

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE	
<b>Activity: V6 Re-opening Schools from 1 September 2020</b>	<b>Date: 28 August 2020</b>
<b>Assessor:</b>	
<b>This is the 'Whole School Precautions' Sheet</b>	<b>This risk assessment is on 4 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions, 2. Staff Activities, 3. Pupil Activities 4. Boarding</b>
<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 their family who could become seriously ill
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school
<b>Key Guidance Documents</b>	
<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="#">Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents &amp; Carers</a>	
<a href="#">Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020</a>	
<a href="#">Actions for Early Years and Childcare Providers During the Coronavirus Outbreak</a>	
<a href="#">Planning Guide for Early Years &amp; Childcare Settings</a>	
<a href="#">Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils</a>	
<a href="#">Guidance for Secondary School Provision from 15 June 2020</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>Who Can Come to School?</b>	
<b>Local Lockdown</b> - In the event of a local lockdown, the School will follow Government advice and only open for priority groups - children and young people who are vulnerable, and the children of critical workers	
<b>As an English School</b> - From 1 September 2020 all pupils can return to school	
<b>All Schools</b> - In consultation with the CEO of GDST, the Head of the School can decide to close the school if local circumstances, or the infection rate in the local community gives particular cause for concern	<a href="#">guidance for full opening: schools</a>
<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 <b>personal risk assessment</b> 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 <b>personal risk assessment</b> 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>	<p>Coronavirus outbreak FAQs: what you can and can't do after 4 July</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<b>Clinically vulnerable</b> pupils and members of staff, including pregnant women and new mothers can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.	<p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Staying alert and safe (social distancing)</a></p>
<b>Pregnant women</b> - wording to follow	<a href="#">Occupational advice for employers and pregnant women - Royal College of Obstetrics and Gynaecology</a>
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.	
RHS recognises that we have a wide diversity of ethnicity in our staff and student body and that it is important that all are equally protected. It is noted that Covid-19 has a disproportionate effect on BAME people therefore the school will ensure conversations where necessary with these staff and students to ensure minimum risk to them. In addition we are aware of the need to continue individual conversations with staff who, although not falling within the Government's defined 'extremely clinically vulnerable' and 'clinically vulnerable' groups are anxious about working on site or, conversely, wish to come on site when they are 'clinically vulnerable' (eg pregnant staff).	
<b>Avoiding Contact With Anyone Who is Unwell</b>	
As soon as a Government approved Coronavirus testing 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>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</p>	
<p>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 (parents) must let the school know the results of the test.</p>	<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>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.</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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, or losing sense of taste or smell</li> </ul>	
<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'</p>	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p>
<p>Staff returning from holiday abroad must fully comply with any quarantine requirements, even if they imposed at short notice</p>	
<p>Tell all suppliers and delivery drivers, that if they, or anyone in their household 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>	<p><a href="#">Link to 'Stay at Home Guidance'</a></p>
<p>Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.</p>	<p><a href="#">Guidance on opening schools to more pupils from 1 June - guidance for parents &amp; carers</a></p>
<p><b>Promoting Good Health</b></p>	
<p>Encourage all staff to have a seasonal flu vaccination in the autumn term; facilitated by arranging vaccination sessions in school</p>	<p><a href="#">Prepare for the winter</a></p>
<p><b>Whole School Precautions</b></p>	
<p>Visitors: '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>	
<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 <b>not</b> be taken in rooms / offices occupied by significant numbers of other staff / pupils</li> </ul>	
<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>	
<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>	
<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>	
<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>	

<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> </ol> <p><b>6. Minimise contact with other individuals and groups / 'bubbles'</b></p>	<p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
<p>Remind all staff and pupils that they <b>must</b> follow the governments 'Stay Alert and Safe (social distancing ) guidance' when they are not in school</p>	<p><a href="#">Link to 'Stay Alert &amp; Safe Guidance'</a></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>	
<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>	<p><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></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) and finger nails should be kept short.</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 &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 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.</li> </ul>	
<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>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>	
<p><b>Face coverings</b></p> <p>Currently, the Government has advised that wearing a face covering or face mask in schools is not required except in a few specified circumstances (see paras below on First Aid, Caring for Pupils with Covid-19 Symptoms and Cleaning Areas Occupied Someone with Covid 19 Symptoms). However, individual staff or pupils may choose to wear them at all times. In the RHS senior School, staff, visitors, contractors and senior school pupils must wear them when moving around the school on staircases, in corridors and communal areas, e.g. queue's for lunch service or transport at the end of the school day, where social distancing is difficult.</p> <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>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>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in the normal waste stream</p>	<p><a href="#">Coronavirus (COVID-19): Implementing protective measures in education and childcare settings / Social Distancing in Schools</a></p>
<p><b>Fire Drills &amp; Emergency Evacuations</b></p> <ul style="list-style-type: none"> <li>- In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between staff and pupil bubbles should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this</li> </ul>	
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.</li> <li>- Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose</li> <li>- Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary</li> <li>- After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity</li> <li>- All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely)</li> </ul>	<p><a href="#">Guidance for First Aid Responders</a></p>
<p><b>Assemblies and Other Large Group Gatherings</b></p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies for more than one group, all-staff meetings and other multi-group events can take place virtually using online facilities</p>	

