

This is a Framework Risk Assessment. It is being amended and adapted to accurately reflect the hazards presented at Royal High School Bath Senior and Prep School site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

Area / Task / Activity: Schools Re-opening from 1 June 2020 provided Government 5 tests for reopening are satisfied and the School has completed and actioned this Risk Assessment. Phased opening. Phase 1: Nursery, Reception, Y1, Y6 and vulnerable/critical workers' children in primary years. Phase 2: Y10 & Y12 'face to face' programme from 15 June.

Date: 31 May 2020

Assessor:

Re-assessment date:

This is the 'General Precautions' Sheet

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

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

Key Guidance Documents

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

Control Measures	Notes / Further Action Required
Who Can Come to School?	
<p>Initially, only a limited number of pupils (Nursery, Reception, Y1 & Y6 (full time) and Y10 & 12 (part time)) will be allowed back into school (alongside critical worker's children and vulnerable children). Numbers will only be increased if the Government's scientific advisors indicate that this is not detrimental to increasing the transmission rate.</p>	<p>Guidance on opening schools to more pupils from 1 June - guidance for parents & carers</p>
<p>Staff and pupils who are 'extremely clinically vulnerable' should continue to 'shield' at home and not attend school.</p> <p>Staff and pupils who live in a household with someone who is 'extremely clinically vulnerable' should only attend school if stringent social distancing can be adhered to and the pupil is able to understand and follow those instructions. Instead they should work from home / follow guided home learning</p>	<p>Guidance on opening schools to more pupils from 1 June - guidance for parents & carers</p>
<p>Clinically vulnerable pupils should follow medical advice regarding whether or not they should come into school</p> <p>'Clinically vulnerable' members of staff, including pregnant women, (but not 'extremely clinically vulnerable' members of staff) should work from home where possible. or be offered the safest available on-site roles, staying 2 metres away from others wherever possible</p> <p>Member's of staff and pupils who live with someone who is clinically vulnerable (but not extremely clinically vulnerable), including those who are pregnant, can continue to attend school.</p>	<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>
<p>Visitors: 'Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings</p>	

<p>Reception Areas</p> <ul style="list-style-type: none"> - Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff, etc should not enter school buildings. - Visitors should make use of intercom systems - Receive / check post deliveries in a designated outside area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling any shared signing devices. Remove any shared pens / pencils. Designated outside areas are: Senior School reception foyer; Prep School - Depending on the design of your reception areas, consider providing screens to protect the receptionist from any person that has to enter the building 	
<p>Avoiding Contact With Anyone Who is Unwell</p>	
<p>As soon as a Government approved Coronavirus tracking and tracing app is widely available, encourage all staff and as many pupils as possible to download and use the app on their phones</p>	
<p>If anyone (member of staff, pupil) is notified that they have been in contact with a case (via Government approved app (once available), online or phone-based contact tracing) they must follow advice regarding isolation / testing</p>	
<p>Remind all staff (Inc. contractors staff, e.g. cleaners), pupils, parents and carers that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, however mild, they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection' and apply for a Covid-19 test</p>	<p>Link to 'Stay at Home Guidance'</p>
<p>Remind all staff (Inc. contractors staff, e.g. cleaners) that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a Coronavirus test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils.</p> <ul style="list-style-type: none"> - 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. Details for quarantining unwell pupils or staff can be found at [hyperlink] - 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 	
<p>Tell all suppliers and delivery drivers, that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>	<p>Link to 'Stay at Home Guidance'</p>

<p>Once testing is extended to pupils (anticipated soon), any pupils who fall ill with Coronavirus symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.</p>	<p>Guidance on opening schools to more pupils from 1 June - guidance for parents & carers</p>
<p>General Precautions</p>	
<p>Remind all staff and pupils that they must follow the governments 'Stay Alert and Safe (social distancing) guidance' when they are not in school</p>	<p>Link to 'Stay Alert & Safe Guidance'</p>
<p>Ensure social distancing is maintained in cloakrooms & handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out 2m spacing and monitoring - Provide plentiful supplies of warm water, ant bactericidal soap and paper towels. Where possible disconnect the hot air hand dryers</p>	
<p>In order to enable handwashing to be as effective as possible staff and pupils should not wear jewellery (bracelets and rings) and watches and finger nails should be kept short, and arms should be bare below the elbow</p>	
<p>Provide sanitiser dispensers (min 60% alcohol) at entrances to buildings and in all other areas that are not close to cloakrooms or other handwashing facilities. Regularly top up the supplies of sanitiser</p>	
<p>Provide supplies of tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary 'catch it, bin it, kill it'. - Bins should be emptied at least daily or when full. Contact details to be given to All Staff so that stores of tissues and sanitiser can be replenished and bins emptied if required outside routine times.</p>	
<p>Provide signage in prominent positions around the school to remind people of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', not coming into school if you have symptoms of Covid-19, however mild</p>	
<p>Request all staff and pupils wear clean clothing to school each day. - Recommend that all staff and pupils change their clothes as soon as they get home from school, putting them straight into the washing machine. - Clothes that cannot be regularly machine washed, eg blazers, suits and jackets should be avoided.</p>	

