

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

Activity: V15 School open for all Pupils from 17 May 2021 - Step 3 of the roadmap out of lockdown

Date: 17 May 2021

Assessor: Lindsey Owen

Re-assessment date: ongoing

This is the 'Whole Academy Precautions' Sheet

This risk assessment is in 3 separate sections - 1. Whole School Precautions 2. Staff Activities 3. Pupil Activities

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

Key Guidance Documents

- [Schools Coronavirus Operational Guidance - updated 10 May 2021](#)
- [COVID-19 Response - Spring 2021 - Roadmap out of Lockdown](#)
- [Mass asymptomatic testing in schools \(Lateral Flow Tests / Rapid Testing\)](#)
- [Guidance for Full Opening of Schools](#)
- [Face Coverings in Education - updated 10 May 2021](#)
- [Use of the NHS Covid App in Schools](#)
- [Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School](#)
- [Covid-19 - Cleaning in Non-Healthcare Settings](#)
- [Stay at Home - Guidance for Households with Possible Coronavirus](#)
- [Social Distancing Guidance - Coronavirus Restrictions - What You Can & Cannot Do from 17 May 2021](#)
- [Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#)
- [Ventilation of Indoor Spaces to Stop the Spread of Coronavirus](#)
- [BHSA Music Peri RA .pdf](#)
- [BHSA Lettings Protocol with appendices.pdf](#)
- [BHSA Visitor & Contractor Covid Information.pdf](#)

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
Who Can Come to School?		
English Schools - From 8 March 2021 - all pre-school and junior / prep schools pupils can return to school in person, including secondary school pupils who decline to take an LFD test	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Staff who are 'clinically extremely vulnerable' (CEV):</p> <ul style="list-style-type: none"> - CEV staff should work from home where possible. If they cannot do their job from home, they can work at school providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. - If staff are unable to work in school and working at home is not an option, they could be considered for furlough - Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person. <p>When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be <p>Staff who live in a household with someone who is 'clinically extremely vulnerable' can go to the workplace but they should do what they can to support the CEV person and carefully follow the guidance on social distancing</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>
<p>Pupils who are 'clinically extremely vulnerable' (CEV):</p> <p>All CEV pupils should attend school, unless they have been advised by their GP or clinician not to attend. Strict social distancing measures must be implemented and Covid risks mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required.</p> <p>When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be 	Tolerable	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>
<p>Clinically vulnerable eligible pupils and members of staff can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should be careful to follow the rules and minimise contact with others, be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible. 'Clinically vulnerable' members of staff should discuss any concerns with their manager. Depending on the person's job, it may be possible to work from home, but if not they should be offered the safest available role in school with protective measures, e.g. additional social distancing measures and / or the provision of PPE. Further guidance is available from the Trust Office HR Dept.</p>	Tolerable	
<p>Pregnant women who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <ul style="list-style-type: none"> - A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager. - Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk. Additional controls may be required eg further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option. - Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers' - Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology 	Tolerable	<p>Advice for Pregnant Employees https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Royal College of Obstetrics and Gynaecology https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</p>
<p>Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.</p>	Tolerable	
Avoiding Contact With Anyone Who is Unwell		

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>All pupils, staff (inc. peripatetic staff, supply staff), volunteers, parents and carers have been reminded that if they have had a positive LFD Covid test, they must arrange to have a confirmatory PCR test as soon as possible.</p> <p>- Anyone who has had a positive LFD test or PCR Covid test in the last 10 days must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p> <p>- (If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school)</p>	Tolerable	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p>
<p>All staff (inc. peripatetic staff, supply staff), pupils, volunteers, parents and carers have been reminded that if they are a close contact with someone who has had a positive Covid test in the last 10 days, (they have been notified by the school or via an NHS email, text or phone call) they must not come to school, and the must follow the Governments' guidance regarding isolation / testing</p>	Tolerable	
<p>All staff (inc. peripatetic staff and supply staff), pupils, parents and carers will be reminded that if they, or anyone in their household are feeling unwell / exhibiting symptoms of Covid-19, however mild (typically a new continuous cough, fever or a loss of or change to normal sense of smell or taste), they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person' and apply for a PCR Covid-19 test.</p>	Tolerable	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p>
<p>All staff (inc. peripatetic staff and supply staff) will be reminded that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a PCR Covid-19 test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils.</p> <p>- Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home. Their parents/carers should arrange for them to have a PCR Covid-19 test asap. A positive test will ensure 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>	Tolerable	<p>School will follow guidance circulated from Wirral LA 'Management of a confirmed case'</p>
<p>All suppliers and delivery drivers will be told that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, they must get a Covid test and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>	Tolerable	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p>
<p>Foreign Travel</p> <p>'No-one, including staff and pupils, must come onto the school site if they are required to quarantine having recently visited countries on the Government's 'Red' and 'Amber' Travel Lists</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 advice.</p>	Tolerable	<p>https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel</p>
<p>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils</p> <p>As part of the national public health initiative all GDST schools will continue to participate in the mass testing programme of staff and senior school students during the summer term using rapid result (lateral flow device) test kits. This will involve distributing 'Test at Home' LFD kits to staff and senior school pupils. A small testing site will be maintained at school for emergency use only.</p> <p>- The DfE guidelines and DoHS Standard Operating Procedures on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely</p> <p>- A risk assessment must be completed using the NHS template and the controls implemented</p> <p>Although people in households of school aged pupils and staff are now eligible to access LFD tests, schools should not give test kits to parents or household members. Parents / carers can obtain test kits from their employers, by collecting a home test kit from a test site or by ordering a home test kit online</p>	Tolerable	<p>Standard Operating Procedure for Mass Testing v2.3 31 Dec 2020</p>