<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>	<p><a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>
<p><b>Lunch Service</b></p> <p>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>	<p><a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></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. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves</li> </ul>	
<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>- 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>	
<p><b>Lets</b></p> <p>External lets can take place providing they fully comply with the relevant Government guidance and any relevant National Governing Body guidance, and strict controls are in place to minimise the risk of transmission of Covid-19 to the school community, 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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>- How the let checks the health status of their customers</li> <li>- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)</li> <li>- How the let will 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><a href="#">Working Safely During Coronavirus: Guidance for providers of grassroots sport and gym / leisure facilities</a></p>
<p><b>School Pets</b></p> <p>The welfare of all school pets is essential and they must continue to be properly looked after.</p> <ul style="list-style-type: none"> <li>- Anyone who looks after or touches a school pet should wash their hands immediately afterwards</li> </ul>	
<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 and implements strict controls</li> </ul>	<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a></p>

<p><b>Open Days</b></p> <p>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>	
<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>- <b>Do not use bleach</b> - 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>	<p><a href="#">Link to 'Cleaning Guidance' NB this document was updated 15 July 2020</a></p> <p>"</p> <p><a href="#">COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems - click here for HSE guidance "</a></p>
<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> <ul style="list-style-type: none"> <li>- <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 and member of staff should wipe down the desk surface and chair/stool they have been using at the start and 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 <b>not</b> be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk.</li> <li>- 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.</li> <li>- All surfaces in <b>indoor sports / exercise facilities</b> that might be touched by people should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise</li> <li>- 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).</li> <li>- 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.</li> <li>- 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</li> <li>- <b>Toilets and additional handwashing facilities</b> should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.</li> </ul>	<p><a href="#">Link to 'Cleaning Guidance' NB this document was updated 15 July 2020</a></p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
<b>First Aid</b>	
<p>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.</p> <p>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.</p> <p>Full PPE (gloves, respirator, apron 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.</p> <p>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.</p>	<p><a href="#">Guidance for First Aid Responders</a></p>
<b>Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School</b>	
<p>Nurses will be called to phone assess pupils and staff for 'phone' triage. They will collect suspected cases from the classroom and take them to:</p> <ol style="list-style-type: none"> <li>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). Once assessed, they are moved to 2 or 3</li> <li>2 - This room is also used as a 'quarantine (hot) area' where pupil's with symptoms of Covid-19 can be isolated until they can go home. (there is a reserve area in the event there is more than one pupil with symptoms for assessment/isolation)</li> <li>3 - the medical centre (cold area) with an office / work area is where pupils that need treatment unrelated to Covid-19 can be treated</li> </ol>	
<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>	

<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. 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><a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</a></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>	
<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 They do not need to go home and isolate unless they develop symptoms themselves.</p>	<p><a href="#">Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</a></p>
<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'. 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 above) if this is not possible. If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	<p><a href="#">Coronavirus (COVID-19): Implementing protective measures in education and childcare settings</a></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>	<p><a href="#">Link to 'COVID-19: cleaning in non-healthcare settings'</a></p>
<p><b>Action in the Event of a Confirmed Case of Covid-19 in School</b> 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> - If the test result is positive the school will act swiftly and contact the local Health Protection Team <a href="http://www.gov.uk/guidance/contacts-phe-health-protection-teams">www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <ul style="list-style-type: none"> <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. 'Close contact' means: <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> </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 If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed</p>	<p><a href="#">Guidance for full reopening of schools</a></p>
<p><b>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. See Boarding RA Tab</b></p>	
<p><b>Communication and Training</b></p>	
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded</p>	
<p>Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors</p>	
<p><b>Area / Activity Risk Assessments</b></p>	
<p>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</p>	
<p><b>Monitoring</b></p>	
<p>All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department</p>	

It is essential that:

