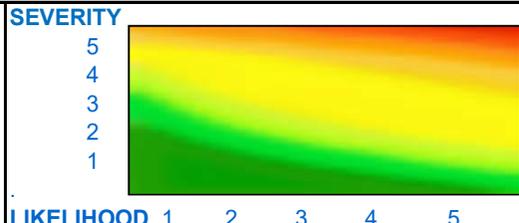


**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

**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)  
**Certainty** – 5 (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)



**Activity:** V7 Re-opening Schools from 1 September 2020

**Date:** October 2020

**Assessor:** L Ward, DFO

**Re-assessment date:** Weekly ongoing

**This is the 'Whole School Precautions' Sheet**

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

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

**Key Guidance Documents**

.	<a href="#">Implementing protective measures in education and childcare settings / Social Distancing in Schools</a>
.	<a href="#">Guidance for Full Opening of Schools in September 2020</a>
.	<a href="#">Face Coverings in Education</a>
.	<a href="#">Use of the NHS Covid App in Schools</a>
.	<a href="#">Covid-19 - Contain Framework - Tiers of National Restrictions for Education</a>
.	<a href="#">Safe Working in Education, Including the Use of PPE &amp; Action if a Pupil Becomes Unwell Whilst at School</a>
.	<a href="#">Managing school premises during the coronavirus outbreak</a>
.	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings</a>

	<a href="#">Critical workers: Health &amp; social care, Education &amp; childcare, Key public services, Local &amp; national government, Food &amp; other necessary goods, Public safety &amp; national security, Transport, Utilities, communication &amp; financial services</a>	
	<a href="#">Stay at Home - Guidance for Households with Possible Coronavirus</a>	
	<a href="#">Stay Alert &amp; Safe (Social Distancing) Guidance</a>	
	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>	
	<a href="#">GDST Coronavirus page on the HUB</a>	
	<b>Control Measures</b>	<b>Tolerable Action Required (9+) Prohibited</b> (See Matrix)
	<b>Who Can Come to School?</b>	<b>Notes / Further Action Required</b>
<b>Local Lockdown</b> - In the event of a local lockdown, either in the area where the school is located, or in a neighbouring area where staff and pupils live, schools will follow Government advice about who can come into school.	Tolerable	<a href="#">See Annex 3: Tiers of national restriction for education</a>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>English Schools</b> - From 1 September 2020 all pupils can return to school</p> <p><b>Welsh Schools</b> - where the Welsh Government guidance differs from the English Government guidance, Howell's School should follow the Welsh Government guidance</p> <p><b>All Schools</b> - In consultation with the CEO, the Head of each school can decide to close their school if local circumstances, or the infection rate in the local community gives particular cause for concern</p>	Tolerable	<p>The school will follow the prevailing guidance on re-opening schools, including:</p> <ul style="list-style-type: none"> <li>completing this Risk Assessment document and reviewing on a weekly basis (or more often if required);</li> <li>ensuring social distancing within the school (between students and staff etc.) and that this is reinforced through regular reminders to staff and students;</li> <li>ensuring that anyone with Covid-19 symptoms is not allowed in to school, including temperature monitoring on a daily basis;</li> <li>ensuring that rooms are thoroughly cleaned on a daily basis and also at intervals during the day;</li> <li>ensuring that year group bubbles are put in to place and that students are taught in these bubbles wherever possible;</li> <li>where practical and possible, staggering break times and lunch times and ensuring that Year groups have designated recreational spaces in outside spaces and designated eating spaces in canteen;</li> </ul>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Staff and pupils</b> who are '<b>extremely clinically vulnerable</b>' and have been 'shielding' can:</p> <ul style="list-style-type: none"> <li>- Go to work, if they cannot work from home, as long as they follow strict social distancing guidelines. They should be offered jobs / workstations with the greatest Covid security and a personal risk assessment should be completed, in conjunction with the individual, to identify their particular vulnerabilities and any extra control measures that are required</li> <li>- Return to school along with their peers, as long as they follow strict social distancing guidelines. A personal risk assessment should be completed, in conjunction with the pupil's parents, to identify their particular vulnerabilities and any extra control measures that are required. (The Health Services will be in contact with the families of children who have been shielding, ahead of the new school term, to discuss what the situation regarding Covid-19 means for them personally)</li> </ul> <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> <p>Staff and pupils who live in a household with someone who is 'extremely clinically vulnerable' can return to work or school but they should do what they can to support the shielded person and carefully follow the guidance on social distancing</p>	Tolerable	<p>Coronavirus outbreak FAQs: what you can and can't do after 4 July</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>The school will follow the prevailing government advice and guidance, including the completion of personal RAs as needed. This will include ensuring that any such staff/students are offered work areas/offices that will enable them to follow social distancing. Additional control measures (such as separate toilet facilities etc.) will also be offered when needed and appropriate.</p>
<p><b>Clinically vulnerable</b>' pupils and members of staff can come into school / work unless they have specific advise to the contrarv from their medical</p>		<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Staying alert and safe (social distancing)</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>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. 'Clinically vulnerable' members of staff should discuss any concerns with their manager. Depending on the person's job, it may be possible to work from home, but if not additional social distancing measures and / or the provision of PPE should be considered. Further guidance is available in the TO HR Dept.'s guidance 'Returning to Work in September – Considerations for Managers'</p>	Tolerable	<p>The school will follow the prevailing government advice and also remind all staff regularly of the importance of personal respiratory hygiene and handwashing. Antibac wipes/gels will be provided around the school in each classroom and in other key locations including entrances</p>
<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> <p>- A pregnancy risk assessment must be completed (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. Depending on the person's job, it may be possible to work from home, but if not additional social distancing measures and / or the provision of PPE should be considered. Further guidance is available in the TO HR Dept.'s guidance '<i>Returning to Work in September – Considerations for Managers</i>'</p> <p>- Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk - follow the occupational advice for employers and pregnant women published by the Royal College of Obstetrics and Gynaecology</p>	Tolerable	<p>The school will follow the advice of the RCOG, Trust HR and any additional advice/recommendations received from the pregnant woman's medical practitioner. In addition the Pregnancy Risk Assessment will be completed.</p>
<p>Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.</p>	Tolerable	<p>Where possible, such staff will be asked to work for home. Where this is not possible, suitable alternative working arrangements will be put in place.</p>
Avoiding Contact With Anyone Who is Unwell		
<p>The Government encourages all staff and pupils <u>over the age of 16</u> to download and use the NHS COVID-19 app on their phones to help them identify if they have been to a venue, such as a café, restaurant, cinema, leisure centre or hairdresser, which is linked to a Covid-19 outbreak</p>	Tolerable	<p>All staff and pupils aged 16+ will be encouraged to download and use the app on their phones via Schoolcomms and regular staff reminders</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
If anyone (member of staff, pupil) is notified that they have been in contact with a case via Government approved app (once available), NHS email, text or phone call they must follow advice regarding isolation / testing and <b>must not</b> come into school	Tolerable	Staff, parents and students to be reminded on a regular basis
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that <b>if they, or anyone in their household, or any close contacts are feeling unwell / exhibiting symptoms of Covid-19</b> , however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they <b>must not</b> come to school, they <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person', and they must apply for a Covid-19 test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website <a href="http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> Staff and pupils must let the school know the results of the test.	Tolerable	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p> <p>Guidance for contacts of people with confirmed coronavirus infection who do not live with that person</p> <p>via Schoolcomms and Staff Briefings, Parents/Students Handdbook and Staff Handbook</p>
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) 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 Covid-19 test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will 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	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p> <p>Guidance for contacts of people with confirmed coronavirus infection who do not live with that person</p> <p>via Schoolcomms and Staff Briefings, Parents/Students Handdbook and Staff Handbook</p>
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they have had a <b>positive Covid test</b> in the last 10 days they <b>must not</b> come to school, and the <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Tolerable	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p> <p>Advice in staff Briefings, Parents/Students Handbooks and Staff Handbook</p>
Staff returning from holiday abroad must fully comply with any quarantine requirements, even if they imposed at short notice	Tolerable	All staff and students will be asked to inform school of any travel to non-corridor countries