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<p>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils</p> <ul style="list-style-type: none"> - Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate in the testing programme which is continuing during the summer term - If an individual has been vaccinated they should still do regular LFD tests - it is not yet known if vaccines prevent individuals transmitting the virus. - Anyone who has had a positive PCR test doesn't need to have a LFD test for 90 days unless they develop new symptoms - All school based members of staff (senior and junior school, academic and support staff, peripatetic, supply staff and volunteers) will be provided with LFD tests to use at home, 2 each week, 3 - 4 days apart, reporting the results to the school and NHS Test & Trace. - All senior school students will be provided with LFD tests to use at home, 2 each week, 3 - 4 days apart, reporting the results to the school and NHS Test & Trace. - In addition, providing school has enough test kits for school staff and senior school students, we will offer tests to other visitors and occasional contractors that have to come onto site and could pose a risk to our staff and any students. - Parent's consent required for pupils aged under 16 to have a test at the school testing site - Schools need to have a procedure in place for isolating any staff or pupils who have a positive LFD test result and arrange for them to return home asap - Anyone who has a positive LFD test, either at home or school, must self isolate immediately and arrange to have a confirmatory PCR Covid-19 test asap, and self isolate until the result of the PCR test is known. If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, the PCR test result overrides the LFD test result <p>A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and strict Covid secure practices should continue to be practised by everyone at both an individual and collective level</p>	Tolerable	https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges
<p>PCR Coronavirus Testing Kits</p> <p>All schools have been provided with a number of PCR Covid-19 testing kits by the NHS / PHE . These are only to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:</p> <ul style="list-style-type: none"> • You believe they may have barriers to accessing a test elsewhere • You believe that if you sent the individual home without a kit, they would not receive a test at all. <p>The test is suitable for use by pupils and staff of all ages. Staff at school must not conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.</p>	Tolerable	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
<p>The Government encourages all staff and pupils <u>over the age of 16</u> to download and use the NHS COVID-19 Contact Tracing app on their phones to help them identify if they have been to a venue, such as a café, restaurant, cinema, leisure centre or hairdresser, which is linked to a Covid-19 outbreak. Wirral LA have advised that the app is not to be used by staff/pupils on school premises as a well-established local system for contact-tracing of school notified cases is already in place.</p>	Tolerable	
Promoting Good Health		
Encourage all staff to have a seasonal flu vaccination		
Encourage all staff to have both of their Covid 19 vaccination as soon as they are eligible for it		
Whole School Precautions		
Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings during school hours / whilst pupils and the majority of staff are on site	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Meetings with Visitors Where possible, meetings should take place virtually. On-site / in-person visitor meetings should only take place where there would be a significant benefit for this. A record should be made explaining why the on-site meeting needs to take place and strict coronavirus controls must be implemented including:</p> <ul style="list-style-type: none"> - Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or required to isolate or quarantine, and to cancel the meeting if they are. - Request that the visitor undertakes an LFD test, either at home (Home testing kits are easily available) or on arrival at the school to check their Covid status - The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils. - If possible, use a room for the meeting which is close to the entrance. The largest available room should be used, and seats arranged to avoid face-to-face and create min of 2m separate between individuals - Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts - Limit the number of people in the meeting to just those that are strictly necessary; keep the meeting as short as possible - Meeting rooms should be provided with supplies of hand sanitisers and tissues - Ensure that the visitor(s) and everyone they meet complies with the requirements for hand washing / sanitisation, social distancing, and wear face coverings - Ensure all hand-contact surfaces are swiftly cleaned post meeting 	Tolerable	
<p>Peripatetic Staff Lessons / activities can be taught / supervised by peripatetic staff providing the following controls are implemented:</p> <ul style="list-style-type: none"> - Where possible use peripatetic staff who only visit your school - Peripatetic staff should be reminded that under no circumstances should they come to school if they have Covid-19 symptoms - Peripatetic staff working on the school premises have been offered, and are encouraged to take, two Lateral Flow Device tests each week - Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. - In small music rooms, screens are to be used between staff and pupils, and doors kept open to ensure good ventilation - BHSA Peripatetic Music risk assessment must be followed at all times. 	Tolerable	BHSA Visitor/Contractor Protocol and BHSA Peripatetic Music lesson risk assessment must be followed.
<p>Supply Staff Where possible all lessons / pupil activities should be taught by permanent school staff. Where it essential to use supply staff the following controls will be followed:</p> <ul style="list-style-type: none"> - Supply teachers should be reminded that under no circumstances should they come to school if they have Covid-19 symptoms - Supply teachers working on the school premises will be offered LFD home test kits and be encouraged to take, two Lateral Flow Device tests each week, reporting the results to the school and NHS Test & Trace. - Supply teachers should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. 	Tolerable	
<p>Ventilation Maximise the fresh air in indoor spaces by ensuring good ventilation, please make sure all windows are open and internal doors too if possible, in all classrooms and offices at all times. Having doors and windows open is particularly important when the students are eating their lunch and do not have their masks on. NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced.</p> <p>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>Entrances and Reception Areas</p> <ul style="list-style-type: none"> - Main reception areas in both Senior and Junior school have protective sliding screens. - Part time staff and visitors must use their own pens to sign in. - Everyone should use hand sanitiser on arrival at the school - notices will be displayed to remind people to do this. - Post will be received / checked in main reception, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling items and using any shared signing devices. 	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises. For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles. - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) - Senior school pupils - wearing face coverings in communal areas, corridors and stairways and in classrooms if they choose. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking. <p>For staff this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> - staying at the front of the class (senior schools) - reducing the amount of time they are face-to-face with another person - minimising the time spent in closer contact - having a screen between people - wearing face coverings in communal areas, corridors and stairways and only remove face covering in lessons if they can socially distance from pupils. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. <p>NB Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.</p>	Tolerable	Senior & Junior school letters sent to parents/carers
<p>Signage will be in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your zone/bubble, and not coming into school if you have symptoms of Covid-19, however mild. Everyone should practice these important measures.</p>	Tolerable	
<p>All staff and pupils will regularly be reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and zones/ bubbles 	Tolerable	
<p>Moving around the site</p> <ul style="list-style-type: none"> - Entrances/exits will be allocated to particular groups of pupils. - Pupils/staff to walk in single file, 'keep left' to maintain distance as you pass people in Senior school, 'keep right' in Junior school and use safe waiting points at pinch points. - Where appropriate, internal 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. - Everyone will be reminded that wherever possible a 2m gap (or '1m plus') should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	Tolerable	
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Specific cloakroom & handwashing / toilet facilities have been allocated to zones/bubbles and will be monitored to ensure that they do not become overcrowded, social distancing to be maintained where possible in these facilities. NB as handwashing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. - Plentiful supplies of warm water, anti-bactericidal soap and paper towels will be provided - Hand contact surfaces in cloakrooms & handwashing / toilet facilities will be cleaned throughout the day by member of cleaning team with supplies of soap and paper towels regularly topped up - Signs / posters will remind people about good hand-washing techniques 	Tolerable	
<p>In order to enable handwashing to be as effective as possible staff and pupils should not wear bracelets and numerous rings, finger nails should be kept short</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Tissues will be supplied in all classrooms, staff rooms & reception areas, and pupils/staff encouraged to use them when necessary - 'catch it, bin it, kill it'.</p> <p>- Bins will be emptied at least daily. Ideally bins should have lids on them</p>	Tolerable	
<p>Face Coverings</p> <p>- Face coverings should be worn by all staff, adult visitors, contractors in senior and junior schools and senior school pupils whilst moving around the school buildings in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queue's for lunch service</p> <p>- Face coverings should also be worn whilst giving First Aid, caring for pupils with Covid-19 symptoms and cleaning areas occupied by someone with Covid 19 Symptoms (see paras below).</p> <p>- Face coverings should be worn by all senior school pupils in other indoor areas unless social distancing can be maintained and in classrooms if they choose. There is an exemption for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports and PE lessons.</p> <p>- Providing staff are maintaining 2m distance from pupils and other members of staff at all times, they do not need to wear a face covering or face visor, although they can if they wish to do so</p> <p>- If staff are unable to stay 2m away from pupils and other members of staff, they should implement the mitigating measures (row55). If this is not possible they should wear a face covering</p> <p>- Face coverings do not need to be worn by pupils or staff when outdoors</p> <p>Schools must advise staff and pupils to:</p> <p>- refrain from touching their face covering when wearing it,</p> <p>- when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall)</p> <p>- not put face coverings down on desks, benches and other surfaces (contamination risk)</p> <p>- wash or sanitise their hands immediately after handling their face covering</p> <p>- not touch face coverings that don't belong to them</p> <p>- a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC).</p> <p>- temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin)</p> <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> <p>NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</p> <p>NB Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.</p>	Tolerable	Face Coverings in Education
<p>Fire Drills & Emergency Evacuations</p> <p>- In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, all pupils must line up facing forwards and avoid touching others. In Senior school each year group will have designated area to line up which will be 2m away from another year group.</p>	Tolerable	
<p>First Aid</p> <p>- Pupils will be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed.</p> <p>- Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose</p> <p>- Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask and CE marked visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes, either as a one-off or cumulatively throughout one day) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary</p> <p>- After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity</p>	Tolerable	Guidance for First Aid Responders
<p>Assemblies and Other Large Group Gatherings</p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place will be avoided. Assemblies, all-staff meetings and other group events can take place virtually using online facilities</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Lunch Preparation - a limited lunch service will be provided. The catering staff will comply with the Guidance for food businesses on coronavirus (COVID-19) during food preparation and service</p> <ul style="list-style-type: none"> - access to the catering department will be restricted to as few as people as possible and social distance strictly maintained with all delivery staff - staff involved in food preparation and service should maintain social distancing - 2m (or '1m plus') at all times - good ventilation will be maintained in all parts of the catering department by keeping doors and windows open (fly screening must be in place) - necessary meetings will be held in well ventilated rooms with plenty of space - staff changing rooms / toilets / locker rooms / rest rooms will be cleaned more regularly with emphasis in hand-contact surfaces - one-way system to be used as far as possible in the food preparation/ service areas - back-to-back and side-to-side working will be used (rather than face-to-face) - reducing the number of people each person has contact with, will be undertaken by allocating staff to zones - increased hand-contact surface cleaning and handwashing - only 1 person to enter walk-in fridges or freezer at any one time 	Tolerable	Guidance for food businesses on coronavirus (COVID-19)
<p>Lunch Service - a limited lunch service will be provided The catering staff must comply with the Guidance for food businesses on coronavirus (COVID-19) during food preparation and service Steps will be taken to keep staff and pupils in different bubbles /zones separate from each other during lunch. This will include:</p> <ul style="list-style-type: none"> - only packed lunches/ snacks at break in senior school will be available - no hot meals will be served at lunchtime - lunch will be delivered to junior school and will be eaten in the classroom. - snacks at break and lunches will be delivered to zones in senior school - reminding everyone to wash their hands immediately before and after eating their lunch - ensuring classrooms are well ventilated by keeping doors and windows open - Cashless systems will be used for all transactions 	Tolerable	Guidance for food businesses on coronavirus (COVID-19)
<p>Libraries - The Senior School library will be used as a classroom until Friday 28th May 2021. - From week commencing 7th June the Senior school library can be used as a learning environment, provided members of different groups don't mix together, class/year group bubbles will be allocated specific times with wide gap between different groups to ensure thorough cleaning regimes are in place</p> <ul style="list-style-type: none"> - Items that are difficult or impossible to clean, eg newspapers and periodicals should be removed - Seating and desks should be arranged so that the people using them are not facing each other (if closer than 2m) and are socially distanced from each other - As it is not practical to regularly clean all the books etc in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library. - The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. - Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves. If you have space, try and spread out (don't stack) quarantined books / resources, as this has been shown to increase the rate that the virus dies off 	Tolerable	School Library Journal article
<p>Wrap-Around' Care and Extra Curricular Clubs Wrap around care provided by Cape for Junior school will continue to operate. For the summer term there will be No after school clubs or homework clubs.</p>	Tolerable	
<p>Lets/Holiday Club Lets will resume in school from Saturday 17th April providing they are:</p> <ul style="list-style-type: none"> - for childcare, education or training (meaning education and training provided as part of a formal curriculum) eg holiday clubs - for supervised activities provided for children, including wrap-around care (before and after-school childcare), groups and activities for under 18s, and children's playgroups eg swim schools, drama schools, supervised sports activities. <p>BHSA lettings Protocol must be followed to minimise the risk of transmission of Covid-19 to the school community. Each lettings group must have a Covid risk assessment that has been shared with the school.</p>	Tolerable	<p>Working Safely During Coronavirus: Guidance for providers of grassroots sport and gym / leisure facilities</p> <ul style="list-style-type: none"> - BHSA Lettings Protocol - Sport England Guidance FAQ https://www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>School Trips / Duke of Edinburgh Activities / Educational Visits Educational day trips can take place providing appropriate Covid controls are in place including:</p> <ul style="list-style-type: none"> - keeping pupils within their usual consistent groups - social distancing, hand washing / sanitising - ensuring COVID-secure measures are in place at the destination and on transport to / from the destination (where possible avoid using public transport) - keeping the group isolated from other school groups / members of the public - taking supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, disposable gloves, face coverings with you - Any volunteers, eg parents, accompanying school trips should take an LFD test the day before and have a negative result <p>The trip / visit risk assessment must consider the risks associated with Coronavirus, including how to reduce the risk of infection from people they come in contact with during the visit, and arrangements in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.)</p> <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 https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>	Tolerable	
<p>Residential School Trips / Duke of Edinburgh Activities Residential trips in the UK can take place providing appropriate Covid controls are in place including ensuring:</p> <ul style="list-style-type: none"> - A detailed trip risk assessment is completed that considers the risks of staff and pupils being infected with Coronavirus during the visit - Local Covid-19 restrictions are followed if you travel to Wales, Scotland or Northern Ireland - COVID-secure measures are in place on transport to / from the destination (Where possible avoid using public transport; ensure bubbles are not compromised on transport) - COVID-secure measures are in place at the destination and during all activities (Request confirmation of arrangements for sleeping accommodation, bathrooms, cooking / dining facilities, communal facilities, cleaning and ventilation) - All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation - Residential visit bubbles are formed from existing single school bubbles, and have a maximum of 30 children - Only teachers and members of the school workforce already part of the established school bubble accompany pupils on the visit. Parents, carers or volunteers should <u>not</u> accompany the group - Pupils are kept within their usual consistent groups at all times - no 'topping up' or mixing of bubbles at any times - Social distancing is implemented during all activities; - Pupils wash / sanitise their hands at regular and appropriate intervals - The group(s) are kept separate from other school groups / members of the public - The bubble is broken down into mini-bubbles, max 6 pupils, for sleeping / room sharing - School staff have single rooms and do not share with other staff - All staff and senior school pupils complete LFD tests the day before departure, and day after return, as well as during the trip if it is more than 4 days long - Arrangements are 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.) <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 https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>School Minibuses for trips</p> <ul style="list-style-type: none"> - Minibus driver to participate in the twice weekly LFD Covid testing programme - Minibus driver and passenger escorts should wear a face covering when in the vehicle / in close proximity to pupils unless they are separated from the passengers by screens or the face covering affects their ability to drive safely - When the weather is suitable have the windows and ceiling vents open to facilitate good ventilation - Driver to clean all interior and external surfaces that they are likely to have had contact with after each journey. Areas to pay particular attention to include: handles (inside and out), steering wheel and starter button, centre touchscreen and stereo, handbrake and gearstick, keys and key fob, indicators and wiper stalks, windows, mirrors and mirror switches, seat belts, seat adjusters any other controls - Driver to clean all interior and external surfaces that passengers are likely to have come into contact with after each journey. Areas to pay particular attention to include: top/edges of seats that people touch for balance as they walk through the vehicle and seatbelts - Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus; driver and all passengers to sanitise their hands as they board and disembark on each journey - As far as possible, pupils should sit in the minibus in their teaching groups or bubbles, and distance themselves from other groups if there is space to do so - Senior school pupils should wear a face covering on the minibus. They should be advised to wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag and not reused before it has been washed; disposable face coverings should be placed in a lidded dustbin. - A daily record should be kept of all pupils and staff travelling on each minibus journey so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19 	Tolerable	
<p>International Educational Visits</p> <p>International visits should not take place this academic year.</p>	Tolerable	
<p>Open Days and School Tours</p> <p>Open days and private schools tours should not take place. Prospective parents and pupils should have virtual tours and meetings</p>		
<p>Wirral Transition Day</p> <p>Wirral schools have agreed transition date for all pupils as 2nd July 2021. Parents information evening will be a virtual event. Further detail will be provided after the announcement of step 4 of the roadmap out of lockdown (after June 21st).</p>	Tolerable	
<p>Events for Parents of Pupils joining the Junior School in September</p> <ul style="list-style-type: none"> - Where possible, new parents events should take place outside. Groups outside can be up to a maximum 30 individuals, but smaller groups are recommended. Shelter can be provided by gazebos or marquees with at least 50% of their sides open. - If parents are invited inside the school buildings, eg for tours, group sizes should be limited to a maximum of 6 individuals ('Rule of 6'), - Parents should be asked to take an LFD test before attending indoors, and a list of all attendees kept in the event contact tracing is necessary. - Good social distancing between staff and parents must be practised - A risk assessment must be completed to ensure all necessary Covid controls are identified 	Tolerable	
<p>Exams</p> <ul style="list-style-type: none"> - Candidates or invigilators who are unwell / self-isolating must not attend; alternative arrangements should be made for the candidate to sit the exam. If external we couldn't rearrange or do alternative sites as we would under normal circumstances. Exam could be taken in alternative season. - Public Exams and vocational assessments 2021, eg BTECs, can go ahead - Mock and internal exams can take place in school from 8th March onwards 	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Exams</p> <p>Arrival and Departure</p> <ul style="list-style-type: none"> - Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned - Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room. <p>Exam Room</p> <ul style="list-style-type: none"> - All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment - Maximise the space between candidates as much as possible; candidates must not sit face-to-face - For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this. - All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible. - It is recommended that invigilators wear face coverings whilst walking around the exam rooms - Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face - Hand sanitiser should be available around the exam rooms - Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles <p>Marking exam papers - if it is not possible to quarantine papers for 72 hours before marking, people marking papers should not touch their face whilst working on them, and wash their hands / sanitise pens etc and any work surfaces well afterwards</p>	Tolerable	<p>DfE Public Health Arrangements for Autumn 2020 Exams</p>
<p>Parents Evenings will take place virtually</p>		
<p>Interviews for New Staff</p> <p>Initial interviews / selection processes should take place virtually, but final interviews can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, asking interviewees to take an LFD test on arrival, social distancing at all times, wearing a face covering where it is not possible to keep a distance of 2m from staff / students, appropriately sized and well ventilated rooms, not shaking hands, cleaning of all surfaces, handwashing or sanitising</p>	Tolerable	
<p>Work Experience</p> <p>Schools can facilitate work experience / work shadowing placements providing:</p> <ul style="list-style-type: none"> - Strict Covid controls are in place - Student takes LFD tests twice a week with negative results, and - Good social distancing is in place at all times 	Tolerable	
<p>School Pets</p> <p>The welfare of all school pets is essential and they will continue to be properly looked after.</p> <ul style="list-style-type: none"> - Anyone who looks after or touches a school pet should wash their hands immediately afterwards 	Tolerable	
<p style="text-align: center;">Cleaning</p>		
<p>Staff undertaking cleaning duties should wear disposable gloves and aprons for cleaning.</p> <ul style="list-style-type: none"> - Equipment - disposable cloths, paper towels/roll, washable mop heads will be used - 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)'. Manufacturer's instructions will be followed for dilution, application and contact times for all detergents and disinfectants - Bleach will not be used - there are serious H&S risks associated with this product - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc.) does not need to be segregated or treated differently from normal waste unless someone on the school premises exhibits symptoms or test positive for Covid-19 in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - The guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' will be followed 	Tolerable	<p>Link to 'Cleaning Guidance'</p>

