

Risk Assessment – COVID-19	26.02.2021	Hull Collegiate School
Responsible Person	Alex Wilson, Headmistress	
Other Persons Involved	Chris Wainman (Senior Deputy Head), Andrew Kiddy (Business Manager), Antje Kell (Head of Prep), Janet Maltby (EYFS), Katherine Bloomfield (Assistant Head, Pastoral), Paul Grimwood (Chair of Local Governing Body), Liz Kebbell (Employee Trade Union Rep).	
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (22 February) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (22 February) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (2 February) • DfE – Face coverings in education (8 January) • DfE - Safe working in education, childcare and children’s social care (14 December) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (10 February) • NHS - Test and Trace – How it works (11 January) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (16 October) • CLEAPSS - COVID-19 guidance re science, design and technology • AfPE – Coronavirus guidance and support re school sport • OEAP – Coronavirus guidance re educational visits • Music Mark – Guidance for Schools and Music Providers • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 	

Covering staff and pupil H&S for the reopening of schools from 8 March 2021 and for those staff who will continue or need to work from home. The term 'school' is used throughout to refer to schools and early years settings as applicable.

To minimise the risk of infection to all persons, the following system of controls has been applied by the school/setting:

At all times

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend school
- 2) Ensure face coverings are used in recommended circumstances
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 6) Minimise contact between across the setting/site and maintain social distancing wherever possible
- 7) Keep occupied spaces well ventilated

In specific circumstances

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary
- 9) Promote and engage in asymptomatic testing, where available

In response to any infection

- 10) Promote and engage with the NHS Test and Trace process
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community
- 12) Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives with someone with COVID-19 symptoms or a positive test result (PCR or LFD)
- Anyone in a support bubble or childcare bubble as if they were part of the same household
- Anyone who has had the following contact with someone who has tested positive for COVID-19 via PCR or LFD test.
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre skin-to-skin physical contact for any length of time
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact or added up together over 1 day)
 - travelled in the same vehicle or a plane

The symptoms of COVID-19 are: a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • An individual RA is available for those who feel they may be at higher risk from infection • Clinically extremely vulnerable staff (CEV) are advised not to attend the workplace • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Any other staff who are not required in school and who can continue to work from home will do so • Staff are either taking part in asymptomatic testing in line with DfE guidance, or for those that have not volunteered, weekly health screening is being carried out. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a COVID-19 test. Their household members are also required to self-isolate pending the results of this test. • Close contact self-isolation of staff and their contacts will continue even when an asymptomatic testing programme is in place. • Where the PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member self-isolates for 10 full days from the day after onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persists beyond this time. ○ The staff member must notify the school of the test result immediately ○ The school will contact the DfE helpline for advice on any further action required ○ The school will carry out close contact tracing to identify any other staff or pupils who will be required to self-isolate. <i>**Where this affects the School Nurse; advice should be sought from the DfE as to whether there is still a need for them to self isolate; provided they were wearing full appropriate PPE during the exposure / close contact.</i> ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was. • If the test result is negative the staff member can return to school when they feel well enough to do so. Any close contacts who were self-isolating can stop doing so. • Where an LFD test returns a positive result: <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) staff member self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home ○ The school contacts the DfE helpline for advice on any further action required ○ The school reviews the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure and record it on ARMS if it was.
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 should not attend school for 10 full days from day after the onset of symptoms and is expected to undertake a test. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where a positive result is obtained, the school will contact the DfE helpline or local Health Protection Team for advice on any further action required.

		<ul style="list-style-type: none"> • A negative result means the pupil can return to school. • Secondary pupils are eligible for enrolment on the asymptomatic testing programme (three tests on the return to school, twice weekly home tests after that) <ul style="list-style-type: none"> ○ (Home testing) self-isolate, arrange a PCR test, and follow the above if positive. If negative, return to work ○ (In school testing) pupil self-isolates for 10 full days from the day after the test. Any close contacts must also self-isolate ○ The school must be notified of the test result in the case of testing from home • Where a pupil indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 10 days. The symptomatic household member should arrange a test. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • Clinically extremely vulnerable pupils are advised not to attend school at this time. • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school 	
		<p>Visitors contracting COVID-19</p>	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process. • Details of any specific local procedures are communicated to all visitors before they come to site. • Parents are advised to drop children off alone, i.e. not to come with partners or family and not to congregate at the school entrance. • Contractors attending while school is operational are notified that the school is operational and their access requirements reviewed on a case by case basis. • Central office staff visiting schools are eligible for inclusion in asymptomatic testing but this is not a condition of entry and all normal infection control practices will still be followed. <p><i>Other visitors:</i></p> <ul style="list-style-type: none"> • <i>Parents/carers dropping or collecting Nursery or Reception children are encouraged to come alone where possible and to wear a face mask when on the school grounds.</i> • <i>Meetings to be taken place whilst socially distant from visitors are likely to include, but not limited to: Safeguarding meetings, return to work meetings following absence, SLT and PLT meetings, PDR, Pupil Progress Meetings, Induction, Coaching</i> • <i>Senior School Parents' Evenings will be on Microsoft Teams for the foreseeable future.</i> • <i>Contractors and other visitors on site must distance as much as possible. Facilities Manager / Business Manager to explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE).</i>
<p>Asymptomatic Testing Programme</p>	<p>Staff, Pupils</p>	<p>Additional measures required to support testing that is carried out in a school that is an asymptomatic</p>	<ul style="list-style-type: none"> • All testing is carried out in strict adherence to the procedures contained in the "NHS How to Guide: Rapid Testing in Schools and Colleges" (the 'How to Guide') • Training – The school has followed the 'How to guide'. All staff involved in the programme have completed the online training relevant to their assigned role(s) and have been signed off as competent by using the competency assessment templates provided by DfE/PHE.

