

**BHSA GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE**

<b>Activity:</b> V20 (GDST V17.1) Schools Open for Pupils From 5 January 2021 - Step 4 of the Roadmap Out of Lockdown - 'Plan B' in operation	<b>Date:</b> 21st January 2022
<b>Assessor:</b> Lindsey Owen	<b>Re-assessment date:</b> ongoing

**This is the 'Whole Academy - Normal Operations' Sheet**

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

**Key Guidance Documents**

	<a href="#">Schools Coronavirus Operational Guidance - updated January 2022</a>
	<a href="#">COVID-19 Response: Autumn &amp; Winter Plan 2021 - 14 September 2021</a>
	<a href="#">Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - updated Dec 2021</a>
	<a href="#">GL344 Guidance on practical work during the COVID-19 pandemic - D&amp;T Version 5.06 – Oct 2021</a>
	<a href="#">NHS Test and Trace in the Workplace - updated Dec 2021</a>
	<a href="#">Use of PPE in Education - updated 20 July 2021</a>
	<a href="#">Ventilation &amp; Air Conditioning During the Coronavirus Pandemic - HSE - updated Dec 2021</a>
	<a href="#">Ventilation of Indoor Spaces to Stop the Spread of Coronavirus - updated Sept 2021</a>
	<a href="#">Covid-19 - Cleaning in Non-Healthcare Settings - updated 19 July 2021</a>
	<a href="#">Stay at Home - Guidance for Households with Possible or Confirmed Coronavirus Infection - updated Dec 2021</a>
	<a href="#">CLEAPSS - GL343 - Guide to doing practical work - Science - during the COVID-19 pandemic - Dec 2021</a>
	<a href="#">Social Distancing Guidance - Coronavirus - How to Stay Safe and Help Prevent the Spread - updated Dec 2021</a>
	<a href="#">Contingency Framework - Education and Childcare Settings - updated Dec 2021</a>

<b>Control Measures - NORMAL OPERATION</b>	<b>Tolerable Action Required</b>	<b>Notes / Further Action Required</b>
<b>Who Can Come to School?</b>		

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>English Schools</b> All pupils should attend school in person</p>	Tolerable	
<p><b>Staff</b> who were previously classed as '<b>clinically extremely vulnerable</b>' (CEV) and '<b>clinically vulnerable</b>' (CV):</p> <ul style="list-style-type: none"> <li>- All staff who were previously classed as CEV or CV can work at school. However, they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.</li> <li>- A personal risk assessment should be completed to identify their particular vulnerabilities and any control measures that are required if necessary. Consider: <ul style="list-style-type: none"> <li>- where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc)</li> <li>- specify what the social distancing measures will be</li> </ul> </li> </ul> <p>Staff who were previously classed as CEV and CV should discuss any concerns with their manager if relevant. Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable	<p>Personal Risk Assessment template available on Coronavirus page on the HUB</p> <p>CEV pupils no longer recognised as a separate group - <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1015212/20210819_CYP_removal_letter_FINAL_for_PHE.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1015212/20210819_CYP_removal_letter_FINAL_for_PHE.pdf</a></p>
<p><b>Pregnant women</b> who are <b>healthy and up to 28 weeks gestation</b> can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should be diligent about hand washing, respiratory hygiene and social distancing.</p> <ul style="list-style-type: none"> <li>- A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager.</li> </ul> <p>- <b>Pregnant women after 28 weeks gestation, or with underlying health conditions</b>, may be at greater risk. Additional controls may be required eg further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option.</p> <ul style="list-style-type: none"> <li>- Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</li> <li>- Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology</li> </ul>	Tolerable	<p>Advice for Pregnant Employees <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a></p> <p>Royal College of Obstetrics and Gynaecology <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a></p>
<p><b>Visitors</b> Visitors can attend the school as normal, but the school will:</p> <ul style="list-style-type: none"> <li>- Ask the visitor(s) to confirm on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine (they must cancel the visit if they are)</li> <li>- Request the visitor undertakes an LFD test, either at home (Home Testing kits are easily available) or on arrival at the school to check their Covid status (they must cancel the visit if they are positive). NB participation in testing is voluntary, but should be strongly encouraged</li> <li>- Ask visitors to wear face coverings in all areas and control where the visitor(s) go, when they arrive / leave, whom they meet</li> <li>- Encourage the visitor(s) and everyone they meet to practise good hand washing / sanitisation and social distancing</li> </ul>	Tolerable	
<b>Avoiding Contact With Anyone Who is Potentially Infectious / Unwell</b>		

