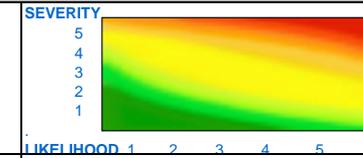


Northampton High School Covid-19 Risk Assessment

General Area/Activities Risk Assessment

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: V10 Schools Open During Lockdown from 5 November 2020

Date: 18 November 2020

Assessor:

Re-assessment date:

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

What is the hazard?	Coronavirus / COVID -19
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 the people they live with, who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

	Implementing protective measures in education and childcare settings / Social Distancing in Schools
	Guidance for Full Opening of Schools in September 2020
	Face Coverings in Education
	Use of the NHS Covid App in Schools
	Covid-19 - Contain Framework - Tiers of National Restrictions for Education
	New National Restrictions From 5 November 2020
	Education and Childcare Settings: New National Restrictions from 5 November 2020
	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
	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)	Notes / Further Action Required
Who Can Come to School?		
<p>English Schools - From 1 September 2020 all pupils can return to school</p> <p>Welsh Schools - where the Welsh Government guidance differs from the English Government guidance, Howell's School should follow the Welsh Government guidance</p> <p>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</p>	Tolerable	Guidance for Full Opening of Schools in September 2020
<p>During the autumn 2020 Lockdown, commencing on 5 November 2020, Clinically Extremely Vulnerable staff should work from home or be furloughed if it is not possible to work from home. They may only attend school if their doctor has agreed to this and a personal risk assessment has been completed and all necessary protective measures are in place. Further guidance is available from the Trust Office HR Dept.</p> <p>Clinically Extremely Vulnerable pupils (as confirmed by their GP or specialist clinician) should not attend school in person during the lockdown but should undertake Guided Home Learning</p> <p>Staff and pupils who live in a household with someone who is 'clinically extremely vulnerable' can return to work or school but they should do what they can to support the CEV person and carefully follow the guidance on social distancing</p>	Tolerable	<p>New National Restrictions From 5 November 2020</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p>Clinically vulnerable pupils and members of staff can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should be careful to follow the rules and minimise contact with others, be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible, and ensure frequently touched areas in their workspace are thoroughly and regularly cleaned. 'Clinically vulnerable' members of staff should discuss any concerns with their manager. Depending on the person's job, it may be possible to work from home, but if not they should be offered the safest available role in school with protective measures, eg additional social distancing measures and / or the provision of PPE. Further guidance is available from the Trust Office HR Dept.</p>	Tolerable	<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Staying alert and safe (social distancing)</p> <p>New National Restrictions From 5 November 2020</p>
<p>Pregnant women who are healthy 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.</p> <p>- A Pregnancy Risk Assessment must be completed (a template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager. Depending on the person's job, it may be possible to work from home, but if not additional social distancing measures and / or the provision of PPE should be considered. Further guidance is available from the Trust Office HR Dept.</p> <p>- After 28 weeks gestation, pregnant women may be at greater risk of becoming seriously ill should they contract Coronavirus. Their pregnancy risk assessment should be reviewed and additional controls implemented where this is possible / necessary</p>	Tolerable	<p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/</p> <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#coronavirus</p> <p>https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/#occupational</p>
<p>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.</p>	Tolerable	
Avoiding Contact With Anyone Who is Unwell		
<p>The Government encourages all staff and pupils <u>over the age of 16</u> 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, such as a café, restaurant, cinema, leisure centre or hairdresser, which is linked to a Covid-19 outbreak</p>		Use of the NHS Covid App in Schools
<p>If anyone (member of staff, pupil) is notified that they have been in contact with a case via Government approved app (once available), NHS email, text or phone call they must follow Government advice regarding isolation / testing and must not come into school</p>	Tolerable	