		<p>testing site (ATS), i.e. not tests that are carried out at home by either staff or pupils</p>	<ul style="list-style-type: none"> • Premises – The area [Drawing Room] has been set up in compliance with the ‘How to guide’ The school has made provision for all materials required as detailed in the same. Testing areas are cleaned down before being returned to normal use. General safety of the premises, e.g. condition, slips and trips, is already managed covered in other existing school risk assessments. • Signage – the testing area has been clearly demarcated to support flow and to prevent unauthorised entry. • Logistics – Participants will arrive at the clearly signed entrance to the Drawing Room, confirm consent and registration details with a staff administrator, take a supervised test, and leave via the clearly signed exit. Results will be text and emailed to the participant. • PPE – PPE requirements vary by role but will be provided in line with the DfE/PHE guidance. All testing staff are trained in correct donning and doffing procedures. PPE will be changed in line with the frequencies detailed in the ‘How to guide’ • Storage of materials – testing kits are stored securely at a temperature between 2C and 30C. Prior to use all reagents will be brought up to 15C if necessary. Deliveries will be handled in accordance with the school’s existing manual handling procedures. • Waste – Healthcare waste contracts have been established and the Facilities Manager will ensure that waste streams are not contaminated and that all waste is removed from site in a timely manner. • Cleaning – Cleaning is carried out in line with the requirements and frequencies detailed in the ‘How to guide’ and the linked training modules. • First Aid – the school will ensure that access to first aid provision is possible whenever asymptomatic testing is being carried out. • Monitoring – the school’s Quality Lead/Team Leader verifies the school is ready to start testing and carry out periodic monitoring to verify that the requirement standards are being maintained. • Testing – tests are self-administered under direction of the testing team. Where additional assistance is required Sara Cannell (First Aider and Team Leader) will offer further support and reassurances until it is clear that the participant is unable to self-administer the test. <p><u>Results</u></p> <ul style="list-style-type: none"> • Participants may return to work or class while awaiting their result. • Anyone in receipt of a positive LFD test result needs to self-isolate for 10 full days after the test. • Those undertaking home tests must report their results to Test and Trace and the school and in the case of a positive result, self-isolate and arrange a PCR confirmation test
<p>Suspected / confirmed case in school</p>	<p>Staff/ pupils</p>	<p>Potential contamination of surfaces and for person to person spread</p>	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to arrange a COVID-19 test. The school may provide a PCR test kit where doing so may increase the likelihood of a test being completed. • Pupils with symptoms are isolated in a dedicated secure area outside the First Aid room with an open door and windows to the Quad. Where this is not possible, they are kept at least 2m away from all other persons. • If a bathroom is required while awaiting collection this will be cleaned and disinfected immediately after use using normal cleaning products • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings • Symptomatic pupils should either be collected by a family member or walk, cycle or scoot home. Where transport is required the school will have regard to the principles contained in Safe Working in Education Childcare and Children’s Social Care Settings • Any staff member who provided close-contact care (with or without PPE) is only required to self-isolate if the symptomatic person subsequently tests positive, they develop symptoms, they are instructed to do so by Test and Trace or PHE, or they test positive from an LFD test as part of a community or worker programme.