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p>Remind all <b>pupils, staff</b> (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers that if they have <b>Coronavirus symptoms</b> (high temperature, a new continuous cough, a loss or change to taste and smell) they should not come to school, and should arrange to have a PCR test asap</p> <p>People suffering from cold symptoms (headache, sore throat, runny nose) are recommended to take an LFT test as these are common symptoms of the Omicron variant. <a href="https://www.bbc.co.uk/news/health-59460252">https://www.bbc.co.uk/news/health-59460252</a></p>	Tolerable	<a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a>
<p>Remind all <b>staff</b> (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that <b>if they start feeling unwell with symptoms of Covid-19 during the school day</b> (high temperature, a new continuous cough, a loss or change to taste and smell), they must go home as soon as possible and arrange to have a PCR Covid-19 test asap. A positive test will require rapid action to protect their colleagues and pupils.</p> <p>Remind all <b>pupils</b> that if they <b>start feeling unwell with symptoms</b> of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home. Their parents should arrange for them to have a PCR Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils.</p> <p>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</p> <p><b>Staff and pupils</b> who develop cold symptoms (headache, sore throat, runny nose) during the school day are recommended to take an LFT test asap as these are common symptoms of the Omicron variant. <a href="https://www.bbc.co.uk/news/health-59460252">https://www.bbc.co.uk/news/health-59460252</a> A positive test will require rapid action to protect school staff and pupils.</p>	Tolerable	<a href="#">Link to 'Stay at Home Guidance'</a>
<p>Remind all pupils, staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers that if they have had a <b>positive LFD Covid test and symptoms of Covid</b> they must isolate and follow the Government's '<i>Stay at home guidance for household with possible coronavirus infection</i>'</p> <ul style="list-style-type: none"> <li>- Individuals can take LFD tests on day 5 and 6 of their self-isolation period. Those who receive two negative test results and do not have a temperature are no longer required to complete 10 full days of self-isolation; they can return to school after their second negative test on day 6 but must;</li> <li>- limit close contact with people outside their household, especially in crowded, enclosed and poorly ventilated spaces - work from home if they are able to</li> <li>- wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people</li> <li>- limit contact with anyone who is at high risk of severe illness if infected with COVID-19</li> <li>- follow Government guidance on how to stay safe and help prevent the spread of COVID-19 .</li> </ul> <p style="text-align: right;">From 11</p> <p>January 2022 people with a positive LFD test result but <u>no</u> physical symptoms do not need a confirmatory PCR test.</p>	Tolerable	<a href="#">Stay at Home : Guidance for households with possible or confirmed coronavirus infection</a>
<p>All <b>staff</b> (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) who are <b>double vaccinated</b> against Covid-19, and all <b>pupils</b> between 5 years and 18 years and 6 months (regardless of vaccination status) <b>who live in the same household</b> as someone with COVID-19 do <b>not</b> need to self-isolate but they should take an LFD test every day for 7 days. If any of the LFD tests are positive they should self-isolate immediately</p> <p>Staff who are <b>not</b> fully vaccinated must self-isolate immediately</p> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p>	Tolerable	<a href="#">Stay at Home : Guidance for households with possible or confirmed coronavirus infection</a>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p>All <b>members of staff</b> that have been <b>double vaccinated</b>, and all <b>pupils</b> between 5 years and 18 years 6 months (regardless of vaccination status), who are a <b>close contact</b> of a positive COVID-19 case (contacted by NHS Test and Trace) should take an LFD test every day for 7 days or until 10 days since your last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate immediately.</p> <p>Any <b>staff member</b> (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) who are <b>not</b> double vaccinated and are notified by NHS Test and Trace that they are a close contact of someone who has had a positive Covid test in the last 10 days, must <b>not</b> come to school - they must follow the Governments guidance regarding isolation.</p> <p>Children <b>under 5 years</b> are exempt from self-isolation and do not need to take part in daily testing of close contacts.</p>	Tolerable	<p><a href="#">Guidance for Close Contacts of People with Confirmed Coronavirus Infection - updated Dec 2021</a></p>
<p><b>Foreign Travel</b>            'No-one, including staff and pupils, may come onto the school site if they are required to <b>quarantine</b> having recently visited countries on the Government's 'Red' Travel List</p> <p>The GDST recognises and accepts the '<i>Coronavirus (COVID-19): 'Test to Release for International Travel Scheme'</i>', but all staff, pupils and visitors must adhere fully to Government's travel requirements.</p>	Tolerable	<p><a href="https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19#red-list-countries-and-territories">https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19#red-list-countries-and-territories</a></p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel">https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel</a></p>
<b>Coronavirus Testing</b>		
<p><b>Rapid Result Lateral Flow Device (LFD) Testing of Asymptomatic Staff and Pupils</b></p> <ul style="list-style-type: none"> <li>- Regular LFD testing is an important tool in reducing the risk of Covid-19 transmission within schools and all GDST schools will continue to participate in the mass testing programme of all staff and senior school pupils during the spring term.</li> <li>- Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate.</li> <li>- <b>Parental consent</b> is required for pupils aged under 16 to have a test at the school testing site. Schools do not need to re-seek consent for pupils or students who have previously provided consent for testing. However, if you wish to do so, use the updated form on the DfE secondary schools and colleges document sharing platform.</li> <li>- Schools should continue to distribute '<b>Test at Home' LFD kits</b> to all staff and senior school pupils and encourage them to use the tests twice per week 3-4 days apart. Anyone who has a positive LFD test should report the result to the school &amp; NHS Test &amp; Trace and not come to school</li> <li>- A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and Covid secure practices should continue to be practised by everyone at both an individual and collective level</li> <li>- Anyone who has had a positive PCR test doesn't need to have another PCR test for 90 days unless they develop new Covid symptoms, in which case they should arrange to have a PCR test asap</li> <li>- People who have had a positive PCR test within the last 90 days should still test regularly with LFD tests (DFE guidance 6 Jan 2022)</li> <li>- School will maintain a small <b>testing facility on site</b></li> <li>- The <b>DfE guidelines</b> and DoHS <b>Standard Operating Procedures</b> on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely</li> <li>- A <b>risk assessment</b> must be completed using the NHS template and the controls implemented</li> </ul>	Tolerable	<p><a href="#">DfE Schools LFD Testing Portal</a></p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>PCR Coronavirus Testing Kits</b></p> <p>All schools have been provided with a small number of PCR Covid-19 testing kits by the NHS / PHE (additional limited supplies can be ordered). These are <b>only</b> to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:</p> <ul style="list-style-type: none"> <li>• They have developed symptoms whilst at school, and</li> <li>• You believe they may have barriers to accessing a test elsewhere</li> <li>• You believe that if you sent the individual home without a kit, they would not receive a test at all.</li> </ul> <p>The test is suitable for use by pupils and staff of all ages. Staff at school must <b>not</b> conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.</p> <p>Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test</p>		<p><a href="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">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</a></p>
<b>Promoting Good Health</b>		
Encourage all staff to have a seasonal flu vaccination		
Encourage all staff and eligible pupils to have both of their Covid 19 vaccinations, and any boosters as soon as they are eligible for them		<p><a href="#">COVID-19 vaccination: Resources for children and young people</a></p>
<b>Whole School Precautions</b>		
<p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>- Take proactive steps to identify any poorly ventilated occupied areas (no means of natural ventilation, eg openable windows, or mechanical ventilation, smell stuffy or bad, busy, small or cramped) and take steps to improve the ventilation as necessary. Consider using Carbon Dioxide detectors to identify areas where ventilation needs to be improved.</li> <li>- Keep occupied spaces well ventilated</li> <li>- Maximise fresh air in indoor spaces by natural ventilation, mechanical ventilation or a combination of the two.</li> <li>- Simple ways to improve ventilation include opening doors and windows, and making sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked.</li> <li>- Doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced.</li> </ul> <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months:</p> <ul style="list-style-type: none"> <li>- Partially open doors and windows to provide ventilation while reducing draughts</li> <li>- Open high level windows in preference to low level windows to reduce draughts</li> <li>- Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied</li> </ul> <p>Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.</p>	Tolerable	<p>Please refer to:</p> <ol style="list-style-type: none"> <li>1. TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May 2020 and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020</li> <li>2. HSE guidance Ventilation and Air Conditioning During the Coronavirus Pandemic - <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=updated-guidance&amp;utm_content=ventilation-22-jul-21">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=updated-guidance&amp;utm_content=ventilation-22-jul-21</a></li> <li>3. PHE guidance Ventilation of Indoor Spaces to Stop the Spread of Coronavirus</li> </ol>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Hand Hygiene</b></p> <ul style="list-style-type: none"> <li>- Encourage everyone to wash their hands regularly, either with soap and running water or hand sanitiser, eg on arrival at school and at break and lunch times</li> <li>- Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities in all toilets and cloakrooms. Provide signs / posters to remind people about good hand-washing techniques</li> <li>- Provide supplies of sanitiser at all entrance doors to the school, and in all classrooms, offices, work rooms, etc. Check that alcohol based sanitiser gels are not used in areas where there are naked flames / heat as it is highly flammable (prep room, labs, workshops, kitchens, food tech etc) Remind staff and pupils not to bring their own supplies into these areas</li> <li>- Where possible eliminate hand contact surfaces by fitting non-touch sensors or foot operated pedals eg: <ul style="list-style-type: none"> <li>- on gates &amp; entrance doors used by the majority of staff pupils and visitors</li> <li>- Toilet flushes, WHB taps, soap dispensers, hand dryers</li> <li>- sanitiser dispensers</li> <li>- waste bin lids</li> </ul> </li> <li>- Where staff / pupils share equipment, such as computer keyboards / mice / touch screens, they should be cleaned with a sanitising wipe before and after use</li> <li>- Where possible, pupil's work should submitted electronically for marking / assessment. If staff are marking paper based work, teachers should wash their hands before and after handling pupils' books / work.</li> <li>- Classroom / office 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</li> </ul>	Tolerable	
<p><b>Respiratory Hygiene</b></p> <p>The 'catch it, bin it, kill it' approach continues to be very important.</p> <ul style="list-style-type: none"> <li>- Provide supplies of tissues in all classrooms, staff rooms &amp; reception areas, and encourage pupils to use them when necessary</li> <li>- Bins should be emptied at least daily. Ideally bins should have lids on them</li> </ul> <p>Avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones &amp; speakers to ensure everyone in a large room can hear, not playing loud background music</p>	Tolerable	