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Every day all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected.</p> <ul style="list-style-type: none"> - Rooms / areas used by different groups / bubbles throughout the day which will be kept to a minimum as far as possible (e.g. specialist teaching areas such as Art rooms for GCSE/A level pupils) should be cleaned more regularly. Each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser wipe. - All hand-contact surfaces will be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, drinking water dispensers, and hand operated sanitiser dispensers. - Classroom based resources, such as books and games, should be cleaned and disinfected regularly. Resources and equipment shared between classes /groups/bubbles, e.g. sports, art, DT, and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles. - Toilets and additional handwashing facilities will be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used. 	Tolerable	Link to 'Cleaning Guidance'
Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School		
<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 present, at least one person with a current full (2 day) Paediatric First Aid certificate must also be present</p>	Tolerable	
<p>PPE for School Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School First Aid trained staff and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school will have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p>	Tolerable	
<p>All disposable PPE used by staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school will be carefully disposed of by double bagging it (bags tied once full). The bags will be stored securely for 72 hours then thrown away in the regular rubbish stream.</p>	Tolerable	
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>	Tolerable	
<p>Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person They do not need to go home and isolate unless they develop symptoms themselves.</p>	Tolerable	
<p>Pupils developing symptoms of Covid-19 whilst at school or with a positive result from an LFD test taken in school will be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education & Childcare Settings'.</p> <p>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> <p>There will be a medical/isolation room in Junior school and in each zone of Senior school.</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, we will wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - Staff undertaking cleaning duties will wear disposable gloves and aprons for cleaning. - Equipment - disposable cloths, paper towels/roll, washable mop heads will be used - 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). Manufacturer's instructions will be followed for dilution, application and contact times for all detergents and disinfectants' - Bleach will not be used- there are serious H&S risks associated with this product - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc.) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' will be followed - 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, as well as wearing gloves and an apron - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	Tolerable	COVID-19: cleaning in non-healthcare settings'
<p>Action in the Event of a Confirmed Case of Covid-19 in School</p> <p>If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home, asked to have a PCR Covid-19 test, and let the school know the results</p> <ul style="list-style-type: none"> - If the test result is positive the school will act swiftly, notify the Local Authority and follow the guidance circulated by Wirral LA "Management of a confirmed case" - The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must also self-isolate for 10 days (or more if they develop symptoms themselves). - The school will identify which members of staff and pupils have been in close contact with the person during the infectious period and they must self isolate for 10 days. <p>'Close contact' is considered to be any pupil or staff member who had the following type of contact at any time from 48 hours before onset of symptoms to 10 days after onset of symptoms:</p> <ul style="list-style-type: none"> - face to face conversation within 1 metre, or any contact within 1 metre for 1 minute or longer without face to face contact, or - being coughed on, or - unprotected physical contact (skin-to-skin) - extended close contact (within 1 to 2 metres for more than 15 minutes, either as one-off or cumulatively throughout one day) with an infected individual, or - travelling in a small vehicle, like a car, with an infected person <p>Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test</p>	Tolerable	Guidance for full reopening of schools School will follow guidance circulated by Wirral LA "Management of a confirmed case"
Training		
All information/training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection will be recorded		
Area / Activity Risk Assessments		
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented if they are not already contained in this risk assessment (pupil activities sheet)		
Monitoring		
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		
Principal	Rebecca Mahony	17/05/2021