			<ul style="list-style-type: none"> • PPE, i.e. disposable face masks (type IIR), disposable gloves, disposable aprons and eye protection is supplied for providing care to suspected cases but is only required where 2m separation cannot be maintained.
<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Face Coverings</u></p> <ul style="list-style-type: none"> • <u>Early years and Primary</u> <ul style="list-style-type: none"> ○ Face coverings will be worn by staff and adult visitors when moving around corridors, in communal areas and anywhere that social distancing between adults is not possible (subject to any exemptions) • <u>Secondary</u> <ul style="list-style-type: none"> ○ Adults and pupils will wear face coverings when moving around the premises, in corridors and communal areas, in classrooms, and in areas where social distancing cannot be reliably practised (subject to any exemptions and not during exercise or strenuous activity) • <u>All</u> <ul style="list-style-type: none"> ○ Face coverings are required by law for those >11yrs using public transport. The school supports safe disposal and hand hygiene practices for those arriving with these ○ The school holds a small supply of disposable face coverings ○ Pupils, staff, and visitors are briefed in the safe wearing, removal and storage of face coverings including hand hygiene <ul style="list-style-type: none"> • <i>Reusable face coverings are available (£1 each) from the Senior Admin Office for anyone that doesn't bring one</i> • <i>Not wearing a face covering will not be a disciplinary matter</i> • <i>If teachers and pupils can practise social distancing in the classroom, they are not expected to wear a face covering - especially when teaching pupils with hearing impairments</i> • <i>Teachers and other staff will be sensitive to pupils' needs, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others</i> <hr/> <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Soap and running water or hand sanitiser is readily available • Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • 'Catch-it, bin-it, kill-it', promoted throughout school. • The school provides tissues and sufficient bins (lidded bins are recommended) to support disposal of waste. • The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. <ul style="list-style-type: none"> • <i>Use of shared resources reviewed to limit this as far as possible and to prevent materials being taken home.</i> • <i>NB: Any reading books sent home in the prep school will be quarantined for 72hrs before going back onto the bookshelves. Teachers should have their specific book band coloured books in their classrooms so that children are not necessarily needing to visit communal library</i>

spaces. Where a year group may need an overlap of books due to the spread in reading ability, new colour band book packs should be ordered by DW as needed.

- Limited sharing of resources in year group bubbles in Pre-Prep and Prep.
- No cash handling at this time, all funds via +Parent Mail / Parent Pay.
- Mrs P Palmer to deal with post and adhere to good hand hygiene practice/alcohol hand gel provided.

Cleaning

- A cleaning schedule is in place showing increased frequency with a focus on areas used by multiple groups and frequently touched surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn for routine cleaning.
- Cleaning following confirmed/suspected case carried out in accordance with PHE guidance [COVID-19: cleaning of non-healthcare settings](#)
- Where cleaning is contracted out the school maintains a record of what enhanced processes have been implemented.
 - Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing.
 - Hull Collegiate School building cleaning is contracted out to Greens Commercial Cleaning, the school has a record of what enhanced processes have been implemented and carry out audits of cleaning to ensure quality. See Method statement produced by GCC as evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual.
 - Staff should clear classrooms by 16.30 (where possible), to allow cleaning staff access to classrooms.

Grouping and Measures Within Classrooms

- Early Years
 - Normal group sizes in place, but mixing between groups minimised wherever possible
 - No expectation that young children distance within their groups
 - Parents and carers are encouraged to limit the number of settings their child attends
 - Focus is on consistent groupings and the robust practising of the other points in the system of controls
- Primary and Secondary
 - Consistent grouping practised as much as possible
 - Mixing between groups is minimised and secondary pupils are encouraged to maintain social distancing within groups
 - Mixing in wider groups for specialist subjects, wraparound care, on transport
 - All staff can operate across multiple classes and year groups but will practise social distancing where possible.
 - A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups
 - In primaries, staff practise distancing from pupils and staff whenever circumstances allow
 - In secondaries, staff endeavour to remain at the front of the class, 2m away from each other and children
 - Pupils sit side by side and facing forwards where possible.
 - Education and care support for those with complex needs is provided as normal.

In the Senior School, the teacher's desk(s) will have a clearly marked 2m box around

- *No group demonstrations unless social distancing can be maintained - video demos, data projectors, digital cameras and visualizers are permitted*
- *Teachers must keep their distance when observing the pupils as they work through practical activities. This may raise H & S concerns, as well as issues around the competency of the pupil to carry out the task without the intervention of the teacher. The teacher should risk assess the activity prior to the session and consider the competency of the pupils. This will enable them to limit the 'riskier' activities to those that the teacher feels their pupils cannot manage without intervention.*
- *No group work unless social distancing can be maintained*
- *Wash practical equipment before and after and keep equipment in year groups. Refer to CLEAPSS guidance.*
- *Tables facing front exam style*
- *No handing out equipment or printed worksheets unless 48-hour window for decontamination. Writing / drawing paper can be handed out on a need only basis. Any unused sheets must be decontaminated for 48 hours. If a pack of sheets is printed, handling only the top and bottom sheets then discarding them should minimise the risk of transmission.*
- *Where possible homework should be submitted on the hub but extended pieces of written work, either on paper or in books, can be collected in for marking – allowing 48 hours for decontamination if possible. If not possible, teachers should sanitise before, during and after marking.*
- *Written pupil feedback is vitally important and however teachers choose to mark pupils' work, it simply must take place*
- *After school homework club will operate in year group clusters with supervision between rooms by one member of staff*
- *No group/partner work unless social distancing can be maintained*
- *Hand sanitiser will be accessible for all pupils and staff (there are 37 fixed hand sanitising stations around the school and many more pump bottles available, plus each pupil and staff member is encouraged to bring their own).*

