
General Precautions			
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For <b>pupils</b> this means:</p> <ul style="list-style-type: none"> <li>- being in consistent groups / bubbles which have limited contact with other groups / bubbles.</li> <li>- where possible, keeping 1m+ away from other pupils</li> <li>- not directly facing each other when it is not possible to be at least 1m+ away from other pupils</li> <li>- 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)</li> <li>- Senior school pupils - wearing face coverings in classrooms, indoor teaching and communal areas, corridors and stairways unless social distancing can be maintained. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking.</li> </ul> <p>For <b>staff</b> this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> <li>- staying at the front of the class (senior schools)</li> <li>- reducing the amount of time they are face-to-face with another person</li> <li>- minimising the time spent in closer contact</li> <li>- having a screen between people</li> <li>- wearing face covering in indoor areas such as communal areas, corridors and stairways, and when teaching. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</li> </ul> <p><b>NB</b> Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.</p>	Tolerable		
<p>As far as possible, we are minimising 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 <b>and</b> maintaining distances between individuals.</p> <p>Practical examples of how we are achieving this include:</p> <ul style="list-style-type: none"> <li>- we have adjusted the timetable to stagger school day / lesson starting &amp; finishing times, lunch times and break times for different groups of pupils.</li> <li>- 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</li> <li>- 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</li> <li>- teachers should avoid close face-to-face contact with colleagues or pupils, and minimise the time spent within 1 metre of anyone</li> <li>- allocating each pupil a desk and ask them to sit at the same desk every day - teachers submit seating plans</li> <li>- doing activities outside where possible</li> <li>- not putting rotas in place</li> <li>- 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</li> </ul>	Tolerable		Senior School teachers have submitted seating plans on S drive



Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Grouping pupils</b></p> <p>- As far as possible groups should have a consistent and identifiable membership and be <b>as small as possible</b> whilst still being able to access a broad and balanced curriculum. We have divided all our pupils into year group bubbles. Years 12 and 13 are being treated as separate bubbles during lesson time, but at other times, e.g. lunch, they are considered as one bubble. The merging of the Yr 2 and 13 bubbles is being used as little as possible.</p> <p>If it is not possible to provide a broad and balanced curriculum at KS1, KS2 and KS3 with these group sizes, or manage the practical logistics within and around the school, they can be increased, but the reasons for this should be documented</p> <p>Pupils who are in 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 <b>daily record</b> is 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"> <li>- 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)</li> <li>- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off or cumulatively throughout one day) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>	Tolerable		Schools Coronavirus Operational Guidance
<p>- We are keeping groups of pupils in the same room(s) and areas throughout the week, where possible, rather than moving around the school too much</p> <p><b>Junior School</b></p> <ul style="list-style-type: none"> <li>- We have staggered the start and finish times of the school day and lunch times and break times for different groups of pupils.</li> <li>- Some specialist subjects, e.g. music, are being taught in dedicated specialist rooms. These rooms are being cleaned between uses.</li> </ul> <p><b>Senior School</b></p> <ul style="list-style-type: none"> <li>- We have staggered lunch times for different year groups of pupils. - See daily rota</li> <li>- We have moved form period to the middle of the day</li> <li>- Dismissal at the end of the day is from 3 different points (Maresfield, Waterlow and Oakwood)</li> <li>- Specialist subjects, e.g. music, are being taught in dedicated rooms</li> <li>- Where classrooms are used by pupils other than those usually based in them (e.g. by Sixth Form pupils), desks are being cleaned by the pupils entering the classroom using tissues and spray</li> <li>- If necessary, we will use non classroom spaces for teaching such as the Seminar Room, Recital Room, Waterlow Hall and Theatre</li> </ul>	Tolerable		

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>- 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)</p> <p>- In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler winter months:</p> <p>- Partially open doors and windows to provide ventilation while reducing draughts</p> <p>- Open high level windows in preference to low level windows to reduce draughts</p> <p>- Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied</p> <p>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.</p> <p>- We are making use of the Sports Ground and MUGA where possible;</p> <p>- We have removed unnecessary items from classrooms, especially where they impede effective cleaning, where there is space to store it elsewhere</p>	Tolerable	<p>Please refer to:</p> <p><u>1. 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</u></p> <p><u>2. HSE guidance on Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</u></p>	
<p>We are actively providing regular opportunities for pupils to wash or sanitise their hands, and encouraging 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"> <li>- before leaving home</li> <li>- on arrival at school</li> <li>- immediately before and after each lesson / activity or changing rooms</li> <li>- at each break time</li> <li>- before and after eating any food, including snacks</li> <li>- after using the toilet</li> <li>- before leaving school</li> </ul> <p>And these will become part of our daily protocols.</p> <p>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>	Tolerable		<p>We have asked pupils to bring their own hand sanitizer to school (VI, CS)</p> <p>Toilets have sufficient stocks of paper towels and soap (Site Team)</p> <p>New handwashing facilities provided in both schools</p>
<p>Pupils have been 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 have been asked to remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere</p>	Tolerable		<p>Comms to Staff and pupils (VB, CS)</p>
<b>Getting To / From School</b>			