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Tell all suppliers and delivery drivers, that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they <b>must not</b> come on site, and the <b>must</b> follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>	Tolerable	<p><b>Stay at Home Guidance</b></p> <p>Wherever possible only staff and students will be allowed on site. Where delivery drivers do come on site, they will be restricted to specific areas (Admin and Kitchen) and also reminded about the need to stay alert</p>
<p><b>Government Testing Kits</b>  Schools have been provided with 10 swab testing kits. 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>• You believe they may have barriers to accessing a test elsewhere</li> <li>• You 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>	Tolerable	<p><a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>Parents asked (by Prep Head, Head, Deputy Head or DFO) to ensure child is tested if they display any Covid symptoms.</p> <p>Staff asked (by Prep Head, Head, Deputy Head or DFO) to ensure they are tested if they display any Covid symptoms.</p>
<p><b>Promoting Good Health</b></p>		
<p>Encourage all staff to have a seasonal flu vaccination in the autumn term; facilitate this by arranging vaccination sessions in school</p>	Tolerable	<p>Prepare for the winter</p> <p>Once further details of the expanded Flu vaccination programme are known, School Nurse and DFO to arrange to potential vaccination sessions in school</p>
<p><b>Whole School Precautions</b></p>		

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should <b>not</b> enter school buildings during school hours / whilst pupils and the majority of staff are on site</p>	Tolerable	<p>Parents/deliveries/contractors not permitted on site unless in an emergency; Main Entrance Doors at Prep and Senior Schools controlled by admin staff; Where possible, Parents Evenings and other such events will be held virtually.</p>
<p><b>Essential Onsite Visitor meetings</b> Where possible, avoid having face-to-face meetings with visitors - most meetings can take place virtually. However, if a face-to-face meeting is unavoidable, or there is a significant benefit in having a face-to-face meeting, a specific risk assessment / protocol should be completed that explains why the meeting has to take place which includes the following controls:</p> <ul style="list-style-type: none"> <li>- Control where the visitor(s) go, when they arrive / leave, whom they meet and log this (in case they subsequently inform you that they had Covid-19 at the time of the meeting, or vice versa that there is a case of Covid-19 in school and the visitor is a close contact),</li> <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>- If the visitor(s) is not familiar with the school, consider access routes - they could be met outside the main entrance and escorted to signing in point if this is not in the main reception area,</li> <li>- The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils, and in a room that can be easily and swiftly cleaned post meeting. If possible, use a room for the meeting that is not near an entrance used by large numbers of pupils</li> <li>- Meeting rooms should be provided with supplies of hand sanitisers and tissues</li> <li>- Ensure that the visitor(s) and everyone they meet complies with the requirements for hand washing / sanitisation, social distancing, and any mask wearing protocol required by the school or the Government if a local lockdown is in force.</li> </ul>	Tolerable	<p>All visitors will be asked to complete the school's Covid-19 Track &amp; Trace Info form and have their temperature taken. This information will be kept for 21 days. Visitors will also be asked to observe one-way systems and hand and respiratory hygiene, including wearing masks in all communal spaces.</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Peripatetic Staff</b>  Consider teaching lessons / pupil activities taught / supervised by peripatetic staff virtually. Where there is a significant benefit to pupils having a lesson / session with a peripatetic member of staff in person (or a significant disadvantage if it is taught virtually) a specific risk assessment / protocol should be completed that explains why the lesson / session is taking place in person and includes the following controls:</p> <ul style="list-style-type: none"> <li>- Where possible use peripatetic staff who only visit your school</li> <li>- If they don't come into school every day, the peripatetic teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms</li> <li>- Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. In small music rooms, consider the use of screens between staff and pupils, and ensure good ventilation</li> <li>- In order to minimise contact and maintain as much distance as possible from other staff, breaks and lunch should <u>not</u> be taken in rooms / offices occupied by significant numbers of other staff / pupils</li> </ul>	Tolerable	All Peripatetic staff to be asked to continue to offer sessions online and outside of school time wherever possible
<p><b>Supply Staff</b>  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 use supply teachers who have agreed only to work for your school</li> <li>- If they don't come into school every day, the supply teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms</li> <li>- Strict social distancing should be followed at all times</li> </ul>	Tolerable	The use of supply staff will not be permitted wherever possible. Where this is needed staff will be used from agencies that can guarantee that the member of staff will not be working elsewhere etc.

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Entrances and Reception Areas</b></p> <ul style="list-style-type: none"> <li>- Consider fitting non-touch systems / proximity readers on access control systems, particularly on gates &amp; entrance doors used by the majority of staff pupils and visitors</li> <li>- Consider fitting additional hand washing facilities (ideally operated by sensors) outside the entrances used by the majority of staff and pupils</li> <li>- Where it is not possible / appropriate to have handwashing facilities at entrances, provide supplies of sanitiser preferably activated by a sensor or pedal, rather than manually NB Be aware of the need to supervise younger pupils if they need to use sanitisers</li> <li>- Depending on the design of your reception areas, consider providing protective screens</li> <li>- Ask staff and visitors to use their own pens to sign in, or clean signing in /out touch screens after each person has used it.</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	<p>Card Readers installed on signing in systems at main entrances on both sites - staff to be asked to use card reader and not touch screen.</p> <p>Additional hand sanitising stations will be located around the school and in particular in reception areas.</p> <p>Protective screens installed at both Prep and Senior reception spaces.</p> <p>Reception staff to clean touch in screen when used, using antibac wipe</p>
<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> </ul> <p>For <b>staff, visitors, contractors</b> 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, eg</li> <li>- being outside</li> <li>- not directly facing another person</li> <li>- minimising the time spent in closer contact</li> <li>- having a screen between people</li> </ul>	Tolerable	<p>Where possible, students will remain in Year Group bubbles throughout the day. Where bubbles do have to mix (e.g. Homework club) students will wear masks and be seated in their year group bubbles.</p> <p>Classrooms have been arranged to ensure all students re facing front/away from each other.</p>
<p>Provide 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. Ensure everyone practices these important measures.</p>	Tolerable	Signage displayed around both Prep and Senior school

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<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><b>6. Minimise contact with other individuals and groups / 'bubbles'</b></li> </ol>	Tolerable	<p>Regular reminders in staff briefings, form times and in class of respiratory and hand hygiene</p> <p>Year group bubbles to not mix wherever possible</p>
<p>Remind all staff and pupils that they <b>must</b> follow the governments 'Stay Alert and Safe (social distancing ) guidance' when they are not in school</p>	Tolerable	<p><a href="#">Link to 'Stay Alert &amp; Safe Guidance'</a></p> <p>via regular email reminders/in-class reminders</p>
<p><b>Moving around the site</b></p> <ul style="list-style-type: none"> <li>- Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.</li> <li>- 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.</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 should be reminded that social distancing should be maintained between themselves and other people when they move around the site</li> <li>- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school 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> </ul>	Tolerable	<p>Both sites have been assessed and suitable one-way systems/traffic flow systems in place wherever possible.</p>
<p>Ensure social distancing is maintained in cloakrooms &amp; handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out social distancing spacing and monitoring compliance. 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.</p> <ul style="list-style-type: none"> <li>- 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</li> </ul>	Tolerable	<p>Year Group bubble-specific facilities identified.</p> <p>Supplies to be monitored during day by cleaning staff</p>
<p>In order to enable handwashing to be as effective as possible staff and pupils should not wear bracelets and rings (other than plain wedding bands), finger nails should be kept short</p>	Tolerable	<p>Staff and students to be asked not to wear rings and bracelets etc.</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Provide supplies 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 should be emptied at least daily. Ideally bins should have lids on them</li> </ul>	Tolerable	Tissues to be available in all classrooms etc.
<p>Recommend that all staff and pupils wear clean clothing on the top half of their body to school each day. Skirts, trousers and shorts should be changed regularly - ideally at least twice / week</p> <ul style="list-style-type: none"> <li>- Recommend that clothes that cannot be regularly machine washed, e.g. blazers, suits, jackets and ties should be avoided or rotated with 72 hours break in-between wear</li> </ul>	Tolerable	<p>Revised uniform policy in place, including wearing sports kit to school on days that require it and not wearing blazers etc.</p> <p>Recommend that washable clothing is worn and regularly cleaned. Parents are reminded to wash girls uniform more often.</p>
<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>- If a school is located in a local lockdown area where the transmission of the virus is high, face coverings must be worn by senior school staff, pupils and visitors whilst moving around the school in areas where social distancing is difficult to maintain, eg corridors and communal areas</li> <li>- Face coverings may also need to be worn whilst giving First Aid, Caring for Pupils with Covid-19 Symptoms and Cleaning Areas Occupied Someone with Covid 19 Symptoms (see paras below).</li> <li>- School Heads can also decide that staff, pupils, visitors and contractors must wear face coverings when moving around their school, eg on staircases, in corridors and in communal areas, e.g. queue's for lunch service or transport at the end of the school day, where social distancing is difficult.</li> <li>- Individual staff or pupils may choose to wear face coverings at all times. If 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</li> </ul> <p>If schools ask staff and pupils to wear face coverings in communal areas, they must also advise them to:</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> </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 the normal waste stream</p>	Tolerable	<p><a href="#">Face Coverings in education guidance</a></p> <p>Information included in handbooks for parents, students and staff</p> <p>Face coverings to be worn in corridors, communal areas and toilets by all staff and also by students at Senior school.</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Fire Drills &amp; Emergency Evacuations</b>            In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this</p>	Tolerable	Fire Assembly points at Prep and Seniors allow for this. Students to be reminded of need to maintain 1m+ distance when evacuating building (wherever possible)
<p><b>First Aid</b>            - Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.            - Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose            - Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary            - After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity            - All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely)</p>	Tolerable	<a href="#">Guidance for First Aid Responders</a>
<p><b>Assemblies and Other Large Group Gatherings</b>            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 for more than one group, all-staff meetings and other multi-group events can take place virtually using online facilities</p>	Tolerable	No whole school assemblies etc. are being held Other assemblies/meetings will be streamed in to classrooms