Keeping occupied spaces well ventilated:

- o *Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air*
 - o *Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)*
- To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:*
- o *opening high level windows in preference to low level to reduce draughts*
 - o *increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)*
 - o *providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform*
 - o *rearranging furniture where possible to avoid direct drafts*
 - o *Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.*
- *Ideally no raised voices, unless necessary for safety*

- Teachers must ring the Network Manager (Brad Ashton on 442) with any pupil password/login issues rather than send pupils to the IT office.

- Keyboards in shared rooms have been provided with cleaning wipes.

Primary and EYFS/Nursery:

- o Distancing remains unlikely to be possible. Focus remains on small group size and separation of groups as control mechanism.

- o Desks to be 1 per single table or 2 pupils at either end of double tables, facing forwards as classroom space permits.

- o SLT to be able to enter all classroom spaces at the front, spaces to be left to allow a 2m socially distant entry point, SLT unable to circulate in between desks for example.

- o On-line reading books and on-line phonic games to be used for Reception home reading activities.

- o Reading books to be quarantined for 72 hours. Classrooms have book banded books and themed topic books for subjects - collated pre-start of term from the library.

- o Group work can be undertaken in the Prep School. Where distancing can be maintained, then it should be observed.

- o Children should use a range of marking techniques, self-marking, oral feedback. Teachers can collect up extended pieces of writing and quarantine them for 48 hours before marking or use other methods such as screen shot the work and use an APP to annotate the work and then print for the child's book for example.

- o If a teacher would like to purchase a visualiser that has not already got one in place, then budgets will be made available for this.

- o All homework will be set via the Hub from Reception to Year 6. Year 1 to Year 4 will have homework books provided. Year 5 and 6 will submit all work electronically. Homework should be quarantined for 48hrs before marking. We must allow for these times and all maintain high expectations regarding completing and marking by teaching staff.

- o Prep pupils will use their own handwriting pen where permitted. Their pens should be named and left in their pencil cases. Children keep a separate pen at home for completing homework.

Measures Elsewhere

- Groups are kept apart where possible. Assemblies/worship are held one group at a time.
- Timetabling reviewed to keep groups apart and minimise movement around the site as much as possible.
- Break and lunch are staggered whenever possible to minimise mixing of groups with dining hall surfaces cleaned between groups.
- Staff spaces are reviewed against the guidance on [Office and Contact Centres](#) to support distancing and hygiene
- Staff room use is minimised except where social distancing and enhanced cleaning can be reliably practised.

Measures for Arrival and Departure:

- Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time.

- (as above) On arrival, prep school pupils will go to their classrooms via the designated doors

- 07.30– 08:15 Nursery Early Morning Care pupils should be brought on foot via the side entrance to the Nursery – Adventurers and Explorers to use separate doors.