Control Measures		Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
Head of Junior School	Maryanne Ramsbottom		17/05/2021
Director of Finance and Operations	Lindsey Owen		17/05/2021
GDST - Birkenhead High School Academy			
GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE			
Activity: V15 School open for all Pupils from 17 May 2021 - Step 3 of the roadmap out of lockdown		Date: 17 May 2021	
Assessor: Lindsey Owen		Re-assessment date: ongoing	
This is the 'Staff Activities' Sheet		This risk assessment is in 3 separate sections - 1. Whole School Precautions 2. Staff Activities 3. Pupil Activities	
What is the hazard?	Coronavirus / COVID -19 including the new variant of the virus		
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill		
Who is at risk?	All staff, pupils and any contractors or visitors attending school		
Key Guidance Documents as above for Whole Academy Precautions			
Control Measures		Tolerable Action Required (9+) Prohibited	Notes / Further Action Required
General Precautions			
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles. - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) - Senior school pupils - wearing face coverings in communal areas, corridors and stairways and in classrooms if they choose. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking. <p>For staff this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> - staying at the front of the class (senior schools) - reducing the amount of time they are face-to-face with another person - minimising the time spent in closer contact - having a screen between people - wearing face coverings in communal areas, corridors and stairways and only remove face covering in lessons if they can socially distance from pupils. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. 		Tolerable	
<p>All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible.</p>		Tolerable	Schools Coronavirus Operational Guidance

