

## Control Measures

### Who Can Come to School?

**English Schools** - From 5 January 2021 pupils in the following groups (eligible pupils) are allowed to come into school in person and receive face to face education:

- vulnerable children and young people
- children of critical workers
- pre-school aged pupils, eg in nursery classes

If the Government adds any other groups to the list of pupils who can come into school in person, they will also be included.

#### Routine Vaccination Programmes

Schools can continue to host routine NHS vaccination programmes for pupils during the Lockdown, eg for the HPV vaccination, providing that they strict Covid secure procedures are followed.

The National Lockdown Guidance specifically allows people to leave their home to attend medical appointments,

#### Staff who are 'clinically extremely vulnerable' (CEV):

CEV staff who have previously received a shielding notification from the NHS or their GP must **not** attend work in person, but instead shield and work from home if possible. Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person.

**CEV Staff who did not receive a written shielding notification** can go to work in the workplace providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. Alternatively, if roles can be done effectively from home, arrangements can be made for CEV staff to do so. If staff are unable to work in school and working at home is not an option, they could be considered for furlough

When completing the **personal risk assessment** consider:

- the particular vulnerability of the individual
- where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)
- whether strict social distancing measures can be implemented at **all** times
- specify what the social distancing measures will be

Staff who live in a household with someone who is 'clinically extremely vulnerable' can go to the workplace but they should do what they can to support the CEV person and carefully follow the guidance on social distancing

Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'

#### Eligible pupils who are 'clinically extremely vulnerable' (CEV):

CEV pupils who have previously received a shielding notification from the NHS or their GP must **not** attend school in person, but instead shield and undertake Guided Home Learning. Pupils eligible to study in school in person who live with someone who is CEV, but who are not CEV themselves, can attend school but they should do what they can to support the CEV person and carefully follow the guidance on social distancing.

**CEV Pupils who have not had a written shielding notification and are eligible to come into school (eg one of their parents is a critical worker)** can do so providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. When completing the **personal risk assessment** consider:

- the particular vulnerability of the individual
- where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)
- whether strict social distancing measures can be implemented at **all** times
- specify what the social distancing measures will be

## Control Measures

**Clinically vulnerable** members of staff and **eligible** pupils can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.

Arrangements should be made for Clinically Vulnerable staff to work in the safest suitable and available role in school with protective measures in place, eg social distancing and PPE. If this is not possible, consideration should be given for vulnerable staff to work from home if their job allows.

An individual risk assessment should be undertaken for all 'Clinically vulnerable' members of staff and they should discuss any concerns with their manager. Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'

**Pregnant women** who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.

- A risk assessment must be completed and reviewed regularly **if an employee is pregnant, breastfeeding, or has given birth within the last 6 months** (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager.
- Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk and additional controls may be required eg further social distancing measures and / or the provision of PPE, suitable alternative work or accommodating working from home.
- Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'
- Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology

Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.

## Avoiding Contact With Anyone Who is Unwell

Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they have had a **positive PCR Covid test** in the last **10** days they **must not** come to school, and the **must** follow the governments '*Stay at home guidance for household with possible coronavirus infection*'

### Rapid Result (Lateral Flow) Testing of Asymptomatic Staff and Pupils

As part of the national public health initiative all GDST schools will participate in the mass testing programme of staff and students during the spring term using rapid result (lateral flow) test kits. From **4 January 2021**:

- All members of **staff** (senior and junior school, academic and support staff, contractors staff e.g. caterers and cleaners, peripatetic and supply staff) **working on the school premises** will be offered, and are encouraged to take, a test each week until the end of the spring term. At the Prep school, this will happen on a Tuesday and will be undertaken by Helen Sellers.

Anyone who has a **positive** lateral flow test must arrange to have a PCR Covid-19 test asap

Arrangements for testing **junior school pupils** with rapid results (lateral flow) tests will be announced by the Government in due course

**A negative lateral flow test result** is not a cast iron guarantee that the person does not have the infection, and strict Covid secure practices should continue to be practised by everyone

### Rapid Result (Lateral Flow) Testing of Asymptomatic Staff and Pupils

- Relevant staff in all schools must complete **training** in how to set up and run a Covid Rapid Result Testing Centre on the school premises
- The **DfE guidelines** and DoHS **Standard Operating Procedures** on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely
- A **risk assessment** must be completed using the NHS template and the controls implemented
- Tests should be given to the following priority groups first - staff, vulnerable children, the children of critical workers and pupils in exam year groups

## Control Measures

All **senior school pupils** eligible to attend the school in person and **members of staff** (senior and junior school, academic and support staff) working on the school premises who are identified as a **close contact** of someone who has had a positive Covid-19 PCR test do not have to self isolate, and can continue to attend / work in school in person providing:

1. they do not have Covid-19 symptoms
2. they participate in 'serial' testing using lateral flow test kits for 7 consecutive days (excluding weekends & bank holidays)
3. the results of the lateral flow tests are negative

If they do not fully participate in the serial testing, or have a positive lateral flow test result, they **must** follow the Government's '*Stay at home guidance for household with possible coronavirus infection*' or '*Guidance for contacts of people with confirmed coronavirus infection who do not live with that person*'

Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that **if they start feeling unwell with symptoms of Covid-19 during the school day**, they must go home as soon as possible and arrange to have a **PCR Covid-19** test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will require rapid action to protect their colleagues and pupils.

- Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home
- Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough

Tell all **suppliers and delivery drivers** that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they **must not** come on site, and they **must** follow the governments '*Stay at home guidance for household with possible coronavirus infection*'

### Coronavirus Testing Kits

All schools have been provided with **a small number of PCR Covid-19** testing kits by the NHS / PHE (additional limited supplies can be ordered). These are **only** to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:

- They have developed symptoms whilst at school, and
- You believe they may have barriers to accessing a test elsewhere
- You believe that if you sent the individual home without a kit, they would not receive a test at all.