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Face Coverings</b> should be worn:</p> <ul style="list-style-type: none"> <li>- By senior school pupils and adult escorts / supervisors on minibuses</li> <li>- By staff caring for pupils with Covid-19 symptoms, and</li> <li>- By staff cleaning areas occupied by someone with Covid 19 Symptoms.</li> <li>- By all adults and senior school pupils whilst moving around the premises eg in corridors and communal areas where it difficult to socially distance, as from Thursday 20th January face coverings are no longer required to be worn in classrooms. NB it is <b>not</b> necessary to wear a face-covering in situations where it would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. In addition teachers are <b>not</b> expected to wear a face covering when they are teaching if they remain at the front of the class and maintain their distance from the pupils.</li> </ul> <p>Face coverings do <b>not</b> need to be worn by:</p> <ul style="list-style-type: none"> <li>- junior school pupils</li> <li>- staff, contractors or visitors when outdoors</li> <li>- by individuals who are exempt because of physical impairment or disability, illness or mental health difficulties.</li> </ul> <p>Individual members of staff and pupils are entitled to wear a face covering at all times, even if that is not a requirement of the school, if that is what they wish to do so</p> <p>Members of staff and pupils are welcome to wear a face covering at all times if that is what they wish to do so</p> <p>Schools should advise staff and pupils to wear and handle face coverings hygienically including:</p> <ul style="list-style-type: none"> <li>- refrain from touching their face covering when wearing it,</li> <li>- when not wearing it keep it in their pocket, or a small bag (eg money belt)</li> <li>- not put face coverings down on desks, benches and other surfaces (contamination risk)</li> <li>- wash or sanitise their hands immediately after handling their face covering</li> <li>- not touch face coverings that don't belong to them</li> <li>- a clean face covering should be worn each day</li> <li>- temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)</li> </ul> <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 a 'black bag' waste bin (not a recycling bin)</p>	Tolerable	
<p><b>Sensible Social Distancing</b></p> <p>As far as possible, everyone should practise sensible social distancing whilst on the school premises.</p> <ul style="list-style-type: none"> <li>- spread out within the room or area you are using</li> <li>- if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face</li> </ul> <p>Supervise pupils in areas where groups gather together, eg in queues for lunch or school transport, to encourage them to maintain sensible social distances and reduce overcrowding</p>	Tolerable	
<p><b>Attendance Records / Seating Plans</b></p> <p>Continue to keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc to help identify close contacts in the event of an outbreak</p>	Tolerable	