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 Covid test in the last 10 days they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Tolerable	Stay at Home : Guidance for households with possible or confirmed coronavirus infection
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they, or anyone in their household, or any close contacts are feeling unwell / exhibiting symptoms of Covid-19 , however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they must not come to school, they must follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person', and they must apply for a Covid-19 test. Tests can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ Staff and pupils must let the school know the results of the test.	Tolerable	Stay at Home : Guidance for households with possible or confirmed coronavirus infection Guidance for contacts of people with confirmed coronavirus infection who do not live with that person
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that if they start feeling unwell with symptoms of Covid-19 during the school day , they must make arrangements to go home as soon as possible and arrange to have a Covid-19 test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils. - Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home - Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough	Tolerable	
Staff returning from holiday abroad must fully comply with any quarantine requirements, even if they are imposed at short notice	Tolerable	https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk
Tell all suppliers and delivery drivers that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, and they must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Tolerable	Link to 'Stay at Home Guidance'
Coronavirus Testing Kits All schools have been provided with 10 swab 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		https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers
Promoting Good Health		
Encourage all staff to have a seasonal flu vaccination in the autumn term; facilitate this by arranging vaccination sessions in school		Prepare for the winter
Whole School Precautions		
Unless it is an emergency, or essential to the safe operation of the school, parents, contractors and delivery staff should not enter school buildings during school hours / whilst pupils and the majority of staff are on site	Tolerable	

<p>Essential On-site Visitor meetings During lockdown where at all possible meetings should take place virtually; only the most essential or emergency on site visitor meetings may take place, when the strictest coronavirus controls must be implemented: - A record should be made explaining why the on-site meeting has to take place and a specific risk assessment / protocol should be completed which includes the following controls: - Control where the visitor(s) go, when they arrive / leave, whom they meet and log this (in case they subsequently inform you that they had Covid-19 at the time of the meeting, or vice versa that there is a case of Covid-19 in school and the visitor is a close contact), - 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. - If the visitor(s) is not familiar with the school, consider access routes - they could be met outside the main entrance and escorted to signing in point if this is not in the main reception area, - The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils, and in a room that can be easily and swiftly cleaned post meeting. If possible, use a room for the meeting that is not near an entrance used by large numbers of pupils - 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 any mask wearing protocol required by the school or the Government if a local lockdown is in force.</p>	Tolerable	
<p>Visitors Providing Educational Activities During lockdown, where possible, external educational visitors should be postponed until after the lockdown has ended. If postponement is not possible, and the activity is an important educational activity, then it can take place providing strict Covid controls are in place.</p>	Tolerable	
<p>Peripatetic Staff During lockdown peripatetic staff can continue to work on the school site providing Covid controls are fully implemented Consider teaching lessons / pupil activities taught / supervised by peripatetic staff virtually. Where there is a significant benefit to pupils having a lesson / session with a peripatetic member of staff in person (or a significant disadvantage if it is taught virtually) a specific risk assessment / protocol should be completed that explains why the lesson / session is taking place in person and includes the following controls: - Where possible use peripatetic staff who only visit your school - If they don't come into school every day, the peripatetic teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - 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 - In order to minimise contact and maintain as much distance as possible from other staff, breaks and lunch should <u>not</u> be taken in rooms / offices occupied by significant numbers of other staff / pupils</p>	Tolerable	
<p>Supply Staff During lockdown supply staff can continue to work on the school site providing Covid controls are fully implemented 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 - If they don't come into school every day, the supply teacher should confirm 24hrs in advance of the visit that they are free from Covid-19 symptoms and have not been required to isolate, and be reminded that under no circumstances should they come to school if they are showing even the mildest of Covid-19 symptoms - Strict social distancing should be followed at all times</p>	Tolerable	
<p>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.</p>	Tolerable	

<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>Provide signage in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', and not coming into school if you have symptoms of Covid-19, however mild. Ensure everyone practices these important measures.</p>	Tolerable	
<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 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 <p>6. Minimise contact with other individuals and groups / 'bubbles'</p>	Tolerable	<p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
<p>Remind all staff and pupils that they must follow the governments 'Stay Alert and Safe (social distancing) guidance' when they are not in school</p>	Tolerable	<p>Link to 'Stay Alert & Safe Guidance'</p>
<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 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>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.</p> <ul style="list-style-type: none"> - 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 	Tolerable	<p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely</p>
<p>In order to enable handwashing to be as effective as possible staff and pupils should not wear bracelets and rings (other than plain wedding bands), finger nails should be kept short</p>	Tolerable	
<p>Provide supplies tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary - 'catch it, bin it, kill it'.</p> <ul style="list-style-type: none"> - Bins should be emptied at least daily. Ideally bins should have lids on them 	Tolerable	
<p>Recommend that all staff and pupils wear clean clothing on the top half of their body to school each day. Skirts, trousers and shorts should be changed regularly - ideally at least twice / week</p> <ul style="list-style-type: none"> - Recommend that clothes that cannot be regularly machine washed, e.g. blazers, suits, jackets and ties should be avoided or rotated with 72 hours break in-between wear 	Tolerable	