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Where possible:</p> <ul style="list-style-type: none"> - spread out within the office, room or area you are using, or use separate offices / areas - try to keep everyone at least 2 m (or '1m plus') apart at all times - in communal offices/workrooms use the same desk or workstation each day - if people are working in groups - encourage them to position themselves side-to-side, rather than face-to-face - ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked "Fire door" should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open). Where available use extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (TO Estate Managers and maintenance contractor have been contacted to check if the air conditioning systems in our 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 <u>not</u> used in a room without an open window. - try to follow social distancing guidelines when ever possible - don't bring any unnecessary possessions into school, and keep your work areas clear from clutter and all unnecessary items to enable thorough cleaning to take place - remove unnecessary items from offices work rooms etc., especially if it impedes effective cleaning, where there is space to store it elsewhere 	Tolerable	
<p>All staff should thoroughly wash or sanitise their hands at regular intervals and use a paper towel or tissue for turning off taps, opening toilet doors, etc. once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity or changing rooms - at each break time - before and after eating any food, including snacks - after using the toilet - before leaving school 	Tolerable	
<p>Each member of staff should keep any pens / pencils / frequently used items in a container, e.g. a zip lock bag, and only use their own pens / pencils etc. for any tasks</p>	Tolerable	
<p>Support staff based in offices to only use their own computer keyboard / mouse. Teaching staff/some support staff will be provided with a wireless keyboard and mouse to use with desktop computers in classrooms. If staff have to use another person's keyboard/mouse :</p> <ul style="list-style-type: none"> - they should be cleaned with a sanitising wipe before and after use - they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards 	Tolerable	
<p>Meetings with people who are not pupils or members of staff should take place virtually. On-site/in-person meeting should only take place where there would be significant benefit of this and then visitor protocols should be followed (Row 50)</p>	Tolerable	
<p>Staff Meetings and Training Sessions should be undertaken virtually unless there is a significant benefit in having a face-to-face events. If face-to-face meetings/training sessions take place they should:</p> <ul style="list-style-type: none"> - Be kept as short as possible - Take place outdoors, or in a well ventilated room where it is possible to maintain at least 2m (or '1m plus') separation between everyone - Avoid having large numbers of staff together in one room; instead divide people into several smaller groups and connect together using IT - Arrange rooms so that people sit side-by-side (rather than face-to-face) - Ensure all hand contact surfaces are thoroughly cleaned before and after the meeting / training session - Encourage attendees to wash their hands before and after the meeting and provide hand sanitiser in meeting rooms - Attendees should avoid sharing pens, documents and other objects 	Tolerable	
<p>Staff Wellbeing There are support mechanisms in place to check on staff wellbeing. Any member of staff who requires support can be directed to the confidential employee assistance programme.</p>	Tolerable	
Getting To / From School		
<p>Where possible, staff should try not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - If staff car share with people outside their households, encourage them to wear a face covering in the car 	Tolerable	Safer travel guidance for passengers