- 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, Prep 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 - Boarding Risk Assessment and whole school review		Planned reopening of whole school (inc boarding) at RHS from September 2020	yes
2 - Prep School Reopening INSET		For all staff involved in Prep School face to face teaching Summer 2	yes
3 - Senior School Reopening INSET		For all staff involved in Senior School face to face teaching Summer 2	yes
<b>Sign-Off by Head, Prep Head and DFO</b>			
<b>Name</b>	<b>Position</b>		
Kate Reynolds	Head		
Claire Lilley	Prep Head		
Simon Butcher	DFO		

**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<b>Activity: V6 Re-opening Schools from 1 September 2020</b>		<b>Date: 28 August 2020</b>
<b>Assessor:</b>		
<b>This is the 'Staff Activities' Sheet</b>	<b>This risk assessment is on 4 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities 4. Boarding</b>	
<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 their family who could become seriously ill	
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school	
<b>Key Guidance Documents</b>		
	<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="#">Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents &amp; Carers</a>	
	<a href="#">Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020</a>	
	<a href="#">Actions for Early Years and Childcare Providers During the Coronavirus Outbreak</a>	
	<a href="#">Planning Guide for Early Years &amp; Childcare Settings</a>	
	<a href="#">Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils</a>	
	<a href="#">Guidance for Secondary School Provision from 15 June 2020</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>Notes / Further Action Required</b>
<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>		
<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>		<p>Please refer to the TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020</p>
<p>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>		
<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>		
<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>		
<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 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>		
<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>		
<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>	<a href="#">Safer travel guidance for passengers</a>
<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>	<a href="#">Safer travel guidance for passengers</a>
<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>	
<p>Staff can take books and other shared resources home, but unnecessary sharing should be avoided. The marking of exercise books should be avoided if possible.</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 be 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>	
<p>Precautions for staff who have to move from bubble to bubble, or have different groups of pupils coming into their lab / studio / specialist teaching area:</p> <ul style="list-style-type: none"> <li>- Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving)</li> <li>- As far as possible, stay at the front of class, try to keep least 2m away from the pupils, and remind pupils not to get out of their seats / approach the teacher</li> <li>- If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups</li> <li>- 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. where it is necessary to get within 2m of a student to conduct support to practical subjects, or to allow students to observe a demonstration use of visors and face coverings for staff and face coverings for students should be considered</li> </ul>	
<b>Break Times / Lunch Times</b>	
<p>Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.</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>- Arrange for tea/coffee making facilities to be available in any rooms that are not normally used as staff/common rooms.</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 or refreshments are provided in individual sachets</li> <li>- Ask staff to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side</li> <li>- Clean communal mugs, glasses, crockery and cutlery in a dishwasher on a hot wash cycle, or staff use their own lidded cups which are cleaned at home.</li> </ul>	
<p><b>Cloakrooms &amp; Handwashing / Toilet Facilities</b></p> <ul style="list-style-type: none"> <li>- Ensure, where possible 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, and monitoring to ensure that they do not become overcrowded. Staff should use face coverings in facilities where social distancing is difficult. 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. Provide sanitiser/cleaning materials in washrooms for use by staff.</li> </ul>	<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>
<b>Training</b>	
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded</p>	
<p>Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors</p>	
<b>Area / Activity Risk Assessments</b>	
<p>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</p>	
<b>Monitoring</b>	
<p>All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department</p>	

It is essential that:

- 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				

**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<b>Activity: V6 Re-opening Schools from 1 September 2020</b>		<b>Date: 28 August 2020</b>
<b>Assessor:</b>		
<b>This is the 'Pupil Activities' Sheet</b>	This risk assessment is on 4 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities 4. Boarding	
<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 their family who could become seriously ill	
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school	
<b>Key Guidance Documents</b>		
<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="#">Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents &amp; Carers</a>		
<a href="#">Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020</a>		
<a href="#">Actions for Early Years and Childcare Providers During the Coronavirus Outbreak</a>		
<a href="#">Planning Guide for Early Years &amp; Childcare Settings</a>		
<a href="#">Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils</a>		
<a href="#">Guidance for Secondary School Provision from 15 June 2020</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>Notes / Further Action Required</b>
<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>		
<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 will 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>- where possible, 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 for each class</li> <li>- where possible, doing activities outside</li> <li>- installing screens, such as at dining serveries</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>		
<p><b>Grouping pupils</b></p> <ul style="list-style-type: none"> <li>- As far as possible groups should have a consistent and identifiable membership and be <b>as small as possible</b> whilst still being able to access a broad and balanced curriculum</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 <b>dedicated school transport services, extra-curricular clubs</b> and/or <b>wrap-around care</b> will almost certainly have to be in a different group/bubble to their teaching group bubble. However, these groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups</p> <p>A <b>daily record</b> 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>		
<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 or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.</li> </ul>		Please refer to the TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020