- *08.20-08.40 Nursey pupils should be brought on foot via the side entrance to the Nursery. Adventurers and Explorers to use separate doors.*
- *07.45 onwards - Reception to Year 6 Early Morning Care pupils should be brought on foot to the Refectory doors.*
- *08:25 – 08:35 prep-prep - drop off GFB then walk around the outside through pre-prep doors (socially-distanced)*
- *08:35 – 08:45 prep – drop off at drop off zone then walk to own classrooms via prep door (socially distanced, following one-way system and 2m spacing markings. Wash hands on entry)*
- *08.45-08.55 Reception children should be brought on foot to the socially distanced markers outside the Reception doors*
- *Nursery lunchtime arrivals and departures should be on foot via the Main Prep School entrance*
- *Departure of prep school: stagger timings and socially distanced pupils and staff. Parents to pick up from cars: 15.30 Pre-prep, 15.45 Prep.*
- *Reception pupils to be collected on foot at 15.15 from the socially distanced markers outside the Reception doors.*
- *Nursery Teatime Club pupils collected on foot from side entrance to Nursery from 15.20 to 18.00. Explorers and Adventurers to use separate doors.*
- *16.00 – 17.30 Reception to Year 6 pupils attending After School Care should be collected from the Refectory doors.*
- *Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates.*
- *Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control ‘Clean hands more often than usual’ which accepts alcohol based hand sanitiser as a suitable substitute for soap and water.*
- *The small numbers involved in each bubble, and the use of school buses negates the need for staggered start times.*
- *The departure times will be staggered between Prep and Senior Schools as usual (see above.)*
- *Fire evacuation, staff and pupils to maintain social distancing whilst moving swiftly to the meeting point (though in a real fire the risk from fire takes precedence).*
- *In the Senior School and Prep School, no movement from registrations and lessons is permitted until the bell has sounded or the teacher has announced the end of the lesson. In the Prep School children should be escorted to their next lesson. Where a younger child needs to go to the toilet during lessons or has a medical need to go, then they should go to the toilet one at a time.*
- *Unless in an emergency, a clearly marked one-way system is in place for pupils in the Senior School – wherever possible, a clockwise direction will be used based on Refectory and Curved Corridor (12 o’clock), DT workshop and Food (3 o’clock), First Aid Room and Foyer (6 o’clock) and Wilberforce Centre and Library (9 o’clock). The Science corridor must be walked by pupils in a northerly direction i.e. from Physics to Chemistry.*
- *Unless in an emergency, the staircases are also one-way in the Senior School. Blue Carpet from Foyer (UP), Mount Thatcher (near Sharon McEwan’s office – UP), Spiral Staircase (DOWN), Boy’s changing room (UP), Girl’s changing room (DOWN), German to First Aid Room (DOWN).*
- *The facilities team will ensure the clarity of the one-way system with floor and wall markings*
- *Departure of staff... size of car park mitigates the risk.*

- *Departure of prep school: stagger timings and socially distanced pupils and staff. Parents to pick up from cars: 15.30 Pre-prep, 15.45 Prep, Reception pupils to be collected on foot at 15.15 from the socially distanced markers outside the Reception doors. Nursery Teatime Club pupils collected on foot from side entrance to Nursery from 15.20 to 18.00. Explorers and Adventurers to use separate doors.*
- *Reception to Year 6 pupils will attend school in their PE kit on PE/Games days all day to avoid changing/ spending more than necessary time in cloakrooms in close proximity and to reduce the amount of belongings coming in and out of the school building. In inclement weather, children to have seconds/ spares of kit to change into as needed in their sports bag.*

Other Considerations

- Specific assessments are carried out for those with SEND needs to help with adjustments as necessary
- Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible.
- Specialist staff e.g. therapists work as normal.
- Parents are informed of the processes in place for drop-off and collection, including discouraging gathering at the school gates
- Dual registered children can attend, but the two settings will liaise to agree controls.
- Equipment:
 - Personal items, e.g. pens and pencils will remain individual and be cleaned between users where this isn't possible
 - Classroom resources are used freely within the bubble/group, but are subject to regular cleaning
 - Resources shared between groups are cleaned frequently, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items).
 - Outdoor play equipment is cleaned more frequently
 - Pupils are advised to limit the amount of equipment they bring to school
 - Resources can be taken home by pupils and staff and are subject to the same rules re cleaning and rotation as above.
- Early years:
 - Messy play is carried out either with materials assigned to individual groups or, with materials cleaned or replaced between groups. Hand hygiene is robustly practised in all groups.
 - Parents can settle their children but need to abide by any local rules re face-coverings and the setting's visitor procedures. Their time on site and contact with others should be limited.
- o *Where items cannot be easily cleaned i.e. wicker baskets/ natural resources they should not be re-introduced.*
- o *Prep limited to coats, reading books in book bags, snack boxes, spare clothes where needed. No show and tell items or items for play to be brought from home.*
- o *Resources can be taken home where it contributes to education and development and subject to the same rules re: cleaning and rotation as above.*
- *Senior School Staff Meetings... are virtual on Microsoft Teams. SLT socially distanced.*

