

**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:** V14 Schools Open for All Pupils From 12 April 2021 - Step 2 of the Roadmap Out of Lockdown

**Assessor:**

This is the 'Whole School Precautions' Sheet

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

<b>What is the hazard?</b>	Coronavirus / COVID -19 including the new variant of the virus
<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
<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="#">Schools Coronavirus Operational Guidance - updated 6 April 2021</a>
.	<a href="#">Face Coverings in Education - updated 6 April 2021</a>
.	<a href="#">Use of the NHS Covid App in Schools</a>
.	<a href="#">COVID-19 Response - Spring 2021 - Roadmap out of Lockdown</a>
.	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</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="#">Ventilation &amp; Air Conditioning During the Coronavirus Pandemic - HSE</a>
.	<a href="#">Ventilation of Indoor Spaces to Stop the Spread of Coronavirus</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="#">Social Distancing Guidance - Coronavirus Restrictions - What You Can &amp; Cannot Do from 12 April 2021</a>

**Control Measures**

**Who Can Come to School?**

## Control Measures

### English Schools - From 8 March 2021

- all pre-school and junior / prep schools pupils can return to school in person
- all secondary pupils who take an LFD test can return to face-to-face education following their first negative test result
- any secondary pupils who decline to take an LFD test can return to face-to-face education

Boarding pupils who need to travel from abroad to return to school will need to confirm that they can travel to the UK under the current rules - it may not be possible unless they comply with strict quarantine and testing rules.

**Welsh Schools** - where the Welsh Government guidance differs from the English Government guidance, Howell's School should follow the Welsh Government guidance

**All Schools** - In consultation with the CEO, the Head of each school can decide to close their school if local circumstances, or the infection rate in the local community gives particular cause for concern

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

- **CEV staff should work from home where possible. If they cannot do their job from home, they can work at school** 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.

- If staff are unable to work in school and working at home is not an option, they could be considered for furlough

- Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person.

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'

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

**All CEV pupils should attend school, unless they have been advised by their GP or clinician not to attend.** Strict social distancing measures must be implemented and Covid risks 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 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. Additional controls may be required eg further social distancing measures and / or the provision of PPE, **and working from home, in their own role or a suitable alternative, must be considered as an option.**

- 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 LFD Covid test**, they must arrange to have a confirmatory PCR test as soon as possible. Anyone who has had a positive PCR Covid test in the last 10 days **must not** come to school, and the **must** follow the governments 'Stay at home guidance for household with possible coronavirus infection'

Remind all **staff** (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), **pupils**, parents and carers that if they are a **close contact** with someone who has had a positive PCR or LFD Covid test in the last 10 days, (they have been notified by the school or via an NHS email, text or phone call) they **must not** come to school, and the **must** follow the Governments guidance regarding isolation / testing

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. 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. Their parents should arrange for them to have a PCR Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils.

- 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

## Control Measures

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, **they must get a Covid test**, and they **must** follow the governments 'Stay at home guidance for household with possible coronavirus infection'

No-one, including staff and pupils, must come onto the school site if they are required to quarantine having recently visited countries outside the Common Travel Area.

*The GDST recognises and accepts the 'Coronavirus (COVID-19): Test to Release for International Travel Scheme'*

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

As part of the national public health initiative all GDST schools will **continue** to participate in the mass testing programme of staff and senior school students during the **summer** term using rapid result (lateral flow device) test kits. **Primarily, this will involve distributing 'Test at Home' LFD kits to staff and senior school pupils, but** schools must maintain a small testing site at school in case staff or students aren't able to test at home, or would prefer to use the school testing facility

- 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

**Although people in households of school aged pupils and staff are now eligible to access LFD tests, schools should not give test kits to parents or household members. Parents / carers can obtain test kits from their employers, by collecting a home test kit from a test site or by ordering a home test kit online**

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

- Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate in the testing programme **which is continuing during the summer term**

- If an individual has been **vaccinated** they should still do regular LFD tests - it is not yet known if vaccines prevent individuals transmitting the virus.

- Anyone who has had a **positive PCR** test doesn't need to have a LFD test for 90 days unless they develop new symptoms

- All school based members of **staff** (senior and junior school, academic and support staff, contractors staff e.g. caterers and cleaners, peripatetic and supply staff) will be provided with LFD tests to use at home, 2 each week, 3 - 4 days apart.

- All **senior school students** will be provided with LFD tests to use at home, 2 each week, 3 - 4 days apart, reporting the results to the school and NHS Test & Trace.

- In addition, providing schools have enough test kits for school staff and senior school students who need to test on site, then they can also offer tests to other visitors and occasional contractors that have to come onto site and could pose a risk to our staff and any students.