<p>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>	
<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>	
<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>- 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>	<p><a href="#">Safer travel guidance for passengers</a></p>
<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>	<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 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> <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>	
<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. RHS do not share coaches with pupils from other schools. 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>	
<b>Arrival at School</b>	
<p>To minimise the number of pupils and parents arriving at / leaving school at the same time, staggering of the time that different years start / finish school and 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>	
<b>Lessons / Learning Activities</b>	
<p>Use of pens, pencils and stationery:</p> <ul style="list-style-type: none"> <li>- Where appropriate, pupils are to bring in and use their own pens, pencils and other frequently used items and not share them with others</li> <li>- 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 72 hours break in between in order to allow sufficient time for the virus to die.</li> </ul>	
<p>Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.</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.	
Pupils can take books and other shared resources home, but unnecessary sharing should be avoided	
<p><b>PE &amp; Sports</b></p> <p>All activities should consider as a starting point the ABC of hygiene, capacity management and distancing.</p> <ul style="list-style-type: none"> <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 football and rugby games are <u>not</u> possible, nor are games such as hockey, lacrosse and netball, unless they are not adapted to increase the distance to 2m to avoid being within someone's exhalation zone. The NGB's such as Net ball England have adapted their rules to accommodate a minimum of 2m distancing.</li> </ul>	<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>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>	<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>
<b>Peripatetic and External Sports Coaches</b> - see controls on the 'Whole Schools Precautions' sheet - row 48	
<p><b>Fitness Suites</b></p> <p>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>	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p>
<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>	<p>Return to recreational team sport framework</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>	
<p><b>Using external facilities and venues</b></p> <p>To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out use EVOLVE to manage your trips to them. In general using external venues and facilities will require a response from them in how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust response and good plans in place they are suitable to use. Like other educational trips a pre- trip site visit might be in order to check before you turn up with a group and find out that it is not being managed very well.</p>	
<p><b>Music lessons</b></p> <ul style="list-style-type: none"> <li>- Peripatetic staff - consider teaching lessons 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 specifies the precautions that will be implemented:</li> <li>- Staff should follow social distancing (2m or 1m+) from their pupils at all times.</li> <li>- Where possible, ensure good ventilation, eg by opening the windows</li> <li>- In small music / practice rooms, consider the use of screens between staff and pupils,</li> <li>- Where possible pupils should use their own instruments that they don't share with anyone else.</li> <li>- Brass and wind instruments, including recorders, must not be shared.</li> <li>- Instruments that can be shared, eg keyboards and percussion instruments - pupils should wash their hands immediately before using the instrument and then again at the end of the lesson, and the instrument should be thoroughly cleaned at the end of each lesson</li> </ul>	<p><a href="#">The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority.</a></p>
<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</li> <li>- Inside, use large spaces, greater distancing between individuals, positioning pupils back-to-back or side-to-side</li> <li>- ensuring good ventilation, eg by opening windows</li> <li>- not having choirs, ensembles or groups made up of pupils from different groups/ bubbles</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>	<p><a href="#">The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority.</a></p>
<b>Peripatetic Music and Drama teachers</b> - see controls on the 'Whole Schools Precautions' sheet	

<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 (max 15), and make sure pupils are positioned back-to-back or side-to-side, have greater distancing between individuals, are in large well ventilated spaces (eg open windows) or ideally outside</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>	<p><a href="#">The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority.</a></p>
<p><b>If 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 worn 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>	<p><a href="http://dt.cleapss.org.uk/">http://dt.cleapss.org.uk/</a></p>
<p><b>If 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>	<p><a href="http://science.cleapss.org.uk/">http://science.cleapss.org.uk/</a></p>
<b>Additional Points for EYFS 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>	<p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Actions for Early Years and Childcare Providers During the Coronavirus Outbreak</a></p>
<p>All equipment, toys and resources should be regularly and thoroughly washed, particularly hand contact surfaces</p> <ul style="list-style-type: none"> <li>- Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>- Malleable materials such as plasticine or playdough, and equipment such as sand and water trays, can be used providing the children (and any supervising staff) thoroughly wash their hands before starting to play with the materials, and immediately afterwards. Any tools, toys or equipment used in conjunction with the plasticine, playdough, sand or water should be regularly cleaned, and playdough, plasticine and water should be regularly replaced.</li> <li>- See Appendix 9 of <i>Public Health Wales - Guidance for Childcare Settings</i> for detailed guidance on keeping a wide range of toys and equipment clean</li> </ul>	<p><a href="#">Public Health Wales Guidance for Childcare Settings</a></p>
<p><b>Sand and water trays</b></p> <p>Play with sand, water, plasticine or play dough and cookery and other messy play activities should be restricted and only participated in if the relevant guidance around hygiene and cleaning in the Infection Prevention and Control for Childcare Settings Guidance can be adhered to. If this cannot be adhered to, these activities should not be undertaken.</p>	
<b>Break Times / Lunch Times</b>	
<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>	