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p>Where possible, we have encouraged pupils not to use public transport to travel to school; instead walk or cycle or travel by car if there is no alternative</p> <ul style="list-style-type: none"> <li>- If pupils in different bubbles car share we have encouraged them to wear a face covering in the car</li> <li>- 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</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Communications sent to parents and pupils about travel to school (VB and CS)</li> <li>- The Safer Streets scheme starts in October (RJ)</li> </ul>
<p><b>Public Transport</b></p> <p>If pupils have no alternative but to use public transport to travel to school we have encouraged them to:</p> <ul style="list-style-type: none"> <li>- As far as possible keep 2m (or '1m plus') away from all other passengers at all times</li> <li>- follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting at bus stops &amp; tube / train stations NB the legal requirement to wear a face covering does not apply to children under the age of 11</li> <li>- Wait for people to get off before they board</li> <li>- Avoid consuming food and drink on public transport</li> <li>- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> <li>- 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.</li> </ul>	Tolerable	<a href="#">Safer travel guidance for passengers</a>	<ul style="list-style-type: none"> <li>- Communications with parents and pupils about travel to school (VB and CS)</li> </ul>
<p><b>School Minibus</b></p> <ul style="list-style-type: none"> <li>- The School minibus will not be used for the time being. If there is a need to use it, please refer to Robert Jones for guidance</li> </ul>			
<p><b>School Coach Service (Dedicated school transport)</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- We will request that all school coach drivers and passenger escorts participate in a twice weekly LFD Covid testing programme</li> <li>- Coach drivers and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely</li> <li>- We have asked transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey</li> <li>- 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</li> <li>- We will only use coaches for Year Group bubbles</li> <li>- 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</li> </ul>	Tolerable	<a href="https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020">https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</a>	
<b>Arrival at School</b>			

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<ul style="list-style-type: none"> <li>- To minimise the number of pupils and parents arriving at / leaving school at the same time, we have staggered the time that different years at the Junior School arrive. Because the Senior School pupils arrive in a more staggered way in any case, we have not staggered their start times</li> <li>- We have staggered the finish time for pupils in the Junior School and we have allocated different exits to Senior School year groups.</li> <li>- 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</li> <li>- We will encourage only 1 parent to accompany younger children to school</li> <li>- 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</li> <li>- Do <b>not</b> 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)</li> <li>- Discourage any 'gatherings at the school gate'</li> <li>- Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Signage for 5, 12 Netherhall Gardens and outside Senior Reception (RJ, Site, SB1)</li> <li>- Plan and expectations communicated to parents (VBi, CS)</li> </ul>
<b>Lessons / Learning Activities</b>			
<p>If pupil's activities include the use of <b>pens, pencils</b> etc.:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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)</li> </ul>	Tolerable		- Reminder sent home in letters
<ul style="list-style-type: none"> <li>- Pupils who have their own iPad must bring it in, use it and not share it with others</li> <li>- If, for any reason, they use a PC or iPad which is not theirs, we will provide the pupil with the opportunity to wash their hands immediately before using the keyboard / iPad and then again at the end of the lesson</li> <li>- Sharing iPad sets should be avoided by bubbles of pupils, but if they are shared, they must be thoroughly cleaned before second use.</li> <li>- The use of a PC or laptop by more than one person should be avoided. However, we will frequently clean the keyboards, mice and touch screens of all equipment used by more than one person.</li> </ul>	Tolerable		<ul style="list-style-type: none"> <li>- Comms to parents and pupils about iPads (VBi, CS)</li> <li>- Computers in regular use by more than one person will be on a cleaning schedule. This should be exceptional.</li> </ul>
<p>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>	Tolerable		
Pupils can take books and other shared resources home, but unnecessary sharing should be avoided	Tolerable		