- **Parent's consent** required for pupils aged under 16 to have a test at the school testing site

- Schools need to have a procedure in place for isolating any staff or pupils who have a **positive LFD test** result and arrange for them to return home asap

- Anyone who has a **positive LFD test, either at home or school**, must arrange to have a confirmatory PCR Covid-19 test asap, and self isolate until the result of the PCR test is known. **If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, the PCR test result overrides the LFD test result**

A negative LFD 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 at both an individual and collective level

### 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

## Control Measures

Encourage all staff to have **both** of their Covid 19 vaccinations as soon as they are eligible for them

## Whole School Precautions

### Visitors

During Step 2 on the Roadmap out of Lockdown, visitors to the school should be limited to:

- those who are essential to the safe operation of the school or a building project on the school premises,
- those who are providing specialist support to the school, eg Trust Office staff,
- those who are providing specialist support to staff or pupils, eg mental health support
- parents where there is a significant benefit in having an in-person / on-site meeting
- those who are providing educational activities

- Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine; they must cancel the visit if they are.
- Request that the visitor undertakes an LFD test, either at home (Home Testing kits are easily available) or on arrival at the school to check their Covid status
- Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts
- Ensure that the visitor(s) and everyone they meet comply with the requirements for hand washing / sanitisation, social distancing, and wearing face coverings

### Meetings with Visitors

Where possible, meetings should take place virtually. On-site / in-person visitor meetings should only take place where there would be a significant benefit for this. A record should be made explaining why the on-site meeting needs to take place and strict coronavirus controls must be implemented including:

- Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or required to isolate or quarantine, and to cancel the meeting if they are.
- Request that the visitor undertakes an LFD test, either at home (Home testing kits are easily available) or on arrival at the school to check their Covid status
- The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils.
- If possible, use a room for the meeting which is close to the entrance. The largest available room should be used, and seats arranged to avoid face-to-face and create min of 2m separate between individuals
- Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts
- Limit the number of people in the meeting to just those that are strictly necessary; keep the meeting as short as possible
- Meeting rooms should be provided with supplies of hand sanitisers and tissues
- Ensure that the visitor(s) and everyone they meet complies with the requirements for hand washing / sanitisation, social distancing, and if necessary wearing face coverings
- Ensure all hand-contact surfaces are swiftly cleaned post meeting

### Peripatetic Staff

Lessons / activities can be taught / supervised by peripatetic staff providing the following controls are implemented:

- Where possible use peripatetic staff who only visit your school
- Peripatetic staff should be reminded that under no circumstances should they come to school if they have Covid-19 symptoms
- Peripatetic staff working on the school premises should be offered, and are encouraged to take, two Lateral Flow Device tests each week
- Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times.
- In small music rooms, consider the use of screens between staff and pupils, and ensure good ventilation

### Supply Staff

Where possible all lessons / pupil activities should be taught by permanent school staff. Where it essential to use supply staff a specific risk assessment / protocol should be completed that explains why it is necessary and includes the following controls:

- Where possible use supply teachers who have agreed only to work for your school
- Supply teachers should be reminded that under no circumstances should they come to school if they have Covid-19 symptoms
- Supply teachers working on the school premises should be offered, and are encouraged to take, two Lateral Flow Device tests each week
- Supply teachers should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times.

## Control Measures

### Ventilation

Maximise the fresh air in indoor spaces by ensuring good ventilation. This can be done by natural ventilation, mechanical ventilation or a combination of the two. Identify any poorly ventilated areas (no means of natural or mechanical ventilation, feel stuffy, smell bad) and take steps to improve the ventilation. 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.

In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months:

- Partially open doors and windows to provide ventilation while reducing draughts
- Open high level windows in preference to low level windows to reduce draughts
- 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

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.

### 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)
- Senior school pupils - wearing face coverings in classrooms, indoor teaching and communal areas, corridors and stairways unless social distancing can be maintained. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking.

For **staff** this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:

- staying at the front of the class (senior schools)
- reducing the amount of time they are face-to-face with another person
- minimising the time spent in closer contact
- having a screen between people
- wearing face covering. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

**NB** Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.

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.

## Control 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'

### 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.

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

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

### Face Coverings

- Face coverings should be worn by all **staff, adult visitors, contractors** in senior and junior schools and **senior school pupils** whilst moving around the school buildings in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queue's for lunch service
- Face coverings should also be worn whilst giving First Aid, caring for pupils with Covid-19 symptoms and cleaning areas occupied by someone with Covid 19 Symptoms (see paras below).
- Face coverings should be worn by all **senior school pupils** in classrooms and other indoor areas unless social distancing can be maintained.
- If **staff** are unable to stay 2m away from pupils and other members of staff **at all times**, in the classroom and other indoor areas, they should implement mitigating measures (see row 54). **If this is not possible, they should wear a face covering.**

Face coverings do **not** need to be worn by pupils, staff, contractors or visitors:

- when outdoors
- **by children in year school year 6 or below**
- **when taking part in exercise or strenuous activity, for example in PE lessons**
- by individuals who are exempt because of physical impairment or disability, illness or mental health difficulties.

Schools must advise staff and pupils 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).
- temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)

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 a 'black bag' waste bin (not a recycling bin)

**NB a transparent face visor or shield** should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

## Control Measures

### 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)

### 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

- 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



## Control Measures

### 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

### Wrap-Around' Care and Extra Curricular Clubs

- **From 12 April 2021** Before / After School Care and **Extra Curricular Clubs can operate both inside and outside activities for all pupils**
- Where possible pupils should stay in the groups / bubbles they are in during the school day.
- If it is not possible for pupils to be in their usual school groups, keep them in small groups with a consistent and identifiable membership; **maximum group size for indoor activities is 15 children, no limit on outdoor activities.** The groups should be kept separate from / not mix with other groups as much as possible. Its a good idea for **siblings to be in same group to minimise mixing of groups**
- 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
- Covid controls appropriate to each activity **and the age and ability of the children should be implemented, e.g. where possible activities should take place outside; rooms should be well ventilated; all hand contact surfaces and equipment should be cleaned between use by each group of pupils**
- Face coverings should be worn **by all adults and senior school pupils** in accordance with the same rules followed during the school day - see row 60