<p>If possible stagger break times / lunch times for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands / using play areas and play equipment</p> <ul style="list-style-type: none"> <li>- Encourage pupils to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</li> <li>- Require pupils to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school</li> <li>- Ensure that handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time</li> <li>- Disconnect, or sign 'do not use' water fountains which are designed for people to drink from directly (refilling personal water bottles is acceptable)</li> </ul> <p><b>Sixth form common rooms</b></p> <ul style="list-style-type: none"> <li>- Ensure that hand contact surfaces e.g. handles on fridges, kettles, hot and cold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time</li> <li>- Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced</li> <li>- Ask pupils to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side</li> </ul>	
<p>If <b>outside play equipment</b> / trim trails / climbing walls are used during break times:</p> <ul style="list-style-type: none"> <li>- Implement measures such as limiting the number of pupils who use each piece of equipment at any one time, marking out queuing zones and having one way systems, to minimise the transmission risk of COVID-19</li> <li>- 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</li> <li>- Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles / groups</li> <li>- Enclosed play spaces such as small 'Wendy Houses' should be 'out of bounds', as they are confined spaces and it is not possible for children to maintain 2m distance between themselves</li> </ul>	<p><a href="#">Covid19: Guidance for managing playgrounds and outdoor gyms</a></p>
<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 / pupils (where the layout of the site, one ways systems etc allows), marking out social distancing spacing in queuing zones, setting a maximum number of people that can be in the facility at any one time, reminding pupils not to gather 'socially' in the toilets (as girls are sometimes inclined to do) 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>	<p><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></p>
<b>Libraries and Communal Learning Resources</b>	
<p>Libraries will be closed to borrowing for the moment, except for click and collect services provided by the librarian. If used as a learning/working environment desks will be allocated to ensure 2m separation is maintained between staff and pupils will work facing the same way. Cleaning/sanitising regimes will be in place. Books, magazines, newspapers etc in the library should not be handled by anyone</p>	
<b>Training</b>	
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded</p>	
<p>Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors</p>	
<b>Area / Activity Risk Assessments</b>	
<p>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</p>	
<b>Monitoring</b>	
<p>All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department</p>	
<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	
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4	