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Signage</b>            Provide signage in prominent positions around the school to remind everyone of the importance of:</p> <ul style="list-style-type: none"> <li>- Regular handwashing / hand sanitising</li> <li>- Good respiratory hygiene / cough etiquette (catch it, bin it, kill it)</li> <li>- Good ventilation,</li> <li>- Regular cleaning of hand contact surfaces</li> <li>- Regular Covid 19 testing, and</li> <li>- Not coming into school if you have symptoms of Covid-19.</li> </ul>	Tolerable	
<b>Cleaning</b>		
<ul style="list-style-type: none"> <li>- Maintain regular cleaning regimes with a particular focus on frequently touched surfaces.</li> <li>- Staff undertaking cleaning duties should wear gloves &amp; aprons</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- 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</li> <li>- Do <b>not</b> use bleach - there are serious H&amp;S risks associated with this product</li> <li>- 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</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal 'black bag' waste 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 'black bag' rubbish after cleaning is finished</li> <li>- Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'</li> </ul>	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 - <a href="#">click here for HSE guidance</a></u></p>
<p>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 every day.</p> <ul style="list-style-type: none"> <li>- All surfaces and tables in <b>dining rooms</b> should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period.</li> <li>- All high frequency <b>hand-contact surfaces</b> should be thoroughly cleaned and disinfected at least twice each 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).</li> <li>- Toilets and handwashing facilities should be thoroughly cleaned and disinfected at least twice each day.</li> <li>- Classroom based resources, such as <b>books and games</b>, and <b>equipment</b> shared between classes /groups should be cleaned and disinfected regularly.</li> </ul>	Tolerable	<p><u><a href="#">Link to 'Cleaning Guidance'</a></u></p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
<b>Getting To / From School</b>		