- *Prep School meetings – PLT – will take place socially distanced, in person, whole staff meetings will be virtual indoors.*
- *In the prep school assemblies, whole school, phase and house will take place via Microsoft Teams as per the weekly timetable for 20/21*
- *Activities will continue virtually where possible in the senior school*
- *In the prep school activities will continue in year groups primarily, but some will be, under new guidance, up to 15 children from a mix of bubbles. So, Pre-prep and Prep clubs and cross phase clubs can operate with a strict limit of 15. Outdoors to be used where appropriate. At this present time, internal clubs and enrichment to be organised over phases only, with year groups separated in classroom spaces.*
- *Year 1 and 2, Year 3 and 4, and Year 5 and 6 can operate phonics groups across year group, but to mitigate risk, children will sit separately, for example, Year 3 on the left, Year 4 on the right.*
- *Senior Break and Lunch times... Weather permitting, all pupils are encouraged to go outside into their designated external areas. If the fields are dry and accessible: Year 7 (front lawn), Year 8 (sports pitch to right of pavilion), Year 9 (pitch to left of pavilion), Year 10, Pre-Sixth and Sixth Form (Prep sports pitches). If the pitches are wet and inaccessible: Year 7 (Concrete Playground), Year 8 (Half of the netball courts, closest to the entry gate - North), Year 9 (Half of the netball courts, furthest from the entry gate - South), Year 10 (Half the Astro-turf, closest to the entry gate), Pre-Sixth (Half the Astro-turf furthest from the entry gate), Sixth Form (Quad).*
- *In the Prep school, EYFS will share the same outdoor environment. Each bubble ie: Explorers/Adventurers/Reception will be allocated access times. Year 1 and 2 will share lunch and break play times but will occupy zoned spaces. Year 3,4,5 and 6 will have zoned outdoor spaces comprising of the front lawn, concrete tarmac and perimeter hedging, lawn in front of pre-prep and the woodland area with hill. Opal resources will be organised into these zoned spaces to allow Opal play to recommence across the whole Prep school. The Opal Shed will remain out of bounds, with suitable resources spread amongst the zoned areas by the Opal play team*
- *In prep, in poor weather, pupils will remain in their classrooms and teachers will supervise, planned outdoor supervision will take place along the corridor to relieve teachers needing to do go for comfort breaks as required. Indoor play toys are to be shared in year group bubbles also. 2m socially distanced space at the front of each classroom space needs to be free to facilitate this.*
- *In poor weather, all senior school pupils are encouraged to go to their designated internal areas. These areas need good ventilation (doors and windows open). Form rooms are OK to use subject to approval from teachers and Heads of Year.*
- *Break time catering... Pupils can bring their own snacks (No nuts) into school for consumption at break times only. Pupils must use the bins provided.*
- *In Prep, children will provide their own snacks (No nuts) for consumption at break time only.*
- *Lunch: Service staggered in 'Bubble' Groups, any queue kept to a minimum and orderly distanced.*
- *Limited meal choices pre plated and collected adhering to the one-way system, there will be no self-service.*
- *Tables in the dining room will be spaced appropriately. 6 pupils from a bubble can sit at one table.*
- *Cutlery will be wrapped and handed out with meals, pupils and staff will bring their own water container apart from Nursery, Reception, KS1 & 2 where drinks and cutlery will be provided at the table.*
- *All staff and pupils will clear their own tray, plate and cutlery away into the racks provided. Foundation Stage equipment eating utensils for each Foundation Stage bubble will be cleared by the allocated members of staff.*
- *All staff and pupils will adhere to the one-way system; in at the sports hall end and leave by the DT room exit.*

- *The dining room will be split in to two zones (divided by a screen). One zone will be occupied with one pupil year-group and associated teachers at any one time. Once one zone is clear it will be cleaned in preparation for the next year-group to enter. Each zone will be occupied and cleared alternatively. This will speed up service and clearing times whilst adhering to distancing year-groups.*
- *Catering staff will always wear appropriate PPE within the kitchen (apron & gloves), serving staff will wear a visor in addition to this. Gloves and aprons will be worn by catering staff when cleaning down tables between service.*
- *Toilet breaks... staggered during lessons if asked for. If necessary, only one pupil per class at a time. This is especially important to consider from rooms S20, S21 and S22 (Art and IT due to the movement through lessons). Pupils will be reminded that they must not congregate in groups in and around toilets (particularly at break times).*
- *First aid... Routine and for those displaying COVID-19 symptoms, the designated First Aider will deliver First Aid using appropriate PPE*
- *On arrival, senior school pupils will go to their designated internal areas via the clearly marked one-way system.*

Dedicated school transport

- Consistent grouping applied where possible
- No one with symptoms or a close contact is to travel
- Social distancing practised as far as possible
- Children sit within their groups/bubbles as far as possible
- Ventilation of fresh air maximised
- Hands cleaned before boarding and again on disembarking
- School vehicles cleaned more frequently
- Those over 11 years old must wear face coverings
- *Principles outlined above should be carried over, with emphasis on maintaining groups where possible*
- *Clear seating plans with individual seats for each pupil will be held by Acklam's and driver will assist pupils to the correct seat. Some seats will not be used to allow appropriate distancing.*
- *Acklam's regularly disinfect their vehicles*
- *Hand sanitiser available on each bus for use on entry*
- *When disembarking, pupils will leave from the front*

All information shared with parents and pupils prior to the start of term

Public Transport

- Steps are taken to depress demand at peak times (Stagger start/finish times)
- Walking, cycling, scooting to and from school are all promoted
- Face coverings are required by law on public transport for all over 11 years old.