<p>Face Coverings</p> <p>- Senior School - During Lockdown it is mandatory that face coverings are worn by all staff, adult visitors, contractors and senior school pupils whilst moving around the school in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queue's for lunch service</p> <p>- Junior School - During Lockdown it is recommended that face coverings are worn by all staff, adult visitors, contractors when moving around their school, eg on staircases, in corridors and communal areas and in queue's for lunch service where social distancing is difficult.</p> <p>- Face coverings may also need to be worn whilst giving First Aid, Caring for Pupils with Covid-19 Symptoms and Cleaning Areas Occupied Someone with Covid 19 Symptoms (see paras below).</p> <p>- Individual staff or pupils may choose to wear face coverings at all times. If staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering, however they must still stay 2m away from everyone else to reduce the risk of viral transmission</p> <p>If schools ask staff and pupils to wear face coverings in communal areas, they must also advise them to:</p> <ul style="list-style-type: none"> - 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). <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in the normal waste stream</p>	<p>Tolerable</p>	<p>X:\Health & Safety\ Coronavirus - Covid-19 2020\PPE\</p> <p>DoE Face Coverings in education guidance</p>
<p>Fire Drills & Emergency Evacuations</p> <p>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</p>	<p>Tolerable</p>	
<p>First Aid</p> <ul style="list-style-type: none"> - 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) 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) 	<p>Tolerable</p>	<p>Guidance for First Aid Responders</p>
<p>Assemblies and Other Large Group Gatherings</p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies for more than one group, all-staff meetings and other multi-group events can take place virtually using online facilities</p>	<p>Tolerable</p>	
<p>Lunch / Food Preparation</p> <ul style="list-style-type: none"> - The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> 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 	<p>Tolerable</p>	<p>Guidance for food businesses on coronavirus (COVID-19)</p>

<p>Lunch Service The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service</p> <p>Steps must be taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This could include:</p> <ul style="list-style-type: none"> - 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 	Tolerable	Guidance for food businesses on coronavirus (COVID-19)
<p>Libraries and Communal Learning Resources</p> <ul style="list-style-type: none"> - 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 	Tolerable	School Library Journal article
<p>Wrap-Around' Care and Extra Curricular Clubs</p> <p>During Lockdown all wrap-around care and extra-curricular activities, including sports, music and drama can continue for all year groups providing:</p> <ul style="list-style-type: none"> • They take place during the normal school day, eg at lunch time • They take place as a seamless before or after school activity - these activities mean that many parents can work, search for work undertake training or education in the knowledge that their daughter is safe at school <p>Except for activities for boarding pupils at RHS Bath, extra-curricular activities should not take place if:</p> <ul style="list-style-type: none"> • They take place in the evening when pupils have had the chance to go home as this would necessitate unnecessary travel • They take place on a Saturday or Sunday as this would necessitate unnecessary travel <p>Where possible pupils should stay in the groups / bubbles they are in during the school day. If this is not possible, the groups should have a consistent and identifiable membership, as far as possible keep separate from / not mix with other groups, and additional Covid controls appropriate to the activity employed eg take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> - 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) 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 	Tolerable	
<p>Lets</p> <p>During Lockdown lettings to external groups and organisations such as indoor and outdoor sports clubs, dance and performing arts, swim schools, language schools and tuition centres should be cancelled. Lets can continue if their primary purpose is to provide registered childcare which enables parents to go to work, eg Kings Camps or Super Camps</p>	Tolerable	

