

ST. JOHN'S PREP & SENIOR SCHOOL

FULL SCHOOL OPENING RISK ASSESSMENT

DURING CORONAVIRUS PANDEMIC (COVID-19) for return in the Autumn 2020 Term

School: St. John's Prep. & Senior School			
Headteacher:	Mrs. C. Tardios (Prep) Mr. A. Tardios (Senior)	Persons undertaking the assessment:	Headteachers/ Senior Leadership Team/
Work Activity being assessed:	Risk Assessment for Schools in response to Coronavirus in the Autumn 2020 term	Risk Assessment Number:	Version 2
Date of assessment:	4 th August, 2020	Date of next review:	As needed

Risk Value Key: H  **M**  **L** 

St. John's Prep. & Senior School expects all households from which students are returning to school:

- Follow UK Government restrictions on staying safe outside your home;
- Follow guidance from the NHS Test and Trace service, and notify the school as required;
- Follow NHS advice for households with extremely clinically vulnerable persons and clinically vulnerable persons.

PLEASE ENSURE ALL CONTACT DETAILS AND STUDENT MEDICAL INFORMATION ARE UP-TO-DATE

Coronavirus Risk Assessment

Activity: Risk Assessment for Schools in response to Coronavirus

What are the hazards?	Who is at risk and How would they be harmed?	CONTROLS Good Practice Control Measures Adopted	Risk Value
<u>PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOL</u>			
Links to related published national guidelines	All	<p>Head teacher to ensure daily checks are made with Government updates;</p> <p>Pupils updated via Form Time, class teacher, email as necessary;</p> <p>The school has the most recent information from the Government, and this is distributed throughout the school community.</p> <p>We have updated our Safeguarding, Health, Safety & Welfare Policy and other policies in light of current COVID-19 guidance.</p>	L
Information Transmission of COVID arising out of lack of knowledge or understanding of policies or procedures	Students and parents	<p>Any change in information to be passed on to parents and staff by email.</p> <p>Send out information to parents to let them know how school day will work</p>	L
Quarantine Transmission of COVID as a result of foreign travel.	Students	We will require students to quarantine in accordance with UK government on foreign travel if necessary when returning from overseas.	L
Getting or spreading coronavirus by not washing hands or not	<p>Staff</p> <p>Pupils</p>	<p>- water, soap and drying facilities are available in all toilets</p> <p>- 'How to Wash Hands Properly' posters are displayed both in the toilets and around the building;</p>	L

washing them adequately	Visitors	<ul style="list-style-type: none"> - hand sanitiser is available for the occasions when people cannot wash their hands; - Hand washing/sanitising facilities are checked and replenished as necessary each day; 	L
Getting or spreading coronavirus in common use high traffic areas such as dining rooms, corridors, staff rooms, toilet facilities, entry/exit points, changing rooms and other communal areas	Staff Pupils	<ul style="list-style-type: none"> ➤ limit the number of people in rooms where people will congregate, e.g. staff rooms, school office, dining rooms, changing rooms (Senior School), reception, meeting rooms, kitchens etc, so that social distancing can be maintained; ➤ Sixth form House to be locked for safety reasons as the present time. ➤ one-way systems have been put in place in corridors or regularly used pedestrian traffic routes to manage the flow of people moving around workplaces and to allow social distancing rules to be met ➤ areas and equipment where people will touch the same surfaces, such as in ICT Suites, Art Rooms, Sports Hall are cleaned between classes. ➤ physical Perspex barriers have been installed in the office to reduce contact between members of office staff. ➤ non-fire doors are left open to reduce the amount of contact with doors and also potentially improve workplace ventilation ➤ At the Prep. School, lockers are provided for staff to keep personal belongings in so that they are not left in the open ➤ provide washing facilities and hand sanitiser at accessible places near to where people will have contact with high traffic communal areas, e.g. sanitiser/washing facilities at the entrance/exit to buildings ➤ signs to remind people to wash and sanitise hands and not touch their faces are in place ➤ high traffic communal areas are cleaned daily by cleaning contractors 	L