The test is suitable for use by pupils and staff of all ages. Staff at school **must not** conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.

Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test

The Government encourages all staff and pupils over the age of 16 to download and use the NHS COVID-19 Contact Tracing app on their phones to help them identify if they have been to a venue which is linked to a Covid-19 outbreak

## Promoting Good Health

Encourage all staff to have a seasonal flu vaccination

Encourage all staff to have a Covid 19 vaccination as soon as they are eligible for it

## Whole School Precautions

### Visitors

'Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should **not** enter school buildings during school hours

### Meetings with Visitors

Meetings should take place virtually; only the most essential or emergency on-site visitor meetings may take place, when the strictest coronavirus controls must be implemented. A record should be made explaining why the on-site meeting has to take place and a specific risk assessment / protocol should be completed.

### Visitors Providing Educational Activities

External educational activities provided by visitors should either take place virtually or be postponed until lockdown has ended

## Control Measures

### Peripatetic Staff

As much as possible lessons / pupil activities taught / supervised by peripatetic staff should take place virtually. If a peripatetic member of staff comes onto the school premises to undertake their activities, they should follow usual strict social distancing (2m or 1m+) from all pupils and other staff members, at all times.

### Supply Staff

Where possible all lessons / pupil activities should be taught by permanent school staff. Where it is essential to use supply staff strict social distancing should be followed at all times

### Entrances and Reception Areas

- Consider fitting non-touch systems / proximity readers on access control systems, particularly on gates & entrance doors used by the majority of staff pupils and visitors
- Consider fitting additional hand washing facilities (ideally operated by sensors) outside the entrances used by the majority of staff and pupils
- Where it is not possible / appropriate to have handwashing facilities at entrances, provide supplies of sanitiser preferably activated by a sensor or pedal, rather than manually NB Be aware of the need to supervise younger pupils if they need to use sanitisers
- Depending on the design of your reception areas, consider providing protective screens
- Ask staff and visitors to use their own pens to sign in, or clean signing in /out touch screens after each person has used it.
- Everyone should wash their hands / use hand sanitiser on arrival at the school - display notices to remind people to do this
- Receive / check post deliveries in a designated area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling items and using any shared signing devices.

As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.

For **pupils** this means:

- being in consistent groups / bubbles which have limited contact with other groups / bubbles
- where possible, keeping 1m+ away from other pupils
- not directly facing each other when it is not possible to be at least 1m+ away from other pupils
- keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this)

For **staff, visitors, contractors** and all other adults this means:

- trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg
- being outside
- not directly facing another person
- minimising the time spent in closer contact
- having a screen between people

Provide signage in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', and not coming into school if you have symptoms of Covid-19, however mild. Ensure everyone practices these important measures.

All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections

1. Avoid contact with people who are unwell
2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available
3. Try not to touch your eyes / nose / mouth
4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)
5. Clean surfaces that are touched frequently
- 6. Minimise contact with other individuals and groups / 'bubbles'**

Remind all staff and pupils that they **must** follow the governments '**Stay Home**' requirement when they are not in school

### Moving around the site

- Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.
- Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points.
- Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors
- Everyone should be reminded that social distancing should be maintained between themselves and other people when they move around the site
- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site
- Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.

## Control Measures

Ensure social distancing is maintained in cloakrooms & handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out social distancing spacing and monitoring compliance. NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart.

- Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected

In order to enable handwashing to be as effective as possible staff and pupils should not wear bracelets and rings (other than plain wedding bands), finger nails should be kept short

Provide supplies tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary - 'catch it, bin it, kill it'.

- Bins should be emptied at least daily. Ideally bins should have lids on them

Recommend that all staff and pupils wear clean clothing on the top half of their body to school each day. Skirts, trousers and shorts should be changed regularly - ideally at least twice / week

- Recommend that clothes that cannot be regularly machine washed, e.g. blazers, suits, jackets and ties should be avoided or rotated with 72 hours break in-between wear

### Face Coverings

- Face coverings must be worn by all staff, adult visitors, contractors and senior school pupils whilst moving around the school in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queue's for lunch service

- Face coverings may also need to be worn whilst giving First Aid, Caring for Pupils with Covid-19 Symptoms and Cleaning Areas Occupied Someone with Covid 19 Symptoms (see paras below).

- Individual staff or pupils may choose to wear face coverings at all times. If staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering, however they must still stay 2m away from everyone else to reduce the risk of viral transmission

If schools ask staff and pupils to wear face coverings in communal areas, they must also advise them to:

- refrain from touching their face covering when wearing it,

- when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall)

- not put face coverings down on desks, benches and other surfaces (contamination risk)

- wash or sanitise their hands immediately after handling their face covering

- not touch face coverings that don't belong to them

- a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC).

Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in the normal waste stream

### Fire Drills & Emergency Evacuations

In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this

**Ensure that any children / pupils not familiar with the schools emergency procedures, (eg children of staff who are not pupils at the school), or the layout of the parts of the building they are occupying, have the fire alarm / lock down drill explained to them, and the exit routes shown to them. Consider practising a fire drill with good social distancing at the assembly point.**

### First Aid

- Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.

- Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose

- Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes **either as a one-off or cumulatively** throughout one day) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary

- After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity

- All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely)

## Control Measures

### Assemblies and Other Gatherings

With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies for more than one group, all-staff meetings and other multi-group events can take place virtually using online facilities

### Lunch / Food Preparation

Girls who are onsite will bring their own lunch into school. Be mindful of allergy risks posed by home made lunches.