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Using pupils from another bubble to “supervise” younger year groups, eg House sports captains, Prep</b></p> <ul style="list-style-type: none"> <li>- Maintain a minimum of 2 metres away at all times</li> <li>- Staff must be in attendance so any issues/incident requiring closer contact can be dealt with by the teacher on duty</li> <li>- Keep accurate registers of who is working with each group and keep the numbers of people doing this to a minimum</li> <li>- Ensure social distancing, hand washing and wearing face coverings where appropriate</li> </ul>	Tolerable		
<p><b>PE &amp; Sports</b></p> <ul style="list-style-type: none"> <li>- All activities should carefully consider hygiene, capacity management and distancing.</li> <li>- Pupils should be kept in consistent groups</li> <li>- Where possible, curricular PE and sports activities should take place outside. If this is not possible, they should take place in large, well ventilated spaces and groups kept as small as possible.</li> <li>- The maximum occupancy of each indoor facility should be limited by providing a minimum of 100 sq ft per person (aprox 3m x 3m x 3m) and rooms must be well ventilated</li> <li>- Limit the use of changing rooms by allowing pupils to come into school in their sports kit. Where changing is required mark out social distancing spacing in the changing room, make use of additional cloakroom facilities for changing, and ensure changing rooms are cleaned between use by different groups</li> <li>- Follow any guidance provided by Sport England, AfPE and each sport's National Governing Bodies in how to train / play / exercise safely</li> <li>- 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</li> <li>- Team sports and contact combat sports can take place, but must be adapted in line with the sports NGB guidance so that pupils can participate as safely as possible.</li> <li>- Face coverings must be worn by staff and senior school pupils if they are travelling to off-site sports venues in school minibuses or public transport</li> </ul>	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a></p> <p>Grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=4e238550-7bd7-4767-a4cd-0e1211e2e2e1&amp;utm_content=daily">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=4e238550-7bd7-4767-a4cd-0e1211e2e2e1&amp;utm_content=daily</a></p>	
<p>If PE &amp; 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"> <li>- Each person should be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else. Providing good hygiene is followed (equipment cleaning and handwashing) balls can be passed to participants in training drills and game scenarios.</li> <li>- It is important to manage the storage and allocation of equipment and pupils access to equipment should be supervised.</li> <li>- 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.</li> <li>-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</li> <li>- Pupils can bring in and use their own equipment as long as they do not share it with other pupils</li> <li>- All pupils should wash their hands at the end of each session</li> <li>- Disconnect, or sign 'do not use' water fountains which are designed for people to drink from directly (refilling personal water bottles is acceptable)</li> </ul>	Tolerable	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Guidance for the public on the phased return of outdoor sport &amp; recreation in England</p>	

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<u>Peripatetic and External Sports Coaches - see controls on the 'Whole Schools Precautions' sheet - row 51</u>			
<u>Extra curricular Sports Clubs - see controls on the 'Whole Schools Precautions' sheet - row 74</u>			
<u>Domestic sports tours, residential rallies and tournaments - see Educational Visits advice on 'Whole School Precautions' sheet - row 72</u>			
<p><b>Fitness Suite</b> 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><b>Dance Studio</b> - has capacity for 26 pupils socially distanced</p>	Tolerable	<p>Grassroots sports guidance for the public and sport providers <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a></p> <p>Grassroots sports guidance for safe provision including team sport, contact combat sport and</p>	
<p><b>Team Sports</b></p> <ul style="list-style-type: none"> <li>- Competitive team sports can take place, indoors and outdoors, between teams from different groups / bubbles providing that the sport's National Governing Body Covid-19 guidance is fully implemented</li> <li>- Team contact sports (by this we mean not just the degree of contact but also the proximity of players to each other) eg football, rugby, hockey, lacrosse and netball, can recommence, but must be adapted in line with the sports NGB guidance so that pupils can participate as safely as possible.</li> <li>- 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.</li> <li>- 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.</li> <li>- As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games</li> <li>- Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game</li> <li>- Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded</li> <li>- Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors and six people/two households indoors). Spectators are allowed indoors, but the total number of all participants, coaches, officials and spectators must be aligned with the ventilation rates permitted at the venue.</li> </ul>	Tolerable	<p>public and sport providers <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a></p> <p>Grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=4e238550-7bd7-4767-a4cd-9c1214e2a2c4&amp;utm_content=daily">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events?utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_source=4e238550-7bd7-4767-a4cd-9c1214e2a2c4&amp;utm_content=daily</a></p>	- Discussed with PE dept

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>After School and Weekend Sports Activities - extra curricular activities</b></p> <ul style="list-style-type: none"> <li>- Extra curricular clubs can operate both inside and outside activities for all pupils providing the activity is run in accordance with the guidance issued by the sports National Governing Bodies.</li> <li>- Where possible pupils should stay in the groups / bubbles they are in during the school day.</li> <li>- If it is not possible for pupils to be in their usual school groups, keep them in small groups with a consistent and identifiable membership; maximum group size for indoor activities is 15 children / pupils, no limit on outdoor activities. The groups should be kept separate from / not mix with other groups as much as possible. Its a good idea for siblings to be in same group to minimise mixing of groups</li> <li>- 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</li> <li>- Covid controls appropriate to each activity and the age and ability of the children should be implemented, e.g. where possible activities should take place outside; rooms should be well ventilated; all hand contact surfaces and equipment should be cleaned between use by each group of pupils</li> <li>- Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors and six people/two households indoors). Spectators are allowed indoors, but the total number of all participants, coaches, officials and spectators must be aligned with the ventilation rates permitted at the venue.</li> </ul>	Tolerable	<a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend</a>	
<p><b>Inter-school Events, Fixtures and Competitions</b></p> <ul style="list-style-type: none"> <li>- Competitive sports can take place, indoors and outdoors, between teams from different schools providing that the sport's National Governing Body Covid-19 guidance is fully implemented</li> <li>- Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-competition handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations.</li> <li>- 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.</li> <li>- As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games</li> <li>- Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game</li> <li>- Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded</li> <li>- Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors and six people/two households indoors). Spectators are allowed indoors, but the total number of all participants, coaches, officials and spectators must be aligned with the ventilation rates permitted at the venue.</li> </ul>	Tolerable		