		➤ In both Schools, each year group stays together and do not mix with other pupils.	
Getting or spreading coronavirus through workers living together and/or travelling to work together	Staff	– staff who live together have been informed as to how to prevent the risks of spreading coronavirus.	L
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Staff Pupils	<p>Use the guidance on cleaning and hygiene during the coronavirus outbreak https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <ul style="list-style-type: none"> - surfaces that are frequently touched e.g. handrails, door handles, vehicle door handles (inside and outside), shared equipment etc are cleaned regularly by either staff (wearing gloves) or contractors; - staff have been shown how to put on and remove personal protective equipment (PPE) that is used for morning / evening car duty or normal work hazards and how to keep it clean; - Each member of staff has their own work equipment and do not share with others; - Doors that are not fire doors are left open to reduce the contact of people with surfaces such as door handles; electronic documents are used to send to parents rather than paperwork - All areas that need cleaning to prevent the spread of coronavirus are thoroughly cleaned each evening or earlier if that is deemed necessary - cleaning products which are needed (e.g. surface wipes, detergents and water etc) are kept regularly stocked where they need to be used e.g. wipes in vehicles, water and detergent on work surfaces etc and these are replenished as needed - surfaces are kept as clear as possible to make it easier to clean and reduce the likelihood of contaminating objects - litter bins are provided in all rooms and are emptied daily. 	L

		<ul style="list-style-type: none"> - Double bagged pedal bins have been installed in classrooms to enable used tissues, gloves PPE equipment to be disposed of safely. - lockable cupboards for staff to store personal belongings and keep personal items out of work areas are provided at the Prep. School. - if someone develops symptoms of coronavirus at work, arrangements for a deep-clean have been put in place. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> - Staff are aware of the need to thoroughly sanitise their classrooms (using gloves), including door handles, window sills, desks and common surfaces before they leave at the end of each day. Cleaners have also been instructed as to the cleaning regime of all areas required by the school. - Cleaning products replenished by SLT or cleaning contractors as required. 	
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Staff	<p>Follow HSE guidance on stress and mental health</p> <ul style="list-style-type: none"> - staff have been spoken to about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through - staff are kept updated on what is happening so they feel involved and reassured - information and advice with about mental health and wellbeing is shared with staff - Multi-agency arrangements in place to support early help - School is aware of support through Early Help Hubs - Advice is available through Enfield Safeguarding Team 	L
Contracting or spreading the virus by not social distancing	Staff Pupils	<ul style="list-style-type: none"> - places where, under normal circumstances, staff would not be able to maintain social distancing rules have been identified and the following procedures have been put in place: - ➤ one-way systems around the building have been marked out and a floor 	

		<p>plan has been issued to all staff to display in their classrooms / office etc.</p> <ul style="list-style-type: none"> ➤ meetings between parents and staff are now undertaken virtually rather than face-to-face ➤ staggering start/finish times for year groups <p>- where it is not possible to meet social distancing rules other physical measures to separate people are in place such as:</p> <ul style="list-style-type: none"> ➤ physical screens and splash barriers – if they are used in vehicles, they must be safe, not impair visibility and will probably need approval from the vehicle manufacturer to ensure they do not compromise safety ➤ place markers on the floor to indicate where people should stand and the direction, they should face <p>- Display signs to remind people to socially distance have been placed in and around the building</p> <p>- Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings around the school including Entrance Hall, Reception, Dining Room, all classrooms, officers and corridors. For young children this is done through age-appropriate methods such as stories and games.</p> <p>- Arrangements for social distancing of younger school children have been agreed and staff are clear on expectations in line with DfE advice</p>	L
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Workers	<p>Follow HSE guidance on display screen equipment in our Protect homeworkers page https://www.hse.gov.uk/toolbox/workers/home.htm</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed</p> <p>- For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly</p>	L