<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles' 	
<p>Moving around the site</p> <ul style="list-style-type: none"> - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	
<p>Face coverings</p> <p>The government has advised that face coverings do NOT need to be worn in schools, but if staff or pupils choose to wear them, they must:</p> <ul style="list-style-type: none"> - refrain from touching their face covering when wearing it, - if they take it off they should put it into a sealed plastic bag that they keep in their school bag, locker or pocket, and wash their hands immediately; - it must be washed after every use, ideally on a hot washing machine cycle (60oC). <p>If teaching staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering</p>	<p>UK Gov Press Release - Public advised to cover faces in enclosed spaces - 11 May 2020</p>
<p>Fire Drills & Emergency Evacuations</p> <ul style="list-style-type: none"> - In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, 2m distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this - Ensure that any children / pupils not familiar with the schools emergency procedures, (e.g. children of staff who are not pupils at the school), or the layout of the parts of the building they are occupying, have the fire alarm / lock down drill explained to them, and the exit routes shown to them. 	

<p>Assemblies and Other Large Group Gatherings With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all staff meetings and other group events can take place remotely using online facilities</p>	
<p>Libraries and Communal Learning Resources Libraries can be used as a learning environment, provided 2m separation is maintained between people (mark out desks / seating areas that cannot be used), and thorough cleaning regimes are in place, but books, magazines, newspapers etc in the library should not be handled by anyone. Additional Libaray Risk Assessment to be completed prior to library reopening and can be found here [hyperlink]</p>	
<p>Early Birds / After School Clubs and 'Wrap-Around' Care Early Birds / After School clubs can continue to operate, but children should stay in the groups they are in during the school day, or stay safely distanced from each other</p>	
<p>Clubs and Extra Curricular Activities All clubs and extra curricular activities that combine pupils from groups that are normally kept separate from each other in school should be cancelled for the time being unless they can be carried out remotely</p>	
<p>Lets As a general rule, there should be no external lets during the remainder of the summer term. However if the risk is extremely low, e.g. use of the outside tennis courts at times when very few staff / no pupils are on site, that could be considered subject to a further risk assessment of all aspects of the let. Some of the factors to consider include the need to come into the school buildings eg to change or use toilet facilities, any overlap with staff / pupils / other people, amount of cleaning that would need to be undertaken before / after the let, health status of the people involved with the let</p>	
<p>School Pets The welfare of all school pets is essential and they must continue to be properly looked after. - Anyone who looks after or touches a school pet should wash their hands immediately afterwards</p>	
<p>Cleaning</p>	

<p>Undertake frequent and thorough cleaning & disinfection throughout the day of surfaces touched by others such as key pads / door release buttons, door / handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers.</p> <ul style="list-style-type: none"> - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	<p>Link to 'Cleaning Guidance'</p>
<p>Every day, thoroughly clean all desks, tables, work benches, chairs, locker doors, books, toys, keyboards, mice, touch screens, telephones and other regularly used equipment in all rooms used by staff and pupils</p>	<p>Link to 'Cleaning Guidance'</p>
<p>Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School</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> <ol style="list-style-type: none"> 1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean/disinfect in case they have Covid-19 symptoms) 2 - a 'quarantine area' where pupil's with symptoms of Covid-19 could be isolated until they can go home 3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated 	
<p>PPE for School Nurses</p> <p>School Nurses and all staff that might need to look after pupils who fall ill with Covid-19 symptoms whilst at school must have access to and wear full PPE - disposable gloves, aprons, FFP2 respirator and face visor. Respirators must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal 	

