

Northampton High School Covid-19 Risk Assessment

GENERAL AREA / ACTIVITY RISK ASSESSMENT

<p>SEVERITY - the most likely worst case scenario that could result from the hazard</p> <p>Catastrophic – 5 (multiple death)</p> <p>Major – 4 (single death or permanent disability)</p> <p>Moderate – 3 (broken bones, several days off work)</p> <p>Minor – 2 (basic first aid treatment required)</p> <p>Insignificant – 1 (minor scratch or bruise)</p>	<p>LIKELIHOOD of the risk occurring (with any outcome)</p> <p>Certainty – 5 (could happen at any time and on any day)</p> <p>Probable – 4 (could happen perhaps once a term)</p> <p>Likely – 3 (could happen perhaps once a year)</p> <p>Conceivable – 2 (might happen perhaps once in 5 years)</p> <p>Improbable – 1 (will probably never happen)</p>	<p>SEVERITY</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p>LIKELIHOOD 1 2 3 4 5</p>
<p>Activity: V10 Schools Open During Lockdown from 5 November 2020</p>		<p>Date: 18 November 2020</p>
<p>Assessor:</p>		<p>Re-assessment date:</p>
<p style="text-align: center;">This is the 'Pupil Activities' Sheet</p>	<p style="text-align: center;">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</p>	
<p>What is the hazard?</p>	<p>Coronavirus / COVID -19</p>	
<p>Why is it a risk?</p>	<p>People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill.</p>	
<p>Who is at risk?</p>	<p>All staff, pupils and any contractors or visitors attending school</p>	
<p>Key Guidance Documents</p>		
	<p>Implementing protective measures in education and childcare settings / Social Distancing in Schools</p>	
	<p>Guidance for Full Opening of Schools in September 2020</p>	
	<p>Face Coverings in Education</p>	
	<p>Use of the NHS Covid App in Schools</p>	
	<p>Covid-19 - Contain Framework - Tiers of National Restrictions for Education</p>	
	<p>New National Restrictions From 5 November 2020</p>	
	<p>Education and Childcare Settings: New National Restrictions from 5 November 2020</p>	
	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p>	

	DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'	
	Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School	
	Managing school premises during the coronavirus outbreak	
	Covid-19 - Cleaning in Non-Healthcare Settings	
	Critical workers: Health & social care, Education & childcare, Key public services, Local & national government, Food & other necessary goods, Public safety & national security, Transport, Utilities, communication & financial services	
	Stay at Home - Guidance for Households with Possible Coronavirus	
	Stay Alert & Safe (Social Distancing) Guidance	
	Control Measures:	Tolerable Action Required (9+) Prohibited (See Matrix)
	General Precautions	Notes / Further Action Required
	<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - 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) <p>For staff, visitors, contractors and all other adults this means:</p> <ul style="list-style-type: none"> - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people 	Tolerable

<p>As far as possible minimise mixing and the number of contacts that a pupil has with other pupils and staff during the school day by keeping pupils in consistent identifiable groups, avoiding contact between groups and maintaining distances between individuals.</p> <p>Practical examples of how this can be achieved include:</p> <ul style="list-style-type: none"> - adjusting the timetable to stagger school day / lesson starting & finishing times, lunch times and break times for different groups of pupils. - keeping groups of pupils in the same room(s) and areas throughout the week, with individual staff coming to the group, rather than the whole group of pupils moving around the school too much - using larger rooms than normal and spreading everyone out within the area you are using - placing the desks so that pupils are all facing forwards / don't face each other and, as far as possible, are at least 2m away from the teacher - teachers should avoid close face-to-face contact with colleagues or pupils, and minimise the time spent within 1 metre of anyone - allocating each pupil a desk and ask them to sit at the same desk every day - doing activities outside - installing screens - not putting rotas in place - allocating specific rooms, areas or parts of the school grounds for different groups to use at break / lunch times and monitoring to ensure that they keep to them 	Tolerable	
<p>Grouping pupils</p> <ul style="list-style-type: none"> - As far as possible groups should have a consistent and identifiable membership and be as small as possible whilst still being able to access a broad and balanced curriculum - 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 <p>*If it is not possible to provide a broad and balanced curriculum with these group sizes, or manage the practical logistics within and around the school, they can be increased to whole year sized groups, but the reasons for this should be documented</p> <p>Pupils who use dedicated school transport services, extra-curricular clubs and/or wrap-around care will almost certainly have to be in a different group/bubble to their teaching group bubble. However, these groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> - 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) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	Tolerable	