**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<b>Area / Task / Activity: V6 Boarding reopening from 1 September 2020. For Boarding staff and Senior School staff</b>		Date: 28 August 2020
Assessor: Emma Custodio		
<b>This is the 'Boarding' Sheet</b>	This risk assessment is on 4 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities 4. Boarding	
<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 their family who could become seriously ill	
<b>Who is at risk?</b>	All staff, pupils and any contractors or visitors attending school	
<b>Numbers of Boarders</b>	School House: 58 Gloucester House: 49 Total: 107	
<b>Key Guidance Documents</b>		
	<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="#">Guidance on Opening Schools to More Pupils from 1 June - Guidance for Parents &amp; Carers</a>	
	<a href="#">Actions for Education and Childcare Settings to Prepare for Wider Opening from 1 June 2020</a>	
	<a href="#">Actions for Early Years and Childcare Providers During the Coronavirus Outbreak</a>	
	<a href="#">Planning Guide for Primary Schools - preparing to extend opening to all junior school pupils</a>	
	<a href="#">Guidance for Secondary School Provision from 15 June 2020</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>	
	<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a>	
<b>Control Measures:</b>		<b>Notes / Further Action Required</b>
<b>General Precautions</b>		
<p>As far as possible</p> <ul style="list-style-type: none"> <li>- Boarding Houses will remain "households" for isolation purposes and minimise the need to usual social distancing regulations</li> <li>- Boarding staff will supervise daytime GH during isolation period</li> <li>- GH will exist as one bubble for interaction and mentor purposes</li> <li>- SH will bubble into Year 11, Year 10, Year 9 and then Yr6,7&amp;8</li> </ul>		
<p>Where possible:</p> <ul style="list-style-type: none"> <li>- group sizes for prep or meetings will be limited to a maximum of 15 pupils / member of staff</li> <li>- staff must open windows and doors to ensure good natural ventilation in the rooms/areas that are being used, ventilated at times when boarders are not in, communal areas doors to remain open (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open) - more electromagnetic door fixtures needed</li> <li>- activities will be done outside or in small groups in large common rooms with windows and doors open</li> </ul> <p>All unnecessary items will be removed from rooms and corridors and stored elsewhere to allow effective cleaning.</p>		
<p>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 :</p> <ul style="list-style-type: none"> <li>- before leaving the boarding house</li> <li>- on arrival at school</li> <li>- immediately before and after each lesson / activity</li> <li>- at each break time</li> <li>- before entering the dining room or eating any food, including snacks</li> <li>- after using the toilet</li> <li>- before leaving school</li> <li>- on arrival back to the boarding house</li> <li>- Before and after using the coded doors. Sanitiser dispensers outside 3 corridor doors in School House, also outside med room/ends of corridors/in prep room/kitchen. GH sanitisers at office/kitchen and common rooms/med rooms and ends of corridors/outside GH entrance/coded landing doors</li> <li>- before using the kitchen</li> </ul>		
<b>Getting To / From School/14 days Isolation</b>		
<p>Boarders to return on specific dates set by school only</p> <ul style="list-style-type: none"> <li>- International pupils are collected at the airport by chartered coach (deep cleaned/masks/hand sanitiser/food and water) Some being dropped off by guardians. Safe waiting zones at the airport terminals with member of staff keeping 2m apart from other travellers/pupils/member of staff. Distancing on coaches. Drivers cannot help with luggage.</li> <li>- UK pupils drop off same day parents/guardians not to enter Houses</li> <li>- 14 days isolation in Boarding Houses with GH and after 4.30pm activities/music/sport</li> <li>- No compulsory exerts</li> </ul> <p>14 days isolation in Houses</p> <ul style="list-style-type: none"> <li>- Boarders will isolate in separate Houses (School House and Gloucester House) to establish households.</li> <li>- During this period SH boarders will eat breakfast and lunch in House and supper in the Dining Room at staggered times. GH will eat breakfast and lunch in the Sixth Form Cafe and evening meal in Rebecca Barrell Room. Both rooms will be closed off in the evening for the sole use of boarders. Lunch and snacks will be brought up to SH and there will be meal times in the kitchen at staggered times. Quality, quantity and variety of meals/cultural consideration/allergies/religion/dietary requirements.</li> <li>- Boarders will undertake GH with boarding staff supervision where possible</li> <li>- Boarders will be able to use the school site after the day girls have returned home including music, gym, art and sport. There will be the usual weekend programme of activities at the weekend and these will be onsite only.</li> <li>Weekly boarders to remain at school for the 14 day duration, then may return home for weekends and sign agreement to follow guidance.</li> </ul>		
<b>General Medications</b>		
<p>Dispense for daily meds in SH will take place at allocated times with Matron only. Should a queue form, boarders are to line up giving distance from one another. Any other medication requirements will be dispensed from the House Offices as normal. Those dispensing should wear gloves.</p> <ul style="list-style-type: none"> <li>- Medical Appointments in School - over phone. GP to determine nature of follow up.</li> <li>- Medical Appointments outside School and escorting and PPE available to go to an outside appointment - school minibus with mask and windows open</li> </ul>		
<b>Suspected case of Covid in Boarding</b>		

