

## Prep School (Portland Place) Risk Assessment

### Full Reopening of the Prep School September 2020 (updated 11/04/2021)

(Most recent changes are represented as red text)

- Re-opening the school requires the cooperation of the entire school community. The risk assessment has three main underlying caveats;
- The Government have said it is safe enough for all pupils to return to school
- The school community attending each day is well and symptom free
- The internal class communities are contained with limited contact with others to enable contact tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic but by reducing overall contact, tracing will be easier.

	RISK	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
<b>1</b>	<b>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</b>	Staff	<ul style="list-style-type: none"> <li>• Issue questionnaires to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable</li> <li>• For staff identified as clinically vulnerable or clinically extremely vulnerable, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable N.B. It is recommended that risk assessments are signed and dated by both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes.</li> <li>• For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report and who have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable. Staff in the most at risk categories</li> </ul>	High	HR, SLT

			<p>are advised to take particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none"> <li>• Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</li> <li>• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they should request to work from home where possible. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</li> <li>• Current DHSC guidance advises that Clinically Extremely Vulnerable individuals should continue to shield even after they have been vaccinated.</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</li> </ul>		
<b>2</b>	<b>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</b>	Pupils	<ul style="list-style-type: none"> <li>• Review pupil health records or issue questionnaires to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable.</li> <li>• For pupils identified as clinically vulnerable or clinically extremely vulnerable, parents/carers to provide details of any medical advice and an individual risk assessment to be carried out and recorded prior to their return to school to agree on suitable control measures to reduce the risk to an acceptable level. N.B. It is recommended that risk assessments are signed and dated by both the assessor and parents/carers, and are regularly reviewed and updated in line with any changes.</li> <li>• Contingency plans are in place to enable immediate access to remote education for pupils where necessary (i.e. for those pupils who may need to self-isolate).</li> <li>• <b>Shielding advice has been paused nationally from 31 March. All Clinically extremely vulnerable (CEV) pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal.</b></li> </ul>	High	HR, SLT

3	Cleaning	Staff and pupils	<ul style="list-style-type: none"> <li>• A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles /plates, taps, flush handles, loo door handles, banisters etc. are all thoroughly cleaned and disinfected regularly.</li> <li>• Increased and in-depth cleaning programme across the school lunchtime and daily.</li> <li>• Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day.</li> <li>• All teachers to have a bottle of anti -viral sanitising spray / sanitising wipes in classroom</li> <li>• Cleaning supplies to be of the required alcohol/anti -viral content to combat the virus</li> <li>• Hand towels and hand wash to be checked and replaced as needed by site / cleaning staff.</li> <li>• Reduce clutter and remove any items that are difficult to clean</li> <li>• Increased/ enhanced cleaning of shared/common areas including the dining hall</li> </ul>	High	Maintenance
4	Personal hygiene	All pupils, staff and visitors to site and site users	<ul style="list-style-type: none"> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance</li> <li>• Pupils shown the correct way to wash hands using NHS video</li> <li>• Whole class handwashing/sanitising on arrival and before and after food and after break times.</li> <li>• Site staff to regularly clean the hand washing facilities.</li> <li>• Provide alcohol/anti-viral hand sanitiser at entrance/exit to be used by all persons when entering/leaving.</li> <li>• Hand sanitiser provided in each class in which teaching will be conducted and strategic places around the building.</li> <li>• Provide tissues for classrooms. Staff to replenish as needed.</li> <li>• Individual anti- virus sprays and cloths for each class</li> <li>• Ensure lidded/pedal bins are provided for tissues in every classroom.</li> <li>• Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class.</li> <li>• Staff / pupils to use tissues when coughing or sneezing and then place the used tissue in the bin before washing/sanitising hands.</li> </ul>	High	All staff and pupils

			<ul style="list-style-type: none"> <li>All staff to monitor signs of illness and pupils with underlying health conditions</li> </ul>		
<b>5</b>	<b>Managing arrival and departure from school to allow for social distancing</b>	Parents and Pupils	<ul style="list-style-type: none"> <li><b>Pupils can arrive between 8.00 - 8.30am.</b></li> <li>On arrival, family units should line up outside the building along the wrought iron fence at a social distance of 2m apart</li> <li>Parents encouraged to wear face masks/coverings when dropping off and collecting students</li> <li>A line will be clearly demarcated near the entrance to the school which will be the start of the line.</li> <li>A staff member will be present to greet the family at a distance and pupils will be asked to enter the building one at a time</li> <li>Pupils to sanitise hands on entry into the building and will be directed to their home class.</li> <li>Dismissals will be staggered in 5 minute intervals</li> <li>For dismissal, each group of pupils will be subdivided into two groups. The first will line up on the ground floor and the second on the main staircase. Parents will have to line up outside at a distance of 2m supervised by a staff member with the first parent collecting positioned on the demarcated line. Pupils will be dismissed in a sequential and orderly manner.</li> </ul>	High	All staff