If a school lunch service is provided:

- The catering staff must comply with the *Guidance for Food Businesses on Coronavirus (COVID-19)* during food preparation and service
- Organise catering staff into groups / partners built around natural work teams to reduce the amount of mixing between staff members; each group / partnership should work together, take breaks together and change together
- If possible stagger starting / finishing times to minimise crowding at entrances and in changing rooms
- Restrict access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff
- Staff involved in food preparation and service should try to maintain social distancing - 2m (or '1m plus') at all times
- Where possible arrange workstations which give 2m distance between each staff member, avoid working directly opposite someone else
- In cramped areas, eg walk-in fridges, smaller store rooms, pot wash areas or changing rooms, set a maximum limit on the number of people allowed in the room at any one time, or consider using screens or barriers to separate people from each other
- Implement a one-way system in the kitchen, food preparation and service areas
- Encourage staff to wash their hands very regularly, and increase the frequency that high contact surfaces, eg fridge door handles, are sanitised
- Maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place)
- Hold meetings virtually or in well ventilated rooms with plenty of space
- Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces

### Lunch Service

The catering staff must comply with the *Guidance for Food Businesses on Coronavirus (COVID-19)* during food preparation and service

Steps must be taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This could include:

- Making arrangements for lunch to be served / eaten in other rooms, eg staff rooms, common rooms, outside (if the weather is suitable)
- Staggering the lunch service
- Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them
- Allocating specific tables to specific groups / bubbles
- Thoroughly cleaning tables and chairs between use by different groups / bubbles
- Ensuring everyone follows social distancing in queues, at the service counter, in the dining room and at pinch points eg entrance/exit doors or the dirty plate return point - use of floor markings, signs, one-way systems
- Self service should be limited to prevent the shared use of serving spoons / utensils etc
- Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg at the food service counter or till, install screens
- Shared containers, eg drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use
- Crockery, glasses/cups and eating utensils should not be shared and must be washed in a dishwasher on a hot wash cycle
- Remind everyone to wash their hands immediately before and after eating their lunch
- Ensure the dining room is well ventilated by keeping doors and windows open
- Where possible cashless systems should be used for all transactions

### Libraries and Communal Learning Resources

- Libraries can be used as a learning environment, provided members of different groups don't mix together (consider allocating each year group specific times) or having wide gaps between different groups; consider a one way system and ensure thorough cleaning regimes are in place
- Items that are difficult or impossible to clean, eg newspapers and periodicals should be removed / cancelled
- Seating and desks should be arranged so that the people using them are not facing each other (if closer than 2m) and are socially distanced from each other
- As it is not practical to regularly clean all the books etc in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library.
- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued.
- Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves. If you have space, try and spread out (don't stack) quarantined books / resources, as this has been shown to increase the rate that the virus dies off

## Control Measures

### Lets

Lets can only take place if they are providing childcare for early years settings, vulnerable children & children of critical workers

Where lets are allowed to take place, strict controls must be implemented to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to register their participants are at each session.

### Lets

- Lets that **can operate** should have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test & Trace system.

- Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let.

Some of the factors to consider include:

- How the let checks the health status of their customers
- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)
- How the let will ensure social distancing, regular handwashing / hand sanitisation, and good ventilation during the let
- When and where the lets customers will enter the school site / buildings
- Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups
- Any overlap with school staff / other lets
- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with
- Responsibilities for cleaning of facilities before / after the let
- Insurance

### School Pets

The welfare of all school pets is essential and they must continue to be properly looked after.

- Anyone who looks after or touches a school pet should wash their hands immediately afterwards

**School Trips will not take place during lockdown**

### Open Days

**On-site open days, face-to-face meetings with prospective pupils and parents, and private schools tours will not take place during lockdown**

### Entrance Exams and Scholarship Assessments

- Where possible, entrance exams **and scholarship assessments** should be undertaken remotely / virtually. If this is not possible, children taking the entrance exams / **scholarship assessments** should be kept separate from the school's current pupils, e.g. by setting the exam/assessment on a Saturday, or in a separate part of the school. Strict Covid controls must be implemented. Any **scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school**

**Assessment Days for Prospective EYFS / KS1 Pupils must take place virtually, or be postponed until after lockdown has ended**

### Music and LAMDA Exams

Official Music and LAMDA exams **must take place virtually, or be postponed until after lockdown has ended**

**Taster Days can only take place virtually, or be postponed until after lockdown has ended**

**Parents Evenings must take place virtually**

## Control Measures

### Interviews for New Staff

Initial interviews / selection processes should take place virtually, but final interviews can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, social distancing at all times, appropriately sized and well ventilated rooms if an outside interview is not possible, not shaking hands, cleaning of all surfaces, handwashing or sanitising

## Cleaning

Each school should have a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.

- People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves & aprons over and above what is usually specified in the activity risk assessment (See paragraph below for requirements for cleaning areas occupied by someone with suspected coronavirus COVID-19)
- Equipment - use disposable cloths, paper towels/roll, disposable mop heads
- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses
- Do **not** use bleach - there are serious H&S risks associated with this product
- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'

**Every day** all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected.

- **Rooms / areas used by different groups / bubbles throughout the day** (e.g. specialist teaching areas such as music rooms, IT suites, language labs, libraries, science labs, art studios, DT workshops, food tech rooms and changing rooms) should be cleaned more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) **NB** alcohol based sanitiser should not be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk.
- All surfaces and tables in **dining rooms** should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.
- All surfaces in **indoor sports / exercise facilities** should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise
- All high frequency **hand-contact surfaces** should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out).
- Classroom based resources, such as **books and games**, should be cleaned and disinfected regularly. **Resources and equipment** shared between classes / groups / bubbles, eg sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.
- The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves
- **Toilets and additional handwashing facilities** should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.

## Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School

Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day. If EYFS children are present, at least one person with a current full (2 day) Paediatric First Aid certificate must also be present

## Control Measures

Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:

- 1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms)
- 2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home.
- 3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated. A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required

All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean

### **PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School**

School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:

- fit closely around the face and cover both the nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded
- hands must be washed after disposal

Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded

Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at:

<https://www.fit2fit.org/find-a-tester/>

All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.

Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:

- changed as soon as possible and wrapped in a disposable plastic bag,
- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate
- ironed or tumble dried

The bag can be disposed of in the normal household waste stream.

Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person

They do not need to go home and isolate unless they develop symptoms themselves.

**Pupils** developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '*Guidance for Full Opening: Schools*'.

If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE (see row 89) if this is not possible.

If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.

## Control Measures

### Cleaning areas occupied by someone with suspected coronavirus (COVID-19)

- If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours
- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.
- Equipment - use disposable cloths, paper towels/roll, disposable mop heads
- Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses
- Do **not** use bleach - there are serious H&S risks associated with this product
- If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used
- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning
- All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron
- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned
- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of

### Action in the Event of a Confirmed Case of Covid-19 in School

If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a **PCR** Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website

[www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/](http://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/)

- If the **PCR** test result is positive the school will act swiftly and contact the local authorities. Some areas have introduced a single point of contact, but in the absence of this the default procedure is contact the DfE Helpline on 0800 046 8687 and select option 1 (Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm). There is no need to contact the DfE if the person has symptoms but has not tested positive. The school should also report all confirmed, positive cases using the online attendance form daily return **AND** inform your local authority.
- The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must **also** self-isolate for **10 days** (or more if they develop symptoms themselves).
- The school must inform the Health Protection Team which members of staff and pupils have been in close contact with the person during the infectious period - **Junior school pupils will all be asked to self isolate for 10 days; Senior school pupils and members of staff will be offered 'Serial Contact Tracing' or they must also self-isolate for 10 days - see row 42.**

'Close contact' means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group]
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes - **either as a one-off or cumulatively** throughout one day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport]
- travelling in a small vehicle, like a car, with an infected person

Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test

If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed

## Communication and Training

All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded

Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors

## Area / Activity Risk Assessments

All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented

## Monitoring

**Control Measures**

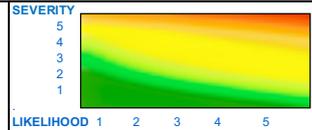
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards presented by each individual site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

**SEVERITY** - the most likely worst case scenario that could result from the hazard  
**Catastrophic** – 5 (multiple death)  
**Major** – 4 (single death or permanent disability)  
**Moderate** – 3 (broken bones, several days off work)  
**Minor** – 2 (basic first aid treatment required)  
**Insignificant** – 1 (minor scratch or bruise)

**LIKELIHOOD** of the risk occurring (with any outcome)  
**Certainty** – 5 (could happen at any time and on any day)  
**Probable** – 4 (could happen perhaps once a term)  
**Likely** – 3 (could happen perhaps once a year)  
**Conceivable** – 2 (might happen perhaps once in 5 years)  
**Improbable** – 1 (will probably never happen)



**Activity:** V11 Schools Open for Pre-school Pupils, Vulnerable Children and and Critical Worker's Children (inc. Staff's Own Children) During Lockdown Commencing 5 January 2020

**Date:** 8 January 2021

**Assessor:**

**Re-assessment date:**

This is the 'Staff Activities' Sheet

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

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

Key Guidance Documents

<a href="#">Guidance for Full Opening of Schools</a>
<a href="#">Restricting attendance during the national lockdown: schools - January 2021</a>
<a href="#">Coronavirus (COVID-19) Contingency Framework for education and childcare settings</a>
<a href="#">Contingency Framework - Your questions answered</a>
<a href="#">Face Coverings in Education</a>
<a href="#">Use of the NHS Covid App in Schools</a>
<a href="#">Covid-19 - Contain Framework - Tiers of National Restrictions for Education</a>
<a href="#">National Lockdown - Stay at Home</a>
<a href="#">Children of Critical Workers and Vulnerable Children Who can Access Schools</a>
<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
<a href="#">DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'</a>
<a href="#">Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)</a>
<a href="#">Safe Working in Education - Including the Use of PPE &amp; Action if a Pupil Becomes Unwell Whilst at School</a>
<a href="#">Managing school premises during the coronavirus outbreak</a>
<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings</a>
<a href="#">Stay at Home - Guidance for Households with Possible Coronavirus</a>
<a href="#">Stay Alert &amp; Safe (Social Distancing) Guidance</a>

Control Measures

General Precautions

As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.

For **pupils** this means:

- being in consistent groups / bubbles which have limited contact with other groups / bubbles
- where possible, keeping 1m+ away from other pupils
- not directly facing each other when it is not possible to be at least 1m+ away from other pupils
- keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this)

For **staff, visitors, contractors** and all other adults this means:

- trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be in place, eg
- being outside
- not directly facing another person
- minimising the time spent in closer contact
- having a screen between people

Where possible:

- spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 meters (or '1m plus') apart at all times
- in communal offices/workrooms use the same desk or workstation each day
- if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face
- ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked "Fire door" should only be held open by "dogards" / electromagnetic door holders - never wedged or propped open and safeguarding risks must not be introduced). Where available use extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.
- try to follow social distancing guidelines when ever possible
- don't bring any unnecessary possessions into school, and keep your work areas clear from clutter and all unnecessary items to enable thorough cleaning to take place
- remove unnecessary items from offices work rooms etc, especially if it impedes effective cleaning, where there is space to store it elsewhere

All staff should thoroughly wash or sanitise their hands at regular intervals and use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed / sanitised:

- before leaving home
- on arrival at school
- immediately before and after each lesson / activity or changing rooms
- at each break time
- before and after eating any food, including snacks
- after using the toilet
- before leaving school

Each member of staff should keep any pens / pencils / frequently used items in a container, e.g. a ziplock bag, and only use their own pens / pencils etc for any tasks