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Sports Days</b></p> <ul style="list-style-type: none"> <li>- Sports Days can take place after 17 May. A risk assessment must be completed to ensure all necessary Covid controls are identified including: taking place outside, and Year group sessions.</li> <li>- If schools would like to run a whole school event with greater mixing, Sports Day should be delayed until Step 4 - not before 21 June 2021</li> <li>- Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors and six people/two households indoors). Spectators are allowed indoors, but the total number of all participants, coaches, officials and spectators must be aligned with the ventilation rates permitted by the particular venue (10 sq ft per person 3m x 3m x 3m) Adults must wear face coverings indoors in any areas where social distancing is not possible</li> </ul>	Tolerable		
<p><b>Using External Sporting Facilities and Venues</b></p> <ul style="list-style-type: none"> <li>- From 12 April schools can use indoor and outdoor external sporting facilities and venues for curricular sporting activities providing the activity is run in accordance with the Government's guidance for the use of, and travel to and from, those facilities, and guidance issued by the sport's National Governing Bodies.</li> <li>- To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out, schools should undertake an advance planning visit and use EVOLVE to manage your visits to them.</li> </ul> <p>External venues and facilities will need to inform the school how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust procedures and good plans in place they are suitable to use.</p>	Tolerable	<a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/96349/1/COVID-19_Response_-_Spring_2021.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/96349/1/COVID-19_Response_-_Spring_2021.pdf</a>	



Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes	Further Action Required
<p><b>Music</b></p> <p>Please refer to the GDST Covid Risk Assessment Supplementary Music Guidance dated <b>11 May 2021</b> and the Government guidance on '<i>Suggested Principles for Safer Singing</i>'. This includes specific controls for: Peripatetic music lessons, Academic music lessons: and Co-curricular music ensembles. In summary</p> <ul style="list-style-type: none"> <li>o Pupils may play instruments including singing, wind and brass instruments, providing infection controls are implemented to help reduce virus transmission;</li> <li>o Peripatetic lessons may happen in person</li> <li>o Single-bubble ensembles may take place providing adequate space, good social distancing and good ventilation is implemented;</li> <li>o Microphones should be used to prevent shouting;</li> <li>o Singing should be kept to a talking volume;</li> <li>o Avoid sharing instruments and equipment – where equipment is shared, ensure it is wiped down by the pupils;</li> <li>o Pupils should have their own score and avoid sharing them with others;</li> <li>o Rehearse outside if possible, otherwise in the largest well-ventilated rooms available;</li> <li>o Singing, wind and brass playing is allowed providing the room is of a large enough space with ventilation / airflow as outlined in the 3 March 2021 document;</li> <li>o Ensembles should be distanced at 2m following suggested seating plans (back to back, side to side rather than face to face);</li> <li>o Ensembles must be socially distanced even when made up of members of the same bubble;</li> <li>o Single-bubble wind/brass ensembles must be socially distanced at 2m</li> <li>o <u>Small</u> multi-bubble string and/or percussion ensembles are permitted providing pupils are socially distanced at 2m and all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented</li> <li>o Small multi-bubble wind, brass and choirs are <b>not</b> permitted; they must be made up of the same bubble or rehearse virtually provided all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented.</li> <li>o Live Audiences - Indoor and outdoor performances in front of live audiences are permitted provided they follow the performing arts guidance for managing audiences outlined in chapter 3 <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5</a> However, schools should limit the number of live performances they do during Step 3, and keep audiences small. Live streaming events remains an option to limit the number of contacts between people. All filmed / recorded / streamed performances must comply with social distancing guidelines and strict Covid controls must be implemented for any film, sound or lighting crews.</li> </ul>	Tolerable	<p>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority</p> <p><a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing">https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</a></p>	
<p><a href="#">Music and LAMDA exams - see controls on the 'Whole Schools Precautions' sheet - row 86</a></p>			
<p>Peripatetic Music and Drama teachers - see controls on the 'Whole Schools Precautions' sheet - row 51</p>			