<p>All disposable PPE used by the School Nurse/staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it, (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p> <p>Any disposable face masks used by the School Nurse during assessment and treatment of pupils should also be carefully disposed of in the same way</p>	
<p>Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'COVID 19 - Guidance for Educational Settings'</p>	<p>Link to 'COVID 19 - Guidance for Educational Settings'</p>
<p>Members of staff that help someone who was taken unwell with symptoms of Covid-19 do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	<p>Link to 'COVID 19 - Guidance for Educational Settings'</p>
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>	

<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	<p>Link to 'COVID-19: cleaning in non-healthcare settings'</p>
<p>Action in the Event of a Confirmed Case of Coronavirus in School</p> <ul style="list-style-type: none"> - If a pupil or member of staff develops Coronavirus symptoms whilst in school, they will be sent home and advised to self-isolate for a minimum of 7 days. Their fellow household members should self-isolate for 14 days (or more if they develop symptoms themselves). - All other members of the sick individuals school class/group will be sent home and advised to self-isolate for 14 days. Other household members of that wider class/group do not need to self-isolate unless the person they live with in that group subsequently develops symptoms. - If other cases are detected within the pupil's cohort or in the wider school community, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools on the most appropriate action to take. In some cases, a larger number of pupils may be asked to self-isolate at home as a precautionary measure. - Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. 	<p>Guidance on opening schools to more pupils from 1 June - guidance for parents & carers</p>
<p>Action in the Event of a Confirmed Case of Coronavirus in a boarder at School - to be completed by ECS in conjunction with Trust Office advice</p>	
<p>Consultation will be undertaken with all key stakeholders including: NEU representatives, staff, senior governing board and the parent and boarding community via class representatives.</p>	
<p>Communication will happen via: risk assessment shared with all staff from 1 June; dedicated staff INSET/acclimatisation days ahead of school reopening; Risk Assessment published on website in Policy section; and on-going discussions with all key stakeholders in particular when key DfE</p>	

Further Action Log						
Action Required				Responsible Person	Date for completion	Completed
1 - Boarding Risk Assessment			Planned reopening of boarding at RHS from September 2020	ECS	15-Jun-20	
2 - Prep School Reopening INSET			For all staff involved in Prep School face to face teaching Summer 2	CLI/KRE	01-Jun-20	
3 - Senior School Reopening INSET			For all staff involved in Senior School face to fact teaaching Summer 2	HBR/KRE	19-Jun-20	
4 - Boarding Reopening INSET			For all staff, boarding and academic Y6 upwards	ECS/KRE	10-Jul-20	
Sign-Off by Head, Prep Head and DFO						
<p>I confirm that I have:</p> <ul style="list-style-type: none"> • Read and understood the information contained in the above risk assessment; • Will implement the controls and follow the guidance; • Will ask for more information from my manager, or the school's H&S Coordinator, if I have any questions, or do not understand anything, • Will advise my manager, or the school's H&S Coordinator, if I identify any new risks, or risks that are not adequately controlled. 						
Name	Position			Date	Signature	
Kate Reynolds	Head			01-Jun-20	Kate Reynolds	
Claire Lilley	Prep Head			01-Jun-20	Claire Lilley	
Simon Butcher	DFO			01-Jun-20	Simon Butcher	

This is a Framework Risk Assessment. It is being amended and adapted to accurately reflect the hazards presented at Royal High School Bath Senior and Prep School site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE	
Area / Task / Activity: Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6 and from 15 June 2020 for Y10 & Y12 Pupils. Vulnerable / Critical Workers' children in all years once site ready.	Date: 31 May 2020
Re-assessment date:	Re-assessment date:
This is the 'Staff Activities' Sheet	This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities
What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school
Key Guidance Documents	
	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
	Actions for education and childcare settings to prepare for wider opening from 1 June 2020
	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers
	Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
	Safe working in education, including the use of PPE
	Implementing Social Distancing in Schools Guidance
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services
	Temporary Closure of Schools Guidance'
	Stay at Home - Guidance for Households with Possible Coronavirus
	Stay Alert & Safe (Social Distancing) Guidance
	GDST Coronavirus page on the HUB