6	Contamination from outside the school	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>• Doors to be open from 8.00 am. Children should not be on site until then.</li> <li>• Pupils to have temperature checked on entry into the building. Any pupil with a temperature greater than 37.8°C should not be allowed on site and sent home immediately.</li> <li>• Parents to maintain social distancing rules outside of the school and to move away from school premises quickly after dropping off/ picking up children. 1 parent to drop off / pick up their child/ren</li> <li>• Children to bring school bag with a snack, water bottle and any homework from the previous evening. Water bottles will be sent home each afternoon and should be washed</li> <li>• No other bags or individual belongings to be brought from home.</li> <li>• Long hair to be tied back and no jewelry to be worn by students.</li> <li>• No blazers to be worn. Parents politely advised to wash clothes daily. Flexible uniform expectations.</li> <li>• Resource packs for all pupils – individual wallets with pencil, pen, white board pen and white board eraser etc.</li> <li>• Staff should not attend if unwell and thermometers available to check temperature if needed.</li> <li>• All parents are asked to not bring pupils to school if they are unwell/ have a high temperature and if they are concerned to take temperatures before children come to school.</li> <li>• Pupils will be assigned a seat, which they will use every day.</li> <li>• No Parents or visitors on site except essential maintenance. Essential personnel only.</li> <li>• Any masks worn to be removed by pupils themselves. Placed in their bags. Pupils may wish to remove protective outer clothing on arrival.</li> <li>• Parents and carers to email communications to teachers.</li> <li>• Parents and carers to email or phone with any private or confidential matters.</li> <li>• Parent meetings, evings or appointments to be completed virtually.</li> <li>• Prospective parents to have virtual viewings and not to have tours of site</li> <li>• Staff member to be positioned outside the building to assist with student arrivals and dismissals and remind parents about following social distancing rules. Procedures for arrivals and dismissals will be communicated to parents prior to the reopening of the site.</li> <li>• Children to sanitise hands upon entering the building</li> </ul>	High	Parents, staff & pupils
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7	Contamination within the school	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>● Curriculum planning focuses on independent, individual learning activities. No collaboration outside of class groups or group work</li> <li>● Students to work in class/year group bubbles</li> <li>● Minimise movement around the building by each class having the for the majority of their lessons in a designated classroom, except for specialist subjects that have a practical element such as Science, P.E, Music, Art, Drama, and D&amp;T.</li> <li>● Students will be responsible for sanitising their learning space and resources at the end of the lesson for the practical subjects taught in shared classrooms.</li> <li>● No gatherings of staff or children. Therefore, no assemblies, staff meetings. Meetings can still happen maintaining the correct social distance or via Zoom/Google Meet</li> <li>● Strict social distancing rules to be followed when using the staffroom (refer to point 8). All food to be eaten by staff members with social distance in place.</li> <li>● Staffroom only in use for 4 people except to get drinks and use the microwave. Food to be eaten in designated areas with social distancing in place.</li> <li>● Use of PPE – order of masks, gloves, hand sanitiser (as advised by the Government or as staff wish to)</li> <li>● Increased toilet cleaning and regular checks to ensure that soap is available</li> <li>● Increased touch point cleaning</li> <li>● Discontinue use of hand dryers with provision of paper towels instead</li> <li>● Pupils to bring in a clean water bottle from home daily to reduce use of water fountains. Water bottles to be sent home every evening and should be washed.</li> <li>● Clearly marked <b>lidded/pedal bins</b> in all classrooms and in other key locations around the site (e.g. toilets, hall and music rooms) for the disposal of tissues and any other potentially infected waste.</li> <li>● Bins to be double bagged and emptied daily or when required. Maintenance staff to check this at regular intervals.</li> <li>● Cleaning staff to be given a list of increased cleaning expectations/routine in line with guidance.</li> <li>● No playdough or reusable malleable material to be used this term.</li> <li>● No small construction/fine motor resources</li> </ul>	High	ALT/SLT/Site Team
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|  |  | <ul style="list-style-type: none"><li>● Books removed from library bookcases/ bookcases made inaccessible or tape used to remind pupils not to use.</li><li>● Increased and in-depth cleaning programme across the school lunchtime and daily.</li><li>● Individual anti-virus sprays and cloths for each class.</li><li>● Staff and students in Year 7 and 8 to wear face coverings within the building when social distancing is not possible and must maintain a social distance when practical to do so.</li><li>● Staff and students are advised to bring in their own face coverings/face masks, but provision on site for anybody struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe.</li><li>● Reasonable plastic pouches are also available to store face coverings/masks</li><li>● Staff and older pupils to be given guidance on how to safely store, dispose of, remove and put on face coverings.</li><li>● This includes:<ul style="list-style-type: none"><li>- cleaning of hands before and after touching – including to remove or put face coverings on</li><li>- not touching the front of their face covering during use or when removing it</li><li>- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)</li><li>- place reusable face coverings in a plastic bag they can take home with them.</li></ul></li><li>● Exemptions to the wearing of face coverings/masks are as follows:<ul style="list-style-type: none"><li>❑ individuals who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li><li>❑ Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</li><li>❑ Staff with medical exemptions to be offered alternatives such as visors as additional measures for protection.</li></ul></li><li>● Transparent face coverings, to be worn for communication with someone who relies on lip reading, clear sound or facial expression.</li></ul> |  |  |
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8	<b>Contamination within the classroom</b>	Pupils and staff	<ul style="list-style-type: none"> <li>● Each child to have their own learning pack consisting of relevant stationery (e.g. a pen, white board rubber, pencil and ruler).</li> <li>● Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (i.e. staff and pupils to have their own items).</li> <li>● Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff.</li> <li>● Classroom based resources (such as books and games) used within the bubble to be cleaned regularly. Books to be separated into days of the week and quarantined at the end of each day and returned for use the following week.</li> <li>● Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</li> <li>● It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as snacks, hats, coats, books, stationary and mobile phones. Bags are allowed. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources</li> <li>● Pupil's books/resources will be kept in individual desks in their permanent seat/desk in the classroom.</li> <li>● Using disinfectant spray (that doesn't require to be wiped down) to clean pencils, paintbrushes and any other resources used that day.</li> <li>● Each pupil will be assigned a desk and store personal resources in their desk</li> <li>● Limit the number of physical resources where practical to do so.</li> <li>● Digital devices to be disinfected before and after use.</li> <li>● Try to avoid working with paper/other materials that are shared in a way that may increase risk of transmission, where practical to do so i.e. consideration to be given to marking work (done electronically), photocopying, etc.</li> </ul>	High	All staff
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|  |  | <ul style="list-style-type: none"><li>● Pupils should mark and assess their own work where possible to reduce the potential for contamination</li><li>● Subject teachers / teaching assistants should sanitise hands on entry and exit to the classroom and between each session</li><li>● Subject teacher to wipe down the digital device connected to the IWB and IWB before using. Alternatively, the teacher can wear gloves before using the classroom based IT equipment. Subject teachers should sanitise hands, the digital device connected to the IWB and IWB after the lesson. Alternatively, if wearing gloves, take off the gloves and dispose of hygienically.</li><li>● Teachers to also be provided hand sanitiser for individual classrooms when required to stay at school and deliver remote learning.</li><li>● Disposable tissues readily available in home classrooms. Maintenance staff on hand to replenish during the day.</li><li>● Lidded/pedal bins to be provided for each home class. Maintenance staff to check at regular intervals throughout the day and emptied when required.</li><li>● Rooms to be kept as well ventilated as possible (opening windows and propping open doors) or via ventilation units while rooms are occupied.</li><li>● Measures to be taken to maintain a comfortable temperature while still ventilating the room includes:<ul style="list-style-type: none"><li>- opening high level windows in colder weather in preference to low level to reduce draughts</li><li>- increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) or open windows for short periods of time (5 minutes every 20 minutes during lessons)</li><li>- providing flexibility to allow additional, suitable indoor clothing</li></ul></li><li>● Specialist teachers will work with the same group of students each week to ensure that the numbers of staff/changes are kept to a minimum.</li></ul> |  |  |
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9	<b>Contamination within the staff room</b>	Staff	<ul style="list-style-type: none"> <li>● Staff members to sanitise hands on entry and exit from the staffroom.</li> <li>● Staff members to maintain social distancing in the staffroom at all times, with a limit of 4 members of staff at any given time.</li> <li>● Staff to wear a facemask in the staffroom if</li> <li>● Staffroom should remain ventilated while in use by opening the windows. Windows should be closed at the end of the school day.</li> <li>● Food or drink can be consumed in the staff room only if a 2m social distance can be maintained. Otherwise, staff should eat the school lunch in the designated staff area/s.</li> <li>● Responsibility of each staff member to clean frequent contact surfaces prior to and after use such as fridge door handles, kettle, microwave handle, coffee jar, keyboards etc.</li> <li>● Responsibility of each staff member to wash cutlery and mugs after use.</li> <li>● All potentially infectious waste to be disposed of in the lidded/pedal bin</li> </ul>	High	All staff
10	<b>Contractors and visitors attending the site</b>	Pupils and staff	<ul style="list-style-type: none"> <li>● Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.</li> <li>● Limit the number of contractors/ visitors on site at any one time.</li> <li>● Record to be kept of all contractors/ visitors attending site. (N.B. there is a contractor/ visitor sign in/ out process in place, and this will be extremely important going forward for tracking and tracing should any go on to develop symptoms).</li> <li>● Limit the areas of the workplace that contractors/ visitors are permitted to access.</li> <li>● Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils. Where possible arrange visits outside of school hours.</li> <li>● Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test &amp; Trace prior to them attending site.</li> <li>● Deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the school buildings.</li> <li>● Provide hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.</li> </ul>	High	Administration staff