Control Measures					
<p>Where possible, each member of staff should only use their own computer keyboard / mouse. If they have to use any other person's keyboard / mouse</p> <ul style="list-style-type: none"> <li>- they should be cleaned with a sanitising wipe before and after use</li> <li>- they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards</li> </ul>					
<p><b>Meetings with people who are not pupils or members of staff should take place virtually.</b></p>					
<p><b>Staff Meetings and Training Sessions should be undertaken virtually unless there is a significant benefit in having a face-to-face event. If face-to-face meetings / training sessions take place they should:</b></p> <ul style="list-style-type: none"> <li>- Be kept as short as possible</li> <li>- Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m (or '1m plus') separation between everyone</li> <li>- Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT</li> <li>- Arrange rooms so that people sit side-by-side (rather than face-to-face)</li> <li>- Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session</li> <li>- Encourage attendees to wash their hands before and after the meeting / training session, and provide hand sanitiser in meeting / training rooms</li> <li>- Attendees should avoid sharing pens, documents and other objects</li> </ul>					
<p><b>Getting To / From School</b></p>					
<p>Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> <li>- If possible provide additional bike racks and parking facilities for staff and pupils</li> <li>- If staff car share with people outside their households, encourage them to wear a face covering in the car</li> <li>- Plan for a higher volume of parents dropping off/collecting pupils by car</li> </ul>					
<p>If staff have no alternative but to use public transport to travel to school encourage them to:</p> <ul style="list-style-type: none"> <li>- As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting at bus stops &amp; tube / train stations</li> <li>- Wait for people to get off before they board</li> <li>- Avoid consuming food and drink on public transport</li> <li>- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> <li>- Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in person's bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.</li> <li>- Allocate designated spaces for staff to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. It should have easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored in the individuals locker during the day. Staff and pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis</li> </ul>					
<p><b>Lessons / Teaching Activities</b></p>					
<p>Where necessary, take steps to avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones &amp; speakers to ensure everyone in a large room can hear, not playing loud background music or broadcasts,</p>					
<p>Staff can take books and other shared resources home, but unnecessary sharing should be avoided.</p> <ul style="list-style-type: none"> <li>- Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work.</li> <li>- Where possible work should be submitted electronically for marking / assessment. If staff are marking paper based work, they should thoroughly wash their hands before and after, not touch their face during the process, and clean/sanitise any pens / surfaces used during the process</li> </ul>					
<p>Precautions for staff who have to move from bubble to bubble, or have different groups of pupils coming into their lab / studio / specialist teaching area:</p> <ul style="list-style-type: none"> <li>- Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving)</li> <li>- As far as possible, stay at the front of class, try to keep least 2m away from the pupils, and remind pupils not to get out of their seats / approach the teacher</li> <li>- If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups</li> </ul>					
<p><b>Learning Walks</b> can continue take place with appropriate Covid controls, eg:</p> <ul style="list-style-type: none"> <li>- Observing the class from the door</li> <li>- Walking around the classroom but wherever possible maintaining 2m distance from the pupils</li> <li>- Observing pupil's work by 'mirroring' on a separate device</li> </ul>					
<p><b>Break Times / Lunch Times</b></p>					
<p><b>Moving around the site</b></p> <ul style="list-style-type: none"> <li>- Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.</li> <li>- Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points.</li> <li>- Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors</li> <li>- Everyone should be reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site</li> <li>- Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site</li> <li>- Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.</li> </ul>					
<p>Remind staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</p> <ul style="list-style-type: none"> <li>- Ask staff to use the staff/common rooms that they are allocated to for break / lunch times and to keep 2m apart (or '1m plus') from their colleagues - mark chairs / seating areas that should not be used</li> <li>- Ensure that hand contact surfaces in staff/common rooms, e.g. handles on fridges, kettles, hot and hold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time</li> <li>- Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced</li> <li>- Clean communal mugs, glasses, crockery and cutlery in a dishwasher on a hot wash cycle</li> </ul>					
<p><b>Cloakrooms &amp; Handwashing / Toilet Facilities</b></p> <ul style="list-style-type: none"> <li>- Ensure social distancing is maintained in cloakrooms &amp; handwashing / toilet facilities, e.g. by designating specific cloakroom &amp; handwashing / toilet facilities to specific groups of staff, marking out social distancing spacing in queuing zones, setting a maximum number of people that can be in the facility at any one time and monitoring to ensure that they do not become overcrowded. NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart.</li> <li>- Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected. Adjust the time that push / sensor operated taps run for to encourage 20 secs of handwashing. If additional toilet / handwashing facilities are being provided opt for sensor operated taps, dispensers and toilet flushes</li> <li>- Ensure that all hand contact surfaces in cloakrooms &amp; handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up</li> <li>- Provide signs / posters to remind people about good hand-washing techniques</li> </ul>					
<p><b>Communication and Training</b></p>					
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded</p>					
<p>Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors</p>					
<p><b>Area / Activity Risk Assessments</b></p>					

Control Measures							
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented							
Monitoring							
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department							
<p>It is essential that:</p> <ul style="list-style-type: none"> <li>- Staff are <b>consulted</b> on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.</li> <li>- The controls identified in the risk assessment are <b>communicated</b> to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is <b>not</b> necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>- The risk assessment should be <b>signed off</b> by the Head, Junior Head and DFO</li> <li>- You should <b>publish</b> your site specific risk assessment on your school's website <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a></li> <li>- Once the school has reopened, the risk assessment should be kept under <b>regular review</b>, and updated as necessary</li> </ul>							
Further Action Log							
Action Required				Responsible Person	Date for completion	Completed	
1							
2							
3							
4							

**This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards presented by each individual site and the activities undertaken there-on.**

**GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<b>SEVERITY</b> - the most likely worst case scenario that could result from the hazard <b>Catastrophic</b> – 5 (multiple death) <b>Major</b> – 4 (single death or permanent disability) <b>Moderate</b> – 3 (broken bones, several days off work) <b>Minor</b> – 2 (basic first aid treatment required) <b>Insignificant</b> – 1 (minor scratch or bruise)	<b>LIKELIHOOD</b> of the risk occurring (with any outcome) <b>Certainty</b> – 5 (could happen at any time and on any day) <b>Probable</b> – 4 (could happen perhaps once a term) <b>Likely</b> – 3 (could happen perhaps once a year) <b>Conceivable</b> – 2 (might happen perhaps once in 5 years) <b>Improbable</b> – 1 (will probably never happen)	<b>SEVERITY</b> 5 4 3 2 1 
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**Activity:** V11 Schools Open for Pre-school Pupils, Vulnerable Children and and Critical Worker's Children (inc. Staff's Own Children) During Lockdown Commencing 5 January 2020  
**Date:** 8 January 2021

**Assessor:**  
**Re-assessment date:**

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

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

**Key Guidance Documents**

<a href="#">Guidance for Full Opening of Schools</a>
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<b>Control Measures:</b>					
<b>General Precautions</b>					

As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.  
 For **pupils** this means:  
 - being in consistent groups / bubbles which have limited contact with other groups / bubbles  
 - where possible, keeping 1m+ away from other pupils  
 - not directly facing each other when it is not possible to be at least 1m+ away from other pupils  
 - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this)

For **staff** this means:  
 - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg  
 - being outside  
 - not directly facing another person  
 - minimising the time spent in closer contact  
 - having a screen between people

As far as possible minimise mixing and the number of contacts that a pupil has with other pupils and staff during the school day by keeping pupils in consistent identifiable groups, avoiding contact between groups **and** maintaining distances between individuals.  
 Practical examples of how this can be achieved include:  
 - adjusting the timetable to stagger school day / lesson starting & finishing times, lunch times and break times for different groups of pupils.  
 - keeping groups of pupils in the same room(s) and areas throughout the week, with individual staff coming to the group, rather than the whole group of pupils moving around the school too much  
 - using larger rooms than normal and spreading everyone out within the area you are using  
 - placing the desks so that pupils are all facing forwards / don't face each other and, as far as possible, are at least 2m away from the teacher  
 - teachers should avoid close face-to-face contact with colleagues or pupils, and minimise the time spent within 1 metre of anyone  
 - allocating each pupil a desk and ask them to sit at the same desk every day  
 - doing activities outside  
 - installing screens  
 - not putting rotas in place  
 - allocating specific rooms, areas or parts of the school grounds for different groups to use at break / lunch times and monitoring to ensure that they keep to them

A **daily record** should be kept of pupils and staff in each group, and any close contact\*\* that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19  
 \*\*Close contact means:  
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)  
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes, **either as a one-off or cumulatively throughout one-day**) with an infected individual  
 - travelling in a small vehicle, like a car, with an infected person

<p align="center"><b>Control Measures:</b></p>					
<p>Where possible:</p> <ul style="list-style-type: none"> <li>- ensure good natural ventilation in the rooms / areas that are being used. NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced.</li> </ul> <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16°C) during the cooler winter months:</p> <ul style="list-style-type: none"> <li>- Partially open doors and windows to provide ventilation while reducing draughts</li> <li>- Open high level windows in preference to low level windows to reduce draughts</li> <li>- Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied</li> </ul> <p>Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.</p>					
<p>Actively provide regular opportunities for pupils to wash or sanitise their hands, and encourage them to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> <li>- before leaving home</li> <li>- on arrival at school</li> <li>- immediately before and after each lesson / activity or changing rooms</li> <li>- at each break time</li> <li>- before and after eating any food, including snacks</li> <li>- after using the toilet</li> <li>- before leaving school</li> </ul>					
<p>Pupils should limit the amount of equipment / belongings they bring into school each day to essentials such as books, stationery, personal IT, sports and musical equipment, coats and mobile phones.</p> <p>Remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere</p>					
<p><b>Getting To / From School</b></p>					
<p>Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> <li>- If possible provide additional bike racks and parking facilities for staff and pupils</li> <li>- Plan for a higher volume of parents dropping off/collecting pupils by car</li> <li>- If pupils in different bubbles car share encourage them to wear a face covering in the car</li> </ul>					
<p><b>Public Transport</b></p> <p>If pupils have no alternative but to use public transport to travel to school encourage them to:</p> <ul style="list-style-type: none"> <li>- As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting at bus stops &amp; tube / train stations NB the legal requirement to wear a face covering does not apply to children under the age of 11</li> <li>- Wait for people to get off before they board</li> <li>- Avoid consuming food and drink on public transport</li> <li>- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> <li>- Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in pupil's bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.</li> <li>- Allocate designated spaces for pupils to change out of the outer clothing they wore to travel on public transport when they arrive at school if they wish to do so. It should have easy access to a wash hand basin. 'Dirty' clothes should be contained in a plastic bag and stored in the individual's locker during the day. Pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis</li> </ul>					
<p><b>Arrival at School</b></p>					
<p>To minimise the number of pupils and parents arriving at / leaving school at the same time, consider staggering the time that different years start / finish school and if possible, allocate different entrances/exits to groups of people arriving / leaving school at the same time.</p> <ul style="list-style-type: none"> <li>- As far as the layout of the site allows, arrange for children to be dropped off and collected from school in areas which enables pupils and parents to keep 2 metres (or '1m plus') distance between each other. Use signage to guide parents to where they should drop off and pick up their children, where possible mark out 2 metre (or '1m plus') distances on the ground</li> <li>- Encourage only 1 parent to accompany younger children to school</li> <li>- Where possible avoid parents coming into the school buildings - greet / say goodbye (handover) younger pupils in the playground or other safe outside area</li> <li>- Do <b>not</b> shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children)</li> <li>- Discourage any 'gatherings at the school gate'</li> <li>- Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room</li> </ul>					
<p><b>Lessons / Learning Activities</b></p>					
<p>If pupils' activities include the use of <b>pens, pencils</b> etc:</p> <ul style="list-style-type: none"> <li>- Where appropriate, encourage pupils to bring in and use their own pens, pencils and other very frequently used items and not share them with others</li> <li>- If this is not possible, provide each pupil with a pack of pens, pencils etc for their sole use at school - store in a named ziplock bag or similar. Do not reissue that pack of pens to anyone else without 72 hours break in between (sufficient time for the virus to die). Keyworker girls have their own equipment in zip wallets.</li> </ul>					
<p>If pupils' activities include the use of <b>computer keyboards and iPads</b>:</p> <ul style="list-style-type: none"> <li>- Where appropriate, encourage pupils to bring in and use their own laptops and iPads and not to share it with others</li> <li>- If this is not possible, provide the opportunity for all pupils to wash their hands immediately before using the keyboard / iPad / touch screen, and then again at the end of the lesson</li> <li>- Frequently clean the keyboards, mice and touch screens of all equipment used by more than one person</li> </ul>					
<p>Classroom based resources (books and games) and equipment can be used but they should be regularly cleaned and disinfected. Resources and equipment used by different classes /groups /bubbles, eg sports, art, DT, musical, science and playground equipment, should be thoroughly cleaned between use by different bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p>					
<p>Pupils can take books and other shared resources home, but unnecessary sharing should be avoided</p>					
<p><b>PE &amp; Sports</b></p> <p>All activities should carefully consider hygiene, capacity management and distancing.</p> <ul style="list-style-type: none"> <li>- Where possible, PE and sports activities should take place outside. If this is not possible, they should take place in large, well ventilated spaces.</li> <li>- Limit the use of changing rooms by allowing pupils to come into school in their sports kit. Where changing is required mark out social distancing spacing in the changing room, make use of additional cloakroom facilities for changing, and ensure changing rooms are cleaned between use by different groups</li> <li>- Follow any guidance provided by Sport England, APE and each sport's National Governing Bodies in how to train / play / exercise safely</li> <li>- Organise activities so that as large a distance as possible is maintained between each person, and being face-to-face is avoided if they are within 2m</li> </ul> <p>Activities that require close support or spotting to reduce severity of falls such as vaulting in gymnastics and climbing wall bouldering, when a spotter is required, should not be carried out.</p> <ul style="list-style-type: none"> <li>- Contact sports should not take place. By this we mean not just the degree of contact but also the proximity of players to each other. This currently means that games such as football, rugby, hockey, lacrosse and netball are not possible unless they are adapted to increase the distance between players to 2m to avoid being within someone's exhalation zone. The NGB's such as Netball England have adapted their rules to accommodate a minimum of 2m distancing.</li> </ul>					

