

Hazard	who might be harmed	controls to be put in place
Contact with someone suffering from coronavirus	Staff, pupils, visitors, parents, contractors	<p>Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this.</p>
		<p>Anyone self-isolating with symptoms will be urged to access testing and engage with the NHS Test and Trace process.</p>
		<p>If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. Kindergarten Children will be isolated in a designated area within their KG. All other pupils will be isolated in the school's First Aid Room. 999 will be called if they are seriously ill or injured or their life is at risk. If more than one person is displaying symptoms, alternative space will be found to keep them isolated (this could include staff offices, available classrooms and potentially outdoor areas). The school nurse/first aid staff will conduct a risk assessment on how to specifically manage COVID safety in terms of people displaying symptoms. The school nurse continues to send regular useful information about how to recognise COVID-19 symptoms and how to act upon them.</p>
		<p>In the case of a symptomatic pupil who needs to be supervised before being picked up:</p>
		<ul style="list-style-type: none"> · supervising staff will wear a water resistant surgical mask.
		<ul style="list-style-type: none"> · If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron
		<ul style="list-style-type: none"> · If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection
		<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p>
		<p>The school will under no circumstances expect staff to drive symptomatic (or non symptomatic) pupils in private vehicles. A member of the pupil's contact list will need to collect them.</p>
		<p>NB: As of Monday 9th November 2020, it is gove pupils over 11 years old wear face coverings in cor grounds.</p>

A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.
If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the local health protection team. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.
To help with this, records will be kept of:
<ul style="list-style-type: none"> · The pupils and staff in each group
<ul style="list-style-type: none"> · Any close contact that takes place between children and staff in different groups
Close contact means:
<ul style="list-style-type: none"> · Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> o Being coughed on, o A face-to-face conversation, or o Unprotected physical contact (skin-to-skin)
<ul style="list-style-type: none"> · Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
<ul style="list-style-type: none"> · Travelling in a small car with an infected person
If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.

Contact with coronavirus when getting to and from school

Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport if possible. The school bus will run, but with expectations that staff and pupils over 11 wear face masks, and hand sanitiser is used upon entry and exit of the bus. Seats will be consistently used by same pupils, and the windows will be ajar to allow for ventilation. The bus will be cleaned after each journey.

For drop-off and collection, staggered timings have been implemented, and APs circulate logistics of who will meet pupils where to minimise need for parents to exit vehicles. See Safe Operating Procedures for more detail.

Parents have been asked not to stay on site after drop off, and will not be permitted to enter the site beyond the car park without prior arrangement with the school.

[Anyone who needs to take public transport will be referred to government guidance.](#)

For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:

- Follow hygiene rules

- Try to keep their distance from passengers where possible

- Do not work if they or a member of their household are displaying coronavirus symptoms

In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:

- Pupils are grouped together on transport to reflect the groups that are adopted within school

- Hand sanitiser is available upon boarding and/or disembarking

<ul style="list-style-type: none"> · There is additional cleaning of vehicles
<ul style="list-style-type: none"> · Queuing and boarding is well organised
<ul style="list-style-type: none"> · Pupils practise distancing within vehicles
<ul style="list-style-type: none"> · Children over the age of 11 use face coverings where appropriate, such as if they're likely to come into very close contact with people outside of their group or who they don't normally meet
<p>Children will be designated the same seat for every bus journey where possible.</p>
<p>Parents/carers who need to drop off and pick up pupils will be told through AP letter:</p>
<ul style="list-style-type: none"> · Their allocated drop off and collection times, with different groups being given different times
<ul style="list-style-type: none"> · The protocols for minimising adult to adult contact include preventing parents of children of class 5 and over from exiting their vehicles, and staggering drop off/collection times. Specifically asking parents to minimise time in car park. See LS AP logistics grid for managing drop-off and pick-up. A specific parking zone for KG and classes 1-4 will be established in the bottom car park. A drop off point in the one-way system will be established for classes 6 to 12 for parents to remain in their vehicles. If middle and upper school pupils have siblings in class 4 or lower, they will be permitted to exit in the lower car park.
<p>Maintenance staff to put up signage to ensure car park system are clear</p>
<p>Wherever possible (with understanding that first days of school might be a little different) only one parent to drop off and collect.</p>
<ul style="list-style-type: none"> · Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment
<p>All staff to park in the staff car park. KG staff will park in front of the basketball courts.</p>
<p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p>
<p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom.</p>

Spreading infection due to touch, sneezes and coughs

Handwashing facilities will be provided. Each Bubble will be nominated a wash-room, and an additional 10 plus wash stations will be positioned around school.