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Public Transport</b></p> <p>If staff / pupils have no alternative but to use public transport to travel to school encourage them to:</p> <ul style="list-style-type: none"> <li>- As far as possible maintain sensible social distance from other passengers - follow any instructions from transport staff &amp; obey signs of markings about where to queue or sit</li> <li>- Wear a face covering whilst travelling and waiting at bus stops &amp; tube / train stations (staff and Senior school pupils)</li> <li>- Wait for people to get off before they board</li> <li>- Carry a supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey</li> <li>- Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains</li> <li>- Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag that is kept in a bag, locker or pocket, and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin.</li> </ul>	Tolerable	<a href="#">Safer travel guidance for passengers</a>
<b>School Pick Up / Drop Off/Movement around school</b>		
<p>Different entrances/exits have been allocated to groups of people arriving / leaving school at the same time. (see letters sent to parents/carers)</p> <p>Signage to guide parents to where they should drop off and pick up their children, will be used and where possible maintain social distancing</p> <p>In Senior school a one way system is in place in certain areas and all students should follow this new system and use outdoor routes as much as possible</p>	Tolerable	
<b>Lessons / Learning Activities</b>		
<p><b>PE &amp; Sports</b></p> <ul style="list-style-type: none"> <li>- All PE activities, team sports (including contact / combat sports) can now take place.</li> <li>- Follow any sport specific guidance provided by Sport England, the AfPE, and each sport's National Governing Bodies in how to train / play / exercise safely.</li> <li>- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor PE / sports settings.</li> <li>- Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> <li>- Face coverings must be worn by staff and senior school pupils if they are travelling to off-site sports venues in school minibuses or public transport</li> </ul>	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>
<p><b>PE &amp; Sports Equipment</b></p> <ul style="list-style-type: none"> <li>- A thorough and regular cleaning regime should be implemented for all activities that 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 and scoring equipment.</li> <li>- All equipment used during the lesson/match should be thoroughly cleaned at the end of each lesson/match, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes / teams.</li> <li>- Continue to manage the storage and allocation of equipment and pupils access to equipment should be supervised.</li> <li>- Where possible avoid sharing equipment, especially sports PPE such as helmets and face guards</li> <li>- The practicality and cost of equipment should be assessed when considering what equipment could be shared and what should be allocated individually i.e. it would be impractical and too costly not to share use of rowing sculls, but tennis balls and shuttlecocks would not</li> <li>- Pupils can bring in and use their own equipment, but they should not share it with other pupils</li> </ul>	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Team Sports</b></p> <ul style="list-style-type: none"> <li>- Competitive team sports can take place, indoors (ensuring that it is well ventilated) and outdoors following the current sport's National Governing Body Covid-19 guidance</li> <li>- Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be thoroughly cleaned before use by another person.</li> <li>- Encourage players to observe good hygiene - not spitting, mouth swilling etc. and to wash / sanitise their hands regularly.</li> <li>- Ensure equipment and facilities are regularly cleaned</li> <li>- Monitoring attendance in lessons, clubs, activities etc and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>
<p><b>After School and Weekend Sports Activities - extra curricular activities</b></p> <ul style="list-style-type: none"> <li>- Extra curricular clubs can operate for all pupils providing the activity is run in accordance with the guidance issued by the sports National Governing Bodies.</li> <li>- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> </ul>	Tolerable	<p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#who-can-attend">www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#who-can-attend</a> 19/07/2021</p>
<p><b>Inter-school Events, Fixtures and Competitions</b></p> <ul style="list-style-type: none"> <li>- Competitive sports can take place, indoors (ensuring that it is well ventilated) and outdoors, between teams from different schools following the sport's current National Governing Body guidance</li> <li>- For all activities you should still encourage good respiratory and hand hygiene, not spitting / mouth swilling etc, and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container. If you are providing water or other beverages, ensure that these are provided to individuals and are not expected to be shared.</li> <li>- Consider whether there are any changes you can make to your fixture arrangements, to reduce the risk of transmission, eg you could ask teams not to shake hands after the match</li> <li>- For away matches follow educational day visits guidance whole school requirements line 81 for away fixtures</li> </ul>	Tolerable	