			<ul style="list-style-type: none"> <li>● Upon arrival at the site, staff to brief contractors/ visitors to: <ul style="list-style-type: none"> <li>○ Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before and after eating or handling food, when changing rooms, and after blowing their nose/ sneezing/ coughing/ touching their face), and prior to leaving the site;</li> <li>○ Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it');</li> <li>○ The need to avoid touching their face (and especially the eyes, nose and mouth); and</li> <li>○ The need to follow the social distancing guidance whilst on site (N.B. you may need to instruct them on your own local rules, such as one way systems to follow etc.).</li> </ul> </li> <li>● Staff to maintain social distancing when escorting contractors/ visitors.</li> <li>● Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.</li> <li>● Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.</li> <li>● Visitors/ contractors to wear face masks while on site</li> </ul>		
11	Lunch breaks in the park	Pupils and staff	<ul style="list-style-type: none"> <li>● Wash/sanitise hands before pupils exit and enter the building</li> <li>● Pupils to socially distance at all times walking to and from the park</li> <li>● Ensure that staff/pupil ratios are maintained when having break in the park</li> <li>● Students made aware that they need to socially distance from the general public</li> <li>● Playgrounds at the park NOT to be used</li> <li>● Antibacterial/ disinfectant spray to be used to clean any equipment taken to the park.</li> <li>● Breaks to the park to be in Year group bubbles</li> <li>● If possible supervising staff should find an area in the park away from the general public</li> <li>● Pupils can interact at a social distance but no contact should be made.</li> <li>● No sharing of equipment taken the park, unless sanitised between uses</li> <li>● Supervising staff to take first aid bag and hand sanitizer to the park</li> </ul>	High	All staff

12	Contamination and maintaining social distancing at break and lunchtime	Staff Pupils	<ul style="list-style-type: none"> <li>• Stagger breaks and lunches so that all staff and pupils are not moving around the school and using the dining areas at the same time.</li> <li>• Surfaces in the dining areas to be thoroughly cleaned between sittings.</li> <li>• Shared utensils such as water jugs and serving cutlery to be thoroughly cleaned between sittings.</li> <li>• Groups to be kept apart as much as possible and sit side by side avoiding seating face to face where possible</li> <li>• Reconfigure seating and tables to support social distancing in dining areas.</li> <li>• Provide sachets of condiments (as opposed to large bottles) to reduce multi-touch points.</li> <li>• Staff and pupils to be directed to wash/sanitise their hands thoroughly before and after eating.</li> <li>• Students to social distance as much as practically possible while queuing for lunch</li> <li>• One way system in place when moving around the lunch hall to avoid face to face contact.</li> <li>• Dining hall to be ventilated using the air conditioning, which pumps in fresh air from outside</li> </ul>	High	Teachers and TAs/ SLT
13	Managing food and hygiene safely during snack times	Pupils and staff	<ul style="list-style-type: none"> <li>• Hand washing/ use of hand sanitiser with adult supervision before snack time</li> <li>• Snacks brought into school by pupils must be in accordance with the school's allergy policies, as the school is a <b>nut</b> and <b>sesame seed free environment</b>.</li> <li>• Pupils eat the snack at their desk and all packaging should be returned to their lunch box.</li> <li>• Staff/Pupils wipe down their table with disinfectant wipes before and after eating their snack.</li> <li>• Strict procedures need to be followed when using the water fountain, which includes pupils wearing gloves before operating a water fountain, which are disposed of after use or pupils to sanitise hands prior to and after using the water fountain. The water fountain should only be used to fill up water bottles Pupils to only use the water fountain under staff supervision at specified times during the day e.g. breaks, lunch time.</li> </ul>	High	All staff

14	<b>Maintaining social distancing whilst moving around the site</b>	Staff, pupils, visitors	<ul style="list-style-type: none"> <li>● Movement around the building will be kept to a minimum with pupils only leaving their class when required to do so.</li> <li>● Pupils to move around the building (when required) socially distanced, ideally at a distance of 2m (staff to reinforce)</li> <li>● Take the shortest route where possible in any transition following a one-way system.</li> <li>● Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in the same shared areas/ narrow corridors etc.</li> <li>● Staggered dismissals so that only one class to be dismissed at one time</li> <li>● A member of staff to accompany classes at all times when moving around the building to ensure that social distancing is maintained.</li> <li>● Individual children can leave class on their own for the toilet one at a time.</li> <li>● Each group of students to be allocated bathroom facilities.</li> <li>● Consider marking out areas to help pupils visualise and maintain 2m distancing.</li> <li>● Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone, where possible to do so.</li> <li>● The lift is not to be used, unless prior approval is given by a member of SLT</li> </ul>	Medium	Site team
15	<b>Maintaining social distancing in the classroom</b>	Staff  Pupils	<ul style="list-style-type: none"> <li>● Groups to be kept as small as possible, within the context of still offering a full range of subjects and the practicalities of the logistics of the building.</li> <li>● Groups to be kept apart from each other wherever possible.</li> <li>● There will be no mixing of the assigned pupil groups</li> <li>● Only use two learning spaces for the majority of lessons, except for P.E, music and Science (practical work).</li> <li>● Staff to redesign rooms, remove excess furniture, rearrange desks/workstations to ensure that pupils are seated side-by-side and facing forwards as opposed to face-to-face or side-on.</li> </ul>	High	Class teachers, TAs and site team

			<ul style="list-style-type: none"> <li>• Staff to encourage older children to keep their distance within their group and not touch staff and their peers where possible.</li> <li>• Interaction, sharing of rooms and social spaces between groups to be limited as much as possible.</li> <li>• Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults</li> <li>• Pupils will be assigned a seat, which they will use every day.</li> </ul>		
<b>16</b>	<b>Maintaining social distancing bathrooms/ changing rooms</b>	All pupils and staff	<ul style="list-style-type: none"> <li>• Regulate use of bathrooms for changing and other facility areas to reduce concurrent usage.</li> <li>• Pupils to be reminded to maximise social distance whilst changing</li> <li>• Cleaning staff to be given a schedule of when students are using the bathrooms to change so that they can be cleaned directly after use.</li> </ul>	Medium	All pupils and staff
<b>17</b>	<b>Maintaining social distancing measures in staff areas such as – staff offices, meeting rooms, staff rooms/ rest areas.</b>	All pupils and staff	<ul style="list-style-type: none"> <li>• Allowing those staff that can work safely from home to continue to do so to limit the number of staff on site.</li> <li>• Staff to be grouped on site with allocated work spaces, staff rooms/ rest areas and toilets according to groups where possible.</li> <li>• Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy (N.B. staggering breaks and lunches will also assist with this).</li> <li>• Staffroom layout to be reviewed to enable staff to maintain a 2m distance from each other (or 1m with risk mitigations where 2m is not viable).</li> <li>• Staff to limit social interactions with other members of staff to as short as time as possible.</li> <li>• Staff to increase the frequency of hand washing and surface cleaning.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Back-to-back or side-to-side working (rather than face-to-face) to be used whenever possible.</li> </ul>	Medium	All pupils and staff