<p>Poor workplace ventilation leading to risks of coronavirus spreading</p> <p>https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p>	<p>Staff</p> <p>Pupils</p>	<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC)</p> <p>https://www.cibse.org/coronavirus-covid-19/coronavirus,-sars-cov-2,-covid-19-and-hvac-systems</p> <p>- Fresh air is the preferred way of ventilating your workplace - windows and doors (that are not fire doors) are kept open as often as possible.</p>	<p>L</p>
<p>Increased risk of infection and complications for vulnerable workers</p>	<p>Staff</p>	<p>- Identify who in your work force fall into one of the following categories:</p> <ul style="list-style-type: none"> ➢ Clinically extremely vulnerable <p>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> <ul style="list-style-type: none"> ➢ People self-isolating ➢ People with symptoms of coronavirus <p>- Discuss with employees what their personal risks are and identify what you need to do in each case</p> <p>- Identify how and where someone in one of these categories will work in line with current government guidance</p> <p>- If they are coming into work identify how you will protect them through social distancing and hygiene procedures</p> <p>- Put systems in place so people know when to notify you that they fall into one of these categories, e.g. they start chemotherapy or are pregnant</p> <p>- All staff were tested for covid-19 antibodies on their return to work and a personal risk assessment was issued to all by a medical visiting doctor. Those members of staff who were deemed to be vulnerable have had their options discussed with both the doctor and the Head Teachers.</p>	<p>L</p>

<p>Exposure to workplace hazards where PPE is needed</p> <p>https://www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm</p>	<p>Staff</p>	<ul style="list-style-type: none">- staff members who are greeting pupils as they arrive at school by opening car doors / or those who are looking after sick pupils, should wear protective aprons, masks, visors and gloves and avoid touching their faces at all time. Aprons, masks and gloves should be discarded into the double bagged bin at the end of their use. Visors are for one-person use only and should be disinfected between use.- PPE equipment to be ordered by SLT / Headteacher as necessary to avoid running out of stock.	<p>L</p>
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PART 2 – SCHOOL SETTINGS

What are the hazards?	Who is at risk and How would they be harmed?	<p style="text-align: center;">CONTROLS</p> <p style="text-align: center;">Good Practice Control Measures Adopted</p>	Risk Value
<p><i>Preparation of the school before re-opening in September</i></p>	<p>Pupils Staff</p>	<p>Premises and utilities have been health and safety checked and building is compliant (see compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (e.g. legionella) • Fire alarm testing • Fire Extinguisher Checks carried out • Electrical testing carried out • Repairs • Ground clearance and tidying • Portable Appliance Testing • Boiler/ heating servicing • Deep Clean all areas • Weekly / Monthly Site Survey undertaken • Any other statutory inspections • Insurance covers reopening arrangements 	<p style="font-size: 2em;">L</p>
<p>SCHOOL DAY</p>	<p>Pupils and staff</p>	<p>Desks in classrooms, where possible, have been moved to side to side and front facing, and if possible, allow social distancing. Perspex screens have been put into place where pupils need to sit opposite each other.</p> <p>Clear signage displayed in all classrooms promoting social distancing.</p> <p>Posters erected about handwashing and persons with COVID symptoms not to enter the school.</p> <p>Hand washing facilities / hand sanitising gel included in each learning zone. At the Senior School, all teachers and pupils should carry their own hand sanitising gel with them to use on school arrival, at break and lunch times and at beginning of each lesson. (Pupils and staff to be reminded to bring some for the first day back via parent's text message as they may forget?)</p> <p>Evacuation routes and signage reviewed and still in place</p>	<p style="font-size: 2em;">L</p>