Control Measures	Notes / Further Action Required
General Precautions	
<p>Where possible:</p> <ul style="list-style-type: none"> - spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 meters apart at all times. <p>Where possible dedicated work stations will be allocated and labelled as such.</p> <ul style="list-style-type: none"> - in communal offices/workrooms use the same desk or workstation each day - if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face - ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked "Fire door" should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open). Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. - try to follow social distancing guidelines when ever possible - staff will be invited into school prior to opening to remove unnecessary items from offices work rooms etc, especially if they impede effective cleaning and where there is space to store it elsewhere 	
<p>Each member of staff should keep any pens / pencils they use in a container, e.g. a ziplock bag, and only use their own pens and pencils for any tasks</p>	
<p>Staff will be reminded to use their own computer keyboard / mouse. Communal computers will be decommissioned or removed. If staff have to use any other person's keyboard / mouse</p> <ul style="list-style-type: none"> - they should be cleaned with a sanitising wipe before and after use - they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards 	
<p>All meetings should take place remotely. If this is not possible, meetings with people who are not pupils or members of staff must take place in designated meeting rooms where social distancing is possible. These rooms will be signed and need to be booked via Reception. Meeting rooms will be cleaned and locked after meetings to ensure they remain free of contamination. 2m separation must be observed at all times during any meeting.</p>	
Getting To / From School	
<p>Staff and pupils have been told not to use public transport to travel to school but to continue working from home. Those who can have been encouraged to walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - If possible provide additional bike racks and parking facilities for staff and pupils - Discourage car sharing with other families - Staff will be on duty during drop off and pick up times to ensure smooth flow of traffic and that parents remain in cars. 	

<p>Should it be necessary and staff and pupils have no alternative but to use public transport to travel to school they must:</p> <ul style="list-style-type: none"> - As far as possible keep 2m away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting in queue at bus stops/stations - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses or trains 	Safer travel guidance for passengers
Arrival at School	
<p>Reception Areas</p> <ul style="list-style-type: none"> - Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff, etc should not enter school buildings. - Visitors should make use of intercom systems - Post/deliveries to be checked in a designated area away from Reception desk in Senior and Prep school. Staff are to respect social distancing, and be aware of the need to wash / sanitise hands immediately after handling any shared signing devices. Where possible give permission to delivery person to sign device. All shared pens / pencils to be removed. - Reception screen to be provided in Prep and Senior School reception to protect the receptionist from any person that has to enter the building 	
<p>Signing in / out</p> <ul style="list-style-type: none"> - Staff should use their own personal pens to sign in / out. Display notices to remind people to do this. 	
Lessons / Teaching Activities	
<p>Where possible limit the amount of pupils belongings / work that is physically handled by staff, e.g. marking work in exercise books.</p> <ul style="list-style-type: none"> - Where possible work should submitted electronically for marking / assessment, or if it has to be paper-based and handled by the teacher, it should be placed in a designated space/container by the pupils and not collected by the teacher for 24 hours - Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work. 	
Break Times / Lunch Times	
<p>Moving around the site</p> <ul style="list-style-type: none"> - there will be clearly identified 'one-way' systems around the buildings and allocated entrances/exits for year groups and staff. Familiarisation time will be included in staff INSET and pupil return days to ensure these are used properly. - Where this is not possible wider corridors will be divided in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors will be held open to minimise the need to touch door handles/push plates. Doors marked 'Fire door' will only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open. External doors will be assessed for security issues. - Everyone will be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site - Staff who do not need to interact with pupils must keep away from areas occupied by them when they are on site. 	

<p>Staff will be reminded 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"> - Staff are to use their allocated work station for break / lunch times and to keep 2m apart from their colleagues - Tea/coffee making facilities will be available but staff are asked to consider bringing in their own flasks. - Hand contact surfaces in staff/common rooms, e.g. handles on fridges, kettles, hot and hold water dispensers, dishwashers, mug cupboards and cutlery drawers, will be thoroughly cleaned after each break / lunch time -Tea bags, coffee, sugar will be in containers that don't need to have lids removed/replaced - Any dirty mugs, glasses or cutlery they staff use are to be placed directly in the dishwasher, not the sink / on the side - The school kitchens will be closed until further notice. Staff must bring packed lunches into school. There should not include nut products due to the risks associated with food allergies. All uneaten food must be disposed of safely to reduce the risk of pest infestations. 	
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Ensure social distancing is maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils, marking out 2m spacing, and monitoring to ensure that they do not become overcrowded - Plentiful supplies of warm water, antibactericidal soap and paper towels will be provided. Where possible hot air hand dryers will be disconnected. - All hand contact surfaces in cloakrooms & handwashing / toilet facilities will be thoroughly cleaned after each break / lunch time and supplies of soap and paper towels will be topped up 	
Assemblies and Other Large Group Gatherings	
<p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place will be avoided. Assemblies, staff and departmental meetings and other group events will continue to take place remotely using online facilities</p>	