			<ul style="list-style-type: none"> <li>• Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others), where possible to do so.</li> <li>• Plexiglass barriers to be installed for areas where staff may be required to closely interact with multiple persons (e.g. reception etc).</li> <li>• Hold staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in a large, well ventilated room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. (N.B. For areas where regular meetings take place such as meeting rooms, use floor signage and/or other signage to help people maintain social distancing).</li> <li>• Staff to avoid the sharing of pens, documents and other objects. Communal resources such as digital devices, photocopiers, laminator machines, and paper shredders should be disinfected before and after use.</li> </ul>		
<b>18</b>	<b>Behaviour</b>	All pupils, staff and any visitors/site users	<ul style="list-style-type: none"> <li>• Ensure that staff, pupils, and parents/ carers are briefed on the new social distancing procedures.</li> <li>• Proactively teaching new rules and routines to staff, children and parents.</li> <li>• Regularly and rigorously reinforcing behaviour throughout every day</li> <li>• All staff to consistently impose sanctions when rules are not followed, in line with the policy, as well as positively reinforcing well-executed rules through encouragement and rewards such as house points and special mentions</li> <li>• Out of bounds areas, transitioning around the building at different times of the day or queuing to be discussed.</li> <li>• Well-being of children is paramount and new rules will be applied in a child friendly manner and through a variety of recommended resources such as signs and posters.</li> </ul>	High	All staff

19	<b>Uniform expectations</b>  (Parents and pupils are worried as they do not have correct uniform due to home circumstances and availability of shops)	Pupils	<ul style="list-style-type: none"> <li>• No child to be disciplined for wearing incorrect uniform</li> <li>• No blazers to be worn to school.</li> <li>• Parents are advised to wash clothes daily.</li> <li>• Flexibility with uniform/PE Kit.</li> <li>• Parents to be informed of PE days</li> <li>• Pupils to come dressed in P.E kit on the relevant days and remain in their P.E kit for the duration of the day</li> </ul>	Low	All staff
20	<b>Curriculum Considerations and Changes</b>	Pupils	<ul style="list-style-type: none"> <li>• Curriculum planning focuses on independent, individual learning activities. No collaboration or group work.</li> <li>• Current learning plans, revised expectations and required adjustments have been considered.</li> <li>• Re-plan lessons / activities to avoid shared resources</li> <li>• Consider how the teaching of the curriculum in practical subjects can be amended to ensure minimum direct contact with equipment, reduce frequency of use or put in place enhanced cleaning protocols to disinfect equipment after use.</li> <li>• Practical subjects e.g. Music, P.E and Drama, individually risk assessed.</li> <li>• Time will need to be spent on behaviour expectations daily e.g. during form times.</li> <li>• No Trips or activities outside the building.</li> <li>• Virtual assemblies to continue to ensure social distancing, with students watching the assembly in their form groups.</li> </ul>	Medium	Teachers/ ALT/SLT
21	<b>Delivery of Music</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• This will be under continuous review and Government guidance will be followed in line with the Department for Culture, Media and Sports (DCMS) and the results of their commissioned scientific studies into the potential high risk of activities such as singing and playing of wind and brass instruments</li> <li>• Singing, wind and brass instrument playing can be undertaken in line with the above social distancing, hygiene measures and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at working <a href="#">safely during coronavirus (COVID-19): performing arts</a>. However, these studies have also indicated that cumulative aerosol transmission from both those performing in and attending events is likely to create risk. DCMS is</li> </ul>	High	BH and supervising staff



			<p>continuing to develop a more detailed understanding of how to mitigate this potential aggregate risk, we will continue to follow the <a href="#">UK Government guidance</a></p> <ul style="list-style-type: none"><li>● Use 2 meter distancing for all music teaching, both one to one and class music, unless this is not possible when 1m can be used, especially in our lower school year groups. The teacher should, however, attempt to keep a 2/3m distance at the front of the class.</li><li>● Pupils to have individual sheet music/words or when there is a need to share projections onto the IWB.</li><li>● Pupils not to share individual instruments/mouth pieces. Any class instruments should also not be shared within the course of a lesson and should be cleaned thoroughly after use.</li><li>● If using music stands these should be individual to each student and cleaned thoroughly after each lesson.</li><li>● Perspex screens to be used for clarinet and singing teaching specifically.</li><li>● VMT's to be allocated a specific room (PP) and all music rooms should be cleaned thoroughly at the end of the VMT's use (this is usually a whole day at PP) and intermittently between lessons by the VMT, especially if ensembles have just taken place.</li><li>● All rooms to be adequately ventilated either by open windows and doors, or mechanical means.</li><li>● Ensembles should be limited in numbers according to the room size and the 2m distancing rule.</li><li>● Ensemble teachers should have a distance of at least 3m between them and the group of pupils.</li><li>● Group teaching/performance should be done either back to back or side by side (in a horse shoe shape).</li><li>● Where possible split classes into groups to increase social distancing.</li><li>● Pupils wipe down clarinets before and after use.</li></ul>		
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22	Delivery of Physical Education	Pupils and staff	<ul style="list-style-type: none"> <li>Review all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest <a href="#">guidance on the phased return of sport and recreation</a></li> <li>Pupils come dressed to school in P.E kit on the days when they have P.E and to remain in their P.E kit for the duration of the day.</li> <li>Pupils to be kept in consistent groups for physical activities.</li> <li>Social distancing to be maintained between participants.</li> <li>Participants to wash hands thoroughly before and after physical activities.</li> <li>Any shared sports equipment to be cleaned more regularly, and especially thoroughly between each use by different individual groups.</li> <li>Physical/sporting activities to be delivered outside wherever possible, or where this is not possible, using large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly).</li> <li>Contact sports to be avoided.</li> </ul> <p><b><u>Indoor</u></b></p> <ul style="list-style-type: none"> <li>Each class will be divided into two groups to reduce the number of pupils involved in the physical activity, which is dependent upon the size of the facility and ability to social distance.</li> <li>Physical activities will be selected to reduce the level of physical exertion.</li> <li>Any equipment used to be wiped down with sanitiser prior to and after use</li> <li>Pupils wash hands/use hand sanitiser under adult supervision after physical exercise, before returning to class.</li> <li>Cleaning staff to clean floor after the lesson</li> </ul> <p><b><u>Outdoor</u></b></p> <ul style="list-style-type: none"> <li>Staff and children to sanitise their hands as they leave the school building. Hand sanitiser to be taken along to the P.E lesson. Staff and children to sanitise their hands before and after lessons as a minimum.</li> </ul>	High	EZC, GC, supervising staff and maintenance
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			<ul style="list-style-type: none"> <li>• Staff and children to sanitise/wash their hands when they walk back into the school building.</li> <li>• Equipment to be sanitised before and after all PE lessons. A different set of equipment to be used with different classes/lessons, where possible. Where possible, activities favoured for the lessons will have no equipment, or only have contact with their feet (football). Equipment to be cleaned/sanitised when necessary. Cleaning materials to be taken to the lesson. .</li> </ul>		
<b>23</b>	<b>Delivery of Science Practical lessons</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• Practical work to be reduced where possible to reduce use of equipment.</li> <li>• Pupils wear gloves before handling equipment and dispose of gloves hygienically in the bin at the end of the lesson. If gloves are not available, then pupils wash hands subsequent to handling equipment. Staff sanitize equipment after the practical.</li> <li>• Staff members wear gloves when handling and washing dirty glassware and dispose of hygienically.</li> </ul>	High	CC, GL and supervising staff
<b>24</b>	<b>Delivery of Computing lessons and use of IT equipment</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• Students to bring in own headset from home if possible or use one that has been assigned</li> <li>• Increased disinfecting of IT equipment. At a minimum, each pupil to wipe down their own digital device and headset at the start of the day.</li> <li>• Allocated staff members to wipe down all digital devices and headsets used during the day wearing gloves.</li> <li>• For use of IT equipment within the designated classrooms, refer to <b>Point 8</b></li> </ul>	High	All staff

