

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result from the hazard Catastrophic – 5 (multiple death) Major – 4 (single death or permanent disability) Moderate – 3 (broken bones, several days off work) Minor – 2 (basic first aid treatment required) Insignificant – 1 (minor scratch or bruise)	LIKELIHOOD of the risk occurring (with any outcome) (could happen at any time and on any day) Probable – 4 (could happen perhaps once a term) Likely – 3 (could happen perhaps once a year) Conceivable – 2 (might happen perhaps once in 5 years) Improbable – 1 (will probably never happen)	Certainty – 5	SEVERITY 5 4 3 2 1  LIKELIHOOD 1 2 3 4 5
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Area / Task / Activity: Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6, Y10 & Y12 Pupils, and Vulnerable / Critical Worker's Children in all Years

Assessor: L Ward, DFO / C Parker, Prep Head / R McColl, Head

Date: 27 May 2020

Re-assessment date: Ongoing weekly review

This is the 'General Precautions' Sheet

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

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

Key Guidance Documents

Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
Actions for education and childcare settings to prepare for wider opening from 1 June 2020
Guidance on opening schools to more pupils from 1 June - guidance for parents & carers
Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
Safe working in education, including the use of PPE
Implementing Social Distancing in Schools Guidance
Covid-19 - Cleaning in Non-Healthcare Settings
Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services
Temporary Closure of Schools Guidance
Stay at Home - Guidance for Households with Possible Coronavirus
Stay Alert & Safe (Social Distancing) Guidance
GDST Coronavirus page on the HUB

Control Measures	Tolerable Action Required (S+) Prohibited (See Matrix)	Notes / Further Action Required
Who Can Come to School?		
Initially, only a limited number of pupils (Nursery, Reception, Y1 & Y6 (full time) and Y10 & 12 (part time)) will be allowed back into school (alongside critical worker's children and vulnerable children). Numbers will only be increased if the Government's scientific advisors indicate that this is not detrimental to increasing the transmission rate.	Tolerable	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers The school will follow the prevailing guidance on opening schools, including: completing this Risk Assessment document and reviewing on a weekly basis (or more often if required); ensuring social distancing within the school and that this is reinforced through regular reminders to staff and pupils; ensuring that anyone with Covid-19 symptoms is not allowed in to school, including temperature monitoring on a daily basis; ensuring that rooms are thoroughly cleaned on a daily basis and also at intervals during the day; ensuring that class sizes are no higher than 15 per class; staggering break times and lunch times and ensuring that Year groups have designated recreational spaces in outside spaces;
Staff and pupils who are ' extremely clinically vulnerable ' should continue to 'shield' at home and not attend school.	Tolerable	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers
Staff and pupils who live in a household with someone who is ' extremely clinically vulnerable ' should only attend school if stringent social distancing can be adhered to and the pupil is able to understand and follow those instructions. Instead they should work from home / follow guided home learning	Tolerable	Coronavirus (COVID-19): implementing protective measures in education and childcare settings
Clinically vulnerable pupils should follow medical advice regarding whether or not they should come into school	Tolerable	
Clinically vulnerable members of staff, including pregnant women, (but not 'extremely clinically vulnerable' members of staff) should work from home where possible, or be offered the safest available on-site roles, staying 2 metres away from others wherever possible	Tolerable	
Members of staff and pupils who live with someone who is clinically vulnerable (but not extremely clinically vulnerable), including those who are pregnant, can continue to attend school.	Tolerable	
Members of staff who do not fall into the 'clinically vulnerable' or 'extremely clinically vulnerable' categories, but who have some additional degree of vulnerability, as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.	Tolerable	