		<p>DofE advise against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings followed.</p> <p>Educational visits may be resumed and a risk assessment must be conducted.</p> <p>A formal / recorded full pre-opening premises inspection has taken place.</p> <p>Letter sent to parents to let them know how the school day will work.</p>	
Increased risk of infection and complications for vulnerable pupils and staff	Pupils/staff who are shielding	<p>Current shielding advice to be followed in the event of a pupil who can return to school but will remain on the shielded patient list.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. Systems have been put in place so people know when to notify you if they fall into one of these categories.</p>	L
<p>Staff who have a protected characteristic (e.g. disability, pregnant or new mothers)</p> <p>Use of the building by staff with protected characteristics (e.g. disability, pregnancy & new mothers, religion)</p>	<p>WHO Staff with protected characteristics</p> <p>HOW Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>Staff advised to let Head Teachers know if they fall into one of the protected characteristics groups</p> <p>Managers to discuss with and consider needs of staff with protected characteristics and how the adjustments in the school will impact on them or might pose a new or different risk to them.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically vulnerable people Please review the New and Expectant Mother's guidance https://www.hse.gov.uk/mothers/index.htm</p>	L
Staff who may otherwise be at increased risk from coronavirus (COVID-19)	Staff	If people with significant risk factors are concerned, Head Teachers will discuss their concerns and explain the measures the school is putting in place to reduce risks, and as far as practically possible to accommodate additional measures where appropriate.	L
Arrival at School	Students, parents and staff	We stagger arrival times to limit numbers arriving at the Prep School at any one time; Bus companies used by St. John's will follow government guidance;	

<p>Transmission of COVID during journey to or arrival at school</p>		<p>Students travelling to school in buses and vehicles carrying people from more than one household should wear a face covering (age 11 and older);</p> <p>Everyone will wash their hands before they enter the classroom at the start of the day. Pupil's temperature will be taken daily on arrival at school before leaving their parents vehicle – they will be sent home if a temperature is 37.7°c or above.</p>	<p>M</p>
<p>Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms</p> <p>The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces</p>	<ul style="list-style-type: none"> • Pupils • Staff • Visitors to School Premises • Cleaners • Vulnerable groups (i.e., pregnant workers, those with underlying health conditions, elderly etc. 	<p>Daily Staff Briefings will be issued to all staff to ensure that they are aware of government guidance and current actions and requirements on day to day school matters in a fast-changing situation.</p> <p>As part of the overall communications strategy parents are kept up to date with information, guidance and the school's expectations as necessary, using a range of communication tools.</p> <p>Advice is made available to parents on testing for COVID-19</p> <p>A copy of this Risk Assessment will be issued to all staff and shared with parents via school website.</p> <p>Head Teachers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Consistent monitoring of staff absence because of covid-19 contact / symptoms to ensure prompt return to work</p> <p>Staff and pupils to be reminded to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Tissues available in all areas around the school.</p> <p>Staff to be reminded that if they develop symptoms of COVID-19, they should not attend School and report to the Head Teacher.</p>	<p>L</p>

		Both Head Teachers and the SLT understand the NHS Test and Trace process and how to contact their local Public Health England health protection team if they become aware of staff or pupil who has tested positive.	
<p>Isolation of anyone showing COVID-19 symptoms</p> <p>Transmission of COVID due to infected staff, student or parent coming to the school.</p>		<p>Staff members and parents/carers reminded that clear procedures are in place where a child or member of staff falls ill whilst at school and they will need to be ready and willing to undertake the actions below:</p> <ul style="list-style-type: none"> • Staff/pupils who become symptomatic, or have tested positive in the last 7 days, should self-isolate for 10 days. The main symptoms of Coronavirus are: - <ol style="list-style-type: none"> 1. a high temperature 2. a new, continuous cough; 3. a loss or change to your sense of smell or taste. • We expect parents to assess their child's health each morning before they leave for school, and to stay home if they have a fever or respiratory symptoms. • If a staff member or pupil is a household contact of someone who becomes symptomatic, the staff member or pupil should self-isolate for 14 days from when the contact first had symptoms. If the staff member or pupil starts symptoms, they need to self-isolate for 10 days from that date. • If staff/pupil develop symptoms whilst at work, they should inform Head Teacher and immediately go home. The office will provide information of <u>how to get tested</u> and information about returning to work when safe to do so. • Both schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. • Provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace. 	