<p>Where possible:</p> <ul style="list-style-type: none"> - ensure good natural ventilation in the rooms / areas that are being used; open the windows and keep doors open. (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced) - 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. 	Tolerable	<p>Please refer to the TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020</p>
<p>Actively provide regular opportunities for pupils to wash or sanitise their hands, and encourage them to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> - 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 	Tolerable	
<p>Pupils should limit the amount of equipment / belongings they bring into school each day to essentials such as books, stationery, personal IT, sports and musical equipment, coats and mobile phones.</p> <p>Remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere</p>	Tolerable	
Getting To / From School		
<p>Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - 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 	Tolerable	<p>Safer travel guidance for passengers</p>

<p>Public Transport</p> <p>If pupils have no alternative but to use public transport to travel to school encourage them to:</p> <ul style="list-style-type: none"> - 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 individuals locker during the day. Pupils should be reminded to wash their hands immediately after changing their clothes. The room should be cleaned at least on a daily basis 	<p>Tolerable</p>	<p>Safer travel guidance for passengers</p>
<p>School Minibuses (Dedicated school transport)</p> <ul style="list-style-type: none"> - Where possible, allocate each vehicle and route to a single driver - 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 if they sit on the same seat as someone who is not in their year group or family - 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 	<p>Tolerable</p>	<p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>

<p>School Coach Service (Dedicated school transport)</p> <ul style="list-style-type: none"> - 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 - 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 if they sit on the same seat as someone who is not in their year group or family, or if the coach is shared with pupils from other schools that the pupils would otherwise not mix with. 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 	Tolerable	<p>https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020</p>
Arrival at School		
<p>To minimise the number of pupils and parents arriving at / leaving school at the same time, consider staggering the time that different years start / finish school and if possible, allocate different entrances/exits to groups of people arriving / leaving school at the same time.</p> <ul style="list-style-type: none"> - 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 	Tolerable	
Lessons / Learning Activities		
<p>If pupil's activities include the use of pens, pencils etc:</p> <ul style="list-style-type: none"> - 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) 	Tolerable	

<p>If pupil's activities include the use of computer keyboards and iPads:</p> <ul style="list-style-type: none"> - 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 	Tolerable	
<p>Classroom based resources (books and games) and equipment can be used but they should be regularly cleaned and disinfected. Resources and equipment used by different classes /groups /bubbles, eg sports, art, DT, musical, science and playground equipment, should be thoroughly cleaned between use by different bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p>	Tolerable	
<p>Pupils can take books and other shared resources home, but unnecessary sharing should be avoided</p>	Tolerable	
<p>PE & Sports All activities should consider as a starting point hygiene, capacity management and distancing.</p> <ul style="list-style-type: none"> - Where possible, 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 <p>So activities that require close support or spotting to reduce severity of falls such as vaulting in gymnastics and climbing wall bouldering, when a spotter is required, should not be carried out.</p> <ul style="list-style-type: none"> - Contact sports should not take place. By this we mean not just the degree of contact but also the proximity of players to each other. This currently means that games such as football, rugby, hockey, lacrosse and netball are not possible unless they are adapted to increase the distance between players to 2m to avoid being within someone's exhalation zone. The NGB's such as Netball England have adapted their rules to accommodate a minimum of 2m distancing. 	Tolerable	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Guidance for the public on the phased return of outdoor sport & recreation in England</p> <p>Return to recreational team sport framework</p>
<p>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:</p> <ul style="list-style-type: none"> - 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, or are operated by pressing a button 	Tolerable	<p>Guidance for providers of grassroots sport and gym / leisure facilities</p> <p>Guidance for the public on the phased return of outdoor sport & recreation in England</p>
<p>Peripatetic and External Sports Coaches - see controls on the 'Whole Schools Precautions' sheet - row 50</p>		