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>If staff have no alternative but to use public transport to travel to school we encourage you to :</p> <ul style="list-style-type: none"> - As far as possible keep 2m (or '1m plus') away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting at bus stops & tube / train stations - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag and not reused before it has been sanitised/washed; disposable face coverings should be placed in a lidded dustbin. 	Tolerable	Safer travel guidance for passengers
Lessons / Teaching Activities		
<p>Where necessary staff / pupils should avoid the need to unduly raise their voices in order to communicate effectively with each other, e.g. using microphones & speakers to ensure everyone in a large room can hear, avoid playing loud background music or broadcasts,</p>	Tolerable	
<p>Staff can take books and other shared resources home, but unnecessary sharing should be avoided.</p> <ul style="list-style-type: none"> - Where possible work should be submitted electronically for marking / assessment - Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books / work. 	Tolerable	
<p>Precautions for staff who have to move between year groups or have different groups of pupils coming into their specialist teaching area:</p> <ul style="list-style-type: none"> - Wash hands / use hand sanitiser immediately prior to entering each new classroom (or each new group of pupils arriving) and immediately after leaving each classroom (or each group of pupils leaving) - As far as possible, stay at the front of class and remind pupils not to get out of their seats / approach the teacher - If different groups of pupils are coming to your specialist teaching area, ensure thorough cleaning of all hand contact surfaces, including desks / benches, chairs / stools and equipment between groups. <p style="text-align: right;">Each classroom will have pack containing sanitising wipes, hand sanitiser, tissues, gloves</p>	Tolerable	
Break Times / Lunch Times		
<p>Moving around the site</p> <ul style="list-style-type: none"> - Entrances/exits will be allocated to particular groups of pupils. - Pupils/staff to walk in single file, 'keep left' to maintain distance as you pass people in Senior school, 'keep right' in Junior school and use safe waiting points at pinch points. - Where appropriate, internal 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. - Everyone will be reminded that wherever possible a 2m gap (or '1m plus') should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	Tolerable	
<p>Staff should wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</p> <ul style="list-style-type: none"> - The canteen in Senior school will be set up as staff area with tea/coffee making facilities that can be used throughout the day but please keep 2m apart (or '1m plus') from your colleagues. - In Junior school, staff room to be populated by a maximum of 6 people at any one time, with use of the hall if staff room is at capacity - There will be use of a staff workroom in each year zone area but please keep 2m apart if another staff member is in the room. When using these areas ensure that hand contact surfaces e.g. kettle handles are wiped after use. 	Tolerable	
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Specific cloakroom & handwashing / toilet facilities have been allocated to zones/bubbles and will be monitored to ensure that they do not become overcrowded, social distancing to be maintained where possible in these facilities. NB as handwashing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. - Plentiful supplies of warm water, anti-bactericidal soap and paper towels will be provided - Hand contact surfaces in cloakrooms & handwashing / toilet facilities will be cleaned throughout the day by member of cleaning team with supplies of soap and paper towels regularly topped up - Signs / posters will remind people about good hand-washing techniques 	Tolerable	
Training		

Control Measures		Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
All information/training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection will be recorded			
Area / Activity Risk Assessments			
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented if they are not already contained in this risk assessment (pupil activities sheet)			
Monitoring			
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			
GDST - Birkenhead High School Academy			
GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE			
Activity: V15 School open for all Pupils from 17 May 2021 - Step 3 of the roadmap out of lockdown		Date: 17 May 2021	
Assessor: Lindsey Owen		Re-assessment date: ongoing	
This is the 'Pupil Activities' Sheet	This risk assessment is in 3 separate sections - 1. Whole School Precautions 2. Staff Activities 3. Pupil Activities		
What is the hazard?	Coronavirus / COVID -19 including the new variant of the virus		
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill		
Who is at risk?	All staff, pupils and any contractors or visitors attending school		
Key Guidance Documents as above for Whole Academy Precautions			
Control Measures:		Tolerable Action Required (9+) Prohibited	Notes / Further Action Required
General Precautions			

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles with allocated entrance and exits. - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) - Senior school pupils - wearing face coverings in classrooms, indoor teaching and communal areas, corridors and stairways unless social distancing can be maintained. There is an exception for situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example during sports, and eating and drinking. <p>For staff this means trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> - staying at the front of the class (senior schools) - reducing the amount of time they are face-to-face with another person - minimising the time spent in closer contact - having a screen between people - wearing face covering. NB a transparent face visor or shield should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. <p>NB Some individuals are exempt from wearing face coverings because of physical impairment or disability, illness or mental health difficulties.</p>	Tolerable	Senior & Junior school letters sent to parents/carers
<p>As far as possible everyone should either stay 2m apart or '1m plus's which is one metre plus mitigations. The mitigations will include:</p> <ul style="list-style-type: none"> - keeping pupils together within consistent zones/ bubbles which have limited contact with other zones/ bubbles - arranging classrooms so that all desks are facing forward to ensure pupils face away from each other - use outdoor spaces 	Tolerable	
<p>Grouping pupils</p> <ul style="list-style-type: none"> - Junior school - pupils will be in small year group bubbles - Seniors school - pupils will be in year zones <p>Pupils who use dedicated school transport services, and/or wrap-around care will almost certainly have to be in a different group/bubble to their teaching group bubble. However, these groups should also have a consistent and identifiable membership, be as small as possible, and as far as possible keep separate from / not mix with other groups</p> <p>A record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes, either as a one-off or cumulatively throughout one day) with an infected individual - travelling in a small vehicle, like a car, with an infected person 	Tolerable	
<p>Regular opportunities will be provided for pupils to wash or sanitise their hands, and they will be encouraged to use a paper towel or tissue for turning off taps, opening toilet doors, etc. once they have clean hands. Examples of when hands should be washed / sanitised:</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity or changing rooms - at each break time - before and after eating any food, including snacks - after using the toilet - before leaving school 	Tolerable	
<p>Pupils should limit the amount of equipment / belongings they bring into school each day to essentials such as books, stationery, personal IT, sports and musical equipment, coats and mobile phones.</p> <p>Unnecessary items will be removed from classrooms, especially if they impede effective cleaning, where there is space to store them elsewhere</p>	Tolerable	
Getting To / From School		