<p>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</p>	Tolerable	
<p>School Trips During Lockdown educational visits may still be able to go ahead, for example a geography field trip to look at local coastal features or rivers which would have minimal contact with anyone else and which was an important part of the syllabus. Visits to sites where there would be contact with other people, eg town centres, should not take place. A detailed risk assessment must be completed which takes into account the risks of Covid-19 infection at every stage of the trip / visit, including travel /transportation, and strict controls are implemented. If the visit is to an external venue / facility, in advance check the robustness of their Covid-19 procedures and facility management; Consider a pre-visit check if there is any doubt</p>	Tolerable	
<p>Open Days and School Tours During Lockdown on-site open days and private schools tours should not take place. Prospective parents and pupils should have virtual tours and meetings</p>		
<p>GCSE and A level exams All public and mock exams can take place providing strict Covid controls are in place - Candidates or invigilators who are unwell/self-isolating must not attend; alternative arrangements should be made for the candidate to sit the exam</p> <p>Entrance Exams Schools that were in the 'very high' Covid alert areas on 4 Nov 2020 - All entrance exams should take place remotely / online. Schools that were in the 'high' and 'medium' Covid alert areas on 4 Nov 2020 - Where possible, entrance exams should be undertaken remotely / virtually or outside school hours. If this is not possible, children taking the entrance exams should be kept separate from the school's current pupils and strict Covid controls implemented. - Candidates or invigilators who are unwell/self-isolating must not attend; alternative arrangements should be made for the candidate to sit the exam</p> <p>Arrival and Departure - Discourage group travel to the exam. Try to avoid large numbers 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.</p> <p>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</p> <p>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</p>	Tolerable	DFE Public Health Arrangements for Autumn 2020 Exams
<p>Scholarship Assessments Schools that were in the 'very high' Covid alert areas on 4 Nov 2020 - All scholarship assessments must take place virtually, or be postponed until the lockdown has ended. Schools that were in the 'high' and 'medium' Covid alert areas on 4 Nov - Where possible, scholarship assessments should be undertaken virtually e.g. by the submission of a portfolio, or video recordings and supported by current school and third party references. Where an in-person assessment is beneficial to the decision, it should be socially distanced and take place at a time of day / day of week when they can be kept separate from the school's current pupils, and strict Covid controls implemented.</p>	Tolerable	

<p>Assessment Days for Prospective EYFS / KS1 / KS2 Pupils During lockdown schools that were in 'Very High' Alert Level areas on 4 Nov 2020 - All assessment days / meetings must take place virtually During lockdown schools that were in 'Medium' and 'High' Alert Levels areas on 4 Nov 2020 - Where possible pupil assessments should take place outside normal school hours. If this is not possible, children taking the tests should be kept separate from the school's current pupils - Group sizes should be as small as possible - no more than 6 individuals (including the assessor) in any one group; different groups should not mix / mingle. - Any toys / equipment used during the assessment must be cleaned / sanitised before and after use. - Arrangements for drop off and collection should ensure social distancing is maintained between parents, eg designated waiting areas, staggered drop off and collection times.</p>	Tolerable	
<p>Music and LAMDA Exams During Lockdown music and LAMDA exams can continue providing strict Covid controls are implemented</p>	Tolerable	
<p>Parents Evenings During Lockdown all parents evenings and face-to-face meetings must take place virtually</p>		
<p>Interviews for New Staff Where possible, initial interviews / selection processes should take place virtually, but final interviews can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, social distancing at all times, appropriately sized and well ventilated rooms if an outside interview is not possible, not shaking hands, cleaning of all surfaces, handwashing or sanitising</p>	Tolerable	
Cleaning		
<p>Each school should have a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed. - 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'</p>	Tolerable	<p><u>COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems - click here for HSE guidance</u></p>

<p>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.</p> <p>- 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 <u>not</u> be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk.</p> <p>- 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.</p> <p>- 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</p> <p>- 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).</p> <p>- 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.</p> <p>- 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</p> <p>- Toilets and additional handwashing facilities should be should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used.</p>	Tolerable	<p>Link to 'Cleaning Guidance'</p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School		
<p>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:</p> <p>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)</p> <p>2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home.</p> <p>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</p> <p>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</p>	Tolerable	
<p>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</p> <p>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> - 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 <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p> <p>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/</p>	Tolerable	
<p>All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p>	Tolerable	<p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</p>

<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - 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 <p>The bag can be disposed of in the normal household waste stream.</p>	Tolerable	
<p>Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person They do not need to go home and isolate unless they develop symptoms themselves.</p>	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
<p>Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education & Childcare Settings'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE (see row 77) if this is not possible. If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - 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 	Tolerable	Link to 'Cleaning Guidance'
<p>Action in the Event of a Confirmed Case of Covid-19 in School</p> <p>If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <ul style="list-style-type: none"> - If the test result is positive the school will act swiftly and 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. They 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 self-isolate for 14 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 will all be asked to self isolate for 14 days. <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). [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) 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 <p>Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed</p>	Tolerable	<p>Guidance for full reopening of schools</p> <p>DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus' - updated 22 Oct 2020</p>

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

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Further Action Log					
Action Required					Completed
1					
2					
3					
4					



Agnes Chiano - DFO



Marissa Davis - Acting Head of Junior School



Caroline Petryszak - Headmistress
 Caroline Petryszak - Headmistress
 Caroline Petryszak - Headmistress