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Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings	Tolerable	Gates are closed and parents/deliveries/contractors not permitted on site unless in an emergency. Prep Door controlled from Reception front desk by DFO and/or Head of Prep, door at Senior controlled by Head/Deputy Head
Reception Areas - Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff, etc should not enter school buildings. - Visitors should make use of intercom systems - Receive / check post deliveries in a designated outside area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling any shared signing devices. Remove any shared pens / pencils - Depending on the design of your reception areas, consider providing screens to protect the receptionist from any person that has to enter the building	Tolerable	Sign in/out via electronic system - hand gel provided next to signing in screen for use by staff after signing in;
Avoiding Contact With Anyone Who is Unwell		
As soon as a Government approved Coronavirus tracking and tracing app is widely available, encourage all staff and as many pupils as possible to download and use the app on their phones	Tolerable	As soon as the Track and Trace App is in place, all staff and as many pupils as possible will be asked to download and use the app on their phones via Schoolcomms and regular staff reminders
If anyone (member of staff, pupil) is notified that they have been in contact with a case (via Government approved app (once available), online or phone-based contact tracing) they must follow advice regarding isolation / testing	Tolerable	
Remind all staff (Inc. contractors staff, e.g. cleaners), pupils, parents and carers that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, however mild, they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection' and apply for a Covid-19 test	Tolerable	Link to 'Stay at Home Guidance' via Schoolcomms and Staff Briefings and Staff Handbook
Remind all staff (Inc. contractors staff, e.g. cleaners) that if they start feeling unwell with symptoms of Covid-19 during the school day , they must make arrangements to go home as soon as possible and arrange to have a Coronavirus test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils. - Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home - Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough	Tolerable	Advice included in staff handbook
Tell all suppliers and delivery drivers, that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Tolerable	Link to 'Stay at Home Guidance' Only staff and pupils allowed on site
Once testing is extended to pupils (anticipated soon), any pupils who fall ill with Coronavirus symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.	Tolerable	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers Parents asked (by Prep Head, Head, Deputy Head or DFO) to ensure child is tested if they display any Covid symptoms. If test is positive, DFO will contact PHE/DFE
General Precautions		
Remind all staff and pupils that they must follow the governments 'Stay Alert and Safe (social distancing) guidance' when they are not in school	Tolerable	Link to 'Stay Alert & Safe Guidance'
Ensure social distancing is maintained in cloakrooms & handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out 2m spacing and monitoring - Provide plentiful supplies of warm water, ant bactericidal soap and paper towels. Where possible disconnect the hot air hand dryers	Tolerable	Specific (at Prep Year-based) toilets identified in school and (at Prep) staff to supervise to ensure handwashing. Hot air hand dryers disconnected
In order to enable handwashing to be as effective as possible staff and pupils should not wear jewellery (bracelets and rings) and watches and finger nails should be kept short, and arms should be bare below the elbow	Tolerable	