\*\*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

## Control Measures

### Lets

- Lets can take place for **all children's** / pupil's activities, indoors and outdoors
- **Outdoor sports facilities**, such as tennis courts, hockey pitches and athletics tracks, can be let to **adults**. If the sport is not 'formally organised' it can only take place within the rules on social contact - in groups of up to 6 individual people, or 2 households.
- Formally organised **outdoor sport** for **adults** is permitted with any number of participants, providing it follows the NGB COVID-secure guidance
- **Indoor sports** facilities such as gyms, sport courts, dance studios, fitness studios, climbing walls and swimming pools can reopen for **adults** use, but **only for use by people on their own** or in household groups (NB there is an exemption on numbers for disabled adults). Personal training and coaching can take place (1:1 or within households/bubbles) but group activities and exercise classes are **not** currently permitted for adults.
- **Changing rooms** can open but their use should be minimised. Participants should shower and change at home where possible.
- **Spectators** are not permitted to attend sporting events taking place on private land, other than adults needed to supervise under-18s that they have a responsibility for or providing care or assistance to a person with disabilities participating in an organised sporting event or activity.

### All Lets

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 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
- The areas used must be thoroughly cleaned before and after the let
- The areas used must be well ventilated before and after the let

### Lets for Communal Worship

Lets for regular communal worship can take place providing:

- The service takes place at a time of day / day of the week that means there is no cross over with school activities
- The areas used are thoroughly cleaned before and after the service
- The areas used are well ventilated before, during and after the service
- All the guidance on preventing the spread of infection during the service will be followed - see *Covid-19: Guidance for the Safe Use of Places of Worship - updated 9 April 2021*

### 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 photos

Consider creating larger group photographs by taking photographs of smaller groups and merging them together

Traditional group / form school photos can be taken providing:

- pupils stay in their usual teaching groups / bubbles
- the photograph is taken **outside** if pupils need to stand close together
- pupils all face in the same direction or away from each other if pupils need to stand close together
- the time that pupils spend close together is kept to a minimum
- face coverings should not be removed until just before the photograph is taken, and then should be replaced

## Control Measures

### School Trips / Duke of Edinburgh Activities / Educational Day Visits

From 12th April 2021 educational day trips can take place providing appropriate Covid controls are in place including:

- keeping pupils within their usual consistent groups
- social distancing, hand washing / sanitising, wearing face coverings
- ensuring COVID-secure measures are in place at the destination and on transport to / from the destination (where possible avoid using public transport)
- keeping the group isolated from other school groups / members of the public
- taking supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, disposable gloves, face coverings with you

The **trip / visit risk assessment** must consider the risks associated with Coronavirus, including how to reduce the risk of infection from people they come in contact with during the visit, and arrangements in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.)

The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic <https://oeapng.info/downloads/download-info/4-4k-coronavirus/>

### Residential Educational Visits / Duke of Edinburgh Activities

Residential visits in the UK **cannot** take place until Step 3 of the Roadmap out of Lockdown - no earlier than 17 May 2021

### International Educational Visits

International visits cannot take place at the current time

### Open Days

From 12 April Open Days can commence providing:

- The event is primarily held **outside**. Shelter can be provided by gazebos or marquees with at least 50% of their sides open.
- The event is held on a weekend, or on a day when majority of staff and pupils are not in school
- The numbers attending are strictly controlled, eg by inviting families to a specific day / session. Larger numbers can be invited by having multiple small events, eg 2 or 3 short sessions on 1 day, or on several different dates
- The maximum numbers at each session will depend on the individual circumstances of each venue and management of /arrangements for each event - we suggest a maximum of 20 families per session.
- Families must be kept separate from each other, eg by meeting on arrival and allocating seating in distinct areas. Thought must be given on how to avoid 'pinch points' at gates, welcome desks, toilets, etc.
- Refreshments can be provided outside, but it should be 'table service'.
- The event can include short tours of the inside of the school building. Each tour guide should direct just one family, and routes should be planned to prevent cross overs in confined spaces. Tour guides must maintain social distance at all times. Rooms visited should be well ventilated. All adults should be encouraged to wear face coverings whilst inside the school buildings
- All contact with staff to be socially distanced at all times
- Everyone invited to the event must be reminded that they must not to attend if they have Covid symptoms or are required to isolate or quarantine

### School Tours

- From 12 April single household private tours and visits inside the school buildings can recommence, providing the guidance for school visitors & meetings is followed - see rows 48 & 49 above

## Control Measures

### Taster Days

From 12 April pupils who will be joining the school in the autumn term can attend a Taster Day providing strict controls are implemented to prevent current pupils and staff being adversely affected. This will include:

- Limiting the number of prospective pupils on site at any one time by having multiple smaller events, eg half day sessions on several different dates
- Asking parents to confirm that their daughter is not suffering from Covid symptoms, or required to isolate / quarantine on the Taster Day; prospective pupils who are of senior school age should be asked to take an LFD test in advance of their visit
- Keeping prospective pupils separate from current pupils, eg by staggering arrival times / departures, designating entrances, toilets, lunch areas, play areas etc,
- Where possible keep prospective pupils in the same group if they come from the same current school
- Ensuring staff maintain a minimum of 2m distance from all senior school pupils, and as safe a distance as possible from all junior school pupils
- Ensuring all hand contact surfaces, equipment and toys used by prospective pupils are thoroughly cleaned (or quarantined) before and after use
- Organising activities outside or in well-ventilated rooms with sufficient space to enable all prospective pupils to maintain good social distance from each other
- Keep a record of any seating plans and groupings in case 'close contacts' need to be identified after the visit
- Prospective pupils who are of senior school age should be asked to wear a face covering when inside