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

This is a Framework Risk Assessment. It is being amended and adapted to accurately reflect the hazards presented at Royal High School Bath Senior and Prep School site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

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

Area / Task / Activity: Schools Re-opening from 1 June 2020 for Nursery, Reception, Y1, Y6. From 15 June for Y10 & Y12 Pupils. For Vulnerable / Critical Workers' children in all years once site ready.

Date: 15 May 2020

Assessor:

Re-assessment date:

This is the 'Pupil Activities' Sheet

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

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

Key Guidance Documents

	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
	Actions for education and childcare settings to prepare for wider opening from 1 June 2020
	Guidance on opening schools to more pupils from 1 June - guidance for parents & carers
	Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils
	Safe working in education, including the use of PPE
	Implementing Social Distancing in Schools Guidance
	Covid-19 - Cleaning in Non-Healthcare Settings

	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services
	Temporary Closure of Schools Guidance'
	Stay at Home - Guidance for Households with Possible Coronavirus
	Stay Alert & Safe (Social Distancing) Guidance
	GDST Coronavirus page on the HUB
Control Measures:	Notes / Further Action Required
General Precautions	
As far as possible - the timetable for the school day / lesson starting & finishing times, lunch times and break times for different groups of pupils will be staggered. - groups of pupils will be kept in the same room(s) and areas throughout the week, rather than moving around the school too much	
Where possible: - group sizes will be limited to a maximum of 15 pupils / teacher - in the Prep School staff/pupils will remain in 'bubbles' (contained groups) that stay together on consecutive days. This will not be possible with subject specialist teaching in Prep and for lessons in the Senior School. - classrooms and work areas will be spread out to keep everyone at least 2 meters apart, e.g. by placing the desks at this distance or by marking desks/workspaces that cannot be used - each pupil will be allocated a desk and asked to sit at the same desk every day - teachers must open windows and doors to ensure good natural ventilation in the rooms / areas that are being used (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open) - activities will be done outside All unnecessary items will be removed from classrooms and stored elsewhere to allow effective cleaning.	
Pupils will actively be provided with opportunities for regular handwashing / hand sanitising. They will be encouraged 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 : - before leaving home - on arrival at school - immediately before and after each lesson / activity - at each break time - before eating any food, including snacks - after using the toilet - before leaving school	

Getting To / From School	
<p>Staff and pupils have been told not to use public transport to travel to school but to walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - If possible provide additional bike racks and parking facilities for staff and pupils - Discourage car sharing with other families - Plan for a higher volume of parents dropping off/collecting pupils by car 	
<p>Should it be necessary and pupils have no alternative but to use public transport to travel to school they must:</p> <ul style="list-style-type: none"> - As far as possible keep 2m away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting in queue at bus stops/stations - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses or trains 	<u>Safer travel guidance for passengers</u>
<p>School Minibuses will not run during the Summer Term. From Autumn 2020:</p> <ul style="list-style-type: none"> - Passengers will be limited to ensure 2m separation between each passenger and the driver. Seats will be marked that should not be used. - If possible additional minibuses will be provided on each route to keep pupils within their school groups or 'bubbles' - Each vehicle will be allocated to a single driver - Driver to wash / sanitise their hands prior to starting each journey and on completion of the journey - The interior and external surfaces that passengers are likely to have come into contact with will be cleaned after each journey - A supply of sanitiser (min 60% alcohol) and tissues will be kept in each minibus - Pupils will be advised to keep 2m away from other passengers whilst they wait to be picked up by the minibus in the morning - Safe waiting zones will be marked up for pupils getting on the minibuses at the end of the school day - Parents of younger children to the open / close sliding door of the minibus and check their children are seated safely / seat belts fastened before the minibus departs 	
Arrival at School	