Lower school bubbles will each have their own staircase, and a oneway system will be implemented.

Everyone in school will:

- [· Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands](#)
- Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing
- Be encouraged not to touch their mouth, eyes and nose
- Use a tissue or elbow to cough or sneeze, and use bins for tissue waste

Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.

Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Young children will be supervised during hand washing.

It is unlikely that any pupils at our school won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and therefore different/additional measures are not required.

Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.

Open bins lined with disposable liners will be used to dispose of tissues to minimise touching lid, but will be emptied regularly to reduce transmission.

Spreading infection through contact with coronavirus on surfaces

Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including:

- Banisters
- Classroom desks and tables
- Bathroom facilities (including taps and flush buttons)
- Door and window handles
- Furniture
- Light switches
- Reception desks
- Teaching and learning aids
- Books and games and other classroom-based resources
- Computer equipment (including keyboards and mouse)
- Sports equipment
- Hard toys
- Telephones
- Fingerprint scanners
- Outdoor play equipment

Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes.

Pupils and parents/carers will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery and mobile phones.

Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. This will include washrooms, door handles and shared equipment such as computers.

	<p>Areas of the school not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none"> · Cleaned frequently and meticulously, and always between groups using them; or · Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment is minimised will be assigned to individuals.</p> <p>Shared rooms, such as halls, will be cleaned between different groups using them. Canteen limited to staff use, to be cleaned after use. Changing for gym will be as follows: Lower school to use classrooms (parallel for girls/boys). Middle School will use the Gym changing rooms, Class 9 and above to use their nominated toilets.</p> <p><u>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</u></p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>The school will be divided into a number of 'Bubbles'. Each bubble will have its own toilets and will not interact with pupils from other bubbles:</p> <p>Kindergarten - All KG groups - KG toilets</p> <p>Lower School A- All LS classes situated on ground floor - LS female toilets (these will be repurposed into unisex toilets for LS Bubble A to use.)</p>

Lower School B - All LS classes situated in the first floor - LS male toilets (these will be repurposed into unisex toilets for LS Bubble B to use.)

Middle School - Classes 6-8 - Middle School toilets

Upper School A -Class 9 and 10 -Clock house toilets

Upper School B - 6th form (11 and 12)- Upstairs Mansion toilets

Staff to use staff toilets.

Activities that cross bubbles will not take place. Other alternatives will be considered by the staff who would usually run such clubs (e.g. music and sports).

Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.

Pupils will be seated side-by-side and facing forwards.

Lessons that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be carefully managed, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared.

For physical activity, contact sports will be avoided. Outdoor sports will be prioritised where possible, or large indoor spaces used where it is not. Distance between pupils will be maximised as much as possible.

Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised. Masks will be worn when close proximity teaching is required.

NB: As of Monday 9th November 2020, it is government expectation that all staff and pupils over 11 years old wear face coverings in communal areas, unless exempt on medical grounds.

Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene. Refer to intimate care policy.

	<p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school</p>	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p>
	<p>Pupils will be kept in the same groups at all times each day, and be kept separate from other groups.</p>
	<p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p>
	<p>All pupils and staff to be asked to wear clean clothes on a daily basis</p>
	<p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time. Staggered drop off, and one way systems to minimise corridor bunching. Different areas nominated for rest time, and changing etc.</p>
	<p>Movement around the school site will be kept to a minimum. As far as possible within the bounds of the timetable.</p>
	<p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p>
	<p>Rooms will be accessed directly from outside where possible, and any corridors will have one-way circulation or a divider down the middle to keep groups apart.</p>
	<p>All shared rooms, such as sport halls, will be monitored to ensure no over crowding. No groups from different bubbles to share these spaces. They will be cleaned between each use.</p>
	<p>Toilet use will be managed to avoid crowding. Each bubble will be offered a nominated toilet.</p>

	<p>Staff use of staff rooms and offices will be staggered to limit occupancy. Canteen to be added to staff use for tea and coffee and staff asked to use judgement about crowding etc. Staff will be reminded to ewear a face covering and santise their hands on entry (from 9.11.20)</p>
	<p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p>
	<p>Non-overnight domestic educational visits can take place in the same pupil groups, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination.</p>
	<p>If you're planning on resuming any breakfast or after-school provision, you might want to cover the preventative measures you'll use here. Try to keep pupils in their same groups where possible, but if that's not possible then try to stick to small, consistent groups. Take a toiletk at the guidance for out-of-school settings for more help with making plans - it's for clubs running during the summer holidays but you should still find it useful.</p>
<p>Spreading infection due to the school environment</p>	<p>Checks to the premises will be done to make sure the school is up to health and safety standards before opening in September.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. It is considered unlikely that any amendments to procedures is required due to the amount of outdoor space available Children to be reminded that they should keep at least 2m distance from any other pupil from another bubble.</p> <p>Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn't be compromised. Fire risk assessment to be adjusted to consider Covid-19 measures.</p> <p>lined bins will be provided in classrooms and other key locations to dispose of tissues and any other waste. These will be emptied regularly, at least daily.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p> <p>If you have an EYFS setting: The indoor space used for children in the EYFS will meet the following requirements:</p> <ul style="list-style-type: none"> · 3.5m² per child for children under 2 years old