### Stay and Play Sessions for EYFS Parents and Children

From 12 April **indoor** parent & child groups for up to 15 attendees can take place. NB children under 5 years of age do not count towards the attendee limit. Covid controls should be implemented, including adults socially distancing / wearing face coverings, thorough cleaning of hand contact surfaces and equipment / toys, recording attendance

### Exams

- Candidates or invigilators who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive PCR or LFD Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam
- Public Exams and vocational assessments planned for March 2021, eg BTECs, can go ahead
- Mock and internal exams can take place in school from 8th March onwards

### Entrance Exams, Scholarship Assessments and Junior School Entrance Assessments

- Where possible, entrance exams and assessments should be undertaken remotely / virtually. If this is not possible, children taking the entrance exams / 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 including maintaining a minimum of 2m distance in all directions at all times, and senior school aged pupils wearing face coverings when moving around the school. Any scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school

## Control Measures

### Exams

#### Arrival and Departure

- Discourage group travel to the exam. Avoid groups of people congregating together by staggering arrival times. Parents should be discouraged from congregating at the school.
- If children need to be escorted to the exam, this should be limited to one parent/adult
- Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned
- Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room.

#### Exam Room

- All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment
- Where possible, candidates should be divided up into small groups in separate rooms.
- Maximise the space between candidates as much as possible; candidates must not sit face-to-face
- For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this.
- All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible.
- It is recommended that invigilators wear face coverings whilst walking around the exam rooms
- Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face
- Hand sanitiser should be available around the exam rooms
- Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles

**Marking exam papers** - if it is not possible to quarantine papers for 72 hours before marking, people marking papers should not touch their face whilst working on them, and wash their hands / sanitise pens etc and any work surfaces well afterwards

### Music and LAMDA Exams

Practical performing arts exams, eg those run by ABRSM and LAMDA, can go ahead in school providing appropriate measures (risk assessments and strict Covid controls) are in place in school.

**Parents Evenings** should take place virtually during the **summer** term.

See row 48 /49 for guidance re meetings with parents

### 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, **asking interviewees to take an LFD test on arrival**, social distancing at all times, **wearing a face covering where it is not possible to keep a distance of 2m from staff / students**, appropriately sized and well ventilated rooms, not shaking hands, cleaning of all surfaces, handwashing or sanitising

### School Uniform Shops

Ensure suitable controls are in place to reduce social contact eg:

- Uniform shop is in a location only a short distance from an external entrance / exit door, or in a stand-alone building,
- Number of people allowed in the uniform shop at any one time is limited to avoid crowding and mixing
- No trying on of clothing that has to be pulled over the head

## Control Measures

### Social Events

Social events cannot take place at school until we move into **Step 3** on the Roadmap out of Lockdown (not before 17 May). At Step 3:

- Social events will be able to take place for up to 30 people **outside**
- Social events will be able to take place **inside** for groups of up to 6 individual people / 2 households who do not mix with other groups

Some small scale, 'bubble' only, events may be possible in school at step 3 (not before 17 May), but traditional end of term proms and balls will only be allowed as we move into step 4 (not before 21 June).

### Fairs and Fetes

From 12 April fairs and fetes can take place providing:

- The event takes place outdoors, attendees arrive and leave in a staggered manner throughout the day, and attendees do **not** converge or congregate in an area for a performance or activity, such as a theatre or music performance
- The fair or fete should be organised in such a way that attendees will be dispersed across a sufficiently large geographic area, or will be sufficiently distributed throughout the day, so as to mitigate the risk of crowding at the venue
- Steps must be taken to avoid groups gathering at entry and exit points, toilet facilities and food & drink facilities
- Attendees must continue to practice Step 2 social contact rules - outdoor gatherings must be limited to groups of six people or two households, with no indoor mixing allowed

## 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'

## Control Measures

**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 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 aged 2 to 5 are on site schools must use their 'best endeavours' to ensure one person with a full **Paediatric First Aid** certificate is also on site when the children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current first aid at work or emergency PFA certification is on site at all times children are on premises.

### Requalification

If Paediatric First Aid certificate requalification training is prevented for reasons associated directly with the coronavirus (COVID-19) pandemic, or by complying with related government advice, the validity of current certificates can be extended to 31 March 2021 at the latest. This applies to certificates expiring on or after 1 October 2020. Employers must do their best to arrange requalification training at the earliest opportunity.

Practitioners are strongly encouraged to use online resources to refresh their knowledge of Paediatric First Aid procedures if they need to extend their certificates while waiting to access face-to-face training. Providers such as St John Ambulance offer free online resources to support this.

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

## Control Measures

### **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 / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds.

They do not need to go home and isolate unless

- the symptomatic person subsequently tests positive
- they develop symptoms themselves.
- they are requested to do so by NHS Test & Trace or PHE
- they have a positive result from an LFD test

**Pupils** developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in 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 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 - they must self isolate for 10 days.

#### '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

### 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

It is essential that:

- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.