		<ul style="list-style-type: none"> • If a child is awaiting collection because he or she is experiencing symptoms, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using usual cleaning products and normal household bleach before being used by anyone else. Please see advice on cleaning if someone develops symptoms in school https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance. • Schools should ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> • if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating • if someone tests positive, they should self-isolate for 10 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a cough which can persist even when the infection has gone) 	L
<p>Getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Staff Pupils</p>	<ul style="list-style-type: none"> • Both Schools will follow the HSE guidance on cleaning, hygiene and hand sanitiser https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm • An audit of handwashing facilities and sanitiser dispensers is undertaken before the school reopens and additional supplies are purchased if necessary. 	

		<ul style="list-style-type: none"> • Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day • water, soap and drying facilities are available at wash stations • Information on how to wash hands properly - Hands should be washed for 20 secs with soap and running water, or use hand sanitiser where this is not readily available – is displayed around the school. • Pupils reminded to clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating and not to touch their mouth, eyes or nose. • Hand sanitiser is provided in all classrooms and other areas where staff or pupils cannot wash their hands. • Pupils / Staff reminded to cough and sneeze into a tissue and dispose of immediately into the double-bagged bin (marked tissues and face masks only) and wash / sanitise hands afterwards. • Bins emptied daily. • PPE and cleaning items to be checked daily to ensure supplies are adequate. Orders to be placed if necessary, to maintain good stock levels. 	
<p>Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office Classroom Staff Kitchen areas/Staff rooms Printers Meeting rooms Toilets</p>	<p>Students, Staff</p>	<ul style="list-style-type: none"> • Staff rooms and offices have been reviewed and appropriate configurations of furniture and workstations have been put in place to ensure social distancing. • Staff have been briefed on the use of these rooms. • Limit number of staff in offices or staff room to 2 at any one time. • Start and departure times are staggered. • Different play areas are used for different year group ‘bubbles’ • Lunch time food collection is staggered. 	<p>L</p>

		<ul style="list-style-type: none">• The number of entrances and exits to be used is clearly marked.• Different entrances/exits are identified and used for different groups.• Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use.• One-way systems are in operation around the school.• Circulation routes are clearly marked with appropriate signage.• A plan is in place for managing the movement of people on arrival at school, to avoid groups of people congregating.• Floor markings are visible where it is necessary to manage any queuing.• Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues.• The movement of pupils around school is minimised as much as possible. At both the Prep and Senior School, each year group 'bubble' has an allocated school ground area to use at breaks.• The wearing of masks in corridors and whilst walking around the building at the Senior School is advisable at the present time, but will become compulsory in the event of a local outbreak of COVID-19. Masks in class are optional.• Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Senior pupils are reminded on a regular basis about the need for social distancing both at school and outside.• Appropriate supervision levels are in place.• Handshaking on arrival and departure of pupils will be suspended for the duration of this pandemic.	
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		<ul style="list-style-type: none">• Where possible teachers should try to maintain distance from children and ideally 2 metres distance from adults. If teachers need to come into close contact, avoid face to face contact and try to minimise the amount of time spent within 1 metre of children. This might not be possible with children who have complex needs or need close contact.• Pupils are encouraged to maintain social distancing within their year group 'bubble', although it is recognised this might not be possible with younger children.• In classrooms, chairs at desks are placed side to side and front facing where possible. Where this is not possible, Perspex screens are used as dividers. Perspex screens are used between stations in all ICT rooms at the Senior School.• Where possible, doors and windows are kept open during the day to ventilate the rooms.• Large gatherings such as Assemblies will not take place at this time.• Frequent clean and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods is undertaken by staff on a regular basis.• The usual health and safety checks (i.e., fire safety checks, regular flushing regime) to ensure the building remains safe are carried out as normal.• Lunch times have been staggered to ensure only one group of pupils are in the dining hall at any one time.• 6th Form House to remain closed for the time being.• Break times and lunch times are structured to support social distancing and are closely supervised by form teachers at the Prep School. At the Senior School, pupils will be supervised by members of staff to ensure the social distancing rules are followed, see updated staff duty rota.• Pupils asked to bring own water bottle as the water fountain will not be in use;	
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- Pupils to be monitored in relation to use of toilets to avoid large groups gathering;
- The school's behaviour policy has been revised to include compliance with social distancing and this has been communicated to staff, pupils and parents.
- Fixed/standalone sanitiser stations or containers of hand sanitiser have been set up at various locations including entry and exit points.
- Hot air dryers have been disabled in the staff toilets and paper towels issued for use instead.
- Parent appointments are now conducted via zoom rather than face to face.
- All computers are cleaned before each use.
- All classrooms to have either soap and water or sanitiser. Wipes and hand sanitisers available in class and pupils reminded to clean/wash their hands frequently.
- No unnecessary equipment to be brought into school. Pupils encouraged to bring their own pencil cases from home.
- Pupils to be reminded regularly of the importance of social distancing both in the School and outside.
- Regular cleaning regime of classrooms and outdoor play equipment has been set up.
- Classroom based resources, such as books and games, can now be used and shared within the year group 'bubble'; these are cleaned regularly by the class teacher.
- Resources that are shared between bubbles, such as sports, art and science equipment is cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