	<ul style="list-style-type: none"> · 2.5m² per child for 2 year olds · 2.3m² per child for children aged 3 to 5 years old
Spreading infection due to excessive contact and mixing in meetings	Where possible, external meetings will be conducted by telephone or using video conferencing. This includes meetings with parents/carers, visitors and governors. Staff meetings will take place in the largest spaces available or outside where possible to maintain distance and good ventilation.
Individuals vulnerable to serious infection coming into school	The school will continue to follow any shielding guidance in place to decide who should come into school. Staff have been invited to register with HR if they believe they are vulnerable. Individual Risk Assessments will be conducted for these staff to support a safe return to work. Shielding guidance currently paused.
	If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home (e.g. some admin staff). All staff expected to be on site, unless displaying symptoms of COVID, furloughed or because their specific risk assessment determines home working the only appropriate course of action.
	<u>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</u>

Dates of review

08/09/2020

10/09/2020

28/09/2020

08/10/2020

09/11/2020

who will be responsible	when the controls need to be in place by	additional notes
LJ via Whole Community Communication and then Aps (assistant principals) via further communication. Weekly school updates to different faculties.	IN PLACE and ONGOING	it will be reviewed regularly (at least weekly, as required) by SLT to ensure that any further identified risks can be mitigated against and managed.
SLT - responsible for line managed staff	IN PLACE and ONGOING	
MF and school nurse/first aid staff	IN PLACE and ONGOING	
School nurse	7 th September	
<p>Government expectation that all staff and communal areas, unless exempt on medical</p>		

Ian Howard	IN PLACE and ONGOING
Reception/first aid team	IN PLACE and ONGOING
Reception will create a Covid log - this log has been reviewed, and is under redevelopment to ensure it captures all relevant information effectively and in-line with Government guidelines.	IN PLACE and ONGOING
	IN PLACE and ONGOING
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	IN PLACE and ONGOING
	IN PLACE and ONGOING
	IN PLACE and ONGOING
SLT	IN PLACE and ONGOING

e see 'Safe Operating Procedures for COVID-19' for further details on logistics and how these safety measures will be implemented. This Risk Assessment

LJ as part of the SOP - to be shared with all staff via email and to parents via website. Aps to include reminder in their initial letters. Matt Saunders to manage the minibus arrangements/Ian cleaning and training minibus staff. SLT/H&S Officer now rotad on to ensure the orderly and COVID-19 safe entry to buses on home route.	IN PLACE and ONGOING
Aps	IN PLACE and ONGOING
LJ communication and further AP letters SLT presence in car park to supervise for first week or two. Maintenance and available teachers also encouraged to help.	IN PLACE and ONGOING
LJ via communication	IN PLACE and ONGOING
Ian Howard	IN PLACE and ONGOING
LJ and Matt Saunders offer regular reminders to bus drivers. LJ and H&S officer present daily to ensure bus management is COVID-19 safe.	IN PLACE and ONGOING
	IN PLACE and ONGOING
	IN PLACE and ONGOING
	IN PLACE and ONGOING
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	IN PLACE and ONGOING

Pleas

	IN PLACE and ONGOING
	IN PLACE and ONGOING
	IN PLACE and ONGOING
	IN PLACE and ONGOING
	IN PLACE and ONGOING
Aps	IN PLACE and ONGOING
	IN PLACE and ONGOING
	IN PLACE and ONGOING
Matt Saunders	IN PLACE and ONGOING
Aps via communication	IN PLACE and ONGOING
Aps via communication	IN PLACE and ONGOING
LJ in initial communcation	IN PLACE and ONGOING
Class teachers to manage children, staff to be responsible for their own. Children to bring plastic bags.	IN PLACE and ONGOING
Class teachers to manage children.	IN PLACE and ONGOING