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>- If possible stagger starting / finishing times to minimise crowding at entrances and in changing rooms</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, eg 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, eg 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 style="color: red;">Guidance for food businesses on coronavirus (COVID-19)</p> <p>No food service at Prep School (students to continue to bring own lunch).</p> <p>At Senior school, limited choice menu available to students (to ensure flow during lunch and to reduce working pressures on kitchen spaces).</p> <p>Social distancing ensured in senior kitchen layout.</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Lunch Service</b> The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service</p> <p>Steps must be taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This could include:</p> <ul style="list-style-type: none"> <li>- Making arrangements for lunch to be served / eaten in other rooms, eg staff rooms, common rooms, outside (if the weather is suitable)</li> <li>- Staggering the lunch service</li> <li>- Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them</li> <li>- Allocating specific tables to specific groups / bubbles</li> <li>- Thoroughly cleaning tables and chairs between use by different groups / bubbles</li> <li>- Ensuring everyone follows social distancing in queues, at the service counter, in the dining room and at pinch points eg entrance/exit doors or the dirty plate return point - use of floor markings, signs, one-way systems</li> <li>- Self service should be 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, eg at the food service counter or till, install screens</li> <li>- Shared containers, eg drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use</li> <li>- Crockery, glasses/cups and eating utensils should not be shared and must be washed in a dishwasher on a hot wash cycle</li> <li>- Remind everyone to wash their hands immediately before and after eating their lunch</li> <li>- Ensure the dining room is well ventilated by keeping doors and windows open</li> <li>- Where possible cashless systems should be used for all transactions</li> </ul>	Tolerable	<p><b>Guidance for food businesses on coronavirus (COVID-19)</b></p> <p>No lunch provision at Prep school (pupils and staff to bring in packed lunches, observing school's food allergen policy)</p> <p>Senior staff to be provided with limited choice sandwich lunch which will be wrapped and delivered to Staff Social for collection.</p> <p>Lunchtimes staggered for Year Groups.</p> <p>Staff to eat lunch in classrooms (or outside spaces if weather permits).</p>
<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) or having wide gaps between different groups; consider a one way system and ensure thorough cleaning regimes are in place</li> <li>- Items that are difficult or impossible to clean, eg newspapers and periodicals should 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 are socially distanced 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 it is issued.</li> <li>- 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. If you have space, try and spread out (don't stack) quarantined books / resources, as this has been shown to increase the rate that the virus dies off</li> </ul>	Tolerable	<p>Libraries at Prep and Senior will not be in use for autumn term.</p> <p>To ensure supervision of communal learning spaces (e.g. IT spaces), these will only be bookable by teaching staff for specific lessons and will not be open to students during breaks or lunches.</p> <p>Afterschool Homework Club (Seniors) will be managed by SMT members.</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Wrap-Around' Care and Extra Curricular Clubs</b></p> <p>Early Birds / After School Care and Extra-curricular clubs can operate for all pupils. Where possible pupils should stay in the groups / bubbles they are in during the school day. If this is not possible, the groups should have a consistent and identifiable membership, as far as possible keep separate from / not mix with other groups, and additional Covid controls appropriate to the activity employed eg take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> <li>- <b>direct close contacts</b> - face to face contact with an infected individual for any length of time, within <b>1 metre</b>, 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>- <b>proximity contacts</b> - extended close contact (<b>within 1 to 2 metres for more than 15 minutes</b>) 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>- <b>travelling in a small vehicle</b>, like a car, with an infected person</li> </ul>	Tolerable	<p>Extra-curricular clubs will be run on a Year Group bubble basis. Registers will be maintained as normal to enable any track and trace activity.</p> <p>Homework club will be mixed but attendees will wear masks, use handsanitiser and asked not to mix with others from other year groups where possible. Homework Club (Seniors) supervised by SMT members. Daily records will be kept of attendance, to enable any potential track and trace.</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Lets</b></p> <ul style="list-style-type: none"> <li>- External lets can only take place if they fully comply with the relevant Government guidance, (and where relevant sporting NGB guidance) and strict controls are in place to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to ensure that they know who their participants are at each session.</li> <li>- Lettings are <b>not</b> generally permitted for over-18s social groups, clubs, activities of more than six people and indoor team sports (refer to Sports England guidance), but there are <b>exceptions</b>, for example: <ul style="list-style-type: none"> <li>• exercise classes, organised outdoor sport or licenced outdoor physical activity, and supervised sporting activity (indoors or outdoors) for <b>under-18s</b></li> <li>• indoor organised team sports for disabled people</li> <li>• elite sporting competition and training</li> <li>• supervised activities for children, including wraparound care, youth groups and activities and children's playgroups</li> <li>• support groups (formally organised groups to provide mutual aid, therapy or any other form of support, eg to those who have suffered bereavement) which can be up to a maximum of 15 people;</li> </ul> </li> <li>- Lets that fall within the designated sectors, eg sport &amp; leisure activities, 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> </ul> </li> </ul>	Tolerable	<p>Working Safely During Coronavirus: Guidance for providers of grassroots sport and gym / leisure facilities</p> <ul style="list-style-type: none"> <li>- Maintaining records of staff, customers and visitors to support NHS Test and Trace (QR codes)</li> <li>- Coronavirus outbreak FAQs: what you can and can't do (changes from 22 September 2020)</li> <li>- Coronavirus: Meeting with others safely (social distancing) - (including exemptions to rule of 6)</li> <li>- Sport England Guidance <a href="https://www.sportengland.org/news/rule-six-be-applied-adult-indoor-team-sports">https://www.sportengland.org/news/rule-six-be-applied-adult-indoor-team-sports</a></li> </ul>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<ul style="list-style-type: none"> <li>- How the let will discourage spectators and non-participating children in indoor facilities</li> <li>- How the let will ensure social distancing, regular handwashing / hand sanitisation, and if indoors 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, eg if it is not possible to clean effectively between use by different groups</li> <li>- Where relevant, use of changing rooms (NB the lets customers and staff should be encouraged to change and shower at home wherever possible)</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>		<p>School Gym will not be open to public.</p> <p>Any lettings within school will be asked to undertake a RA for their activities, including mitigations they will put in place to ensure Covid-19 secure activities.</p>
<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	
<p><b>School Trips</b></p> <ul style="list-style-type: none"> <li>- The government currently advises against any overseas trips for children under 18 organised by educational settings.</li> <li>- The Department for Education is currently advising against all residential domestic trips</li> <li>- Day trips can be undertaken, provided a detailed risk assessment has been completed which takes into account the risks of Covid-19 infection at every stage of the trip / visit, including travel /transportation, and strict controls are implemented. If the visit is to an external venue / facility, in advance check the robustness of their Covid-19 procedures and facility management; Consider a pre-visit check if there is any doubt</li> </ul>	Tolerable	<p><a href="#">Covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a></p> <p>No residential or overseas trips will be permitted until government guidance allows otherwise.</p> <p>Domestic day trips will be permitted as long a RA includes consideration of Covid-19 risks (including transport, crowds, sanitisation etc.)</p>