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Where possible, staff and pupils will be encouraged not to use public transport to travel to school; instead walk, cycle or travel by car.</p> <ul style="list-style-type: none"> - Parking facilities for staff are available on site and Sandy Way car park can be used instead of drop off zone as this area will be used for a zone outdoor space. - There maybe a higher volume of parents dropping off/collecting pupils by car - If pupils in different bubbles car share they will be encouraged to wear a face covering in the car 	Tolerable	Safer travel guidance for passengers
<p>If pupils have no alternative but to use public transport to travel to school they will be encouraged to:</p> <ul style="list-style-type: none"> - As far as possible keep 2m (or '1m plus) away from all other passengers at all times - follow any instructions from transport staff & obey signs of markings about where to queue or sit - Wear a face covering whilst travelling and waiting at bus stops & tube / train stations NB the legal requirement to wear a face covering does not apply to children under the age of 11 - Wait for people to get off before they board - Avoid consuming food and drink on public transport - Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as they end their journey - Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains - Wash or sanitise their hands immediately after taking off the face covering. Reusable face coverings should be placed into a sealed plastic bag ; disposable face coverings should be placed in a lidded dustbin. 	Tolerable	Safer travel guidance for passengers
Arrival at School		
<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> <ul style="list-style-type: none"> - Signage to guide parents to where they should drop off and pick up their children, will be used and where possible there will be marking of 2 metre (arrows/footprints) distances on the ground - Only 1 parent to accompany younger children to school - Parents should not come into the school buildings - greet / say goodbye (handover) younger pupils in the playground or other safe outside area - Do not shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children) - 'gatherings at the school gate' are to be avoided - Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room 	Tolerable	Senior & Junior school letters sent to parents/carers
Lessons / Learning Activities		
<p>If pupil's activities include the use of pens, pencils etc.:</p> <ul style="list-style-type: none"> - Pupils are expected to bring in and use their own pens, pencils and other very frequently used items and not share them with others 	Tolerable	
<p>If pupil's activities include the use of computer keyboards and iPads:</p> <ul style="list-style-type: none"> - Key stage 4 and 5 pupils will be encouraged to bring in and use their own devices and not to share with others - If this is not possible and for all other key stage pupils, all pupils to sanitise their hands immediately before using the keyboard, and then again at the end of the lesson - At the start of the lesson keyboards, mice and touch screens of all equipment used by more than one person to be cleaned with sanitising wipe by pupils <p>All classrooms will have hand sanitiser and pack of sanitising wipes which will regularly be replenished</p>	Tolerable	
<p>Classroom based resources (books and games) and equipment can be used but they should be regularly cleaned and disinfected.</p> <p>Resources and equipment used by different classes /groups /bubbles, e.g. sports, art, DT, musical, science and playground equipment, should be thoroughly cleaned between use by different bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles.</p>	Tolerable	
<p>Pupils can take books and other shared resources home if essential but unnecessary sharing should be avoided</p>	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>PE & Sports</p> <ul style="list-style-type: none"> - All activities should carefully consider hygiene, capacity management and distancing. - Pupils will be kept in consistent groups - Where possible, curricular PE and sports activities should take place outside. If this is not possible, they should take place in large, well ventilated spaces and groups kept as small as possible. - The maximum occupancy of each indoor facility should be limited by providing a minimum of 100 sq ft per person (approx. 3m x 3m x 3m) and rooms must be well ventilated - On the day pupils have PE they will wear their PE kit to school due to restricted access to changing rooms. - Follow any guidance provided by Sport England, AfPE and each sport's National Governing Bodies in how to train / play / exercise safely - Organise activities so that as large a distance as possible is maintained between each person, and being face-to-face is avoided if they are within 2m - Team sports and contact combat sports can take place, but must be adapted in line with the sports NGB guidance so that pupils can participate as safely as possible. - 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 	Tolerable	<p>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</p> <p>Grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events?utm_medium=email&utm_campaign=govuk-notifications&utm_source=4e238550-7bd7-4767-a4cd-9c1214e2a2c4&utm_content=daily</p>
<p>If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, racquets, sticks, balls, weights, gymnastics and athletics equipment, scoring equipment:</p> <ul style="list-style-type: none"> - Each person will be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else - All equipment used during the lesson should be thoroughly cleaned at the end of each lesson, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different classes / groups / bubbles. - All pupils should wash/sanitise their hands at the start/end of each session 	Tolerable	
<p>Peripatetic Staff and External sports coaches. See controls on "Whole Academy Precautions" sheet for Peripatetic Music Staff and Supply Staff. (Row 51 & 52)</p>	Tolerable	
<p>Fitness Suite</p> <ul style="list-style-type: none"> - The fitness suite will not be in operation as the space will be used as a classroom 		
<p>Team Sports</p> <ul style="list-style-type: none"> - Competitive team sports can take place outdoors, between teams from same bubbles providing that the sport's National Governing Body Covid-19 guidance is fully implemented - Team contact sports (by this we mean not just the degree of contact but also the proximity of players to each other) eg football, rugby, hockey, lacrosse and netball, can recommence, but must be adapted in line with the sports NGB guidance so that pupils can participate as safely as possible. - Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-game handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations. - Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person. - As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games - Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game - Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded - Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors) 	Tolerable	<p>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</p> <p>Grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events?utm_medium=email&utm_campaign=govuk-notifications&utm_source=4e238550-7bd7-4767-a4cd-9c1214e2a2c4&utm_content=daily</p>

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>After School Sports Activities - extra curricular activities</p> <ul style="list-style-type: none"> - Extra curricular clubs can operate outside activities for all pupils providing the activity is run in accordance with the guidance issued by the sports National Governing Bodies. - Pupils to stay in the groups / bubbles they are in during the school day. - A daily record should be kept of pupils and staff in each group, and any close contact that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19 - Covid controls appropriate to each activity and the age and ability of the children should be implemented, e.g. outside activities only, all equipment should be cleaned between use by each group of pupils - Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors) 	Tolerable	
<p>Inter-school Events, Fixtures and Competitions</p> <ul style="list-style-type: none"> - Competitive sports can take place outdoors, between teams from different schools providing that the sport's National Governing Body Covid-19 guidance is fully implemented - Social distancing should take place during warm-ups, breaks in play and after matches. Avoid pre/post-competition handshakes, 'huddles', face-to-face confrontation with opponents and referees and scoring celebrations. - Avoid equipment sharing particularly that used around the head and face e.g. helmets. Where equipment is shared, equipment must be cleaned before use by another person. - As much as possible players and referees should avoid shouting or raising their voices when facing others during, before and after games - Where possible, clean shared equipment during play eg by swapping a 'dirty' ball for a clean one if it goes out of play, or at regular times throughout the game - Encourage players to wash / sanitise their hands at regular times throughout the game and immediately it is concluded - Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors) 	Tolerable	
<p>Use of School Swimming Pool by School Pupils</p> <p>Swimming lessons can continue for pupils as part of their PE / sports lessons in the school swimming pool providing Covid controls are in place</p> <ul style="list-style-type: none"> - The pool itself is considered to be low risk due to the disinfecting chemicals in the water, but the main risk area is the changing rooms and any hand contact surfaces, e.g. handrails used by people, e.g. to get into and out of the pool. Swimming for primary school pupils and KS3 pupils will take place as pupils will stay in their normal 'bubbles' and changing rooms will be cleaned for start of lessons and after use by each group. One shower is available for use in exceptional circumstances and only if approved by PE staff. - Ensure that staff instructing teaching or lifeguarding have access to suitable PPE to administer first aid and resuscitation and have been trained in revised methods to perform such in light of the risk of Covid -19 see link to RLSS https://www.rlss.org.uk/news/cpr-and-first-aid-skills-during-covid-19 	Tolerable	
<p>Music</p> <p>Controls will be used from GDST Covid Risk Assessment Supplementary Music Guidance dated 11 May 2021 and the Government guidance on '<i>Suggested Principles for Safer Singing</i>'. In summary</p> <ul style="list-style-type: none"> o Pupils may play instruments including singing, wind and brass instruments, providing infection controls are implemented to help reduce virus transmission; o Peripatetic lessons may happen in person o Single-bubble ensembles may take place providing adequate space, good social distancing and good ventilation is implemented; o Microphones should be used to prevent shouting; o Singing should be kept to a talking volume; o Avoid sharing instruments and equipment – where equipment is shared, ensure it is wiped down by the pupils; o Pupils should have their own score and avoid sharing them with others; o Rehearse outside if possible, otherwise in the largest well-ventilated rooms available; o Singing, wind and brass playing is allowed providing the room is of a large enough space with ventilation / airflow as outlined in the 3 March 2021 document; o Ensembles should be distanced at 2m following suggested seating plans (back to back, side to side rather than face to face); o Ensembles must be socially distanced even when made up of members of the same bubble; o Single-bubble wind/brass ensembles must be socially distanced at 2m o <u>Small</u> multi-bubble string and/or percussion ensembles are permitted providing pupils are socially distanced at 2m and all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented o Small multi-bubble wind, brass and choirs are not permitted; they must be made up of the same bubble or rehearse virtually provided all controls listed in 3 March version of Covid RA Music Supplementary Guidance are implemented. 	Tolerable	<p>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p>