25	Delivery of Drama	Pupils and staff	<ul style="list-style-type: none"> <li>Review all Drama activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures.</li> <li>Each class will be divided into smaller groups to reduce the number of pupils taking part in the activity at any given time.</li> <li>Teachers can wear PPE including visor.</li> <li>Physical activities will be selected to reduce the level of physical exertion.</li> <li>Pupils wash hands/use hand sanitiser under adult supervision after physical exercise, before returning to class.</li> <li>Staff to clean floor after the lesson</li> <li>Rooms to be adequately ventilated either by open windows and doors, or mechanical means.</li> <li>LAMDA lessons can continue to be delivered during the school day with 2m social distancing in place in well ventilated rooms.</li> </ul>	High	All supervising staff
26	Educational visits	Pupils and Staff	<ul style="list-style-type: none"> <li><b>There will be no external trips in the Spring Term</b></li> <li><b>When educational trips resume, the</b> schools full and thorough risk assessments will be undertaken in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, consideration will be given to what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The <a href="#">health and safety guidance on educational visits</a> will be consulted when considering visits.”</li> <li>Staff responsible for planning and organising educational visits to be instructed to follow the national guidance available in the OEAPNG document 4.4k Coronavirus available <a href="#">here</a>.</li> </ul>	High	Teachers/ TAs
27	Extra Curricular activities e.g. after school provision, before school provision and clubs	Pupils and staff	<ul style="list-style-type: none"> <li><b>Wraparound care available before school from 8.00-8.30am and after school until 4.30pm</b></li> <li><b>After school clubs to commence from the week of the 26th April with control measures in place relative to specific club.</b></li> <li><b>Club leaders will need to sign to confirm they have read, understood and will follow the School Covid-19 Risk Assessment</b></li> <li>Where before/after school or holiday clubs are provided by the school – review the <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak</a> guidance and complete and record a risk assessment to identify the hazards and agree on suitable control measures.</li> </ul>	High	Club leaders

28	Attendance recording		<ul style="list-style-type: none"> <li>• Follow guidance on recording attendance at <a href="#">addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year</a>.</li> <li>• The school has communicated clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) prior to the new school year and will continue to do so through regular communication.</li> <li>• Students who are reluctant or anxious about returning or who are at risk of disengagement to be identified and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with the school regularly during the pandemic.</li> <li>• Use existing pastoral and support services, attendance staff and resources to put measures in place for those families who will need additional support to secure pupils' regular attendance.</li> <li>• Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance.</li> </ul>	Low	Administrators / SLT / teachers
29	Pupils fall behind in their learning due to quarantine, self-isolating or shielding	Pupils	<ul style="list-style-type: none"> <li>• Pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance).</li> <li>• If parents of pupils with significant risk factors are concerned, the school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> <li>• A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>• <b>Shielding advice for all adults and children has been updated , please read the current advice <a href="#">current advice on shielding</a></b></li> <li>• if rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend.</li> <li>• pupils no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care</li> </ul>	Medium	ALT/SLT

			<p>with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></p> <ul style="list-style-type: none"><li>• Patients can only be removed from the shielding patient list by their GP or specialist, following consultation with the child and their family, and other clinicians where appropriate. If a child or young person is removed from the shielded patient list in due course, they will no longer be advised to shield in the future if coronavirus (COVID-19) transmission increases. Discussion by a clinician with those previously advised that they were a clinically vulnerable child or young person but can now be removed from the shielded patient list, and with their families are ongoing. Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual clinical advice not to do so has been provided.</li><li>• Where a pupil is unable to attend school because they are complying with clinical or public health advice, we will offer access to remote education. We will monitor engagement with this activity as set out in the action for all schools and local authorities section.</li><li>• Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.</li><li>• Online learning – A Google Classroom for each class has been set up to allow for communication with parents and to allow children who are shielding or quarantining to access class topics and work at home.</li><li>• <b>Students who are self-isolating will receive remote education via the Google Classroom, following the structure of the school day.</b></li><li>• Online Rising Stars Reading programme available for pupils to access English reading material</li></ul>		
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30	<b>Supporting children with additional needs</b>	Pupils	<ul style="list-style-type: none"> <li>• The latest guidance for schools states that: “Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</li> <li>• Specialists and therapists should provide support for the children as usual but off site unless school staff or SaLT</li> <li>• Prep School pupils with Individual Education Plan who do not return to school to have regular contact with class teacher/ SENCO</li> <li>• SENCO to liaise with class teachers to support children with reintegration into school. Including providing strategies to support, IEPs to be amended where necessary, 1:1 support if necessary</li> <li>• Individual weekly sessions with a member from the SEN department to be timetabled for pupils on IEPs</li> <li>• IEP to be updated where necessary to ensure appropriate personalised support is provided</li> <li>• Liaise with parents about drop off and pick up procedures where required</li> <li>• SENCO/learning support staff to identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place prior to SEND pupils returning to school.</li> </ul>	Medium	SENCO, Additional needs team, class teachers, TAs
31	<b>Staff and pupils have been affected by bereavement, illness or lockdown</b>	Staff Pupils	<ul style="list-style-type: none"> <li>• SLT to meet with staff to check on well being regularly.</li> <li>• SLT and class teacher to support child and families on an individual basis</li> <li>• SENCO to offer therapist and behaviour support to parents in need</li> </ul>	High	Class teachers/SENCO/ SLT
32	<b>Managing pupils with intimate care needs or injuries / First Aid</b>	Pupils and staff	<ul style="list-style-type: none"> <li>• It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</li> <li>• Those administering first aid must wear PPE when dealing with any intimate care or managing a child with an injury. Wash hands and</li> </ul>	High	All staff/ First Aid staff

			<p>ensure the affected area is cleaned upon completion. All first aid bags to contain masks and gloves</p> <ul style="list-style-type: none"><li>• All intimate care needs to be recorded- e.g changing so contact tracing can happen</li><li>• All injuries must be continued to be recorded on Medical Book</li><li>• Children from different year groups will not be sitting together when first aid is administered</li><li>• Review list of trained first aiders to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.</li></ul>		
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<p><b>33</b></p>	<p><b>Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school</b></p>	<p>Staff pupils, wider family groups</p>	<p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test, pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> <li>● they have one or more coronavirus (COVID-19) symptoms</li> <li>● a member of their household (including someone in their <a href="#">support bubble</a> or <a href="#">childcare bubble</a> if they have one) has coronavirus (COVID-19) symptoms</li> <li>● they are required to quarantine having recently <a href="#">visited countries outside the Common Travel Area</a></li> <li>● they have had a positive test</li> </ul> <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> <li>● the start of their symptoms</li> <li>● the test date if they did not have any symptoms but have had a positive test (whether this was a <a href="#">Lateral Flow Device (LFD)</a> or <a href="#">Polymerase Chain Reaction (PCR) test</a>)</li> </ul> <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on <a href="#">NHS Test and Trace: how it works</a>.</p> <p>If anyone develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> <li>● they will be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days</li> <li>● advised to follow the <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>● advised to <a href="#">arrange to have a test</a> as soon as possible to see if they have coronavirus (COVID-19)</li> </ul> <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a <a href="#">Lateral Flow Device (LFD)</a> or <a href="#">Polymerase Chain Reaction (PCR) test</a>, and the next 10 full days. If a member of the</p>	<p>High</p>	<p>First Aid Staff, DSL</p>
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household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