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Using External Sporting Facilities and Venues</b></p> <ul style="list-style-type: none"> <li>- Schools can use external sporting facilities and venues for indoor and outdoor for curricular sporting activities.</li> <li>- To ensure that external sports providers have good risk assessments and procedures in place and relevant checks are carried out, schools should undertake an advance planning visit and use EVOLVE to manage your visits to them. Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> </ul>	Tolerable	<p>Grassroots sports guidance for the public and sport providers  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a> 18/072021</p>
<p><b>Use of School Swimming Pool by School Pupils</b></p> <ul style="list-style-type: none"> <li>- Swimming lessons and pool based activities, eg aquarobics and water polo, can take place in the school swimming pool.</li> <li>- The pool itself is considered to be low risk due to the disinfecting chemicals in the water, however hand contact surfaces, e.g. handrails and facilities in the showers and changing rooms should be regularly cleaned</li> <li>- For all activities you should still encourage good respiratory hygiene and sensible social distancing where possible.</li> <li>- As far as practical, good ventilation should be maintained in non-poolside areas and changing rooms</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> <li>- Ensure that swimming teachers and lifeguards 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 <a href="https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19">https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19</a></li> </ul>	Tolerable	<p>Refer to Swim England's and STA's guidance documents on re-opening swimming pools</p> <p><a href="https://www.swimming.org/swimengland/pool-return-guidance-documents/">https://www.swimming.org/swimengland/pool-return-guidance-documents/</a>  <a href="https://www.sta.co.uk/wp-content/uploads/2021/07/New-guidance-Step-4-for-England-1.pdf">https://www.sta.co.uk/wp-content/uploads/2021/07/New-guidance-Step-4-for-England-1.pdf</a></p> <p>First aid guidance  <a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Music</b>  <b>Instrumental Lessons, Choirs, Group and Ensemble Rehearsals:</b></p> <ul style="list-style-type: none"> <li>- Ensure there is good ventilation in all rooms used for singing and playing woodwind and brass Instruments. Doors and windows should be opened (balanced with temperature and noise concerns)</li> <li>- Woodwind, brass and singing lessons/ rehearsals should have priority for larger and better ventilated rooms.</li> <li>- Use the largest room available for choirs, ensembles and groups of brass and woodwind instruments</li> <li>- Space pupils around rooms as much as sensibly possible, when singing or playing wind instruments.</li> <li>- Multi group choirs and orchestras - where easily possible try to have singers and wind players seated in year-groups, where it makes musical sense. Try to reduce the length of time of massed singing, eg by having sectional rehearsals at the beginning or in the middle of a longer rehearsal.</li> <li>- When learning notes / pronunciation etc, encourage singing and playing quietly</li> <li>- Try to avoid singers singing directly at people close by who are facing them.</li> <li>- Avoid sharing woodwind or brass instruments, and minimise the sharing of equipment such as bows, sticks and keyboards. Use spare electronic keyboards if possible for demonstrating fingering and so on.</li> <li>- Woodwind and Brass instruments that produce drips and/or require draining should have additional precautions applied, including ensuring pupils do this in a way that does not contaminate the practice room. Collecting this residue and disposing of it safely (ideally in to a bio bin, or by putting down the toilet) should be built into the safety precautions of the lesson.</li> <li>- A thorough and regular cleaning regime should be implemented for all activities that include the use of hand-held equipment, or equipment that is often touched by hand.</li> </ul>	Tolerable	<p>The 'Working Safely During Coronavirus - Events &amp; Attractions' guidance gives some practical advice, but the educational guidance takes priority  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/events-and-attractions">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/events-and-attractions</a></p>
<p><b>Music and Drama Performances</b></p> <ul style="list-style-type: none"> <li>- Indoor and outdoor performances in front of live audiences can take place</li> <li>- An event specific risk assessment must be completed and all necessary Covid controls identified and implemented - follow the Performing Arts Guidance <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts#sec-3-5</a></li> <li>- Enhanced ventilation should be provided</li> <li>- Organise tickets etc remotely to reduce queues and crowding</li> <li>- Allocate seating in household groups where possible, and try to spread the audience out and use all available space</li> <li>- Be aware of "pinch points" doorways, queues, halls etc; use stewards at pinch points to ensure some distancing.</li> <li>- Use a one-way system to enter and exit the venue, including toilets if possible</li> <li>- Whilst the Omicron variant is a cause for concern ask members of the audience who are adults or senior school age to wear a face covering throughout the performance</li> </ul>	Tolerable	<p>The 'Working Safely During Coronavirus - Events &amp; Attractions' guidance gives some practical advice, but the educational guidance takes priority  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/events-and-attractions">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/events-and-attractions</a></p>
<p><b>Art / DT / Food tech / Textiles lessons - practical activities:</b></p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&amp;T, Food and Art' (Senior schools)</li> <li>- Pupils and staff must wash their hands before and after practical work</li> <li>- Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk</li> </ul> <p>NB Prior to reopening any Art / DT practical room staff should refer to CLEAPSS guidance on D&amp;T depts. returning to school after an extended period of closure (GL347)</p>	Tolerable	<p><a href="http://dt.cleapss.org.uk">CLEAPSS Art / DT website http://dt.cleapss.org.uk</a></p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Science</b> lessons - practical activities:</p> <ul style="list-style-type: none"> <li>- Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools).</li> </ul> <p>The following practical activities should not be carried out. Cheek cell sampling, Lung volume / capacity &amp; other breathing-based activities; activities which make use of saliva; activities which make use of straws or other equipment for blowing through e.g. blowing through lime water or using a musical instrument which you blow into to create a sound.</p> <ul style="list-style-type: none"> <li>- Pupils and staff must wash their hands before and after handling any equipment</li> <li>- Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk</li> </ul> <p>NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)</p>	Tolerable	<p><a href="http://science.cleapss.org.uk">CLEAPSS Science website http://science.cleapss.org.uk</a></p>
<p><b>Wrap-Around' Care and Extra Curricular Clubs</b></p> <ul style="list-style-type: none"> <li>- All Before / After School Care and extra curricular clubs can operate both inside and outside activities for all pupils</li> <li>- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> </ul>	Tolerable	<p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend</a></p>
<p><b>UK Based School Trips / Educational Visits / Duke of Edinburgh Activities</b></p> <p>Educational <b>day</b> and <b>residential</b> trips can take place providing appropriate controls are in place including:</p> <ul style="list-style-type: none"> <li>- The trip / visit risk assessment considers the risks associated with Coronavirus, including how to reduce the risk of infection from people staff &amp; pupils come in contact with during the visit.</li> <li>- Ensuring venues / activity providers / accommodation providers have good risk assessments and Covid procedures. Expect to see controls regarding good respiratory and hand hygiene, sensible social distancing, cleaning regimes for equipment and facilities, and good ventilation of indoor settings.</li> <li>- Covid infection risks during travel to / from the venues are considered as part of the visit risk assessment. Senior school pupils and adults must wear face coverings on school minibuses and coaches and public transport</li> <li>- All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation. Good ventilation must not compromise personal safety or have an adverse effect on security - <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation</a></li> <li>- Encouraging sensible social distancing and regular hand washing / sanitising</li> <li>- Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container, in a labelled or highly distinguishable container.</li> <li>- Take supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, spare face coverings with you</li> <li>- Encourage volunteers, eg parents, accompanying school trips to take an LFD test the day before the visit and confirm they have a negative result</li> <li>- Arrangements need to be in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip. This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible. Parents need to be aware that they may be asked to collect their daughter from the trip venue if they become ill.</li> </ul>	Tolerable	<p>The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic</p> <p><a href="https://oeapng.info/downloads/download-info/4-4k-coronavirus/">https://oeapng.info/downloads/download-info/4-4k-coronavirus/</a></p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>International Educational Visits</b></p> <p>School trips can take place in countries on the Government's 'green' list. However caution is advised as the list is subject to frequent and short notice changes - see specific separate guidance from OEAP for both expeditions and overseas trips <a href="https://oeapng.info/downloads/download-info/7r-overseas-visits/">https://oeapng.info/downloads/download-info/7r-overseas-visits/</a></p> <p>Before rearranging postponed international visits, or starting to organise future international visits, schools are advised to speak to their visit provider, GDST Finance Department, or the Risk Protection Arrangement (RPA) to assess protection available when it comes to insurance and payment.</p>	Tolerable	<a href="https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19</a>
<b>Whole School Activities</b>		
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>- Events, eg Parents Evenings, Open Days, Sports Days, Taster Days, Speech Days, Concerts, Performances, Fairs, Fetes, Celebration and Social events can take place in person providing an <b>event specific risk assessment</b> has been completed and all necessary Covid controls are identified and implemented</li> <li>- For all activities you should still encourage good respiratory and hand hygiene and sensible social distancing where possible.</li> <li>- Ensure equipment and facilities are thoroughly cleaned before and after the event, and maintain good ventilation in indoor settings.</li> <li>- Monitoring attendance and keeping good records is still important.</li> <li>- Spectators / audiences are allowed indoors and outdoors, but the total number of all participants must be aligned with the ventilation rates and sensible social distancing should be encouraged</li> <li>- Whilst the Omicron variant is a cause for concern adults and senior school age children attending school events should be asked to do an LFD test before attending the event and wear a face covering whilst they are inside the school buildings</li> </ul>	Tolerable	
<p><b>Exams</b> (including entrance exams / assessments)</p> <ul style="list-style-type: none"> <li>- Candidates who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam</li> </ul> <p><b>Arrival and Departure</b></p> <ul style="list-style-type: none"> <li>- Spaces where candidates wait before and after the exam should be sufficient to enable sensible social distancing</li> </ul> <p><b>Exam Room</b></p> <ul style="list-style-type: none"> <li>- Exam rooms should be set up in line with the Joint Council of Qualifications (JCQ) guidance <a href="https://www.jcq.org.uk/wp-content/uploads/2021/08/ICE_21-22_v6.pdf">https://www.jcq.org.uk/wp-content/uploads/2021/08/ICE_21-22_v6.pdf</a></li> <li>- All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment</li> <li>- Hand sanitiser should be available at the entrance to the exam rooms</li> <li>- Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles</li> </ul>	Tolerable	<a href="#">DfE Public Health Arrangements for Exams</a>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>All Lets</b></p> <ul style="list-style-type: none"> <li>- Lets can take place for all activities, indoors and outdoors</li> <li>- Lets should have registers to support the NHS Test &amp; Trace system.</li> <li>- Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Factors to consider include: <ul style="list-style-type: none"> <li>- How the let checks the health status of their customers</li> <li>- How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days)</li> <li>- How the let will ensure sensible social distancing, regular handwashing / hand sanitisation, and good ventilation during the let</li> <li>- When and where the lets customers will enter the school site / buildings</li> <li>- Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups</li> <li>- Any overlap with school staff / other lets</li> <li>- Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with</li> <li>- Responsibilities for cleaning of facilities before / after the let</li> <li>- Insurance</li> </ul> </li> <li>- The areas used must be thoroughly cleaned before and after the let</li> <li>- The areas used must be well ventilated before and after the let</li> </ul>	Tolerable	<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers">https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers</a></p> <p><a href="https://www.sportengland.org/how-we-can-help/coronavirus">https://www.sportengland.org/how-we-can-help/coronavirus</a></p>
<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>- Where an injured person needs hands-on care, a fluid resistant surgical mask, disposable gloves and a disposable apron should be worn.</li> <li>- After first aid treatment has been given, used PPE should be disposed of with normal 'black bag' waste (not recycled waste), hands should be washed thoroughly with soap and water at the earliest opportunity</li> <li>- All first aiders and first aid kits should be 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)</li> </ul>	Tolerable	<p><a href="https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov">https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</a></p> <p><a href="https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare">https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</a></p>
<b>Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School</b>		
<p>Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day. If EYFS children are on site, one person with a full <b>Paediatric First Aid</b> certificate must also be on site</p>		