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Provide sanitiser dispensers (min 60% alcohol) at entrances to buildings and in all other areas that are not close to cloakrooms or other handwashing facilities. Regularly top up the supplies of sanitiser	Tolerable	Each classroom to be provided with hand sanitiser and also 'dry spray' for clothing; Anti-bac gel provided around the school; Antibac surface wipes available in all spaces
Provide supplies of tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary 'catch it, bin it, kill it'. - Bins should be emptied at least daily. Ideally bins should have lids on them	Tolerable	
Provide signage in prominent positions around the school to remind people of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', not coming into school if you have symptoms of Covid-19, however mild	Tolerable	Clear and prominent signage displayed around school and at entrances/exits etc
Encourage pupils and staff: - to bring a supply of alcohol based hand sanitiser (min. 60% alcohol) and tissues with them and use them as appropriate - not to bring any unnecessary possessions into school with them	Tolerable	At Prep pupils provided with dedicated A3 ziplock bags to store essential equipment etc. These remain in school; At Seniors, students to only bring in device as required.
Request all staff and pupils wear clean clothing to school each day. - Recommend that all staff and pupils change their clothes as soon as they get home from school, putting them straight into the washing machine. - Clothes that cannot be regularly machine washed, eg blazers, suits and jackets should be avoided.	Tolerable	Pupils not wearing uniform to ensure a supply of clean clothing
All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles'	Tolerable	Staff and pupils to be reminded via email, Firefly and during lessons etc.; Staff handbook
Moving around the site - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.	Tolerable	Site has been assessed and suitable one-way systems/traffic flow systems in place. Start/finish times also staggered to minimise number of pupils and parents at any one time
Face coverings The government has advised that face coverings do NOT need to be worn in schools, but if staff or pupils choose to wear them, they must: - refrain from touching their face covering when wearing it, - if they take it off they should put it into a sealed plastic bag that they keep in their school bag, locker or pocket, and wash their hands immediately; - it must be washed after every use, ideally on a hot washing machine cycle (60oC). If teaching staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering	Tolerable	
Fire Drills & Emergency Evacuations - In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, 2m distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this - Ensure that any children / pupils not familiar with the schools emergency procedures, (e.g. children of staff who are not pupils at the school), or the layout of the parts of the building they are occupying, have the fire alarm / lock down drill explained to them, and the exit routes shown to them.	Tolerable	Fire Assembly point (Astroturf) allows for this.
Assemblies and Other Large Group Gatherings With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all staff meetings and other group events can take place remotely using online facilities	Tolerable	No assemblies etc. are being held Anyone attending the BLM protests will be asked to not come in to school for 14 days after attendance at the protest(s)
Libraries and Communal Learning Resources Libraries can be used as a learning environment, provided 2m separation is maintained between people (mark out desks / seating areas that cannot be used), and thorough cleaning regimes are in place, but books, magazines, newspapers etc in the library should not be handled by anyone	Tolerable	Library not being used. Books and magazines removed from classrooms
Early Birds / After School Clubs and 'Wrap-Around' Care Early Birds / After School clubs can continue to operate, but children should stay in the groups they are in during the school day, or stay safely distanced from each other	Tolerable	N/A - not being offered
Clubs and Extra Curricular Activities All clubs and extra curricular activities that combine pupils from groups that are normally kept separate from each other in school should be cancelled for the time being unless they can be carried out remotely	Tolerable	N/A - not being offered
Lets As a general rule, there should be no external lets during the remainder of the summer term. However if the risk is extremely low, e.g. use of the outside tennis courts at times when very few staff / no pupils are on site, that could be considered subject to a further risk assessment of all aspects of the let. Some of the factors to consider include the need to come into the school buildings eg to change or use toilet facilities, any overlap with staff / pupils / other people, amount of cleaning that would need to be undertaken before / after the let, health status of the people involved with the let	Tolerable	N/A - not being offered
School Pets The welfare of all school pets is essential and they must continue to be properly looked after. - Anyone who looks after or touches a school pet should wash their hands immediately afterwards	Tolerable	N/A
Cleaning		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Undertake frequent and thorough cleaning & disinfection throughout the day of surfaces touched by others such as key pads / door release buttons, door / handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers.</p> <ul style="list-style-type: none"> - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	Action Required	<p>Link to 'Cleaning Guidance'</p> <p>Cleaning rota devised around class breaks and lunches; Thorough cleaning early morning, late afternoon and during each day</p>
Every day, thoroughly clean all desks, tables, work benches, chairs, locker doors, books, toys, keyboards, mice, touch screens, telephones and other regularly used equipment in all rooms used by staff and pupils	Action Required	Staff to use own equipment and not use shared equipment Thorough cleaning each morning and during day
Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School		
<p>Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <ol style="list-style-type: none"> 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) 2 - a 'quarantine area' where pupils with symptoms of Covid-19 could be isolated until they can go home 3 - an office / work area where pupils that need treatment unrelated to Covid-19 can be treated 	Action Required	<p>At Prep two rooms available: 1 - Covid 'quarantine' room 2 - Non-Covid medical room</p> <p>At Seniors (Temple), two rooms available: 1 - Nurses office as normal medical room; 2 - B05 as Covid-19 isolation room</p> <p>At Seniors (Vicarage) two rooms available: 1 - Room 603 as Covid-19 isolation room; 2 - Room 605 as 'normal' medical room</p>
<p>PPE for School Nurses</p> <p>School Nurses and all staff that might need to look after pupils who fall ill with Covid-19 symptoms whilst at school must have access to and wear full PPE - disposable gloves, aprons, FFP2 respirator and face visor. Respirators must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal 	Tolerable	PPE purchased
<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	Waste bags available for any potential Covid-19 PPE if required. These will be stored securely for 72 hours and then disposed in regular rubbish stream.
<p>Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'COVID 19 - Guidance for Educational Settings'</p>	Tolerable	<p>Link to 'COVID 19 - Guidance for Educational Settings'</p> <p>Separate 'Covid Isolation Room' available if needed for any pupil with Covid-19 symptoms. This room would be deep cleaned after use.</p>
Members of staff that help someone who was taken unwell with symptoms of Covid-19 do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.	Tolerable	Link to 'COVID 19 - Guidance for Educational Settings'
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>	Tolerable	Staff to be reminded on a regular basis; Staff Handbook

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	Tolerable	<p>Link to 'COVID-19: cleaning in non-healthcare settings'</p> <p>Current advice and guidance would be followed. DFO and Domestic Services Manager aware of this advice and would ensure space(s) were cleaned in accordance with this.</p>
<p>Action in the Event of a Confirmed Case of Coronavirus in School</p> <ul style="list-style-type: none"> - If a pupil or member of staff develops Coronavirus symptoms whilst in school, they will be sent home and advised to self-isolate for a minimum of 7 days. Their fellow household members should self-isolate for 14 days (or more if they develop symptoms themselves). - All other members of the sick individual's school class/group will be sent home and advised to self-isolate for 14 days. Other household members of that wider class/group do not need to self-isolate unless the person they live with in that group subsequently develops symptoms. - If other cases are detected within the pupil's cohort or in the wider school community, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases, a larger number of pupils may be asked to self-isolate at home as a precautionary measure. - Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 	Action Required	<p>Guidance on opening schools to more pupils from 1 June - guidance for parents & carers</p> <p>Head of Prep, Head and DFO to be informed as soon as possible if testing is positive; DFO to inform PHE as necessary and to implement any additional advice received from PHE</p>

It is essential that:

- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not 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.