**Pupil becomes unwell on-site**

- Main symptoms of COVID-19 are a temperature (37.8°C or chest/back feeling hot to the touch) and/ or new, continuous cough, and/or a loss of sense of smell or taste.
- Establish protocol and train all staff on swift and safe response to suspected cases on site.
- Communicate protocol clearly to parents and carers.
- Pupil or staff member are sent home immediately
- In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
- In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.
- If a pupil is waiting to be collected they must remain in a well ventilated isolation area /or outside isolated away from others.
- First Aid staff must wear FULL PPE whilst with a child or staff member as per the government guidance document [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)This includes: wearing a [fluid-resistant surgical] face mask (also known as Type IIR) if a distance of 2 metres cannot be maintained; if contact is necessary, then gloves, an apron and a [fluid-resistant surgical] face mask should be worn

			<ul style="list-style-type: none"> <li>• eye protection (for example a face visor or goggles) to be worn to protect against fluids entering the eye, for example, from coughing, spitting or vomiting</li> <li>• First aid staff understand the new procedures in place and how to safely put on and remove PPE.</li> <li>• Ensure all children are reminded daily to inform their teacher if they feel unwell</li> <li>• Establish clear communication protocol in school, for quickly notifying key staff and parent/carer</li> <li>• Set up COVID-19 risk/ incident log, for oversight by the Designated Safeguarding Lead (DSL)</li> <li>• Staff member/pupil advised of Government isolation information and how to obtain a test</li> <li>• Staff/Pupils with symptoms to be tested as soon as possible to inform if they can return to school.</li> </ul>		
<b>34</b>	<b>Asymptomatic Testing</b>	All staff and pupils	<p><b>Staff</b></p> <ul style="list-style-type: none"> <li>• Staff in primary schools will test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</li> <li>• Staff to test on a Sunday and Wednesday evening.</li> <li>• Results are reported to the NHS and Abercorn School Test Coordinator (PC)</li> <li>• On 8th March, staff returning to work will be given their pack of tests at 7.30am. Testing will take place on site for these staff members on this day. Tests to be disposed of once results are reported in the lidded bins provided in the staffroom and hall. Maintenance will remove the bin as soon as all tests have been disposed of. Testing for these staff will then happen again on Thursday evening before they then join the Sunday and Wednesday pattern from Sunday 14th March</li> <li>• Any member of staff with a positive test result will need to self isolate in line with <a href="#">the guidance for households with possible coronavirus infection</a>. They will also need to <a href="#">book a PCR test</a> and inform both the Head (CH) and Deputy (CC). <b>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to</b></li> </ul>	Medium	All staff / Year 7 and 8 pupils

**school.** The following hints should prove useful if booking a PCR test:

- Select “yes” to the essential worker question.
- “Yes” to symptoms
- “Yes” to follow up test if asked
- “They got a positive result and were told to confirm this with another test”
- “No” to the trial question
- Then confirm all of the relevant details to book your test.
- Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).

### **Pupils**

- Primary age pupils will not be tested with LFDs.
- Year 7 and 8 students who are older than 12 to self test at home twice a week on a Sunday and Wednesday with a LFD under adult supervision. The adult may conduct the test if necessary.
- Year 7 students who are still 11 years old should be tested by an adult.
- Pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Pupils should also share their result, whether void, positive or negative, with the school to help with contact tracing.
- Pupils should return to face-to-face education following their first negative test result.
- Testing is voluntary. Pupils not undergoing testing should attend school.
- Parents need to provide consent in order for their child to be tested if tested at school.
- If consent is provided, pupils will be asked to self-swab at the on-site ATS and after 30 minutes will be informed of their results.
- Students must remain in a discrete area until they receive their result.
- Pupils with a positive LFD test result must self-isolate in line with the [stay-at-home guidance](#). They should also need to arrange a

			<p>lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school.</p> <ul style="list-style-type: none"><li>• Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).</li></ul>		
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35

Suspected or confirmed case of COVID-19 on site

All

- If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). This sets out that they must:
  - self-isolate for at least 10 days
  - arrange to have a [test to see if they have coronavirus \(COVID-19\)](#)

ACTION LIST

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE

SITUATION	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g.	Eye protection should also be worn

High

Parents, all staff, Head teacher

from coughing, spitting or vomiting)

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

6. From 26 August, all schools and FE providers will have received an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.

7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.

8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.

9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

- Parents/ carers/ symptomatic staff to be provided with self-isolation advice, and information about seeking help
- Affected area to be cleaned with normal household disinfectant  
Safe disposal of PPE and areas occupied and equipment used by the affected person to be cleaned and disinfected, as per guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with

symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

- Parents/carers and staff must [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

### **Testing Procedure for symptomatic cases**

Staff members, parents and carers will need to:

book a test if they or their child has symptoms - the main symptoms are:

- a high temperature
- a new continuous cough
- a loss or change to your sense of smell or taste

self-isolate immediately and not come to school if:

- they develop symptoms
- they have been in close contact with someone who tests positive for coronavirus (COVID-19)
- anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
- they are required to do so having recently travelled from certain other countries
- they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation

provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

Polymerase Chain Reactions (PCR) tests for symptomatic testing

Booking a polymerase chain reaction (PCR) test through 119



Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the [NHS testing and tracing for coronavirus \(COVID-19\) website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

#### **Negative Result**

- On receipt of a negative, if a pupil or staff they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

#### **Positive Test Result**

- Parents/carers and staff must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Parents/carers and staff must [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from

the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days.

- Parents and staff to inform the school the results of a test immediately.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

- Swift action to be taken when the school becomes aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.
- If you would like support on the action you should take to respond to a positive case, you can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you of what action is needed based on the latest public health advice.
- The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take. Based on their advice, you must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.

Close contact means:

- ❑ anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- ❑ anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:

			<ul style="list-style-type: none"> <li>- face-to-face contact including being coughed on or having a face-to face conversation within 1 metre</li> <li>- been within 1 metre for 1 minute or longer without face-to-face contact</li> <li>- been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>- travelled in the same vehicle or a plane</li> </ul> <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we recommend you keep a record of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. You do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <ul style="list-style-type: none"> <li>● Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</li> <li>● A template letter will be provided to you, on the advice of the health protection team, to send to parents and staff if needed. You must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>● Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.</li> <li>● If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They should get a test, and: <ul style="list-style-type: none"> <li>- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period.</li> </ul> </li> </ul>		
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			<p>This is because they could still develop coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> <li>- if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> <li>• You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</li> <li>• A written procedure outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for COVID-19 in line with the steps outlined in section 'Manage confirmed cases of coronavirus (COVID-19) amongst the school community' in the latest <a href="#">guidance for schools</a>.</li> <li>• School to follow up if the test result is not received.</li> <li>• Log completed</li> <li>• The other household members of the wider class or group do not need to self-isolate unless the child or staff member within that pod subsequently develops symptoms. Isolation rules '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> <li>• In the event that a parent or guardian insists on a child attending school who is showing symptoms, the school can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</li> </ul> <p><b><u>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</u></b></p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other</p>		
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members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should self-isolate immediately and [arrange to have a test](#))
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test as part of a community or worker programme

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the [cleaning of non-healthcare settings](#). If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.