Ian Howrad	IN PLACE and ONGOING
Ian Howard with Aps	IN PLACE and ONGOING
Aps to communicate with staff what 'frequently' means	IN PLACE and ONGOING
class teachers/guardians to explain to classes	IN PLACE and ONGOING
class teachers/guardians to explain to classes	IN PLACE and ONGOING
class teachers/guardians to explain to classes	IN PLACE and ONGOING
class teachers/guardians to explain to classes. Julie Ruse to make posters	IN PLACE and ONGOING
class teachers/guardians to explain to classes. Julie Ruse to make posters	IN PLACE and ONGOING
n/a	n/a
Ian Howard	IN PLACE and ONGOING
Ian Howard	IN PLACE and ONGOING

<p>Ian Howard (and team) along with classroom teachers to follow cleaning rota. Julie Ruse and Matt Saunders to propose initial cleaning rota and frequency. LJ and Ian Howard to confirm on 2nd September. Teachers to be conscious of different bubbles entering rooms, and ensure they spray and clean down before and after different bubbles use the spaces. The same is true of equipment.</p>	<p>IN PLACE and ONGOING</p>
<p>Any and all staff who do laundering</p>	<p>IN PLACE and ONGOING</p>
<p>Part of AP communication</p>	<p>IN PLACE and ONGOING</p>
<p>Ian Howard. Pupils to be taught to clean computers before use byt class teachers/guardians.</p>	<p>IN PLACE and ONGOING</p>

Matt Saunders	IN PLACE and ONGOING
Teachers in charge of specialised equipment to determine best option via department Covid risk assessments. LJ to give RA training to all staff at start of term meeting.	IN PLACE and ONGOING
Library to be risk assessed separately by Sarah Stephenson - books returned to be left for 72 hours before being re-shelved/ prior to re issue, hand washing on entrance etc.	IN PLACE and ONGOING
Class teachers/guardian	IN PLACE and ONGOING
Jacqui Phillips	IN PLACE and ONGOING
Ian Howard	IN PLACE and ONGOING
Ian Howard	IN PLACE and ONGOING
Ian Howard	IN PLACE and ONGOING
teachers	IN PLACE and ONGOING
SLT - see SOP	IN PLACE and ONGOING

SLT and department heads	IN PLACE and ONGOING
Class teachers/guardians	IN PLACE and ONGOING
Class teachers/guardians	IN PLACE and ONGOING
Music dept to conduct full Risk Assessment to manage how to deliver music to different bubbles.	IN PLACE and ONGOING
PE dept to conduct full Risk Assessment to manage delivery of PE curriculum, utilising outdoor spaces wherever possible	IN PLACE and ONGOING
LJ via SOP and staff announcements/parent email from JR	IN PLACE and ONGOING
LJ via SOP	IN PLACE and ONGOING
Jacqui Phillips and Mark Fielding	IN PLACE and ONGOING

Rachel Masters - Risk assessment to be conducted	IN PLACE and ONGOING
Jacqui Phillips	IN PLACE and ONGOING
There will be no crossover of bubbles. Aps to monitor and implement.	IN PLACE and ONGOING
n/a	n/a
LJ	IN PLACE and ONGOING
All staff to report any issues to SLT for reiew	IN PLACE and ONGOING
All staff to report any issues to SLT for reiew	IN PLACE and ONGOING
Class teachers/guardians and SLT	IN PLACE and ONGOING
Ian Howard/Matt Suanders and all teachers to be asked to be vigilant and let SLT know if any pinch points are noted.	IN PLACE and ONGOING
All staff to report any issues to SLT for reiew	IN PLACE and ONGOING
Teachers in charge of the groups using toilets. Any problem with the system to be reported to SLT.	IN PLACE and ONGOING

All staff to report any issues to SLT for reiew	IN PLACE and ONGOING
Reception and Matt Saunders/Ian Howar/Srah Stephenson	IN PLACE and ONGOING
Simon Grimshaw and Vanessa King as EVCs	IN PLACE and ONGOING
Outside school provision will be staffed and managed according to our SOP and risk assessment.	IN PLACE and ONGOING
Matt Saunders, Ian Hwar and Sarah Stephenson	Complete
Sarah Stephenson	IN PLACE and ONGOING
Matt Saunders	IN PLACE and ONGOING
Ian Howard	IN PLACE and ONGOING
SLT/Derartment risk Assessments	IN PLACE and ONGOING
n/a	

n/a	
currently within these parameters	IN PLACE and ONGOING
SLT/relevant staff involved in the meetings	IN PLACE and ONGOING
Karen German	IN PLACE and ONGOING
Karen German	IN PLACE and ONGOING
Karen German	IN PLACE and ONGOING