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>PPE for School Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</b></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 &amp; 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"> <li>- fit closely around the face and cover both the nose and mouth</li> <li>- not be allowed to dangle around the neck</li> <li>- not be touched once put on, except when carefully removed before disposal</li> <li>- be changed when they become moist or damaged</li> <li>- be worn once and then discarded</li> <li>- hands must be washed after disposal</li> </ul> <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p>	Tolerable	Contact tracers will not consider the wearing of PPE in schools as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered. Ref 'NHS Test & Trace in the Workplace'
<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	<a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</a>
<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"> <li>- changed as soon as possible and wrapped in a disposable plastic bag,</li> <li>- laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate</li> <li>- ironed or tumble dried</li> </ul> <p>The bag can be disposed of in the normal 'black bag' household waste stream.</p>	Tolerable	
<p>Members of staff that give direct personal care to / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds.</p> <p>If they are double vaccinated they do not need to go home and isolate unless</p> <ul style="list-style-type: none"> <li>- they develop symptoms themselves.</li> <li>- they are requested to do so by NHS Test &amp; Trace or UKHSA</li> <li>- they have a positive result from a PCR test</li> </ul>	Tolerable	<a href="#">Schools Coronavirus Operation Guidance</a>
<p><b>Pupils</b> developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in school, should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '<i>Guidance for Full Opening: Schools</i>'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible.</p> <p>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	