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<p><b>Duke of Edinburgh Award Expeditions</b>            The Duke of Edinburgh Award scheme have revised their guidance and conditions. Overnight camping is <b>not</b> a requirement for Bronze , Silver or Gold expeditions and this waiver will be applicable until the 31st July 2021.  <a href="https://www.dofe.org/dofewithadifference/expedition-flexibilities">https://www.dofe.org/dofewithadifference/expedition-flexibilities</a></p>	Tolerable	DofE Trips will be organised in line with prevailing guidance
<p><b>Open Days</b>            Generally, schools should undertake open days, meetings with the prospective pupils and parents, and school tours virtually. However, if there is a significant benefit to individual families having a face-to-face visit / meeting, a specific risk assessment / protocol should be completed that explains why the visit / meeting has to take place and includes the following controls:</p> <ul style="list-style-type: none"> <li>- Where possible, meetings / visits should take place at a time when pupils aren't present on the school site, eg after 'normal' school day has finished, and when prospective parents can arrive at a different time to when other pupils are arriving / leaving the school site. If a visit can only take place during the school day, tours should be carefully co-ordinated to allow prospective students and parents to walk the corridors during lessons, with carefully segregated pauses during break times to minimise/avoid interactions with staff / pupils as far as possible</li> <li>- Preferably prospective pupils should only be accompanied by 1 parent, and each prospective pupil's meeting / visit should be undertaken at a separate time to all other prospective pupils</li> <li>- The accompanying parent should confirm 24hrs in advance of the visit that they and the prospective pupils are all free from Covid-19 symptoms and are not required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms</li> <li>- Strict social distancing should be followed, hand washing on arrival / departure encouraged, and shaking hands avoided</li> <li>- All rooms used for meetings should be thoroughly cleaned before and after the assessment / meeting</li> </ul>	Tolerable	<p>Open Day will be undertaken using a variety of virtual methods/tools.</p> <p>Any school tours will be undertaken outside of normal school hours (from 4pm) on a 1-on-1 basis</p> <p>Where school tours do take place, regular cleaning schedules will be used to ensure spaces are cleaned afterwards</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Exams (entrance exams and autumn GCSE and A level exams)</b></p> <ul style="list-style-type: none"> <li>- Where possible, entrance exams should be undertaken virtually or outside school hours. If this is not possible, children taking the entrance exams should be kept separate from the school's current pupils</li> <li>- Candidates or invigilators who are unwell/self-isolating must not attend; alternative arrangements should be made for the candidate to sit the exam</li> </ul> <p><b>Arrival and Departure</b></p> <ul style="list-style-type: none"> <li>- Discourage group travel to the exam. Try to avoid large numbers of people congregating together by staggering arrival times. 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>- Individuals within the group must be well spread out; desks must be at least 2m distance apart in all directions; candidates must not sit face-to-face</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>	Tolerable	<p><a href="#"><u>DfE Public Health Arrangements for Autumn 2020 Exams</u></a></p>
<p><b>Assessment Days for Prospective EYFS / KS1 Pupils</b></p> <p>In addition to the precautions set out for exams (above):</p> <ul style="list-style-type: none"> <li>- Where possible, EYFS / KS1 assessments should take place outside normal school hours. If this is not possible, children taking the tests should be kept separate from the school's current pupils</li> <li>- Group sizes should be as small as possible - no more than 6 individuals (including the assessor) in any one group; different groups should not mix / mingle.</li> <li>- Any toys / equipment used during the assessment must be cleaned / sanitised before and after use.</li> <li>- Arrangements for drop off and collection should ensure social distancing is maintained between parents, eg designated waiting areas, staggered drop off and collection times.</li> </ul>	Tolerable	
<p><b>Parents Evenings</b></p> <p>As far as possible, parents evenings should be run virtually. If a face-to-face meeting is essential, it should take place in a well ventilated location where it is possible to maintain at least 2m separation (or '1m plus'). Small offices / rooms should be avoided where possible, as should furniture that can't be easily cleaned</p>	Tolerable	Parents Evenings and similar events will be run virtually

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Interviews for New Staff</b></p> <p>Where possible, initial interviews / selection processes should take place virtually, but final interviews can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, social distancing at all times, appropriately sized and well ventilated rooms if an outside interview is not possible, not shaking hands, cleaning of all surfaces, handwashing or sanitising</p>	Tolerable	Interviews will be run virtually
<b>Cleaning</b>		
<p>Each school should have a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.</p> <ul style="list-style-type: none"> <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 <b>not</b> use bleach - there are serious H&amp;S risks associated with this product</li> <li>- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used</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 style="color: red;"><b>Covid-19 Cleaning in Non-Healthcare Settings</b></p> <p>Prep Cleaning rota devised around class breaks and lunches; Thorough cleaning early morning, late afternoon and during each day; Students (Seniors) to be asked to antibac wipe desks before and at the end of each lesson; Sports equipment (where used) will be antibac wiped before and after use and then stored for 72 hours before next use; Additional cleaning staff employed to provide extra coverage for toilet and other such areas.</p>

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, food tech rooms and changing rooms) should be cleaned more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) <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>- 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, 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, eg sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p> <p>- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves</p> <p>- <b>Toilets and additional handwashing facilities</b> should be should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.</p>	Tolerable	<p><b>Covid-19 Cleaning in Non-Healthcare Settings</b></p> <p>See above.</p>
<p align="center"><b>Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School</b></p>		
<p>Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <p>1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms)</p> <p>2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home.</p> <p>3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated. A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required</p> <p>All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean</p>	Tolerable	<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 - 'Greenhouse' room to be used as Covid-19 isolation room</p>

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 must 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. 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>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p>	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>	Tolerable	<p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</p> <p>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>
<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	Staff to be reminded on a regular basis; Staff Handbook
<p>Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person</p> <p>They do not need to go home and isolate unless they develop symptoms themselves.</p>	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings

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 should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education &amp; Childcare Settings'.</p> <p>If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE (see row 77) if this is not possible.</p> <p>If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	Tolerable	<p><b>Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</b></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>
<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, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used</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	<p><u><b>COVID-19: cleaning in non-healthcare settings</b></u></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>

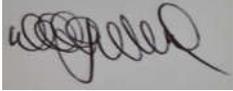
Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Action in the Event of a Confirmed Case of Covid-19 in School</b></p> <p>If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a Covid-19 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> <ul style="list-style-type: none"> <li>- If the test result is positive the school will act swiftly and contact the DfE Helpline on 0800 046 8687 and select option 1</li> <li>- The Covid-19 positive person must self-isolate for a minimum of <b>10</b> days, and all members of their household must self-isolate for 14 days (or more if they develop symptoms themselves).</li> <li>- The school must inform the Health Protection Team which members of staff and pupils have been in close contact with the person during the infectious period - they will all be asked to self isolate for 14 days.</li> </ul> <p>'Close contact' means:</p> <ul style="list-style-type: none"> <li>- <b>direct close contacts</b> - 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>- <b>proximity contacts</b> - extended close contact (within 1 to 2 metres for more than 15 minutes) 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>- <b>travelling in a small vehicle</b>, 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>Guidance for full reopening of schools</p> <p>Head of Prep, Head, Deputy 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>
<b>Communication and Training</b>		
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded	Tolerable	All staff to be provided with detailed information and talk at Staff INSET Day.
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors	Tolerable	Handbook provided to Parents, Students and Staff.  Handout prepared for visitors/contractors
<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	Tolerable	All Hods will be asked to review all RAs in September 2020

Control Measures			Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Monitoring				
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department			Tolerable	All Hods will be asked to ensure that relevant spot checks take place.  DFO and Deputy Head will also undertake spot checks.
<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.</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 should be <b>signed off</b> by the Head, Junior Head and DFO</li> <li>- You should <b>publish</b> your site specific risk assessment on your 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>- Once the school has reopened, the risk assessment should be kept under <b>regular review</b>, and updated as necessary</li> </ul>				
<b>Further Action Log</b>				
<b>Action Required</b>				<b>Completed</b>
1				
2				
3				
4				

Signed by:

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Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
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Leigh Ward, DFO