Very few, if any pupils using public transport due to location of school.

<p>Infection Control (premises)</p>	<p>Staff, Pupils, Visitors</p>	<p>Changes to or introduction of physical control measure to minimise the risk of the spread of infection</p>	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • Demarcation of playground spaces, classrooms and offices where social distancing controls are difficult to manage • Room capacities considered to ensure spaces cannot become suddenly overloaded by persons from different groups e.g. print rooms, lifts • The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to ‘fresh air’ mode where possible. Single room systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand contact <ul style="list-style-type: none"> • <i>One-way system implemented in some corridors and on stairwells</i> • <i>Demarcating staff rooms or other areas where adult may congregate.</i> • <i>Print rooms/photocopiers limited to one person within the room or within 2 metres if copier is within a larger room. Hand sanitiser will be available at each area.</i> • <i>Reduce occupancy for lifts - lift use must be restricted to facilities team and in the case of injury where mobility is impaired - limited to 2 people.</i> • <i>Seating removed from Senior staff room to allow for social distancing before school and at break and lunch time. Not used for meetings. Staff tea/coffee - staff to bring their own flasks and use hand sanitiser before touching hot water dispenser tap. Preparation of food and drink fine but area must be regularly cleaned. Staff use their own mugs/cups/tea/coffee. Use of dishwasher is fine. Sanitiser near door.</i> • <i>All in-person meetings will be avoided outside Senior Team and PLT unless numbers and rooms allow for strict 2 metre social distancing to be maintained throughout and all parties are content with the arrangements. Every interaction which can be virtual, should be - because every interaction carries a risk of transmission. All teaching rooms will have cameras and microphones to enable meetings to be virtual.</i> • <i>Prep staff room seating to be changed to allow for 2m spacing/ chairs removed as necessary by facilities team. Limit use of the staff room to only necessary occupancy. Promote own classroom spaces or outside. Meetings, where social distancing can be adhered to, in smaller groups e.g. teaching staff only or support staff only. Whole staff prep meetings on Microsoft Teams.</i> • <i>Prep staff CPD will continue. This may be organised by breaking staff into smaller groups or by meeting in a larger space, so that distancing can be maintained. It may be a blended approach of face-to-face training and activities/ reading circulated based on whole school improvement requirements. Staff may be asked to post outcomes of study, research and actions for the group for review. Continued use of Teams as appropriate and as the primary way to meet.</i>
<p>Delivery of ‘higher risk’ subjects</p>	<p>Staff, Pupils</p>	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity</p>	<ul style="list-style-type: none"> • Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> ○ CLEAPSS guidance referred to in planning science, D&T and Art ○ AfPE and national governing body guidance referred to in planning physical activities ○ Music Mark and DCMS Performing Arts guidance referred to in planning music, dance and drama

thereby increasing the risk of infection

Music and Drama

- Consistent groupings are maintained wherever possible
- Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits.
- Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained
- Wind players positioned so that air is not blown into another player
- Backing tracks/accompanying music operated with volume levels as low as possible.
- Microphones used where possible and amplification is required; if shared they are cleaned between each user
- Performances with an audience to not take place at this time.
- Robust handwashing practised, before and after handling equipment/instruments
- Any shared equipment is cleaned regularly and always between users

Physical Activity

- Consistent groupings maintained
- Equipment thoroughly cleaned between groups
- Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised
- Use of external facilities is risk assessed on a case-by-case basis
- Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented
- Inter-school sport to not take place
- Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any equipment pr

Educational Visits

- Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance
- Primary and Secondary – Trips will not take place at this time.

Parent and Child Groups

- May take place with a limit of up to 15 participants and are individually risk assessed with the system of controls rigorously applied
- *Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing.*