[Extra curricular Sports Clubs - see controls on the 'Whole Schools Precautions' sheet - row 69](#)

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

Tolerable

Guidance for providers of grassroots sport and gym / leisure facilities

Team Sports

- Competitive team sports can only take place between teams from the same school **and in the same bubble**, and providing that the sport's National Governing Body Covid-19 guidance is fully implemented
- Team sports with an 'increased risk' should not take place, ie sports where players proximity interactions are less than 1m, face to face, the interaction lasts 3 seconds or more or fleeting interactions accumulate above 15 mins over the period of the game (see Appendix 1 of Gov guidance)
- 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

Tolerable

Return to recreational team sport framework

Inter-school Events and Competitions

No inter-school sporting activities, training sessions or competitions should take place during **lockdown**

<p>Use of School Swimming Pool by School Pupils During lockdown swimming lessons can continue for pupils as part of their PE / sports lessons in the school swimming pool providing Covid controls are in place</p> <ul style="list-style-type: none"> - The pool itself is considered to be low risk due to the disinfecting chemicals in the water, but the main risk area is the changing rooms and any hand contact surfaces, e.g. handrails used by people, e.g. to get into and out of the pool. If schools can maintain good social distancing in the showers and changing rooms, and on the poolside, and pupils stay in their normal small teaching groups / 'bubbles', then swimming lessons can take place. - Ensure social distancing is maintained in changing rooms, e.g. by making use of additional cloakroom facilities for changing, and by marking out social distancing spacing in the changing room - 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 <p>Water Polo</p> <ul style="list-style-type: none"> • Pupils should be in pods of no more than 5, there can be more than one pod in the water. • Within the pod pupils should be socially distanced (2 meters) there should also be space between pods • Equipment (ball) can only be shared in the pod • Drills only no contact or game play • At present no shooting • Once they have passed the ball they must clean hands by putting them in the water 	Tolerable	Refer to Swim England's and STA's guidance documents on re-opening swimming pools
<p>Rowing</p> <p>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:</p> <ul style="list-style-type: none"> • crews must be from the same year group, and ideally the same class bubble, • crews should row with the same small group of people, and • crews must not move around from one boat to another. <ul style="list-style-type: none"> - 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. 	Tolerable	British Rowing guidance can be found at https://www.britishrowing.org/2020/07/updated-coronavirus-guidance/
<p>Climbing walls</p> <ul style="list-style-type: none"> - Where possible 2m distancing should be maintained when both lead climbing and bouldering, although this will be easier when lead climbing and belaying 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. 	Tolerable	Guidance is available from the BMC https://www.thebmc.co.uk/covid-19-coronavirus-climbing-walls-gyms-need-to-know and the Association of British Climbing Walls https://www.abcwalls.co.uk/wp-content/uploads/Climbing-Centres-Covid-19-Reopening-Guide_07b-Public.pdf

<p>Using external facilities and venues</p> <p>To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out, use EVOLVE to manage your trips to them. In general using external venues and facilities will require a response from them in how they are or planning to manage hygiene, capacity, distancing and tracking and tracing. If they have a robust response and good plans in place they are suitable to use. Like other educational trips a pre- trip site visit might be in order to check before you turn up with a group and find out that it is not being managed very well.</p>	Tolerable	
<p>Music</p> <p>Please refer to the GDST Covid Risk Assessment Supplementary Music Guidance issued to all Directors of Music on 30 September 2020. (Also available on the Covid-19 page on the HUB). This includes specific controls for:</p> <ul style="list-style-type: none"> - Peripatetic Music lessons - Co-curricular Music - Ensembles: - Co-curricular Music - Concerts: - Academic Music Lessons: - Music Examinations: <p style="text-align: center;">  </p> <p>During the Lockdown peripatetic music lessons, music exams, ensembles and pupil choirs can continue provided strict Covid controls are implemented, however staff-only choirs and ensembles should <u>not</u> take place. Concerts and performances can only take place in front of a live audience that is limited to other members of the pupil's group / bubble, however they can be recorded / livestreamed so that parents and other members of the school community can watch them. Strict Covid controls must be implemented for any film, sound or lighting crews.</p> <p>Extra curricular Music Clubs - see controls on the 'Whole Schools Precautions' sheet - row 69</p>	Tolerable	<p>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority</p>
<p>Peripatetic Music and Drama teachers - see controls on the 'Whole Schools Precautions' sheet - row 50</p>		