Charlie Parker, Head of Prep



Rosie McColl, Head

## GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

<p><b>SEVERITY</b> - the most likely worst case scenario that could result from the hazard</p> <p><b>Catastrophic</b> – 5 (multiple death)</p> <p><b>Major</b> – 4 (single death or permanent disability)</p> <p><b>Moderate</b> – 3 (broken bones, several days off work)</p> <p><b>Minor</b> – 2 (basic first aid treatment required)</p> <p><b>Insignificant</b> – 1 (minor scratch or bruise)</p>	<p><b>LIKELIHOOD</b> of the risk occurring (with any outcome)</p> <p><b>Certainty</b> – 5 (could happen at any time and on any day)</p> <p><b>Probable</b> – 4 (could happen perhaps once a term)</p> <p><b>Likely</b> – 3 (could happen perhaps once a year)</p> <p><b>Conceivable</b> – 2 (might happen perhaps once in 5 years)</p> <p><b>Improbable</b> – 1 (will probably never happen)</p>	<p><b>SEVERITY</b></p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p><b>LIKELIHOOD</b> 1 2 3 4 5</p>
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**Activity:** V7 Re-opening Schools from 1 September 2020

**Date:** October 2020

**Assessor:** L Ward, DFO

**Re-assessment date:** Ongoing 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. Whole School Precautions 2. Staff Activities 3. Pupil Activities

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

### Key Guidance Documents

	<a href="#">Implementing protective measures in education and childcare settings / Social Distancing in Schools</a>
	<a href="#">Guidance for Full Opening of Schools in September 2020</a>
	<a href="#">Face Coverings in Education</a>
	<a href="#">Use of the NHS Covid App in Schools</a>
	<a href="#">Covid-19 - Contain Framework - Tiers of National Restrictions for Education</a>
	<a href="#">Safe Working in Education, Including the Use of PPE &amp; Action if a Pupil Becomes Unwell Whilst at School</a>
	<a href="#">Managing school premises during the coronavirus outbreak</a>
	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings</a>

	<a href="#">Critical workers: Health &amp; social care, Education &amp; childcare, Key public services, Local &amp; national government, Food &amp; other necessary goods, Public safety &amp; national security, Transport, Utilities, communication &amp; financial services</a>
	<a href="#">Stay at Home - Guidance for Households with Possible Coronavirus</a>
	<a href="#">Stay Alert &amp; Safe (Social Distancing) Guidance</a>
	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
	<a href="#">GDST Coronavirus page on the HUB</a>

Control Measures	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
General Precautions		
<p>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> </ul> <p>For <b>staff, visitors, contractors</b> 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, eg</li> <li>- being outside</li> <li>- not directly facing another person</li> <li>- minimising the time spent in closer contact</li> <li>- having a screen between people</li> </ul>	Tolerable	<p>Where possible, students will remain in Year Group bubbles throughout the day. Where bubbles do have to mix (e.g. Homework club) students will wear masks and be seated in their year group bubbles.</p> <p>Where possible, staff will move to classrooms (except some practical subjects) rather than students moving;</p> <p>Classrooms are arranged with all students facing forward and a 2m distance between teacher and first row</p>

Control Measures	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p>Where possible:</p> <ul style="list-style-type: none"> <li>- spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 meters (or '1m plus') apart at all times</li> <li>- in communal offices/workrooms use the same desk or workstation each day</li> <li>- if people are working in groups - 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; open the windows and keep doors open. (NB doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open and safeguarding risks must not be introduced). Where available use extractor fans to keep spaces well ventilated and make sure that ventilation systems 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 <u>not</u> used in a room without an open window.</li> <li>- try to follow social distancing guidelines when ever possible</li> <li>- don't bring any unnecessary possessions into school, and keep your work areas clear from clutter and all unnecessary items to enable thorough cleaning to take place</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>	Tolerable	<p>Shared staff spaces will be limited to a maximum number in each space, dependant on size of space; Shared computing facilities will be limited (staff have own portable devices) and antibac wipes and spray will be available for use before and after;</p> <p>Cleaning rota during day (see 'Gen Precautions' tab);</p> <p>Staff and students will be asked not to bring in excessive amounts of personal belongings;</p> <p>All classrooms have natural ventilation. Staff will be asked to ensure that rooms are ventilated at all times.</p>
<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>This message will be reinforced on a regular basis to both staff and students via briefings and comms</p>
<p>Each member of staff should keep any pens / pencils / frequently used items in a container, e.g. a ziplock bag, and only use their own pens / pencils etc for any tasks</p>	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"> <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	<p>Staff to use own devices. Where use of shared equipment is necessary, a supply of antibac wipes will be available for use before and after.</p>

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Meetings</b> with people who are <b>not</b> pupils or members of staff should, wherever possible, take place virtually. Where this is not possible, and the meeting is essential, it should take place in a well ventilated location where it is possible to maintain at least 2m separation (or '1m plus') . Small offices / rooms should be avoided where possible, as should furniture that can't be easily cleaned</p>	Tolerable	<p>Parents/Contractors etc not allowed on site wherever possible;  Meetings will, where possible, be arranged for outside normal school hours and in spaces that can allow for social distancing;  Antibac wipes/spray will be available for use before and after for tables/chairs etc.</p>
<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	<p>Staff meetings will be held virtually with exception of INSET Day where meeting will take place in Main Hall to ensure 2m social distancing;  Where physical meetings are held, staff will sit facing forward and a 2m distance between speaker and staff will be in place;  Staff will be asked to ensure they wash their hands before and after meeting.</p>
<b>Getting To / From School</b>		
<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"> <li>- If possible provide additional bike racks and parking facilities for staff and pupils</li> <li>- If staff car share with people outside their households, encourage them to wear a face covering in the car</li> <li>- Plan for a higher volume of parents dropping off/collecting pupils by car</li> </ul>	Tolerable	<p><b>Safer travel guidance for passengers</b></p> <p>Staff to be reminded of government travel advice;  Staff Handbook</p>

Control Measures	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p>If staff have no alternative but to use public transport to travel to school 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 at bus stops &amp; tube / train stations</li> <li>- Wait for people to get off before they board</li> <li>- Avoid consuming food and drink on public transport</li> <li>- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end 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 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> <li>- Allocate designated spaces for staff to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. It should have easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored in the individuals locker during the day. Staff and pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis</li> </ul>	Tolerable	<p style="color: red;">Safer travel guidance for passengers</p> <p>Staff to be reminded of government travel advice; Staff Handbook</p>
<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, eg using microphones &amp; speakers to ensure everyone in a large room can hear, not playing loud background music or broadcasts.</p>	Tolerable	<p>Rooms within school are such that this will not be an issue. However, if this becomes necessary we will put portable speakers and microphones in to place</p>
<p>Staff can take books and other shared resources home, but unnecessary sharing should be avoided.</p> <ul style="list-style-type: none"> <li>- Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work.</li> <li>- Where possible work should submitted electronically for marking / assessment. If staff are marking paper based work, they should thoroughly wash their hands before hand and afterwards, not touch their face during the process, and clean/sanitise any pens / surfaces used during the process</li> </ul>	Tolerable	<p>Staff to be asked to ensure that homework is submitted electronically (via Seesaw/Firefly/Google Classroom) wherever possible; Staff to be reminded of need to ensure hand hygiene when dealing with books/physical resources</p>

Control Measures	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
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: - Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving) - As far as possible, stay at the front of class, try to keep least 2m away from the pupils, and remind pupils not to get out of their seats / approach the teacher - If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups	Tolerable	Classrooms laid out with 2m distance at front; Staff to be reminded of need to maintain distance from students; Staff to be reminded of need for good hand and respiratory hygiene
Break Times / Lunch Times		

Control Measures	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Moving around the site</b></p> <ul style="list-style-type: none"> <li>- Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.</li> <li>- 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.</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 should be reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site</li> <li>- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school 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> </ul>	Tolerable	<p>Senior staff - packed sandwich lunch to be provided in Staff Social - one way system in Admin building and staff to be asked to stagger collection time and to 'grab and go'; Prep staff - to continue to bring in own lunch and to remain in staffing bubbles;</p> <p>Staff to eat lunch in classrooms (or outside spaces if weather permits). Staff encouraged to bring in own drinks. Where necessary, hot water boiler/water cooler in Staff Social can be used but must be wiped down before and after use using antibac wipes;</p> <p>Passenger lift in Admin not to be used unless absolutely necessary; Staff on lunch duty to ensure they maintain social distance from students in canteen (staggered lunch times will aid this - see Students tab).</p> <p>Staff to wear masks in corridors and other communal spaces</p>
<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"> <li>- Ask staff to use the staff/common rooms that they are allocated to for break / lunch times and to keep 2m apart (or '1m plus') from their colleagues - mark chairs / seating areas that should not be used</li> <li>- 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</li> <li>- Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced</li> <li>- Clean communal mugs, glasses, crockery and cutlery in a dishwasher on a hot wash cycle</li> </ul>	Tolerable	<p>Staff to be regularly reminded of need to wash hands etc;</p> <p>Cleaning rota;</p> <p>No catering provision on site at Prep;</p> <p>Staff to be reminded of food allergies when bring in own food etc.;</p> <p>Information in Staff Handbook and emails to staff</p>