		<ul style="list-style-type: none"> • Staff to raise any concerns with the management as soon as possible. • Deep cleaning procedures are available in case of infection or possible contamination. 	
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Pupils	<p>Follow HSE guidance on heating ventilation and air conditioning (HVAC) https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=intro-1&utm_content=aircon-22-jun</p> <p>Doors and windows to be kept open as much as possible to allow adequate supply of fresh air. Outdoor space used wherever possible.</p>	L
Potential transmission of virus from pupils presenting complex needs or challenging behaviours (e.g. spitting and biting)		Full PPE should be worn by all staff dealing with this situation if it occurs.	L
Potential exposure to Coronavirus – Use of PPE		<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • Where a child becomes ill with covid-19 symptoms and 2 metres distance cannot be maintained • Children, young people, and students whose care routine already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way. • Opening car doors to welcome pupils to school in the mornings or during despatching pupils to parents' cars at the end of the day. 	L

<p>Potential transmission of virus from Medical Room</p>		<ul style="list-style-type: none"> • Staff to adhere to infection control policy. • Regular medication protocols to be followed. • Washing facility and sanitisers available in the medical room. • Staff to frequently wash their hands. • Avoid/reduce close contact with pupils where possible. • Use face mask/gloves where appropriate or close contact is unavoidable. 	<p>L</p>
<p>Potential transmission of virus from desks, monitors, keyboards and mouse</p>		<ul style="list-style-type: none"> • Desks to be located as far apart as possible. • Office staff have been provided with their own portable keyboard and mouse for use (take with them to use at whichever desk is made available) • Enhanced cleaning regime - including desks every night. • Cleaning wipes available in each room to clean desks and equipment as needed before and after use desk and throughout day as needed • Regular handwashing by staff and pupils, or use a sanitiser if not near a wash hand basin. <p>Above applies to the ICT suite for pupil use as well where computers will be thoroughly sanitised between each use.</p>	<p>L</p>
<p>Kitchen Operations/food preparation</p>		<p>The expectation is that kitchens will be fully open from the start of the autumn term.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on covid-19 guidance for food businesses on coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • Safe food preparation space, taking account of social distancing • Usual considerations in place for dietary requirements. 	<p>L</p>

		<ul style="list-style-type: none"> Staggered lunch times in place - one group of students to enter the dining room to collect their lunch at any one time and eaten in the lunch hall. Hall to be cleaned and vacated ready for next group according to timetable. <p>Kitchen Staff to:</p> <ul style="list-style-type: none"> ensure precautions are in place for all staff on site; wash hands / use sanitiser regularly; wear gloves and hair nets and uniform; undertake thorough cleaning of kitchen at the end of every service ensure the kitchen space and lavatory for staff are being cleaned as appropriate If kitchen staff not available; Kitchen to close and emergency sandwiches to be bought from local supermarkets until kitchen re-staffed. 	
Potential transmission of virus during lunch/play breaks / food served in the dining hall		<p>Staggered lunch breaks for pupils and limiting the dining hall to use of each bubble has been arranged.</p> <p>Separate entry and exits to the dining hall have been organised with one way in and out.</p> <p>Pupils encouraged to dispose of their left- over food in the bins.</p> <p>Pupils will be supervised as normal.</p>	L
Handling Deliveries		<p>Staff wear gloves when handling/relocating/sorting the delivery</p> <p>Wash hands and dispose of the gloves after handling deliveries/packaging.</p>	L
End of School Day		<p>Parents are not allowed onto the school premises unless for a pre-arranged appointment to buy uniform.</p>	