In addition:

- The risk assessment should be **signed off** by the Head, Junior Head and DFO
- You should **publish** your site specific risk assessment on your school's website <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- Once the school has reopened, the risk assessment should be kept under **regular review**, and updated as necessary

Further Action Log					
Action Required			Responsible Person	Date for completion	Completed
1					
2					
3					
4					

Signed By

Leigh Ward, DFO 

Charlie Parker, Head of Prep 

Rosie McColl, Head 

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

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Area / Task / Activity: Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6, Y10 & Y12 Pupils, and Vulnerable / Critical Worker's Children in all Years

Date: 27 May 2020

Assessor: L Ward, DFO / C Parker, Prep Head / R McColl, Head

Re-assessment date: Ongoing Weekly Review

This is the 'Staff Activities' Sheet

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

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

Key Guidance Documents

	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
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	Safe working in education, including the use of PPE
	Implementing Social Distancing in Schools Guidance
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services
	Temporary Closure of Schools Guidance'
	Stay at Home - Guidance for Households with Possible Coronavirus
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Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
General Precautions		
<p>Where possible:</p> <ul style="list-style-type: none"> - spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 meters apart at all times - in communal offices/workrooms use the same desk or workstation each day - if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face - ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked "Fire door" should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open). 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. - try to follow social distancing guidelines when ever possible - remove unnecessary items from offices work rooms etc, especially if it impedes effective cleaning, where there is space to store it elsewhere 	Tolerable	<p>Staff to remain in 'bubbles'; Separate facilities identified for each 'bubble'; Shared equipment not to be used; Only one member of staff in kitchen area; Cleaning rota during day (see 'Gen Precautions' tab)</p>
<p>Each member of staff should keep any pens / pencils they use in a container, e.g. a ziplock bag, and only use their own pens and pencils for any tasks</p>	Tolerable	<p>Staff to be provided with ziplock bag for personal use/items</p>
<p>Where possible, each member of staff should only use their own computer keyboard / mouse. If they have to use any other person's keyboard / mouse</p> <ul style="list-style-type: none"> - they should be cleaned with a sanitising wipe before and after use - they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards 	Tolerable	<p>Staff to use own devices</p>
<p>Meetings with people who are not pupils or members of staff should, wherever possible, take place remotely. Where this is not possible, and the meeting is essential, it should take place in a location where it is possible to maintain at least 2m separation. Small offices / rooms should be avoided where possible</p>	Tolerable	<p>Parents/Contractors etc not allowed on site</p>
Getting To / From School		
<p>Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - If possible provide additional bike racks and parking facilities for staff and pupils - Discourage car sharing with other families - Plan for a higher volume of parents dropping off/collecting pupils by car 	Tolerable	<p>Staff to be reminded of government travel advice; Staff Handbook</p>
<p>If staff and pupils have no alternative but to use public transport to travel to school - encourage them to:</p> <ul style="list-style-type: none"> - As far as possible keep 2m away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting in queue at bus stops/stations - Wait for people to get off before you board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains 	Tolerable	<p>Safer travel guidance for passengers</p>
Arrival at School		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Reception Areas</p> <ul style="list-style-type: none"> - Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff, etc should not enter school buildings. - Visitors should make use of intercom systems - Receive / check post deliveries in a designated outside area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling any shared signing devices. Remove any shared pens / pencils - Depending on the design of your reception areas, consider providing screens to protect the receptionist from any person that has to enter the building 	Tolerable	<p>Parents/Contractors etc not allowed on site; Deliveries to be left in awning space outside Prep reception area; left at Vicarage front door at Seniors Prep Reception desk cleared; Perspex screens installed for Prep reception (Senior Reception desk not currently in use, screens will be provided before it can be used)</p>
<p>Signing in / out</p> <ul style="list-style-type: none"> - Staff should use their own personal pens to sign in / out. Touch screen signing in devices should be regularly cleaned with a sanitising wipe and everyone should wash their hands / use hand sanitiser immediately after having used it - display notices to remind people to do this. 	Tolerable	Sanitising gel at sign in/out screen at Prep and Seniors
<p>Arrival Questionnaire</p> <p>All staff to complete short questionnaire on arrival, confirming they do not have any Covid-19 symptoms or been in contact with anyone with symptoms</p>	Tolerable	<p>Any member of staff with symptoms (or suspected symptoms) to be sent home immediately; Information in staff handbook</p>
Lessons / Teaching Activities		
<p>Where possible limit the amount of pupils belongings / work that is physically handled by staff, e.g. marking work in exercise books.</p> <ul style="list-style-type: none"> - Where possible work should submitted electronically for marking / assessment, or if it has to be paper-based and handled by the teacher, it should be placed in a designated space/container by the pupils and not collected by the teacher for 24 hours - Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work. 	Tolerable	Online resources to be used (e.g. Seesaw, Firefly, Google Classroom etc.)
Break Times / Lunch Times		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Moving around the site</p> <ul style="list-style-type: none"> - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	Tolerable	Staggered break and lunch times to manage flow around building; Designated outside spaces for each 'bubble'
<p>Remind staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</p> <ul style="list-style-type: none"> - Ask staff to use the staff/common rooms that they are allocated to for break / lunch times and to keep 2m apart from their colleagues - mark chairs / seating areas that should not be used - Arrange for tea/coffee making facilities to be available in any rooms that are not normally used as staff/common rooms. - Ensure 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 - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - Ask staff to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side - Consider either providing, or asking staff to bring packed lunches into school to remove the need for crowds in the dining room (NB if lunches brought in from home remind staff about any food / ingredients that should not be included because of the risks associated with food allergies and remind everyone to dispose of any uneaten food safely to reduce risk of pest infestations) 	Tolerable	Staff to be regularly reminded of need to wash hands etc; Cleaning rota; No catering provision on site; Staff to be reminded of food allergies when bring in own food etc.; Information in Staff Handbook and emails to staff
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Ensure social distancing is maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils, marking out 2m spacing, and monitoring to ensure that they do not become overcrowded - Provide plentiful supplies of warm water, antibactericidal soap and paper towels. Where possible disconnect the hot air hand dryers - Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are topped up 	Tolerable	'Bubble' specific toilets identified; Distancing in toilets (including closing off sinks where possible to maintain distance)
Assemblies and Other Large Group Gatherings		
With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all staff meetings and other group events can take place remotely using online facilities		No assemblies etc