Control Measures	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Cloakrooms &amp; Handwashing / Toilet Facilities</b></p> <ul style="list-style-type: none"> <li>- Ensure social distancing is maintained in cloakrooms &amp; handwashing / toilet facilities, e.g. by designating specific cloakroom &amp; handwashing / toilet facilities to specific groups of staff, marking out social distancing spacing in queuing zones, setting a maximum number of people that can be in the facility at any one time 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.</li> <li>- 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. Adjust the time that push / sensor operated taps run for to encourage 20 secs of handwashing. If additional toilet / handwashing facilities are being provided opt for sensor operated taps, dispensers and toilet flushes</li> <li>- Ensure that all hand contact surfaces in cloakrooms &amp; handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up</li> <li>- Provide signs / posters to remind people about good hand-washing techniques</li> </ul>	Tolerable	Bubble' specific toilets identified for students; Senior staff - to use identified specific toilets; Prep staff - bubble specific toilets identified; Distancing in toilets (including closing off sinks where possible to maintain distance) Staff to wear masks in toilets
<b>Communication &amp; Training</b>		
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded	Tolerable	See Whole School Tab
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors	Tolerable	Handbook provided to Parents, Students and Staff.  Handout prepared for visitors/contractors
<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	Tolerable	See Whole School Tab
<b>Monitoring</b>		
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	Tolerable	See Whole School Tab

Control Measures	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
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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.

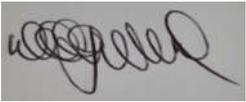
In addition:

- 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					Completed
1					
2					
3					
4					

Signed by:

Leigh Ward, DFO



Charlie Parker, Head of Prep



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



**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<p><b>SEVERITY</b> - the most likely worst case scenario that could result from the hazard</p> <p><b>Catastrophic</b> – 5 (multiple death)</p> <p><b>Major</b> – 4 (single death or permanent disability)</p> <p><b>Moderate</b> – 3 (broken bones, several days off work)</p> <p><b>Minor</b> – 2 (basic first aid treatment required)</p> <p><b>Insignificant</b> – 1 (minor scratch or bruise)</p>	<p><b>LIKELIHOOD</b> of the risk occurring (with any outcome)</p> <p><b>Certainty</b> – 5 (could happen at any time and on any day)</p> <p><b>Probable</b> – 4 (could happen perhaps once a term)</p> <p><b>Likely</b> – 3 (could happen perhaps once a year)</p> <p><b>Conceivable</b> – 2 (might happen perhaps once in 5 years)</p> <p><b>Improbable</b> – 1 (will probably never happen)</p>	<p><b>SEVERITY</b></p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p><b>LIKELIHOOD</b> 1 2 3 4 5</p>
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**Activity:** V7 Re-opening Schools from 1 September 2020

**Date:** October 2020

**Assessor:** L Ward, DFO

**Re-assessment date:** Ongoing Review

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

**Key Guidance Documents**

	<a href="#">Implementing protective measures in education and childcare settings / Social Distancing in Schools</a>
	<a href="#">Guidance for Full Opening of Schools in September 2020</a>
	<a href="#">Face Coverings in Education</a>
	<a href="#">Use of the NHS Covid App in Schools</a>
	<a href="#">Covid-19 - Contain Framework - Tiers of National Restrictions for Education</a>
	<a href="#">Safe Working in Education, Including the Use of PPE &amp; Action if a Pupil Becomes Unwell Whilst at School</a>
	<a href="#">Managing school premises during the coronavirus outbreak</a>
	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings</a>

[Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services](#)

[Stay at Home - Guidance for Households with Possible Coronavirus](#)

[Stay Alert & Safe \(Social Distancing\) Guidance](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)

[GDST Coronavirus page on the HUB](#)

Control Measures:	Tolerable Action Required <sup>(9+)</sup> 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>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> </ul> <p>For <b>staff, visitors, contractors</b> 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, eg</li> <li>- being outside</li> <li>- not directly facing another person</li> <li>- minimising the time spent in closer contact</li> <li>- having a screen between people</li> </ul>	Tolerable	<p>Prep - staggered start/finish/break times planned;</p> <p>Senior - staggered groups at lunch breaks and specific entrances/exits;</p> <p>Prep - pupils to remain in 'bubbles' with minimal movement around site, wherever possible;</p> <p>Senior - students to remain in bubbles with minimal movement around site, wherever possible;</p> <p>Designated outside spaces for each 'bubble'</p> <p>All staff and senior students to wear mask in corridors, communal spaces and toilets</p>

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p>As far as possible minimise mixing and the number of contacts that a pupil has with other pupils and staff during the school day by keeping pupils in consistent identifiable groups, avoiding contact between groups <b>and</b> maintaining distances between individuals.</p> <p>Practical examples of how this can be achieved include:</p> <ul style="list-style-type: none"> <li>- adjusting the timetable to stagger school day / lesson starting &amp; finishing times, lunch times and break times for different groups of pupils.</li> <li>- keeping groups of pupils in the same room(s) and areas throughout the week, with individual staff coming to the group, rather than the whole group of pupils moving around the school too much</li> <li>- using larger rooms than normal and spreading everyone out within the area you are using</li> <li>- placing the desks so that pupils are all facing forwards / don't face each other and, as far as possible, are at least 2m away from the teacher</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</li> <li>- doing activities outside</li> <li>- installing screens</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	<p>Students to be kept in Year Group bubbles, wherever possible; Classrooms arranged so students are all facing forward; 2m distance to be maintained at front of class.</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Grouping pupils</p> <ul style="list-style-type: none"> <li>- As far as possible groups should have a consistent and identifiable membership and be as small as possible whilst still being able to access a broad and balanced curriculum</li> <li>- At key stages 1, 2 and 3 the 'group' will probably be each class*</li> <li>- At key stages 4 and 5 the 'group' will probably be the whole year group</li> </ul> <p>*If it is not possible to provide a broad and balanced curriculum with these group sizes, or manage the practical logistics within and around the school, they can be increased to whole year sized groups, but the reasons for this should be documented</p> <p>Pupils who use dedicated school transport services, extra-curricular clubs and/or wrap-around care will almost certainly have to be in a different group/bubble to their teaching group bubble. However, these groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> <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) with an infected individual</li> <li>- travelling in a small vehicle, like a car, with an infected person</li> </ul>	Tolerable	<p>Where possible, students will remain in Year Group bubbles throughout the day. Where bubbles do have to mix (e.g. Homework club) students will wear masks and be seated in their year group bubbles.</p> <p>Students using minibuses will be asked to wear face masks and hand sanitiser (mixing of bubbles is unavoidable);</p> <p>Extracurricular activities will be arranged on a Year Group basis; Senior - Homework Club will be held in Library 2 to provide maximum space for distancing. Students will be asked to wear a face mask and to ensure good hand and respiratory hygiene whilst in Homework Club. Students not to mix with other bubbles at Homework Club. Supervised by member of SMT; Registers taken for all activities/lessons.</p>
<p>Where possible:</p> <ul style="list-style-type: none"> <li>- 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, 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. (Contact the TO Estate Managers to check whether of 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.</li> </ul>	Tolerable	<p>All classrooms have natural ventilation. Staff will be asked to ensure that rooms are ventilated at all times.</p>