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Drama</p> <ul style="list-style-type: none"> - Practical activities will be minimal, if they do take place (e.g. for exam classes) they will be organised so that as large a distance as possible is maintained between each person, and being face-to-face is avoided if they are within 2m - KS4 and KS 5 pupils undertaking practical lessons will be exempt from wearing masks during the lesson as long as 2m distance can be maintained. - Singing, chanting or shouting will be avoided, except in small groups (max 15), and pupils will be positioned back-to-back or side-to-side - Indoor/outdoor performances in front of an internal live audience cannot take place but can be recorded as long as social distancing measures will be in place , e.g. reduced audience numbers, wider spacing between seats and good separation between performers & audience 	Tolerable	<p>The 'Working Safely During Coronavirus - Performing Arts' guidance gives some practical advice, but the educational guidance takes priority.</p>
<p>If Art / DT / lessons include practical activities:</p> <ul style="list-style-type: none"> - we will refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&T, Food and Art' (Senior schools) - Where possible, each person will be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else - All equipment used during the lesson will be thoroughly cleaned at the end of each lesson - Where appropriate, pupils will bring in and use their own equipment as long as they do not share it with other pupils - If aprons need to be worn each pupil will be given their own apron which should be taken home and washed after every lesson - If safety specs or goggles need to be worn for any task they must be sanitised before and after every use - see CLEAPSS guidance document GL362 for process - Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk <p>NB Prior to reopening any Art / DT practical room staff will refer to CLEAPSS guidance on D&T depts. returning to school after an extended period of closure (GL347)</p> <ul style="list-style-type: none"> - In order to minimise any fire risk when wearing face coverings, ensure any straps are kept short and tight and keep a safe distance from the flames/ignition source 	Tolerable	
<p>Science lessons including practical activities will only take place for KS4 and KS5 pupils and will follow the guidance below:</p> <ul style="list-style-type: none"> - Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools) and P104 - Managing hands on activities in a partially reopened school (Junior schools) - Pupils can work together on an activity provided they are in the same bubble and maintain an appropriate social distance. - Equipment can be shared by pupils within the same bubble - Pupils and staff must wash their hands before and after handling any equipment - All equipment used during the lesson should be cleaned ('meticulously') or quarantined for up to 72 hours. CLEAPSS recommends quarantining - Any shared or department based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individuals locker or taken home when not in use - If safety specs or goggles are needed for any experiments they will need sanitising or quarantining for 72hr between every use - see CLEAPSS guidance document GL362 for process - Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk - Certain practical activities must not be carried out - cheek cell sampling, lung volume / capacity & other breathing based activities, activities which make use of saliva, activities which make use of straws or other equipment for blowing through. <p>NB Prior to reopening any lab or prep room staff should refer to CLEAPSS guidance on science depts. returning to school after an extended period of closure (GL345)</p> <ul style="list-style-type: none"> - In order to minimise any fire risk when wearing face coverings, ensure any straps are kept short and tight and keep a safe distance from the flames/ignition source 	Tolerable	<p>CLEAPSS Science website http://science.cleapss.org.uk</p>
Additional Points for EYFS and KS1 Pupils		
<p>Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well cared for, staff will ensure that:</p> <ul style="list-style-type: none"> - each group / bubble has a consistent membership - each group / bubble is kept separate from each other as much as possible - the pupils, wash their hands very regularly, are encouraged not to touch their faces and practice good respiratory hygiene (catch it, bin it, kill it) - all young children have help if they have trouble thoroughly cleaning their hands independently - older pupils should be encouraged to be maintain distance and not touch staff or their peers where possible 	Tolerable	
<p>All equipment, toys and resources should be regularly and thoroughly washed, particularly hand contact surfaces</p> <ul style="list-style-type: none"> - All soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), and malleable shared resources such as 'play dough' will be removed from classrooms or allocated to each pupil for their sole individual use 	Tolerable	

Control Measures	Tolerable Action Required (9+) Prohibited	Notes / Further Guidance
<p>Sand and water trays Play with sand, water, plasticine or play dough and cookery and other messy play activities should be restricted and only participated in if the relevant guidance around hygiene and cleaning in the Infection Prevention and Control for Childcare Settings Guidance can be adhered to. If this cannot be adhered to, these activities should not be undertaken.</p>		
Break Times / Lunch Times		
<p>Moving around the site</p> <ul style="list-style-type: none"> - Entrances/exits will be allocated to particular groups of pupils. - Pupils/staff to walk in single file, 'keep left' to maintain distance as you pass people in Senior school, 'keep right' in Junior school and use safe waiting points at pinch points. - Where appropriate, internal 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. - Everyone will be reminded that wherever possible a 2m gap (or '1m plus') should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	Tolerable	
<p>Pupils will be encouraged to wash/sanitise their hands at the start and end of break / lunch time and before eating any snacks / lunch. Pupils will be required to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school. Lunch will be eaten in their class/form room</p> <p>Sixth form common rooms</p> <ul style="list-style-type: none"> - Pupils will be encouraged to clean hand contact surfaces e.g. handles on fridges, kettles, hot and cold water dispensers, dishwashers, mug cupboards and cutlery drawers, after use. - Pupils to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side 	Tolerable	
<p>If outside play equipment are used during break times:</p> <ul style="list-style-type: none"> - Pupil numbers using each piece of equipment at any one time will be limited - Large equipment, such as slides, climbing frames, etc. will be cordoned off and are not to be used - Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles / groups - Enclosed play spaces such as small 'Wendy Houses' will be 'out of bounds', as they are confined spaces and it is not possible for children to maintain 2m distance between themselves 	Tolerable	Covid19: Guidance for managing playgrounds and outdoor gyms
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <ul style="list-style-type: none"> - Specific cloakroom & handwashing / toilet facilities have been allocated to zones/bubbles and will be monitored to ensure that they do not become overcrowded, social distancing to be maintained where possible in these facilities. NB as handwashing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart. - Plentiful supplies of warm water, anti-bactericidal soap and paper towels will be provided - Hand contact surfaces in cloakrooms & handwashing / toilet facilities will be cleaned throughout the day by member of cleaning team with supplies of soap and paper towels regularly topped up - Signs / posters will remind people about good hand-washing techniques 	Tolerable	
Training		
All information/training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection will be recorded		
Area / Activity Risk Assessments		
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented if they are not already contained in this risk assessment (pupil activities sheet)		
Monitoring		
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		

Control Measures		Tolerable Action Required ⁽⁹⁺⁾ Prohibited	Notes / Further Guidance
Principal	Rebecca Mahony		17/05/2021
Head of Junior School	Maryanne Ramsbottom		17/05/2021
Director of Finance and Operations	Lindsey Owen		17/05/2021