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Staff social space only to be used for tea/coffee making - no large groups allowed	Tolerable	At Prep, two separate facilities provided to ensure reduced staff numbers; At Senior, facilities (in Library) provided to allow sufficient social distancing checks to be made at break times to ensure continued social distancing;

It is essential that:

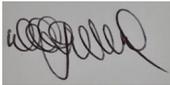
- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not 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.

In addition:

- The risk assessment should be **signed off** by the Head, Junior Head and DFO
- You should **publish** your site specific risk assessment on your school's website <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- Once the school has reopened, the risk assessment should be kept under **regular review**, and updated as necessary

Further Action Log				Responsible Person	Date for completion	Completed
Action Required						
1						
2						
3						
4						

Signed By

Leigh Ward, DFO 

Charlie Parker, Head of Prep 

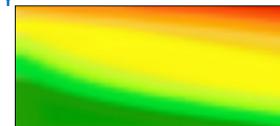
Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
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Rosie McColl, Head



GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result from the hazard Catastrophic – 5 (multiple death) Major – 4 (single death or permanent disability) Moderate – 3 (broken bones, several days off work) Minor – 2 (basic first aid treatment required) Insignificant – 1 (minor scratch or bruise)	LIKELIHOOD of the risk occurring (with any outcome) and on any day) Probable – 4 (could happen perhaps once a term) Likely – 3 (could happen perhaps once a year) Conceivable – 2 (might happen perhaps once in 5 years) Improbable – 1 (will probably never happen)	Certainty – 5 (could happen at any time)	SEVERITY 5 4 3 2 1
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Area / Task / Activity: Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6, Y10 & Y12 Pupils, and Vulnerable / Critical Worker's Children in all Years	Date: 27 May 2020
Assessor: L Ward, DFO / C Parker, Prep Head / R McColl, Head	Re-assessment date: Ongoing Weekly Review

This is the 'Pupil Activities' Sheet

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

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

Key Guidance Documents

Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
Actions for education and childcare settings to prepare for wider opening from 1 June 2020
Guidance on opening schools to more pupils from 1 June - guidance for parents & carers
Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
Safe working in education, including the use of PPE
Implementing Social Distancing in Schools Guidance
Covid-19 - Cleaning in Non-Healthcare Settings
Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services
Temporary Closure of Schools Guidance'
Stay at Home - Guidance for Households with Possible Coronavirus
Stay Alert & Safe (Social Distancing) Guidance
GDST Coronavirus page on the HUB