<p>House Staff are to take boarders' temperature before leaving for school with non-contact infra-red thermometers. Staff are also to check their temperatures before coming on duty.</p> <ul style="list-style-type: none"> <li>- Anyone who has a raised temperature or symptoms (37.8c and above) should stay at home and notify the Head of Boarding of absence / Housemistress of GH if HOB is ill.</li> </ul> <p>Procedure for boarding if a boarder is symptomatic in boarding: test to be ordered and patient to be isolated in boarding house medical room/isolation rooms.</p> <p>Boarding staff will be responsible for isolating and tracking/tracing (with guidance from PHE) other boarders and staff</p> <ul style="list-style-type: none"> <li>- remove to medical room and room-mates also isolated elsewhere and tested.</li> <li>- If a boarder or member of staff develops a temperature of 37.5c and above whilst at School boarders to return to boarding house, the Medical Centre will triage them, initially by phone and maybe in person.</li> <li>- Students to be held in boarding medical room/isolation room pending test results.</li> </ul> <p>PPE Kits available in boarding houses</p> <p>Checksheet in boarding for steps/measures to take and provide support to reinforce staff training</p> <p>FOLLOW Flowchart for SUSPECTED CASE AND POSITIVE CASE IN BOARDING</p>	
<b>Action in the Event of a Confirmed Case of Coronavirus in a boarder at School</b>	
<p>Any pupil or member of staff who falls ill with Covid-19 symptoms should arrange to be tested asap. This will enable pupils to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their classmates and school staff.</p>	
<p>Boarder to continue be isolated for 14 days in the Nightingale (isolation) Wing and the rest of the boarding house bubble to isolate for 14 days.</p> <p>Communication to parents immediately. If local boarder, can be collected and removed from boarding for 14 days.</p> <p>PPE for Boarding Staff</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 in line with Government guidance - disposable gloves, aprons, appropriate mask (such as FFP2 mask) and face visor. masks must be worn in accordance with the guidance:</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>All disposable PPE used by the School Nurse/boarding 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/boarding staff during assessment and treatment of pupils should also be carefully disposed of in the same way.</p> <p>Boarding staff to isolate in boarding for 14 days</p> <p>Ensure delivery of good quality meals and snacks</p> <p>Laundry daily</p> <p>RESIDENTS IN NORTH FLAT (not in the boarding house, but 3 of 4 residents will work in boarding) will follow the guidelines as per member of boarding staff and households - will need to self-isolate if positive case in boarding, but the 4th resident who does not work in boarding need not as did not come into contact with boarders. However if one of the residents is Covid+ then the household needs to isolate.</p>	<u>Stay at Home guidance</u>
<b>Prep/Homework</b>	
<p>Year 9 in Prep Room with m.o.s Years 6,7&amp;8 in rooms with doors open and staff supervision in corridor. Year 10&amp;11 in rooms as usual.</p> <p>Work areas will be spread out e.g. by marking desks/workspaces that cannot be used. GH will use study bedrooms - work room and cafe available and will be spaced accordingly.</p> <p>SH each pupil will be allocated a desk and asked to sit at the same desk every day</p> <ul style="list-style-type: none"> <li>- staff 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)</li> </ul> <p>Use of pens, pencils and stationery:</p> <ul style="list-style-type: none"> <li>- Where appropriate, pupils are to use their own pens, pencils etc and not share them with others</li> <li>- 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.</li> </ul>	
<p>If pupils' activities include the use of laptops</p> <p>All electronics are not to be shared</p> <ul style="list-style-type: none"> <li>- Senior School pupils must use their own device in the usual way.</li> <li>- Electronic wipes to have in the Houses to encourage the boarders to use regularly on their own devices</li> <li>- ELECTRONICS COLLECTION YEAR 7-9: Must use own named shelf and plugs, must hand in and collect their own electronics only, to be wiped down after collection in the morning.</li> </ul>	
<b>Boarding Houses</b>	
<p>Moving around the Houses</p> <ul style="list-style-type: none"> <li>- Where appropriate, doors will be held open (doorguards) 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. External 'coded' doors that are required to ensure security will not be left open for ventilation purposes.</li> <li>- Staff who do not need to interact with pupils will keep away from areas occupied by them when they are in the Houses and will not enter the bedrooms (will only check tidying in SH once boarders are out of the House)</li> <li>- areas of increased gathering (e.g House office/entry and exit doors, stairs) will be subtly marked up with distance control for best practice and to avoid queuing.</li> <li>- Positive content notices and signs around the Houses and at pressure points to ensure expectations</li> </ul> <p>Bedrooms</p> <ul style="list-style-type: none"> <li>- any furniture not required to be stored</li> <li>- where possible where numbers allow, limit bedrooms to minimum occupancy</li> <li>- bedroom communal sink usage - reminding boarders about hygiene. Cleaning products available where there are shared facilities.</li> <li>- water dispensers and cleaning - regular daily cleaning</li> </ul>	
<b>Meal times</b>	
<p>Where possible, breakfast/lunch/supper times will be staggered for different groups of pupils to reduce contact between groups and to ease congestion at servery and tables. Boarding meals after 14 days isolation will return to the Dining Room(SH) and RB Room (GH)</p> <ul style="list-style-type: none"> <li>- Pupils will be encouraged to wash their hands before eating any snacks/meals. Sanitiser is also available at the dining hall</li> <li>- Dining areas will be monitored by staff for sensible numbers</li> <li>- Handles / buttons on water dispensers in Dining Room are thoroughly cleaned after each meal time</li> </ul>	
<b>Group Gatherings</b>	
<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. House meetings, activities and prep will take place in small year groups of no more than 15:1</p>	
<b>Cloakrooms &amp; Handwashing</b>	
<p>Cloakrooms &amp; Handwashing</p> <ul style="list-style-type: none"> <li>- Plentiful supplies of warm water (remind boarders to wait for hot water), antibactericidal soap and paper towels will be provided. Where possible hot air hand driers will be disconnected.</li> <li>- All hand contact surfaces in cloakrooms &amp; handwashing / toilet facilities will be thoroughly cleaned each day and supplies of soap and paper towels topped up. Shower mats - contamination and highlight how to use safely</li> <li>- bins in rooms and corridors</li> <li>- Available toilet wipes</li> <li>- Disinfection spray and paper roll for staff to clean</li> </ul>	
<b>Use of Communal Areas</b>	