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p>Actively provide regular opportunities for pupils to wash or sanitise their hands, and encourage them to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> <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	Pupils/parents to be regular reminded of hand sanitising guidelines (regular school comms and also class teachers)
<p>Pupils should limit the amount of equipment / belongings they bring into school each day to essentials such as books, stationery, personal IT, sports and musical equipment, coats and mobile phones.</p> <p>Remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere</p>		Students to be provided with ziplock bag for personal use/items
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"> <li>- If possible provide additional bike racks and parking facilities for staff and pupils</li> <li>- Plan for a higher volume of parents dropping off/collecting pupils by car</li> <li>- If pupils in different bubbles car share encourage them to wear a face covering in the car</li> </ul>	Tolerable	<p>passengers</p> <p>Students and Parents to be reminded of government travel advice; Staff Handbook</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Public Transport</b></p> <p>If pupils have no alternative but to use public transport to travel to school 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 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 lidded dustbin.</li> <li>- Allocate designated spaces for pupils to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. It should have easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored in the individuals locker during the day. Pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis</li> </ul>	Tolerable	<p><a href="#">Safer travel guidance for passengers</a></p>
<p><b>School Minibuses (Dedicated school transport)</b></p> <ul style="list-style-type: none"> <li>- Where possible, allocate each vehicle and route to a single driver</li> <li>- When the weather is suitable have the windows and ceiling vents open to facilitate good ventilation</li> <li>- Driver to clean all interior and external surfaces that they are likely to have had contact with after each journey. Areas to pay particular attention to include: handles (inside and out), steering wheel and starter button, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat belts, seat adjusters any other controls</li> </ul>		<p><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></p>

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<ul style="list-style-type: none"> <li>- Driver to clean all interior and external surfaces that passengers are likely to have come into contact with after each journey. Areas to pay particular attention to include: top/edges of seats that people touch for balance as they walk through the vehicle and seatbelts</li> <li>- Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus; driver and all passengers to sanitise their hands as they board and disembark on each journey</li> <li>- Advise pupils to keep at least 2m away from people waiting for other buses whilst they wait to be picked up at the bus-stop in the morning</li> <li>- As far as possible, pupils should sit in the minibus in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so</li> <li>- Senior school pupils should wear a face covering on the minibus if they sit on the same seat as someone who is not in their year group or family</li> <li>- At the end of the school day, pupils should wait for their minibus in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.</li> <li>- A daily record should be kept of all pupils and staff travelling on each minibus journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</li> </ul>	Tolerable	<p>All users of minibus to wear masks;  Antibac hands on entering and leaving minibus;  Antibac wipes provided to drivers to ensure surfaces are wiped clean;  Daily records of users to continue to be kept.</p>

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p><b>School Coach Service (Dedicated school transport)</b></p> <ul style="list-style-type: none"> <li>- Seek 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>- Ask 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>- Advise pupils to keep at least 2m away from people waiting for other buses whilst they wait to be picked up at the bus-stop in the morning</li> <li>- As far as possible, pupils should sit in the coach in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so</li> <li>- At the end of the school day, pupils should wait for their coach in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.</li> <li>- Senior school pupils should wear a face covering on the coach if they sit on the same seat as someone who is not in their year group or family, or if the coach is shared with pupils from other schools that the pupils would otherwise not mix with. They should be advised to wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.</li> <li>- A daily record should 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>	N/A	<p><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></p>
<b>Arrival at School</b>		

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>To minimise the number of pupils and parents arriving at / leaving school at the same time, consider staggering 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"> <li>- 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 (or '1m plus') 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 (or '1m plus') distances on the ground</li> <li>- Encourage only 1 parent to accompany younger children to school</li> <li>- Where possible avoid parents coming into the school buildings - greet / say goodbye (handover) younger pupils in the playground or other safe outside area</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	<p>Prep - Staggered start/finish/break times planned;  Senior - dedicated entrances and exits;  No parents allowed on site (drop off/pick up at identified gates);  2m distances marked on pavements;  Staff supervise drop off/pick up;  All students to wash hands on arrival before moving to form room;  Student and staff temperatures to be taken each morning.</p>
Lessons / Learning Activities		
<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	<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 but stored in ziplock bag.</p>
<p>If pupil's activities include the use of <b>computer keyboards and iPads</b>:</p> <ul style="list-style-type: none"> <li>- Where appropriate, encourage pupils to bring in and use their own laptops and iPads and not to share it with others</li> <li>- If this is not possible, provide the opportunity for all pupils to wash their hands immediately before using the keyboard / iPad / touch screen, and then again at the end of the lesson</li> <li>- Frequently clean the keyboards, mice and touch screens of all equipment used by more than one person</li> </ul>	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 by students/staff;  Dedicated IT space for GCSE Computing.</p>

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<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, eg 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	<p>PE - equipment will be wiped with antibac wipes before and after use (by students/staff) and will then be stored for 72 hours. Additional equipment purchased to allow this.</p> <p>Music - use of shared instruments/keyboards not permitted at present;</p> <p>Science - equipment will be wiped with antibac wipes before and after use (by students and staff)</p>
Pupils can take books and other shared resources home, but unnecessary sharing should be avoided	Tolerable	Students to be provided with individual text books etc. where necessary.

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p><b>PE &amp; Sports</b></p> <p>All activities should consider as a starting point hygiene, capacity management and distancing.</p> <ul style="list-style-type: none"> <li>- Where possible, PE and sports activities should take place outside. If this is not possible, they should take place in large, well ventilated spaces.</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> </ul> <p>So activities that require close support or spotting to reduce severity of falls such as vaulting in gymnastics and climbing wall bouldering, when a spotter is required, should not be carried out.</p> <ul style="list-style-type: none"> <li>- Contact sports should not take place. By this we mean not just the degree of contact but also the proximity of players to each other. This currently means that games such as football, rugby, hockey, lacrosse and netball are not possible unless they are adapted to increase the distance between players to 2m to avoid being within someone's exhalation zone. The NGB's such as Netball England have adapted their rules to accommodate a minimum of 2m distancing.</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> <p>Return to recreational team sport framework</p> <p>Restructured PE curriculum for autumn term to reduce need for close contact;</p> <p>Contact sports to be avoided;</p> <p>Equipment will be wiped with antibac wipes before and after use and will then be stored for 72 hours. Additional equipment purchased to allow this;</p> <p>Users of equipment to wash hands before and after use;</p> <p>Weather permitting, all PE lessons to be outside. Where this is not possible, use of indoor Sports Hall will allow distancing</p>

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p>If <b>PE &amp; sports</b> 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, or are operated by pressing a button</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> <p>See above</p>
<p><b>Peripatetic and External Sports Coaches</b> - see controls on the 'Whole Schools Precautions' sheet - row 48</p>	Tolerable	Sports Coaches to be briefed on mitigations
<p><b>Fitness Suites</b> Place each item of gym equipment an appropriate distance apart so as to comply with social distancing guidelines plus a suitable margin for adequate circulation or one-way routes. This can be achieved by moving equipment, aligning them so that use is back-to-back rather than face-to-face, using screens or barriers to separate equipment, or taking equipment out of use. Clearly visible tape should be put around pieces of gym equipment to denote social distance. All gym equipment, including mats, must be thoroughly cleaned after every user.</p> <p><b>Dance Studios</b> - provide temporary floor markings to define the space required by each person</p>	Tolerable	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Fitness Suite not to be used for time being</p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Team Sports</b></p> <ul style="list-style-type: none"> <li>- Competitive team sports can only take place between teams from the same school, and providing that the sport's National Governing Body Covid-19 guidance is fully implemented</li> <li>- Team sports with an 'increased risk' should not take place, ie sports where players proximity interactions are less than 1m, face to face, the interaction lasts 3 seconds or more or fleeting interactions accumulate above 15 mins over the period of the game (see Appendix 1 of Gov guidance)</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> </ul>	Tolerable	<p style="color: red;">Return to recreational team sport framework</p> <p>Contact sports not permitted at present; Fixtures with other schools on hold at present.</p>
<p><b>Inter-school Events and Competitions</b></p> <p>No inter-school sporting activities, training sessions or competitions should take place in the autumn term. The position for the spring and summer terms will depend on the circumstances at the time</p>		