<p>To minimise the number of pupils and parents arriving at / leaving school at the same time a staggered timetable and drop off and pick up points will be introduced and clearly communicated to parents and staff.</p> <ul style="list-style-type: none"> - Parents driving their children to school must arrive at the allocated time. They will not be allowed to get out of their cars. Children are to take their belongings from their car and move to their waiting zone where a teacher will be in attendance. - Children will wait 2 metres distance from each other. - Parents accompanying children walking to school will be asked to drop them at the school gate for the child to walk along the designated path to their waiting area. - Parents are not permitted into the school buildings - Parents must not wait around at drop off either in their cars or on foot - Pupils will be reminded not to hold hands or touch each other. We recognise this will be difficult for younger children but teachers will remind them as appropriate. - Pupils will wash their hands in their designated wash area as soon as they arrive at school. 	
<p>Parents are to take their child's temperature before leaving for school. Staff are also to check their temperatures before coming on site.</p> <ul style="list-style-type: none"> - Anyone who has a raised temperature should stay at home and notify school of absence in the usual way. - If a child or member of staff develops a temperature whilst at School they are to report to the Medical Centre where they will be triaged and sent home as appropriate. 	
<p>Lessons / Learning Activities</p>	
<p>Use of pens, pencils and stationery:</p> <ul style="list-style-type: none"> - Where appropriate, pupils are to bring in and use their own pens, pencils etc and not share them with others - Where this is not possible, pupils will be provided with a pack of pens, pencils etc for their sole use at school. These will be stored in a named ziplock bag or similar. Bags of pens are not to be reissued to anyone without a week's break in between in order to allow sufficient time for the virus to die. 	
<p>If pupils' activities include the use of laptops and iPads:</p> <ul style="list-style-type: none"> - Prep School pupils using school iPads must wash their hands immediately before using the keyboard and again at the end of the lesson once the iPad has been returned - Prep School iPads will be frequently cleaned. - Senior School pupils must use their own device in the usual way. - All shared computers will be decommissioned 	
<p>The use of shared materials/resources in school will be limited and only where essential to learning. e.g. exercise books and reading books that are taken home by pupils for homework</p>	

<p>PE & Sports</p> <ul style="list-style-type: none"> - Where possible, PE and sports activities will take place outside - Activities that require people to be close together, such as many team games will not take place - Pupils are to come into school in their sports kit so it is not necessary to change before the lesson. This must be washed at the end of the day. - Changing facilities will be marked out with 2m spacing should they be needed for any reason. - Only those sports approved by DfE and approved sporting associations will be played. 	
<p>If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, rackets, sticks, balls, gymnastics and athletics equipment:</p> <ul style="list-style-type: none"> - Where possible, each person will be allocated their own item of equipment at the beginning of the lesson. This will not be shared with anyone else - All equipment used during the lesson will be thoroughly cleaned at the end of each lesson and a note made to this effect. - Pupils may bring in and use their own equipment as long as they do not share it with other pupils 	
<p>Music lessons</p> <ul style="list-style-type: none"> - Where possible, music lessons with peripatetic staff will continue to take place using remote teaching methods - Generally, pupils should use their own instruments that they don't share with anyone else. - school pianos and keyboards - pupils should wash their hands immediately before using the keyboard, and then again at the end of the lesson, and the keyboard should be cleaned at the end of each lesson - Pupils should use their own drum sticks etc that they don't share with anyone else for playing drums and large percussion instruments 	
<p>If Art / DT / Food tech / Textiles activities include the use of handheld tools and equipment, or hand operated equipment:</p> <ul style="list-style-type: none"> - Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else - All equipment used during the lesson should be thoroughly cleaned at the end of each lesson and a record kept detailing this. - Where appropriate, pupils can bring in and use their own equipment as long as they do not share it with other pupils - Any shared or department based aprons will 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 individual's locker or taken home when not in use - If safety specs or goggles need to be used for any task they must be sanitised before and after every use - see CLEAPSS guidance document GL343 for process 	