**Contain any outbreak by following PHE local health protection team advice**

- If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, could indicate an outbreak.
- The dedicated advice service will be called who will escalate the issue to the local health protection team where necessary and advise if any additional action is required.
- The service can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.

**Admitting children and staff back to the school**

- The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone.
- If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.
- Evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation is not required. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others.
- In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.

36	Staff safety/well being	Staff	<ul style="list-style-type: none"> <li>● Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so.</li> <li>● Provide staff with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school.</li> <li>● Identify any specific concerns that employees have (e.g. certain activities or areas of the site) and address these concerns where possible.</li> <li>● Risk assessment to be shared with all staff. Staff briefed of any updates and changes</li> <li>● The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the <a href="#">extra mental health support for pupils and teachers</a> is available.</li> <li>● The <a href="#">Education Support Partnership</a> provides a free helpline for school staff and targeted support for mental health and wellbeing.</li> <li>● Managers should discuss and agree any changes to staff roles with individuals.</li> <li>● The school will address the concerns of those who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (<b>BAME</b>) backgrounds or who have certain conditions such as obesity and diabetes.</li> <li>● Guidance to be followed as far as practically possible with social distancing rules and hygiene.</li> <li>● Classroom layout to allow social distancing.</li> <li>● Rules applied to keep staff/pupils safe.</li> <li>● PPE is available and provided by the school.</li> <li>● Staff to receive statutory breaks</li> <li>● First aider at work, Deputy Head and Designated Safeguarding Lead (DSL) always on site during school hours, SENCO contactable,</li> <li>● Caretaker/site member onsite during school hours, Office staff member contactable during school hours.</li> <li>● SLT to meet with staff to check on wellbeing regularly.</li> </ul>	Medium	All staff and Maintenance
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			<ul style="list-style-type: none"> <li>• Dress code to be relaxed to allow staff to wash clothes more regularly.</li> <li>• Staffroom used only when using chairs socially distanced, dining room to be used for lunch and tea/coffee breaks should be taken at staggered times to allow for social distance. The Library may be used as a staff workroom.</li> </ul>		
<b>37</b>	<b>Pupil safety/ well being</b>	All pupils	<ul style="list-style-type: none"> <li>• Staff explain to children why and what social distancing is</li> <li>• Incorporate stories and planning through activities to support children's understanding</li> <li>• Activities set up in order to minimise contact although it is understood that social distancing will not always be possible in Early Years</li> <li>• Where possible key workers work with the same children and are able to provide intimate care</li> <li>• Social reintegration and emotional support to have the highest priority in all planning</li> <li>• Social skills to be a focus of teaching for the remainder of the Spring and Summer Terms for the whole class and additional support to be provided in small groups within the classroom.</li> <li>• To support children suffering from anxiety related to returning to school, teachers may wish to access the free MindEd learning platform for professionals, which includes a <a href="#">coronavirus (COVID-19) staff resilience hub</a> with materials on peer support, stress, fear and trauma and bereavement.</li> <li>• The school will provide support for those who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</li> <li>• If parents of pupils with significant risk factors are concerned, the school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> </ul>	Medium	Academic staff, SLT, SENCO



			<ul style="list-style-type: none"><li>● Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).”</li><li>● Identify pupils who are reluctant or anxious about returning to school or who are at risk of disengagement and develop plans for re-engaging them (N.B. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.</li><li>● Parents and children to be provided with details of the measures that are in place to minimise the risk of them contracting the virus at the school.</li><li>● Identify any specific concerns that children, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible.</li><li>● Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</li><li>● Ensure that children are informed of who they can speak to if they have any worries/concerns about returning to school.</li><li>● Effective pastoral programme in place to address student concerns and anxieties.</li><li>● Promote resilience and good mental health through the school value and growth mindset characteristics.</li><li>● Clear channels of communication in place between teachers and SENCO to identify and support students with specific health or learning requirements.</li><li>● Work closely with other professionals as appropriate to support the return to school, including continuing to notify a child’s social worker, if they have one, of non-attendance.</li><li>● Effective immunisation programme is in place and visit from medical professional to support student health</li></ul>		
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38	Staff travelling on public transport	Staff	<ul style="list-style-type: none"> <li>● Ensure staff, pupils and parents/carers are aware of recommendations on transport to and from the school as outlined in <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</li> <li>● Use of PPE as directed by the government, and wash/sanitise hands before taking off face mask.</li> <li>● Reduce need for staff to come into school where practical</li> <li>● Staff to follow government guidance as far as possible</li> <li>● Staff to wash hands on entering and exiting the building and regularly throughout the day. Hand sanitising stations are positioned at the entrance to the school</li> </ul>	High	SLT
39	Staff/pupils travelling on school operated-transport	Staff, pupils	<ul style="list-style-type: none"> <li>● Pupils will be grouped together on transport to reflect the bubbles that are adopted within the school where possible.</li> <li>● Seatings for the different groupings will be clearly signposted</li> <li>● Enhanced cleaning regime with buses disinfected between transportation of different groups.</li> <li>● Clean high-touch areas such as seat belt buckles between each journey with antiviral spray/wipes</li> <li>● Cleaning products suitable for disinfecting surfaces potentially contaminated with COVID-19</li> <li>● Separation between passengers will be maximised and face-to-face seating eliminated.</li> <li>● Seats situated within 2 metres of the drivers have been restricted from use</li> <li>● Ensure that all drivers wear face coverings and keep vehicles well ventilated - where air conditioning is in use units have been re-configured where possible to extract external air rather than re-circulating internal air</li> <li>● Make sure transport staff/providers do not work if they or a member of their household are displaying any symptoms of COVID-19, or if they have been notified to self-isolate by NHS Test &amp; Trace.</li> <li>● Make sure transport staff/ providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.</li> <li>● Provide alcohol hand rub/sanitiser in vehicles and ensure that occupants use this upon boarding/disembarking vehicles.</li> </ul>	High	SLT, Bus Provider and supervising staff

			<ul style="list-style-type: none"> <li>Supervising staff, Year 7 and 8 students to wear face masks when using school buses.</li> </ul>		
<p><b>40</b></p>	<p><b>Staff Shortage -classroom cover</b></p> <p><i>This may include staff having to go into self-isolation due to underlying health conditions or short term isolation. Staff being notified to self isolate by NHS Track and Trace</i></p>	<p>Staff, Pupils</p>	<ul style="list-style-type: none"> <li>Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</li> <li>Should the site DSL (CC) be unavailable then contact should be made with the DSL (CH Head teacher) or DSL for EYFS (RS) or Pre-Prep (MC) either by phone or online video call. In the extremely unlikely situation of all DSLs being unavailable then MW will take responsibility for coordinating safeguarding at the Prep School</li> <li>Subject teachers will be expected to provide cover on days when they are in school when practical to do so.</li> <li>Staff trained to assist in emergency evacuations (please refer to the section of this risk assessment entitled 'lack of adequate trained fire personnel')</li> <li>Increase in self- assessment and whole-class marking.</li> <li>Staff may be asked to cover other roles e.g. first aid</li> <li>Staff working remotely may be required to cover classes if practical to do so.</li> <li>Staff/Pupils with symptoms to be tested as soon as possible to inform if they can return to school.</li> <li>The school may need to close if staffing levels are not safe.</li> <li>Teaching assistants can be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher (under the Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools and in accordance with the freedoms provided under the funding agreement for academies).</li> <li>Any redeployments should not be at the expense of supporting pupils with SEND. Headteacher should be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met and specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required.</li> </ul>	<p>High</p>	<p>SLT</p>