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Use of School Swimming Pool by School Pupils</b></p> <ul style="list-style-type: none"> <li>- The pool itself is considered to be low risk due to the disinfecting chemicals in the water, but the main risk area is the changing rooms and any hand contact surfaces, e.g. handrails used by people, e.g. 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', then swimming lessons can take place.</li> <li>- Ensure social distancing is maintained in changing rooms, e.g. by making use of additional cloakroom facilities for changing, and by marking out social distancing spacing in the changing room</li> <li>- Ensure that staff instructing teaching or lifeguarding have access to suitable PPE to administer first aid and resuscitation and have been trained in revised methods to perform such in light of the risk of Covid -19 see link to RLSS <a href="https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19">https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19</a></li> </ul> <p><b>Water Polo</b></p> <ul style="list-style-type: none"> <li>• Pupils should be in pods of no more than 5, there can be more than one pod in the water.</li> <li>• Within the pod pupils should be socially distanced (2 meters) there should also be space between pods</li> <li>• Equipment (ball) can only be shared in the pod</li> <li>• Drills only no contact or game play</li> <li>• At present no shooting</li> <li>• Once they have passed the ball they must clean hands by putting them in the water</li> </ul>	Tolerable	<p>No school swimming pool.</p> <p>Prep Curriculum Swimming is planned. The pool used by school (Brighton Swimming Centre) have a range of mitigations in place to ensure safety of pupils. In addition, pupils will be asked to wear swimming costumes to school or change within classrooms etc.</p>
<p><b>Climbing walls</b></p> <ul style="list-style-type: none"> <li>- Where possible 2m distancing should be maintained when both lead climbing and bouldering, although this will be easier when lead climbing and belaying than free climbing and bouldering.</li> <li>- Bouldering activities should be adjusted so that there is no need to use spotters. Particularly on indoor walls, hand holds should be cleaned regularly along with other safety equipment.</li> <li>- Hand sanitiser should be available to use after handling safety equipment.</li> </ul>	Tolerable	<p>Guidance is available from the BMC  <a href="https://www.thebmc.co.uk/covid-19-coronavirus-climbing-walls-gyms-need-to-know">https://www.thebmc.co.uk/covid-19-coronavirus-climbing-walls-gyms-need-to-know</a> and the Association of British Climbing Walls  <a href="https://www.abcwalls.co.uk/wp-content/uploads/Climbing-Centres-Covid-19-Reopening-Guide_07b-Public.pdf">https://www.abcwalls.co.uk/wp-content/uploads/Climbing-Centres-Covid-19-Reopening-Guide_07b-Public.pdf</a></p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Using external facilities and venues</b> To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out use EVOLVE to manage your trips to them. In general using external venues and facilities will require a response from them in how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust response and good plans in place they are suitable to use. Like other educational trips a pre- trip site visit might be in order to check before you turn up with a group and find out that it is not being managed very well.</p>	Tolerable	Risk Assessments to be completed and added to Evolve; Covid mitigations and Ras from external venues to also be obtained
<p><b>Music</b> Please refer to the GDST Covid Risk Assessment Supplementary Music Guidance issued to all Directors of Music on 31 August 2020. (Also available on the Covid-19 page on the HUB). This includes specific controls for:</p> <ul style="list-style-type: none"> <li>- Peripatetic Music lessons</li> <li>- Co-curricular Music - Ensembles:</li> <li>- Co-curricular Music - Concerts:</li> <li>- Academic Music Lessons:</li> <li>- Music Examinations:</li> </ul>	Tolerable	Peri lessons to be held online for time being (ideally outside of normal school hours); Sharing of instruments not permitted
<p>Singing / chanting and playing recorders, brass &amp; woodwind instruments creates additional risks. These must be controlled by:</p> <ul style="list-style-type: none"> <li>- limiting group size to a maximum of 15</li> <li>- playing / singing outside wherever possible. If inside, use large spaces and ensure good ventilation</li> <li>- even greater physical distancing between individuals and positioning pupils back-to-back or side-to-side</li> <li>- not having choirs, ensembles or groups made up of pupils from different groups/ bubbles</li> </ul>		<p><u>DfE guidance will be published</u></p>
<p><b>Peripatetic Music and Drama teachers</b> - see controls on the 'Whole Schools Precautions' sheet - row 51</p>	Tolerable	All Peripatetic staff to be asked to continue to offer sessions online and outside of school time wherever possible

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p><b>Drama</b></p> <ul style="list-style-type: none"> <li>- Organise practical activities so that as large a distance as possible is maintained between each person, and avoid being face-to-face if they are within 2m</li> <li>- Use floor tape or paint to mark areas and help people maintain social distance where possible</li> <li>- Avoid singing, chanting or shouting, except in small groups and make sure pupils are positioned back-to-back or side-to-side, have greater distancing between individuals, are in large well ventilated spaces (eg open windows) or ideally outside</li> <li>- Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones</li> <li>- Reduce the number of people each individual has contact with by using smaller fixed teams, groups or partnering</li> <li>- Where possible avoid using hand contact props. Where these are necessary ensure they are either thoroughly cleaned after use or quarantined for 72hours</li> <li>- Ensure any hand operated /adjusted equipment eg lights / sound is either thoroughly cleaned after use or quarantined for 72hours</li> <li>- Indoor performances in front of a live audience should be limited to other members of the pupils' group / bubble. Social distancing measures should be in place, eg good separation between performers &amp; audience, and one way systems in the performance space. Ventilation should be enhanced eg by opening windows and mechanical ventilation</li> <li>- Outdoor performances in front of a live audience should be limited to the school's staff and pupils, providing different groups / bubbles are well segregated from each other and social distancing measures are in place, eg good separation between performers &amp; audience, and different groups / bubbles within the audience</li> <li>- Audience participation, such as singing along with the performers or shouting applause, should be discouraged.</li> </ul>	Tolerable	<p style="color: red;"><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>Drama lessons to be restricted to 'low-level' practical work wherever possible and in small groups</p>

Control Measures:	Tolerable Action Required <sup>(9+)</sup> Prohibited (See Matrix)	Notes / Further Action Required
<p>If <b>Art / DT / Food tech / Textiles</b> lessons include practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&amp;T, Food and Art' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools)</li> <li>- Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance</li> <li>- Equipment can be shared by pupils within the same bubble</li> <li>- Pupils and staff must wash their hands before and after handling any equipment</li> <li>- All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining.</li> <li>- Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils</li> <li>- Any shared or department based aprons should be removed from use. If aprons or workshop coats are worn, e.g. by staff these should be their own individual coats that are stored in the individuals locker or taken home when not in use</li> <li>- If safety specs or goggles need to be work for any task they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL344 for process</li> <li>- Welding masks and gloves, and other close contact PPE should not be shared at this time</li> <li>- Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk</li> </ul> <p>NB Prior to reopening any Art / DT practical room staff should refer to CLEAPSS guidance on D&amp;T depts. returning to school after an extended period of closure (GL347)</p>	Tolerable	<p>CLEAPSS Art / DT website  <a href="http://dt.cleapss.org.uk">http://dt.cleapss.org.uk</a>  User name - mars  Password - rover20</p> <p><b>NB Cleapss guidance GL344 &amp; P104 being updated prior to September</b></p>

Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>If <b>Science</b> lessons includes practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools)</li> <li>- Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance.</li> <li>- Equipment can be shared by pupils within the same bubble</li> <li>- Pupils and staff must wash their hands before and after handling any equipment</li> <li>- All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining</li> <li>- Any shared or department based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individuals locker or taken home when not in use</li> <li>- If safety specs or goggles are needed for any experiments they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL343 for process</li> <li>- Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk</li> <li>- Certain practical activities must not be carried out - cheek cell sampling, lung volume / capacity &amp; other breathing based activities, activities which make use of saliva, activities which make use of straws or other equipment for blowing through.</li> </ul> <p>NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)</p>	Tolerable	<p><u>CLEAPSS Science website</u>  <a href="http://science.cleapss.org.uk">http://science.cleapss.org.uk</a>            User name - mars            Password - rover20</p> <p><b>NB Cleapss guidance GL343 &amp; P104 being updated prior to September</b></p>
<b>Additional Points for EYFS and KS1 Pupils</b>		
<p>Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff should ensure that:</p> <ul style="list-style-type: none"> <li>- each group / bubble has a consistent membership</li> <li>- each group / bubble is kept separate from each other as much as possible</li> <li>- the pupils, wash their hands very regularly, are encouraged not to touch their faces and practice good respiratory hygiene (catch it, bin it, kill it)</li> <li>- all young children have help if they have trouble thoroughly cleaning their hands independently</li> <li>- older pupils should be encouraged to be maintain distance and not touch staff or their peers where possible</li> </ul>	Tolerable	<p><b>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</b></p> <p><b>Actions for Early Years and Childcare Providers During the Coronavirus Outbreak</b></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>