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p><b>Cleaning areas occupied by someone with suspected Coronavirus (COVID-19)</b></p> <ul style="list-style-type: none"> <li>- 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</li> <li>- People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning.</li> <li>- Equipment - use disposable cloths, paper towels/roll, disposable mop heads</li> <li>- 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</li> <li>- Do <b>not</b> use bleach - there are serious H&amp;S risks associated with this product</li> <li>- 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</li> <li>- All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, especially all potentially contaminated and frequently touched areas. Practice one site, one wipe, in one direction.</li> <li>- Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces</li> <li>- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</li> <li>- All waste (gloves, aprons, paper towels, disposable cloths and mop heads, etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished</li> <li>- 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</li> <li>- Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned</li> <li>- Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of</li> </ul>	Tolerable	<p><a href="#">Link to 'Cleaning in non-healthcare settings' guidance</a></p>
<p><b>Communication and Training</b></p>		
<p>All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded</p>		
<p>Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors</p>		
<p><b>Area / Activity Risk Assessments</b></p>		
<p>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</p>		
<p><b>Monitoring</b></p>		
<p>SLT will undertake monitoring activities, such as spot checks 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 throughout the school</p>		

<b>Control Measures - NORMAL OPERATION</b>		<b>Tolerable Action Required</b>	<b>Notes / Further Action Required</b>
Principal	Rebecca Mahony		21/01/2022
Head of Junior School	Maryanne Ramsbottom		21/01/2022
Director of Finance and Operations	Lindsey Owen		21/01/2022