In addition:

- The risk assessment should be **signed off** by the Head, Junior Head and DFO
- You should **publish** your site specific risk assessment on your school's website <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- Once the school has reopened, the risk assessment should be kept under **regular review**, and updated as necessary

Further Action Log	
Action Required	
Additional signage re safety	
Meet with Specialist HoDs	
Meet with TF and Zing	
Clarify protocol for confirmed cases of CV19	
Share document with union, staff, and parents	
Finalise staggered arrivals	
Finalise before school PE training arrangements	
Finalise lunch arrangements	

**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:** V14 Schools Open for All Pupils From 12 April 2021 - Step 2 of the Roadmap Out of Lockdown

**Assessor:**

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 including the new variant of the virus
<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
<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="#">Schools Coronavirus Operational Guidance - updated 6 April 2021</a>
	<a href="#">Face Coverings in Education - updated 6 April 2021</a>
	<a href="#">Use of the NHS Covid App in Schools</a>
	<a href="#">COVID-19 Response - Spring 2021 - Roadmap out of Lockdown</a>
	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</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="#">Ventilation &amp; Air Conditioning During the Coronavirus Pandemic - HSE</a>
	<a href="#">Ventilation of Indoor Spaces to Stop the Spread of Coronavirus</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="#">Social Distancing Guidance - Coronavirus Restrictions - What You Can &amp; Cannot Do from 12 April 2021</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 **staff** this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:

- staying at the front of the class (senior schools)
- reducing the amount of time they are face-to-face with another person
- minimising the time spent in closer contact
- having a screen between people
- wearing face covering in indoor areas such as communal areas, corridors and stairways, and when teaching. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

**NB** Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.

All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.

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 'dorgards' / electromagnetic door holders - never wedged or propped open and safeguarding risks must not be introduced). Where available use extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.

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

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

- they should be cleaned with a sanitising wipe before and after use
- they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards

**Meetings** with people who are **not** pupils or members of staff should take place virtually.

**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:**

- Be kept as short as possible
- Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m (or '1m plus') separation between everyone
- Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT
- Arrange rooms so that people sit side-by-side (rather than face-to-face)
- Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session
- Encourage attendees to wash their hands before and after the meeting / training session, and provide hand sanitiser in meeting / training rooms
- Attendees should avoid sharing pens, documents and other objects

### Getting To / From School

Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.

- If possible provide additional bike racks and parking facilities for staff and pupils
- If staff car share with people outside their households, encourage them to wear a face covering in the car
- Plan for a higher volume of parents dropping off/collecting pupils by car

If staff have no alternative but to use public transport to travel to school encourage them to:

- As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit
- Wear a face covering whilst travelling and waiting at bus stops & tube / train stations
- Wait for people to get off before they board
- Avoid consuming food and drink on public transport
- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey
- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains
- 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.
- 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

### Lessons / Teaching Activities

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 & speakers to ensure everyone in a large room can hear, not playing loud background music or broadcasts,

**- Where feasible, share resources electronically using MS Teams, anotate and re-share; try to minimise photocopying. If copying is required, this should be submitted to the office allowing time for completion**

- Where possible work should be submitted electronically for marking / assessment **via Teams - either as an electronic document or submitted by taking a photograph where appropriate**

- Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work.

**-Equipment should be cleaned before being used with another bubble**

**-If staff are marking paper based work, they should thoroughly wash their hands before hand and afterwards, not touch their face during the process, and clean/sanitise any pens / surfaces used during the process**

Precautions for staff who have to move from bubble to bubble, or have different groups of pupils coming into their lab / studio / specialist teaching area:

- Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving)
- As far as possible, stay at the front of class, try to keep least 2m away from the pupils, and remind pupils not to get out of their seats / approach the teacher
- If different groups of pupils are coming to your lab / studio / specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups

**Learning Walks** can continue take place with appropriate Covid controls, eg:

- Observing the class from the door
- Walking around the classroom but wherever possible maintaining 2m distance from the pupils
- Observing pupil's work by 'mirroring' on a separate device

### Break Times / Lunch Times

**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 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.

- Remind staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch
- 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
- 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
- Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced
- Clean communal mugs, glasses, crockery and cutlery in a dishwasher on a hot wash cycle

#### Cloakrooms & Handwashing / Toilet Facilities

- Ensure social distancing is maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & 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.
- 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

#### Communication and Training

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

#### 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

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

#### 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

It is essential that:

- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.

In addition:

- The risk assessment should be **signed off** by the Head, Junior Head and DFO

You should **publish** your site specific risk assessment on your school's website <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5>

Further Action Log	
Action Required	
Allow time for completion of RA on study days	
Allow time for re-planning SOW on study days	
Complete detailed staff induction	
4	

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**Activity:** V14 Schools Open for All Pupils From 12 April 2021 - Step 2 of the Roadmap Out of Lockdown

**Assessor:**

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

**What is the hazard?**

Coronavirus / COVID -19 including the new variant of the virus

**Why is it a risk?**

People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of

**Who is at risk?**

All staff, pupils and any contractors or visitors attending school

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[Social Distancing Guidance - Coronavirus Restrictions - What You Can & Cannot Do from 12 April 2021](#)

**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)
- Senior school pupils - wearing face coverings in classrooms, indoor teaching and communal areas, corridors and stairways unless social distancing can be maintained. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking.

For **staff** this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:

- staying at the front of the class (senior schools)
- reducing the amount of time they are face-to-face with another person
- minimising the time spent in closer contact
- having a screen between people
- wearing face covering in indoor areas such as communal areas, corridors and stairways, and when teaching. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

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
- 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

#### **Grouping Pupils / Bubble Sizes**

- Bubble sizes should aim to achieve the greatest reduction in contact and mixing, and the least impact in the quality and breadth of teaching or access to support and specialist staff.
  - Groups should have a consistent and identifiable membership
  - At key stages 1, 2 and 3 the 'group' will probably be each class\*
  - At key stages 4 and 5 the 'group' will probably be the whole year group
- \*If it is not possible to provide a broad and balanced curriculum with these group sizes, or manage the practical logistics within and around the school, they can be increased, but the reasons for this should be documented

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



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:

- 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

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.

Remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere

### Getting To / From School

Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.

- If possible provide additional bike racks and parking facilities for staff and pupils
- Plan for a higher volume of parents dropping off/collecting pupils by car
- If pupils in different bubbles car share encourage them to wear a face covering in the car

### Public Transport

If pupils have no alternative but to use public transport to travel to school encourage them to:

- As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit
- Wear a face covering whilst travelling and waiting at bus stops & tube / train stations NB the legal requirement to wear a face covering does not apply to children under the age of 11
- Wait for people to get off before they board
- Avoid consuming food and drink on public transport
- Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey
- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains
- 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.
- 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

### School Minibuses (Dedicated school transport)

- Where possible, allocate each vehicle and route to a single driver
- **Minibus drivers and passenger escorts should be asked to participate in the twice weekly LFD Covid testing programme**
- **Minibus drivers and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely**
- When the weather is suitable have the windows and ceiling vents open to facilitate good ventilation
- Driver to clean all interior and external surfaces that they are likely to have had contact with after each journey. Areas to pay particular attention to include: handles (inside and out), steering wheel and starter button, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat belts, seat adjusters any other controls
- Driver to clean all interior and external surfaces that passengers are likely to have come into contact with after each journey. Areas to pay particular attention to include: top/edges of seats that people touch for balance as they walk through the vehicle and seatbelts
- Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus; driver and all passengers to sanitise their hands as they board and disembark on each journey
- Advise pupils to keep at least 2m away from people waiting for other buses whilst they wait to be picked up at the bus-stop in the morning
- As far as possible, pupils should sit in the minibus in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so
- Senior school pupils should wear a face covering on the minibus. They should be advised to wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.
- At the end of the school day, pupils should wait for their minibus in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.
- A daily record should be kept of all pupils and staff travelling on each minibus journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19

### School Coach Service (Dedicated school transport)

- Seek assurance from the transport operator that coach drivers are strictly adhering to 'stay at home' guidance if they, or any of their families or close contacts, have symptoms of Covid-19, or have tested positive for Covid-19
- **Request that all school coach drivers and passenger escorts participate in a twice weekly LFD Covid testing programme**
- **Coach drivers and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely**
- Ask transport operator to ensure all surfaces that passengers are likely to have come into contact with are cleaned after each journey
- Ask transport operator to keep a supply of sanitiser (min 60% alcohol) and tissues in each coach; driver and all passengers to sanitise their hands as they board and disembark on each journey
- Advise pupils to keep at least 2m away from people waiting for other buses whilst they wait to be picked up at the bus-stop in the morning
- As far as possible, pupils should sit in the coach in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so
- At the end of the school day, pupils should wait for their coach in their 'transport groups' in a designated area, and maintain social distancing when it is time to board. School staff should monitor pupils behaviour to ensure good order and social distancing is maintained.
- Senior school pupils should wear a face covering on the coach. They should be advised to wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.
- A daily record should be kept of all pupils and staff travelling on each coach journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19

### Arrival at School

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. **There will be two arrival times, using 3 entrances; sixth can leave if they have finished for the day. A stagger will be applied at the end of the day and those using school transport will wait in. predefined area, preferably outdoors**

- 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
- Encourage only 1 parent to accompany younger children to school
- Where possible avoid parents coming into the school buildings - greet / say goodbye (handover) younger pupils in the playground or other safe outside area
- Do **not** 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)
- Discourage any 'gatherings at the school gate'
- Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room

### Lessons / Learning Activities

If pupil's activities include the use of **pens, pencils** etc:

- 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
- 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)

If pupil's activities include the use of **computer keyboards and iPads**:

- Where appropriate, encourage pupils to bring in and use their own laptops and iPads and not to share it with others
- 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
- Frequently clean the keyboards, mice and touch screens of all equipment used by more than one person

Classroom based resources (books and games) and equipment can be used but they should be regularly cleaned and disinfected. Resources and equipment used by different classes /groups /bubbles, eg sports, art, DT, musical, science and playground equipment, should be thoroughly cleaned between use by different bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.

Pupils can take books and other shared resources home, but unnecessary sharing should be avoided

**Using pupils from another bubble to “supervise” younger year groups, eg House sports captains, Prep**

- Maintain a minimum of 2 metres away at all times
- Staff must be in attendance so any issues/incident requiring closer contact can be dealt with by the teacher on duty
- Keep accurate registers of who is working with each group and keep the numbers of people doing this to a minimum
- Ensure social distancing, hand washing and wearing face coverings where appropriate

#### **PE & Sports**

All activities should carefully consider hygiene, capacity management and distancing.