		<p>Teachers wearing PPE to take pupils to parent's vehicles at end of day – lower school only; Teachers (Upper School and Senior School) to wait with pupils until they are collected at the end of the day, respecting the 2m distancing rule.</p> <p>Where parents wish to discuss any concerns with the teacher, this to be done through a zoom meeting.</p> <p>Arrival/collection instructions relayed to parents prior to start of term.</p> <p>Parents have been asked not to get out of their cars when dropping and picking children from school.</p> <p>Staggered school start and finish timings have been implemented to avoid traffic congestion on the Ridgeway.</p> <p>Students travelling from school in buses and vehicles carrying people from more than one household should wear a face covering.</p> <p>Parents visiting reception office to wait outside. When queues are likely, parents to maintain 2 metre distance.</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Parent will be allowed into the school by appointment only.</p> <p>Fixed/standalone sanitisers stations have been set up at various locations including entry and exit points.</p> <p>Screens installed at reception desk.</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room.</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation. Where it is unavoidable, staff to ensure wash and sanitise hands regularly.</p>	M
Potential transmission of virus from cleaning		Cleaning Contractors to be notified in advance not to attend the premises if they have symptoms	

<p>contractors attending the school site</p>		<p>Cleaning Contractors to sign in at reception desk and declare they do not have symptoms.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points.</p> <p>Regular cleaning regime of public/communal areas.</p> <p>Any other contractors who need to be in school have been asked to attend after the school day has finished or during half term / school holidays.</p>	<p>L</p>
<p>Potential Spread of virus from School Library</p>		<p>Prep. School - Staff to make use of any digital resources for pupils</p> <p>Senior School - Once operational only limited number of pupils can attend the library at any one time.</p> <p>Pupils encouraged to drop the returning items in a collection box/trolley.</p> <p>Returned items to be quarantined for 72 hours.</p>	<p>L</p>
<p>Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)</p>		<p>Physical distancing in operation and playing outside wherever possible, positioning pupils back-to-back or side-to-side, no sharing of instruments at this time, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as school choirs or school assemblies until further notice.</p>	<p>L</p>
<p>Physical education, sport and physical activity (enhanced risk via exhalation during exercise)</p>		<p>Pupils kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and enhanced cleaning and handwashing in operation</p>	<p>L</p>
<p>Accidents, security and other incidents:</p>		<p>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay attention to sanitation measures immediately afterwards including washing hands.</p>	<p>L</p>

		<ul style="list-style-type: none"> the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. <p>Public transport services (routes which are also used by the general public):</p> <ul style="list-style-type: none"> Parents at the Senior school must inform the Head teacher on how their child will come to school and if their son/ daughter is using public transport, such as local buses, they must reinforce the rule to their child to respect social distance. Senior Pupils using public transport and wear face coverings must be reminded that when they arrive at school, they must not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. 	
Extra-curricular provision	Staff Pupils	During after-school clubs, pupils must be kept within their year groups and start and finish times strictly adhered to.	L
Fire Procedures	Staff Pupils	<p>Fire procedures have been reviewed and revised where required, due to:</p> <ul style="list-style-type: none"> Possible absence of fire marshals; Social distancing rules during evacuation and at muster points Staff and pupils have been briefed on any new evacuation procedures. Plans for fire evacuation drills are in place and are in line with social distancing measures. A number of fire marshals has been trained 	L