			<ul style="list-style-type: none"> • AN produced detailed document for both DT and Games in line with PADSIS advice for prep. • In prep, pupils kept in class groups for PE. Staff to agree the learning that is appropriate, agree curriculum priorities, face-to-face, revised expectations, required adjustments in practical lessons. Continuous and ongoing discussions through the access of PADSIS/IAPS/HMC/UL discussion forums, extensive discussion with faculty colleagues regarding Michaelmas term programme. Rugby moved to the Lent Term. Michaelmas Term to continue with some skills-based rugby sessions, following advice from the RFU. • On Games and PE days, Prep children to come to school in PE Kit. Wet weather arrangements to be established when children return, namely, extra kit in Games bags. Use of outdoor spaces as far as possible for both PE and Games. • All Games and PE equipment will be stored in phased bubble groups, Year 3 and 4/ 5 and 6. Equipment will be cleaned by faculty staff after each session, balls dunked in Milton for 15 minutes, then left to air dry. CLEAPSS 344 has the recommended concentration. Other equipment will be sprayed with a solution to mitigate virus transmission. Spraying is unlikely to be as effective unless the solution remains in contact for 15 minutes. See other whole school hygiene measures e.g. hand washing. • Prep DT, in precis, advice less thorough, suggested reasonable adjustments include: The increase in classroom space, the new Prep DT room is 50% larger than the previous room allocation. There is more room to move around safely and fewer pinch points for congestion. Ventilation in this new space is also good. Demonstrations will take place but using a blended approach for example, some demonstrations may be pre-filmed and shown through the whiteboard. • Equipment has been re-housed where necessary for each bubble. Pupils will have reduced access to equipment, by teacher prepping on the items needed for that group at that time. Equipment such as goggles to be sterilised after each use, (15 minutes in Milton, then air dried) no concurrent lessons taking place on the 20/21 timetable so this can occur, with support staff support, between lessons.
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> • The workforce and any Union reps have been involved in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group's occupational health and counselling service • <i>Staff to keep up to date on current resources available through the United Hub https://hub.unitedlearning.org.uk/teaching-learning/continuity-of-learning/Pages/default.aspx</i> • <i>Staff to visit the resources on the United Hub Wellbeing pages https://hub.unitedlearning.org.uk/policies-guidance/Staff-Wellbeing/Pages/default.aspx</i>
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE is required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). • <i>PPE available from First Aid Room</i> • <i>When changing nappies/providing intimate cleaning in Nursery / Reception, gloves, aprons, wipes and sanitiser are provided.</i>

<p>Failure to follow local rules</p>	<p>Staff, Pupil, Visitors</p>	<p>Persons fail to follow local rules due to lack of awareness or persons who violate local rules</p>	<ul style="list-style-type: none"> • Risk assessment developed in collaboration with staff and Union reps and shared with all parties • All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements <ul style="list-style-type: none"> • <i>compliance with this risk assessment and associated procedures will be monitored by the Collegiate Leadership Team</i> • <i>Regular communications to reinforce the messaging</i>
<p>The school lapses in following national/ group guidelines and advice</p>	<p>Staff, Pupil, Visitors</p>	<p>Lack of awareness leads to failure to follow required controls</p>	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes included in CEO's Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • Headmistress to ensure that all relevant guidance is followed and communicated to staff • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • The LGB is kept informed on changes in guidance and school approach <ul style="list-style-type: none"> • <i>Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents.</i> • <i>Parents/Pupils updated via classrooms/email/parent text as necessary.</i> • <i>Any change in information to be shared with Chair of Governors and passed on to parents by +Parent mail and staff by email</i>
<p>Other Risk Assessments</p>	<p>Staff, Pupils</p>	<p>Other risk assessment that aren't updated and therefore become invalid</p>	<ul style="list-style-type: none"> • Extra-curricular provision/wraparound care is carried out line with the principles outlined in this risk assessment • Fire safety procedures have been amended to support COVID-19 infection control arrangements • Staff training schedule monitored and any slippage identified and managed • <i>Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in.</i> • <i>Safety data sheets in place for new hand sanitiser</i>
<p>Temporary Home Workers</p>	<p>Staff</p>	<p>Staff working from home having DSE issues, accidents or suffering wellbeing or stress issues</p>	<p>DSE</p> <ul style="list-style-type: none"> • Staff are allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on HSE website • Additional equipment needs are reviewed on a case-by-case basis <p>First Aid/Accidents</p> <ul style="list-style-type: none"> • Any accidents to be logged onto ARMS and line manager to be notified

Wellbeing/Stress

- Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section
- Managers to maintain regular contact with their employees, preferably by video link.

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
Communication of Risk Assessment reviews and updates (update website)	01/03/2021		ALK / TB
Subject leads to regularly review their Risk Assessments for planned activities and update accordingly.	Ongoing	Ongoing	HoD / SL
Health screening of staff to continue alongside LFT and home testing to be carried out weekly; staff to respond to a standard email "Are you unwell, is anyone in your household unwell?". Positive replies only i.e. from those feeling unwell only.	Weekly	Ongoing	HH
Three Lateral Flow tests of pupils (3-5 days apart) to begin in school from 3 March 2021.	12/03/2021		SC + team
Next review as changes dictate.	26/03/2021		ALK / CMW

Assessment completed by:	Chris Wainman	Date:	26/02/2021	Date of next review:	26.03.2021
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