- Where possible, **curricular** PE and sports activities should take place outside. If this is not possible, they should take place in large, well ventilated spaces.
- 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
- Follow any guidance provided by Sport England, AfPE and each sport's National Governing Bodies in how to train / play / exercise safely
- 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
- Team sports **and contact combat sports can recommence, but must be adapted in line with the sports NGB guidance so that pupils can participate as safely as possible.**

If **PE & sports** 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:

- 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.
- It is important to manage the storage and allocation of equipment and pupils access to equipment should be supervised.
- 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.
- 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
- Pupils can bring in and use their own equipment as long as they do not share it with other pupils
- All pupils should wash their hands at the end of each session
- Disconnect, or sign 'do not use' water fountains which are designed for people to drink from directly (refilling personal water bottles is acceptable)

Peripatetic and External Sports Coaches - see controls on the 'Whole Schools Precautions' sheet - row 57

Extra curricular Sports Clubs - see controls on the 'Whole Schools Precautions' sheet - row 76

### **Fitness Suites**

Place each item of gym equipment an appropriate distance apart so as to comply with social distancing guidelines plus a suitable margin for adequate circulation or one-way routes. This can be achieved by moving equipment, aligning them so that use is back-to-back rather than face-to-face, using screens or barriers to separate equipment, or taking equipment out of use. Clearly visible tape should be put around pieces of gym equipment to denote social distance. All gym equipment, including mats, must be thoroughly cleaned after every user.

**Dance Studios** - provide temporary floor markings to define the space required by each person

### **Team Sports**

- From 12 April competitive team sports can take place, indoors and outdoors, between teams from different groups / bubbles providing that the sport's National Governing Body Covid-19 guidance is fully implemented

- Team contact sports (by this we mean not just the degree of contact but also the proximity of players to each other) eg football, rugby, hockey, lacrosse and netball, can recommence, but must be adapted in line with the sports NGB guidance so that pupils can participate as safely as possible.

- Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-game handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations.

- Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person.

- As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games

- Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game

- Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded

- Spectators are not permitted to attend sporting events taking place on private land, other than adults needed to supervise under-18s that they have a responsibility for or providing care or assistance to a person with disabilities participating in an organised sporting event or activity.

### **After School and Weekend Sports Activities - extra curricular activities**

- From 12 April 2021 extra curricular clubs can operate both inside and outside activities for all pupils providing the activity is run in accordance with the guidance issued by the sports National Governing Bodies.

- Where possible pupils should stay in the groups / bubbles they are in during the school day.

- If it is not possible for pupils to be in their usual school groups, keep them in small groups with a consistent and identifiable membership; maximum group size for indoor activities is 15 children / pupils, no limit on outdoor activities. The groups should be kept separate from / not mix with other groups as much as possible. Its a good idea for siblings to be in same group to minimise mixing of groups

- 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

- Covid controls appropriate to each activity and the age and ability of the children should be implemented, e.g. where possible activities should take place outside; rooms should be well ventilated; all hand contact surfaces and equipment should be cleaned between use by each group of pupils

- Spectators are not permitted to attend sporting events taking place on private land, other than adults needed to supervise under-18s that they have a responsibility for or providing care or assistance to a person with disabilities participating in an organised sporting event or activity.

### **Inter-school Events, Fixtures and Competitions**

- From 12 April competitive sports can take place, indoors and outdoors, between teams from different schools providing that the sport's National Governing Body Covid-19 guidance is fully implemented

- Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-competition handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations.

- Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person.

- As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games

- Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game

- Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded

- Spectators are not permitted to attend sporting events taking place on private land, other than adults needed to supervise under-18s that they have a responsibility for or providing care or assistance to a person with disabilities participating in an organised sporting event or activity.

### Using External Sporting Facilities and Venues

- From 12 April schools can use indoor and outdoor external sporting facilities and venues for curricular sporting activities providing the activity is run in accordance with the Government's guidance for the use of, and travel to and from, those facilities, and guidance issued by the sport's National Governing Bodies.

- To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out, schools should undertake an advance planning visit and use EVOLVE to manage your visits to them.

External venues and facilities will need to inform the school how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust procedures and good plans in place they are suitable to use.

### Use of School Swimming Pool by School Pupils

Swimming lessons can continue for pupils as part of their PE / sports lessons in the school swimming pool providing Covid controls are in place.

The pool itself is considered to be low risk due to the disinfecting chemicals in the water, but the main risk areas are the changing rooms, showers and any hand contact surfaces, e.g. handrails used by people to get into and out of the pool.

Covid controls in the showers, changing rooms, on poolside and in the pool include:

- Pupils stay in their normal small teaching groups / 'bubbles'

- Maintain good social distancing

- Hand contact surfaces, such as handrails are regularly and thoroughly cleaned

- Social distancing is maintained in the showers and changing rooms e.g. by making use of additional cloakroom facilities and by marking out social distancing spacing

- Ensure that staff instructing teaching or lifeguarding have access to suitable PPE to administer first aid and resuscitation and have been trained in revised methods to perform such in light of the risk of Covid -19 see link to RLSS <https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19>

- Calculate maximum capacity bather loads using tool in STA website <https://www.sta.co.uk/news/2020/07/27/step-by-step-approach-for-determining-bather-loads/>

### Water Polo

Normal club activity for under 18's can take place from the 12th April.

### Rowing

**NB - see row 55 re dates when external sporting facilities can start to be used**

Crew boats can be taken out on the water, but each school must undertake a risk assessment which includes how to reduce the risk of transmitting Covid-19 infection between the rowers in a multi-crewed boat whilst they are on the water. The controls should include:

• crews must be from the same year group

• crews should row with the same small group of people, and

• crews must not move around from one boat to another.

- Beginners should stay in pairs or fours

- All Equipment should be cleaned after each use.

- Participants may come and go in their kit and are not required to use of changing rooms, but In the event of a capsized participants must shower ASAP to avoid other forms of water borne ill health.

- Use of rowing machines and gym equipment should follow the fitness suite guidance above row 47.