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
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Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
General Precautions		
<p>As far as possible</p> <ul style="list-style-type: none"> - adjust the timetable to stagger school day / lesson starting & finishing times, lunch times and break times for different groups of pupils. - keep groups of pupils in the same room(s) and areas throughout the week, rather than moving around the school too much 	Tolerable	<p>Staggered start/finish/break times planned; Pupils to remain in 'bubbles' with minimal movement around building; Designated outside spaces for each 'bubble'</p>
<p>Where possible:</p> <ul style="list-style-type: none"> - have small group sizes - max 15 pupils / teacher - limit the number of people that members of staff / groups of pupils come into regular contact with by having smaller, contained teams or 'bubbles' that stay together with the same teacher(s) & teaching assistants on consecutive days (NB for Y10 & Y12 classes there will need to be some rotation of staff if specialist subjects are taught) - where possible use larger rooms than normal and spread everyone out within the room or area you are using - try to keep everyone at least 2 meters apart, e.g. by placing the desks at this distance or by marking desks/workspaces that cannot be used - allocate each pupil a desk and ask them to sit at the same desk every day - ensure good natural ventilation in the rooms / areas that are being used; open the windows and keep doors open. (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open) - do activities outside - remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere 	Tolerable	<p>Classrooms adjusted accordingly to ensure maximum space for pupils and teacher; At Prep, pupils allocated a desk which is to be used by them only; Windows and doors to be opened at all times; All unnecessary items cleared from classrooms; Desks/Chairs regularly cleaned during the day and classrooms thoroughly cleaned on daily basis</p>
<p>Actively provide opportunities for regular handwashing / hand sanitising and encourage everyone to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed/sanitised :</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity - at each break time - before eating any food, including snacks - after using the toilet - before leaving school 	Tolerable	<p>Pupils/parents to be regular reminded of hand sanitising guidelines (regular school comms and also class teachers)</p>
Getting To / From School		
<p>Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - If possible provide additional bike racks and parking facilities for staff and pupils - Discourage car sharing with other families - Plan for a higher volume of parents dropping off/collecting pupils by car 	Tolerable	<p>Parents/pupils to be reminded of government travel advice</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>If staff and pupils have no alternative but to use public transport to travel to school - encourage them to:</p> <ul style="list-style-type: none"> - As far as possible keep 2m away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting in queue at bus stops/stations - Wait for people to get off before you board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains 	Tolerable	Safer travel guidance for passengers
<p>School Minibuses</p> <ul style="list-style-type: none"> - Establish number of pupils (and staff) requiring school transport. Limit number of passengers on each vehicle to what can be achieved whilst maintaining 2m separation between each passenger and the driver. If necessary & if possible, provide additional minibuses on each route to keep pupils within their school groups or 'bubbles' - Where possible, allocate each vehicle to a single driver and maintain 2m separation between each passenger and the driver, e.g. by marking seats that should not be used. - Driver to wash / sanitise their hands prior to starting each journey and on completion of the journey - Clean all interior and external surfaces that passengers are likely to have come into contact with after each journey - Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus - Advise pupils to keep 2m away from other passengers whilst they wait to be picked up by the minibus in the morning, and arrange safe waiting zones before getting on the minibuses at the end of the school day - Parents of younger children to the open / close sliding door of the minibus and check their children are seated safely / seat belts fastened before the minibus departs 	Tolerable	<p>Numbers established (for initial return) - can be managed safely on one minibus (2 girls at moment);</p> <p>If necessary, priority will be given to those girls who live the furthest from school to minimise use of long-distance public transport.</p>
<p>School Coach Service</p> <ul style="list-style-type: none"> - Seek assurance from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families, have symptoms of Covid-19 - Ask transport operator to maintain 2m separation between each passenger and the driver, e.g. by marking seats that should not be used. - Ask transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey - Advise pupils to keep 2m away from other passengers whilst they wait to be picked up by the minibus in the morning, and arrange safe waiting zones before getting on the minibuses at the end of the school day 	Tolerable	N/A - in-house minibus service
Arrival at School		
<p>To minimise the number of pupils and parents arriving at / leaving school at the same time, stagger the time that different years start / finish school and if possible, allocate different entrances/exits to groups of people arriving / leaving school at the same time.</p> <ul style="list-style-type: none"> - As far as the layout of the site allows, arrange for children to be dropped off and collected from school in areas which enables pupils and parents to keep 2 metres distance between each other. Use signage to guide parents to where they should drop off and pick up their children, where possible mark out 2 metre distances on the ground - Encourage only 1 parent to accompany younger children to school - Where possible avoid parents coming into the school buildings - greet / say goodbye (handover) younger pupils in the playground or other safe outside area - Do not shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children) - Discourage any 'gatherings at the school gate' - Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room 	Tolerable	<p>Staggered start/finish/break times planned;</p> <p>No parents allowed on site (drop off/pick up at identified gates);</p> <p>2m distances marked on pavement outside school gates;</p> <p>Separate entrances/exist identified for 'bubbles';</p> <p>Staff supervise drop off/pick up.</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Consider taking the temperature of all pupils and members of staff as they arrive at school, using a hand-held infra-red thermometer. Whilst not everyone who is infected with Covid-19 has a temperature, it is one of the more common early symptoms.</p> <ul style="list-style-type: none"> - Anyone that has a raised temperature should immediately return home unless there is a good reason why the raised temperature is not due to a fever (this should be discussed and confirmed with the School Nurse and Head, who may need to see medical evidence for any other conditions) - The School Nurse should provide guidance to staff that are taking temperatures on exactly how to take the temperatures, what constitutes a raised temperature, and what might be valid reasons for a raised temperature that is not fever related. 	Tolerable	All pupils to have temperatures taken in morning (using infra-red thermometers) before entering building. Any pupil with high temperature to be sent home.
Lessons / Learning Activities		
<p>If pupil's activities include the use of pens, pencils etc:</p> <ul style="list-style-type: none"> - Where appropriate, encourage pupils to bring in and use their own pens, pencils etc and not share them with others - If this is not possible, provide each pupil with a pack of pens, pencils etc for their sole use at school - store in a named ziplock bag or similar. Do not reissue that pack of pens to anyone else without a week's break in between (sufficient time for the virus to die) 	Tolerable	<p>At Prep, all pupils to be issued with set of pens/pencils; At Prep, all pupils to be issued with ziplock bags for belongings and pencils etc; At Seniors, students to use own stationery items.</p>