<p align="center"><b>Control Measures:</b></p>					
<p>If <b>PE &amp; sports</b> activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, racquets, sticks, balls, weights, gymnastics and athletics equipment, scoring equipment:</p> <ul style="list-style-type: none"> <li>- Each person should be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else. Providing good hygiene is followed (equipment cleaning and handwashing) balls can be passed to participants in training drills and game scenarios.</li> <li>- It is important to manage the storage and allocation of equipment and pupils access to equipment should be supervised.</li> <li>- All equipment used during the lesson should be thoroughly cleaned at the end of each lesson, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes / groups / bubbles.</li> <li>- The practicality and cost of equipment should be assessed when considering what equipment could be shared and what should be allocated individually i.e. it would be impractical and too costly not to share use of rowing sculls, but tennis balls and shuttlecocks would not</li> <li>- Pupils can bring in and use their own equipment as long as they do not share it with other pupils</li> <li>- All pupils should wash their hands at the end of each session</li> <li>- <b>Disconnect, or sign 'do not use' water fountains which are designed for people to drink from directly (refilling personal water bottles is acceptable)</b></li> </ul>					
<p><b>Team Sports</b></p> <ul style="list-style-type: none"> <li>- <b>Competitive sports between teams from different groups / bubbles should not take place during lockdown</b></li> </ul>					
<p><b>Music</b></p> <p>Please refer to the GDST Covid Risk Assessment Supplementary Music Guidance issued to all Directors of Music on 30 September 2020, and <b>GDST Performing Arts Update issued on 5 November 2020, and the Government guidance on 'Suggested Principles for Safer Singing'</b>. This includes specific controls for:</p> <ul style="list-style-type: none"> <li>- Peripatetic Music lessons</li> <li>- Co-curricular Music - Ensembles:</li> <li>- Co-curricular Music - Concerts:</li> <li>- Academic Music Lessons:</li> <li>- Music Examinations:</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="592 595 711 678" style="border: 1px solid black; padding: 5px; text-align: center;">         Document     </div> <div data-bbox="719 595 839 678" style="border: 1px solid black; padding: 5px; text-align: center;">         X:\Health &amp; Safety\        Coronavirus -        Covid-19 2020     </div> </div> <p>Concerts and performances can only take place in front of a live audience that is limited to other members of the pupil's group / bubble, however they can be recorded / live-streamed so that parents and other members of the school community can watch them. All filmed / recorded / streamed performances must comply with social distancing guidelines and strict Covid controls must be implemented for any film, sound or lighting crews.</p>					
<p><a href="#">Peripatetic Music and Drama teachers - see controls on the 'Whole Schools Precautions' sheet - row 51</a></p>					
<p><b>Drama</b></p> <ul style="list-style-type: none"> <li>- Organise practical activities so that as large a distance as possible is maintained between each person, and avoid being face-to-face if they are within 2m</li> <li>- Use floor tape or paint to mark areas and help people maintain social distance where possible</li> <li>- Avoid singing, chanting or shouting, except in small groups and make sure pupils are positioned back-to-back or side-to-side, have greater distancing between individuals, are in large well ventilated spaces (eg open windows) or ideally outside</li> <li>- Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones</li> <li>- Reduce the number of people each individual has contact with by using smaller fixed teams, groups or partnering</li> <li>- Where possible avoid using hand contact props. Where these are necessary ensure they are either thoroughly cleaned after use or quarantined for 72hours</li> <li>- Ensure any hand operated /adjusted equipment eg lights / sound is either thoroughly cleaned after use or quarantined for 72hours</li> </ul>					
<p>If <b>Art / DT / Food tech / Textiles</b> lessons include practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&amp;T, Food and Art' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools)</li> <li>- Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance</li> <li>- Equipment can be shared by pupils within the same bubble</li> <li>- Pupils and staff must wash their hands before and after handling any equipment</li> <li>- All equipment used during the lesson should be cleaned (meticulously) or quarantined for up to 72 hours. CLEAPSS recommends quarantining.</li> <li>- Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils</li> <li>- Any shared or department based aprons should be removed from use. If aprons or workshop coats are worn, e.g. by staff these should be their own individual coats that are stored in the individuals locker or taken home when not in use</li> <li>- If safety specs or goggles need to be work for any task they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL344 for process</li> <li>- Welding masks and gloves, and other close contact PPE should not be shared at this time</li> <li>- Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk</li> </ul> <p>NB Prior to reopening any Art / DT practical room staff should refer to CLEAPSS guidance on D&amp;T depts. returning to school after an extended period of closure (GL347)</p>					
<p>If <b>Science</b> lessons includes practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools)</li> <li>- Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance.</li> <li>- Equipment can be shared by pupils within the same bubble</li> <li>- Pupils and staff must wash their hands before and after handling any equipment</li> <li>- All equipment used during the lesson should be cleaned (meticulously) or quarantined for up to 72 hours. CLEAPSS recommends quarantining</li> <li>- Any shared or department based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individuals locker or taken home when not in use</li> <li>- If safety specs or goggles are needed for any experiments they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL343 for process</li> <li>- Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk</li> <li>- Certain practical activities must not be carried out - cheek cell sampling, lung volume / capacity &amp; other breathing based activities, activities which make use of saliva, activities which make use of straws or other equipment for blowing through.</li> </ul> <p>NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)</p>					
<p align="center"><b>Additional Points for EYFS and KS1 Pupils</b></p>					
<p>Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff should ensure that:</p> <ul style="list-style-type: none"> <li>- each group / bubble has a consistent membership</li> <li>- each group / bubble is kept separate from each other as much as possible</li> <li>- the pupils, wash their hands very regularly, are encouraged not to touch their faces and practice good respiratory hygiene (catch it, bin it, kill it)</li> <li>- all young children have help if they have trouble thoroughly cleaning their hands independently</li> <li>- older pupils should be encouraged to be maintain distance and not touch staff or their peers where possible</li> </ul>					
<p>All equipment, toys and resources should be regularly and thoroughly washed, particularly hand contact surfaces</p> <ul style="list-style-type: none"> <li>- Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>- Malleable materials such as plasticine or playdough, and equipment such as sand and water trays, can be used providing the children (and any supervising staff) thoroughly wash their hands before starting to play with the materials, and immediately afterwards. Any tools, toys or equipment used in conjunction with the plasticine, playdough, sand or water should be regularly cleaned, and playdough, plasticine and water should be regularly replaced.</li> <li>- See Appendix 9 of <i>Public Health Wales - Guidance for Childcare Settings</i> for detailed guidance on keeping a wide range of toys and equipment clean</li> </ul>					
<p><b>Sand and water trays</b></p> <p>Play with sand, water, plasticine or play dough and cookery and other messy play activities should be restricted and only participated in if the relevant guidance around hygiene and cleaning in the Infection Prevention and Control for Childcare Settings Guidance can be adhered to. If this cannot be adhered to, these activities should not be undertaken.</p>					
<p align="center"><b>Break Times / Lunch Times</b></p>					