### Climbing walls

- Where possible 2m distancing should be maintained when both lead climbing and bouldering, although this will be easier to maintain on bouldering than free climbing and bouldering.

- Bouldering activities should be adjusted so that there is no need to use spotters. Particularly on indoor walls, hand holds should be cleaned regularly along with other safety equipment.

- Hand sanitiser should be available to use after handling safety equipment.



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## Music

Please refer to the GDST Covid Risk Assessment Supplementary Music Guidance issued to all Directors of Music on 3 March 2021 and the Government guidance on 'Suggested Principles for Safer Singing'. This includes specific controls for: Peripatetic music lessons, Academic music lessons: and Co-curricular music ensembles. In summary

- o Pupils may play instruments including singing, wind and brass instruments, providing infection controls are implemented to help reduce virus transmission;
- o Peripatetic lessons may happen in person
- o Single-bubble ensembles may take place providing adequate space, good social distancing and good ventilation is implemented;
- o Microphones should be used to prevent shouting;
- o Singing should be kept to a talking volume;
- o Avoid sharing instruments and equipment – where equipment is shared, ensure it is wiped down by the pupils;
- o Pupils should have their own score and avoid sharing them with others;
- o Rehearse outside if possible, otherwise in the largest well-ventilated rooms available;
- o Singing, wind and brass playing is allowed providing the room is of a large enough space with ventilation / airflow as outlined in the 3 March 2021 document;
- o Ensembles should be distanced at 2m following suggested seating plans (back to back, side to side rather than face to face);
- o Ensembles must be socially distanced even when made up of members of the same bubble;
- o Single-bubble wind/brass ensembles must be socially distanced at 2m
- o Small multi-bubble string and/or percussion ensembles are permitted providing pupils are socially distanced at 2m and all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented
- o Small multi-bubble wind, brass and choirs are not permitted; they must be made up of the same bubble or rehearse virtually provided all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented.
- o Live Audiences - Indoor performances audience limited to members of the pupils group bubble only; Outdoor performance audience limited to school staff & pupils provided good segregation between each group / bubble. You cannot host live performances to parents etc, however they can be recorded / live-streamed. 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.
- o Except when playing wind and brass instruments, senior school pupils should wear face coverings in classrooms and other indoor areas unless social distancing can be maintained.

Music and LAMDA exams - see controls on the 'Whole Schools Precautions' sheet - row 79

Peripatetic Music and Drama teachers - see controls on the 'Whole Schools Precautions' sheet - row 51

## Drama

- Organise practical activities so that groups sizes are small, as large a distance as possible is maintained between each person, and avoid being face-to-face if they are within 2m
- Use floor tape or paint to mark areas and help people maintain social distance where possible
- Avoid loud singing, chanting or shouting
- Use large well ventilated spaces (eg open windows) or work outside
- Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. If possible, do not share microphones
- Reduce the number of people each individual has contact with by using smaller fixed teams, groups or partnering
- Where possible avoid using hand contact props. Where these are necessary ensure they are either thoroughly cleaned after use or quarantined for 72hours
- Ensure any hand operated /adjusted equipment eg lights / sound is either thoroughly cleaned after use or quarantined for 72hours

If **Art / DT / Food tech / Textiles** lessons include practical activities:

- Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&T, Food and Art' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools)
  - Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance
  - Equipment can be shared by pupils within the same bubble
  - Pupils and staff must wash their hands before and after handling any equipment
  - All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining.
  - Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils
  - 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
  - If safety specs or goggles need to be worn for any task they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL362 for process
  - Welding masks and gloves, and other close contact PPE should not be shared at this time
  - Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk
- NB Prior to reopening any Art / DT practical room staff should refer to CLEAPSS guidance on D&T depts. returning to school after an extended period of closure (GL347)
- In order to minimise any fire risk when wearing face coverings, ensure any straps/ties are kept short and tight and keep a safe distance from the flames/ignition sources

If **Science** lessons includes practical activities:

- 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)
  - Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance.
  - Equipment can be shared by pupils within the same bubble
  - Pupils and staff must wash their hands before and after handling any equipment
  - All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining
  - 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
  - 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
  - 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
  - Certain practical activities must not be carried out - cheek cell sampling, lung volume / capacity & other breathing based activities, activities which make use of saliva, activities which make use of straws or other equipment for blowing through.
- 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)
- In order to minimise any fire risk when wearing face coverings, ensure any straps/ties are kept short and tight and keep a safe distance from the flames/ignition sources

#### Additional Points for EYFS and KS1 Pupils

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:

- each group / bubble has a consistent membership
- each group / bubble is kept separate from each other as much as possible
- 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)
- all young children have help if they have trouble thoroughly cleaning their hands independently
- older pupils should be encouraged to be maintain distance and not touch staff or their peers where possible

All equipment, toys and resources should be regularly and thoroughly washed, particularly hand contact surfaces

- Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
- 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.
- See Appendix 9 of *Public Health Wales - Guidance for Childcare Settings* for detailed guidance on keeping a wide range of toys and equipment clean

#### Sand and water trays

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.

#### Break Times / Lunch Times

**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 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)

**Common rooms**

- 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 **outside play equipment** / 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

**Cloakrooms & Handwashing / Toilet Facilities**

- 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

**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,

**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

**Monitoring**

All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls

It is essential that:

Further Action Log	
Action Required	
Complete signage and routes	
Complete detailed pupil induction	



Inform parents of changes	
Complete room setups	