<p>If pupil's activities include the use of computer keyboards and iPads:</p> <ul style="list-style-type: none"> - Where appropriate, encourage pupils to bring in and use their own laptops and iPads and not to share it with others - If this is not possible, provide the opportunity for all pupils to wash their hands immediately before using the keyboard, and then again at the end of the lesson - Frequently clean the keyboards, mice and touch screens of all equipment used by more than one person 	Tolerable	<p>Individual equipment to be provided where possible; Sanitising wipes etc to be available in classrooms for equipment; Sanitising gel for hands/handwashing; Where shared equipment is used (e.g. IT room) - this is to be sanitised after/before use</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Limit the use of shared materials/resources in school and limit the amount of resources, e.g. exercise books and reading books that are taken home by pupils for prep	Tolerable	No shared resources to be used wherever possible (e.g. reading to be online based, exercise books to remain in school in ziplock bags)
<p>PE & Sports</p> <ul style="list-style-type: none"> - Where possible, PE and sports activities should take place outside - Activities that require people to be close together, such as many team games should not take place - Ensure social distancing is maintained in changing rooms, e.g. by allowing pupils to come into school in their sports kit so it is not necessary to change before the lesson, by making use of additional cloakroom facilities for changing, and by marking out 2m spacing in the changing room 	Tolerable	<p>Limited PE activities (that ensure social distance and do not require use of equipment) offered in a designated area; Continued use of additional online lessons for PE; Guidelines by relevant sport's governing body to be followed as necessary.</p>
<p>If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, rackets, sticks, balls, gymnastics and athletics equipment:</p> <ul style="list-style-type: none"> - Where possible, each person should be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else - All equipment used during the lesson should be thoroughly cleaned at the end of each lesson - Pupils could bring in and use their own equipment as long as they do not share it with other pupils 	Tolerable	N/A - no bat/ball/racket based PE to be allowed at present
<p>Use of School Swimming Pool</p> <ul style="list-style-type: none"> - Whilst use of the pool itself is considered to be low risk due to the disinfecting chemicals in the water, the main risk area will be the changing rooms and any hand contact surfaces, eg handrails used by people, eg to get into and out of the pool. If schools can maintain good social distancing in the showers and changing rooms, and on the poolside, and pupils stay in their normal small teaching groups / 'bubbles' for the swimming lesson, then swimming can be considered once the pool has been safely brought back to normal operating conditions (please contact your surveyor for more advice on how to do this properly). - Ensure social distancing is maintained in changing rooms, e.g. by allowing pupils to come into school in their sports kit so it is not necessary to change before the lesson, by making use of additional cloakroom facilities for changing, and by marking out 2m spacing in the changing room 	Tolerable	<u>N/A - no school swimming pool</u>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Music lessons</p> <ul style="list-style-type: none"> - Where possible, music lessons with peripatetic staff should take place using remote teaching methods - Generally, pupils should use their own instruments that they don't share with anyone else. - Pianos and keyboards - pupils should wash their hands immediately before using the keyboard, and then again at the end of the lesson, and the keyboard should be cleaned at the end of each lesson - Pupils should use their own drum sticks etc that they don't share with anyone else for playing drums and large percussion instruments 	Tolerable	<p>Music lessons to take place outside wherever possible (especially singing); No peri lessons on site; Wipes/sanitiser to be provided for musical instruments (if used)</p>
<p>If Art / DT / Food tech / Textiles activities include the use of handheld tools and equipment, or hand operated equipment:</p> <ul style="list-style-type: none"> - Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else - All equipment used during the lesson should be thoroughly cleaned at the end of each lesson - Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils - Any shared or department based aprons should be removed from use. If aprons or workshop coats are worn, e.g. by staff these should be their own individual coats that are stored in the individuals locker or taken home when not in use - If safety specs or goggles need to be work for any task they must be sanitised before and after every use - see CLEAPSS guidance document GL343 for process 	Tolerable	<p>At Prep, use of art equipment/room currently not allowed; At Senior, antibac wipes and cleaning products provided as necessary and managed by Art teaching staff</p>
<p>If Science activities include the use of hand-held tools and equipment, or hand operated equipment:</p> <ul style="list-style-type: none"> - Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else - All equipment used during the lesson should be thoroughly cleaned at the end of each lesson - Any shared or department based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individuals locker or taken home when not in use - If safety specs or goggles are needed for any experiments they must be sanitised before and after <u>every</u> use - see CLEAPSS guidance document GL343 for process - Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk <p>NB Science staff should refer to CLEAPSS guidance on doing practical work in a partially reopened school (GL343) and science depts. returning to school after an extended period of closure (GL345) www.science.cleapss.org.uk</p>	Tolerable	<p>At present, no practical science lessons are being offered. This will be reviewed as needed and where practical lessons are provided these will follow the prevailing CLEAPSS/government advice</p>
Additional Points for EYFS KS1 Pupils		
<p>Supervision ratios - Paragraph 3.30 of the EYFS states: 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.' The DoE considers the extent of the COVID-19 outbreak to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. However, childcare providers or schools remain responsible for ensuring the safety and security of children in their care.</p>		<p>Link to 'Early Years and Childcare Closures Guidance' Ratios maintained at present to ensure safety of pupils, no new pupils allowed to join if exceeds ratios</p>
<p>A qualified paediatric first aider must be present at all times when EYFS children are on site. NB If a first aider's certificate is due to expire or expired on or after 16 March 2020, and requalification training is prevented for reasons associated directly with Coronavirus or by complying with related government advice, the validity of current certificates will be extended by up to 3 months.</p>		<p>Link to 'Early Years and Childcare Closures Guidance'</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
		Teaching Assistants (2) paediatric first aid trained
<p>Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff should ensure that they, and the pupils, wash their hands very regularly, try not to touch their faces, practice good respiratory hygiene, and minimise contact and mixing as much as possible, e.g. by staff and pupils staying in the same small group, which stays at least 2m away from other people and groups.</p> <p>- Ensure help is available for all young children who have trouble cleaning thoroughly their hands independently</p>	Tolerable	<p><u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u></p> <p>Pupils regularly reminded to wash hands during day and on arrival at school; Nursery bubble maintained and not mixed with others during day</p>
<p>As far as possible, all equipment, toys and resources should be washed before and after they are used, particularly hand contact surfaces such as the handles on bikes and trikes</p> <p>- Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), and malleable shared resources such as 'play dough'</p>	Tolerable	<p>Only easily washable/sanitisable toys to be allowed; Resources split and stored in labelled containers to ensure no mixing; Disinfecting solution provided to clean hard toys; All soft furnishings removed from public spaces and classrooms</p>
Break Times / Lunch Times		