<p>Kitchens:  Reduced numbers and rotas for cooking, ensuring enough space  Ensure well ventilated  All cutlery and crockery to be loaded into dishwasher and unloaded by House Staff in SH  Surfaces and handles/touch points to be cleaned regularly after use  Refrigerators to regularly be cleaned out</p> <p>Common Rooms:  Ensure not overcrowded and well ventilated  Surfaces and touch points to be cleaned regularly</p> <p>Showers:  Rota for showering in SH. Ensure no overcrowding or queues in GH.</p>	
<b>Laundry</b>	
<p>Bath mats to be taken for laundry daily by Housekeeping.  Bedding to be laundered every week  Laundry bins in Houses/Laundry room in GH - students to drop off laundry and this will be bagged up. Bags will be taken by estates to laundry and delivered back to Houses in bags. Shirts to be washed daily. Washable face masks will be washed 3 times a week - after each use they can be dropped into the lidded laundry bin marked "washable masks".</p>	
<b>Clubs and Extra Curricular Activities</b>	
<p>Sports  - Where possible sports activities will take place outside  - Activities that require people to be close together, such as many team games will not take place  - Sports kit that is worn must be washed at the end of the day.  - Only those sports approved by DfE and approved sporting associations will be played.  - Any one wishing to participate in outside clubs e.g tennis club, parental permission will be required</p>	
<p>If 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:  - Where possible, each person will be allocated their own item of equipment at the beginning of the activity. This will not be shared with anyone else  - All equipment used will be thoroughly cleaned at the end of each activity and a note made to this effect.  - Gym will be closed</p>	
<p>Music lessons  - 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 - wipes where House pianos/keyboards are  - Pupils should use their own drum sticks etc that they don't share with anyone else for playing drums and large percussion instruments</p>	
<p>Weekend Activities  Going into town - after 14 days quarantine. Will need parental permission. Year 7s will be escorted.  Year 9 boarder who is at risk and public transport use.  Observe social distancing rules set out in shops and pedestrian areas.  All activities will be onsite for the immediate future and managed by boarding staff in small groups.  Any craft materials for crafting will be cleaned beforehand and after.  Activities will be in small groups in a large room and on separate tables.</p>	
<b>Office Space</b>	
<p>School House:  There should be no more than 1 person in the School House Office at one time due to lack of space.  Where possible, ECS will work in her office / PLE will work at her desk in her flat or in Havelock when on duty / Matron will work out of the House office.  The boarding assistants can work out of Havelock kitchen being aware of numbers if boarders are in there. Staff should space apart when on duty together. Team meetings to take place in Clive where there is plenty of space for 2m distance.</p> <p>Gloucester House: staff must ensure office is not overcrowded and social distancing is maintained. furniture to be moved if required.</p>	
<b>Cleaning</b>	
<p>Suggested for 14 days isolation period: Communal areas, toilets and showers to be cleaned whilst students in rooms online lessons. Rooms to be cleaned whilst corridors are in lunch sittings in kitchens/cafe. Sinks, handles and surfaces in rooms daily, hoovering every other day. Return to usual cleaning practice once boarders are back in lessons.</p>	
<b>Fire Drills</b>	
<p>As normal practice, but for 14 days isolation period, SH and GH to muster separately and away from the rest of the school.  Return to Southside and Science Car Park and with rest of school after 14 days</p>	
<b>Training</b>	
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded</p> <p>Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors</p>	
<b>Area / Activity Risk Assessments</b>	
<p>All Heads of Houses 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</p>	
<b>Monitoring</b>	
<p>All Heads of Houses should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department</p>	
<b>Further Action Log</b>	
<b>Action Required</b>	<b>Completed</b>
1	
2	
3	
4	