<b>Control Measures:</b>						
<b>Moving around the site</b> - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.						
If possible stagger break times / lunch times for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands / using play areas and play equipment - Encourage pupils to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch - Require pupils to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school - Ensure that handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time - Disconnect, or sign 'do not use' water fountains which are designed for people to drink from directly (refilling personal water bottles is acceptable)						
<b>Common rooms</b> - Ensure that hand contact surfaces e.g. handles on fridges, kettles, hot and cold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - Ask pupils to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side						
If <b>outside play equipment</b> / trim trails / climbing walls are used during break times: - Implement measures such as limiting the number of pupils who use each piece of equipment at any one time, marking out queuing zones and having one way systems, to minimise the transmission risk of COVID-19 - Hand contact surfaces on large equipment, such as slides, climbing frames, trim trails, etc should be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be taken out of use / marked out of bounds - Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles / groups						
<b>Cloakrooms &amp; Handwashing / Toilet Facilities</b> - Ensure social distancing is maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils (where the layout of the site, one ways systems etc allows), marking out social distancing spacing in queuing zones, setting a maximum number of people that can be in the facility at any one time, reminding pupils not to gather 'socially' in the toilets (as girls are sometimes inclined to do) and monitoring to ensure that they do not become overcrowded. NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. - Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blown air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected. Adjust the time that push / sensor operated taps run for to encourage 20 secs of handwashing. If additional toilet / handwashing facilities are being provided opt for sensor operated taps, dispensers and toilet flushes - Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are regularly topped up - Provide signs / posters to remind people about good hand-washing techniques						
<b>Communication and Training</b>						
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded						
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors						
<b>Area / Activity Risk Assessments</b>						
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented						
<b>Monitoring</b>						
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department						
It is essential that: - Staff are <b>consulted</b> on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary. - The controls identified in the risk assessment are <b>communicated</b> to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is <b>not</b> necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.						
In addition: - The risk assessment should be <b>signed off</b> by the Head, Junior Head and DFO - You should <b>publish</b> your site specific risk assessment on your school's website <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</a> - Once the school has reopened, the risk assessment should be kept under <b>regular review</b> , and updated as necessary						
<b>Further Action Log</b>						
<b>Action Required</b>				<b>Responsible Person</b>	<b>Date for completion</b>	<b>Completed</b>
1						
2						
3						
4						