<p>Drama During the Lockdown peripatetic performing arts lessons and LAMDA exams can continue provided strict Covid controls are implemented.</p> <ul style="list-style-type: none"> - Organise practical activities so that as large a distance as possible is maintained between each person, and avoid being face-to-face if they are within 2m - Use floor tape or paint to mark areas and help people maintain social distance where possible - Avoid singing, chanting or shouting, except in small groups and make sure pupils are positioned back-to-back or side-to-side, have greater distancing between individuals, are in large well ventilated spaces (eg open windows) or ideally outside - 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 <p>Performances During Lockdown performances in front of a live audience must be limited to other members of the pupils' group / bubble. Social distancing measures should be in place, eg good separation between performers & audience, and one way systems in the performance space. Ventilation should be enhanced eg by opening windows and mechanical ventilation</p> <ul style="list-style-type: none"> - Audience participation, such as singing along with the performers or shouting applause, should be discouraged. - Performances can be recorded / livestreamed so that parents and other members of the school community can watch them. Strict Covid controls must be implemented for any film, sound or lighting crews. <p>Extra curricular Performing Arts Clubs - see controls on the 'Whole Schools Precautions' sheet - row 69</p>	Tolerable	<p>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority</p>
<p>If Art / DT / Food tech / Textiles lessons include practical activities:</p> <ul style="list-style-type: none"> - 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 work for any task they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL344 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 <p>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)</p>	Tolerable	<p>CLEAPSS Art / DT website http://dt.cleapss.org.uk</p>

<p>If Science lessons includes practical activities:</p> <ul style="list-style-type: none"> - 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. <p>NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)</p>	Tolerable	CLEAPSS Science website http://science.cleapss.org.uk
Additional Points for EYFS and KS1 Pupils		
<p>Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff should ensure that:</p> <ul style="list-style-type: none"> - 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 	Tolerable	Coronavirus (COVID-19): implementing protective measures in education and childcare settings Actions for Early Years and Childcare Providers During the Coronavirus Outbreak
<p>All equipment, toys and resources should be regularly and thoroughly washed, particularly hand contact surfaces</p> <ul style="list-style-type: none"> - Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) - 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 <i>Public Health Wales - Guidance for Childcare Settings</i> for detailed guidance on keeping a wide range of toys and equipment clean 	Tolerable	Public Health Wales Guidance for Childcare Settings
<p>Sand and water trays</p> <p>Play with sand, water, plasticine or play dough and cookery and other messy play activities should be restricted and only participated in if the relevant guidance around hygiene and cleaning in the Infection Prevention and Control for Childcare Settings Guidance can be adhered to. If this cannot be adhered to, these activities should not be undertaken.</p>	Tolerable	
Break Times / Lunch Times		

<p>Moving around the site</p> <ul style="list-style-type: none"> - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible 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. 	Tolerable	
<p>If possible stagger break times / lunch times for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands / using play areas and play equipment</p> <ul style="list-style-type: none"> - 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) <p>Sixth form common rooms</p> <ul style="list-style-type: none"> - 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 	Tolerable	
<p>If outside play equipment / trim trails / climbing walls are used during break times:</p> <ul style="list-style-type: none"> - 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 	Tolerable	<p>Covid19: Guidance for managing playgrounds and outdoor gyms</p>

<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Ensure social distancing is maintained in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils (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 	Tolerable	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely
Communication and Training		
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded		
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors		
Area / Activity Risk Assessments		
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented		
Monitoring		
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					Completed
1					
2					
3					
4					



Agnes Chiano - DFO



Marissa Davis - Acting



Caroline Petryszak -
Headmistress