<p><b>41</b></p>	<p><b>Staff shortage</b> -</p> <p><i>PPA cover may need to be reduced</i></p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>• Reduction in planning and marking expectations</li> <li>• Reduction in the taught curriculum in line with new school timetables</li> <li>• Increase in self- assessment and whole-class marking</li>   <li>• In the rare occasion when a supply teacher / TA is required these individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.”</li> </ul> <p>Potential control measures include:</p> <ul style="list-style-type: none"> <li>• Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time).</li> <li>• Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and pupils.</li> <li>• Consider using longer assignments to minimise the number of temporary staff entering the premises.</li> </ul>	<p>High</p>	<p>SLT/ALT</p>
<p><b>42</b></p>	<p><b>Staff Shortage</b> –</p> <p><i>Staff may need to take on additional roles</i></p>	<p>Staff, pupils</p>	<ul style="list-style-type: none"> <li>• Staff may be asked to cover more duties including break, lunchtime and door duties on a rota basis. All staff will still receive statutory break times.</li> <li>• Staff may be asked to cover other roles e.g. first aid</li> </ul>	<p>High</p>	<p>SLT/ALT</p>

42	New fire hazards as a result of implementing control measures for COVID-19.	Staff	<ul style="list-style-type: none"> <li>As a result of the COVID-19 pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include managers and other staff with key roles in fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such procedures will be regularly updated and will continue to respond accordingly to any changes in staff. There are several trained fire wardens within the building.</li> <li>Classroom doors will remain open while occupied. Once children leave doors will be closed and remain shut until the room is occupied again.</li> <li>Hand sanitizer and flammable cleaning products will continue to be stored in locked cleaning cupboards.</li> <li>Fire risk assessment and fire procedures are reviewed and updated as a result of any changes.</li> <li>All teachers will walk the children through their evacuation routes in the first week of the children's return to school.</li> <li>Any child requiring a Personal Emergency Evacuation Plans (PEEPs) will have their plan reviewed and updated as a result of any changes to the fire procedures.</li> <li>Any changes to the fire risk assessment and/or your fire procedures will be communicated to staff.</li> <li>Fire assembly points have been reviewed to ensure that they are conducive with social distancing advice where possible</li> <li>Ensure that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points.</li> <li>Ensure that children learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.).</li> </ul>	High	Facilities Manager/ Bursar
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### **Putting on and Removing PPE**

It is also important that any PPE equipment is put on and removed safely so that staff do not contaminate themselves. There is a specific order in which this should be done detailed below:

<p><b><u>Putting on (donning)</u></b></p> <p><b><u>Apron</u></b></p> <p><b><u>Fluid resistant mask</u></b></p> <p><b><u>Eye/face protection (only to be worn if there's a risk of splashing)</u></b></p> <p><b><u>Gloves</u></b></p>	<p><b><u>Removal (doffing)</u></b></p> <p><b><u>Gloves</u></b></p> <p><b><u>Apron</u></b></p> <p><b><u>Eye/face protection (only to be worn if there's a risk of splashing)</u></b></p> <p><b><u>Fluid resistant mask</u></b></p>
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**[A Public Health England COVID-19: Removal and disposal of Personal Protective Equipment \(PPE\) video](#) is also available**

# **Building Specific Risk Assessment**

## MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Location/Department/Classroom: <i>All sites all areas</i>		Abercorn School	
Activity/Task/Area Assessed :		<i>Covid-19 Assessment</i>	
Assessor(s): <i>D. Brackley</i>		Date: <i>22/5/2020</i>	Review Date: <i>Annually</i>
HAZARDS	PEOPLE AFFECTED	ACTUAL PREVENTIVE & PROTECTIVE MEASURES	ACTION
<i>PPE supplies.</i>	<i>All staff &amp; pupils.</i>	<i>The school has sufficient PPE supplies, this includes masks, visors, disposable aprons, gloves etc.</i>	<i>Please inform the Administrator if supplies are running low or if other equipment is required.</i>
<i>Cleaning/Sanitizing supplies.</i>	<i>All staff, pupils &amp; visitors.</i>	<i>We have installed sanitizing stations to the entrances to all sites, They can also be found by the entrance of the dining rooms and the garden exits.</i>	<i>All staff, pupils and visitors are asked to sanitize as they enter the building, Pupils should sanitize before eating and upon entering/leaving the garden.</i>
<i>Fire alarms/Drills.</i>	<i>All staff &amp; pupils.</i>	<i>The procedure for evacuating the school remains unchanged although some escape routes have been modified, listen carefully and follow the teachers instructions.</i>	<i>Upon hearing the alarm proceed to the assembly point remembering to keep a distance between you and the next person.</i>
<i>Fire system equipment.</i>	<i>All staff &amp; pupils</i>	<i>During the period of school closure the fire systems have been checked, maintained and serviced if required, this includes: the alarm system, extinguishers, detectors and fire doors.</i>	<i>Although everything has been checked please inform the maintenance team if you notice any discrepancies.</i>
<i>Water treatment. ( legionella )</i>	<i>All staff &amp; pupils</i>	<i>All sites have been treated for Legionella and during the period of closure the maintenance staff have been around each building flushing the water system, toilets, sinks etc.</i>	<i>Regular testing of water temperature and Chlorination has taken place.</i>
<i>Cleaning of buildings.</i>	<i>All staff &amp; pupils</i>	<i>All sites are to be thoroughly cleaned and sanitized before the re-opening date of June 2nd, once open regular cleaning will take place, this to include desks, tables, all touch surfaces and all equipment.</i>	<i>Supplies of disinfectant, sanitizer, alcohol wipes paper towels, etc. can be found in the cleaners cupboards on each site.</i>
<i>Disposal of waste.</i>	<i>All staff &amp; pupils</i>	<i>All waste produced should be disposed of immediately in the appropriate bins, these should be emptied regularly and bags placed in the external dustbins.</i>	<i>Toilets &amp; classrooms to be checked on a regular basis. Bags to be tied before disposal.</i>
<i>Pest control.</i>	<i>All staff &amp; pupils</i>	<i>Pest control is undertaken by an external contractor on a regular basis and is currently up to date with treatments.</i>	<i>During the period of closure all sites have been monitored and any problems dealt with.</i>
<i>Social distancing.</i>	<i>All staff, pupils and parents.</i>	<i>To aid with controlling the spread of any infectious diseases all sites have been marked out with the regulation 2 metre distance markers.</i>	<i>Please take note of the markings on the floor, you must keep a minimum of 2-metres or 3 paces apart.</i>
<i>Air-conditioning.</i>	<i>All staff &amp; pupils</i>	<i>The air-conditioning units installed at both Portland place &amp; the Grammar school have had the recirculating filters removed and cleaned during the period of closure.</i>	<i>These units are scheduled for servicing during w/c 25th May 2020.</i>