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Moving around the site</p> <ul style="list-style-type: none"> - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	Tolerable	<p>Staggered break and lunch times to manage flow around building; Designated outside spaces for each 'bubble'; Pupils wash hands at start and end of break/lunch times</p>
<p>If possible stagger break times / lunch times for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands</p> <ul style="list-style-type: none"> - Encourage pupils to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch - Require pupils to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school - Ensure that handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time - Consider either providing, or asking pupils to bring packed lunches into school that can be eaten in class / form rooms or outside, i.e. removing the need for crowds in the dining room (NB if lunches brought in from home remind parents and pupils about any food / ingredients that should not be included because of the risks associated with food allergies and food poisoning, and remind everyone to dispose of any uneaten food safely to reduce risk of pest infestations) <p>Sixth form common rooms</p> <ul style="list-style-type: none"> - Ensure that hand contact surfaces e.g. handles on fridges, kettles, hot and cold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - Ask pupils to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side 	Tolerable	<p><u>See above</u></p>
<p>If outside play equipment is used during break times:</p> <ul style="list-style-type: none"> - Hand contact surfaces on large equipment, such as slides, climbing frames, trim trails, etc should be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be taken out of use/marked out of bounds - Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be put away in a store 	Tolerable	<p>Wooden outside play equipment taped off and out of bounds; Limited non-wooden outside play equipment - cleaned after use</p>
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Ensure social distancing is maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils, marking out 2m spacing, and monitoring to ensure that they do not become overcrowded - Provide plentiful supplies of warm water, ant bactericidal soap and paper towels. Where possible disconnect the hot air hand dryers - Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are topped up 	Tolerable	<p>'Bubble' specific toilets identified; Distancing in toilets (including closing off sinks where possible to maintain distance)</p>
Assemblies and Other Large Group Gatherings		
<p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all staff meetings and other group events can take place remotely using online facilities</p>		<p>No assemblies allowed</p>
Libraries and Communal Learning Resources		
<p>Libraries can be used as a learning environment, provided 2m separation is maintained between people (mark out desks / seating areas that cannot be used), and thorough cleaning regimes are in place, but books, magazines, newspapers etc in the library should not be handled by anyone</p>	Tolerable	<p>Library not being used. Books and magazines removed from classrooms</p>