<p>If Science activities include the use of hand-held tools and equipment, or hand operated equipment:</p> <ul style="list-style-type: none"> - Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else - All equipment used during the lesson should be thoroughly cleaned at the end of each lesson - Any shared or department based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individual's locker or taken home when not in use - If safety specs or goggles are needed for any experiments they must be sanitised before and after every use - see CLEAPSS guidance document GL343 for process - Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk <p>NB Science staff should refer to CLEAPSS guidance on doing practical work in a partially reopened school (GL343) and science depts. returning to school after an extended period of closure (GL345) www.science.cleapss.org.uk</p>	
Additional Points for EYFS KS1 Pupils	
<p>Supervision ratios - Paragraph 3.30 of the EYFS states: 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.' The DfE considers the extent of the COVID-19 outbreak to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. However, childcare providers or schools remain responsible for ensuring the safety and security of children in their care.</p>	<p>Link to 'Early Years and Childcare Closures Guidance'</p>
<p>A qualified paediatric first aider will be present at all times when EYFS children are on site. NB If a first aider's certificate is due to expire or expired on or after 16 March 2020, and requalification training is prevented for reasons associated directly with Coronavirus or by complying with related government advice, the validity of current certificates will be extended by up to 3 months.</p>	<p>Link to 'Early Years and Childcare Closures Guidance'</p>
<p>Whilst it is virtually impossible to practise 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff should ensure that they, and the pupils, wash their hands very regularly, try not to touch their faces, practise good respiratory hygiene, and minimise contact and mixing as much as possible, e.g. by staff and pupils staying in the same small group, which stay at least 2m away from other people and groups.</p> <ul style="list-style-type: none"> - Ensure help is available for all young children who have trouble cleaning thoroughly their hands independently 	<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p>
<p>As far as possible, all equipment, toys and resources should be washed before and after they are used, particularly hand contact surfaces such as the handles on bikes and trikes</p> <ul style="list-style-type: none"> - Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), and malleable shared resources such as 'play dough' 	
Break Times / Lunch Times	

<p>Moving around the site</p> <ul style="list-style-type: none"> - Where necessary, clearly identified 'one-way' systems around the buildings will be marked up and dedicated entrances/exits allocated to particular groups of people. - Where this is not possible wider corridors will be divided in two by tape markers on the floor with reminders to walk in single file, 'keep left' to maintain distance as you pass people; 'safe waiting points' will be identified at pinch points. - Where appropriate, doors will be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' will only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open. Security issues regarding external doors will have been reviewed. External doors that represent a security issue will not be left open for ventilation purposes. - Everyone will be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site - Staff who do not need to interact with pupils will keep away from areas occupied by them when they are on site. 	
<p>Where possible, break times / lunch times will be staggered for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands</p> <ul style="list-style-type: none"> - Pupils will be encouraged to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch - Pupils will be required to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school - Handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time - The School kitchens will be closed for the summer term. Pupils are to bring packed lunches into school that can be eaten in class / form rooms or outside. Ice blocks can be added to keep lunches cool. Pupils are not to include any nut products in their lunch boxes because of the risks associated with food allergies. <p>Sixth form common rooms</p> <ul style="list-style-type: none"> - Hand contact surfaces e.g. handles on fridges, kettles, hot and cold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - Pupils are to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side 	
<p>If outside play equipment is used during break times:</p> <ul style="list-style-type: none"> - Hand contact surfaces on large equipment, such as slides, climbing frames, trim trails, etc should be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be taken out of use/marked out of bounds - Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be put away in a store 	
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Social distancing will be maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils, marking out 2m spacing, and monitoring to ensure that they do not become overcrowded - Plentiful supplies of warm water, ant bactericidal soap and paper towels will be provided. Where possible hot air hand driers will be disconnected. - All hand contact surfaces in cloakrooms & handwashing / toilet facilities will be thoroughly cleaned after each break / lunch time and supplies of soap and paper towels topped up 	
<p>Assemblies and Other Large Group Gatherings</p>	

With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place will be avoided. Assemblies, all staff meetings and other group events will continue to take place remotely using online facilities	
Libraries and Communal Learning Resources	
Libraries will be closed to borrowing during the Summer Term. If used as a learning environment desks will be allocated to ensure 2m separation is maintained between people. Thorough cleaning regimes will be in place. Books, magazines, newspapers etc in the library should not be handled by anyone	
Early Birds / After School Clubs and 'Wrap-Around' Care	
Early Birds / After School clubs can continue to operate, but children should stay in the groups they are in during the school day, or stay safely distanced from each other In the Senior School there will be no wrap around care in the Summer Term. This will start again, regulations permitting, in the Autumn Term.	
Clubs and Extra Curricular Activities	
All clubs and extra curricular activities will continue to be carried out remotely. Any clubs or extra curricular activities within a recognised 'bubble' may continue.	

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