



Covid-19 – Risk Assessment for September 2021

Introduction

Government guidance stipulated that every setting must carry out a risk assessment before opening. Following the government guidance that schools should open to all pupils from 8 March 2021 it was outlined that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed) to consider the additional risks and control measures to enable a return to full capacity which is in line with the government's '*Guidance for full opening: schools*'. The government guidance clarifies that this is to inform school decisions and control measures - a risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace, and the role of others in supporting that. The risk assessment will help school leaders and employers decide whether they have done everything they need to.

Schools should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

For secondary pupils and all staff we are moving to a home testing model. Testing remains voluntary but is strongly encouraged. Separate school policies relating to Pupil Face Coverings and Staff Face Coverings are also available.

Guidance for full opening: schools

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings during the coronavirus outbreak

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

The '*Implementing protective measures*' document clarifies that there are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus, dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

1. MINIMISE CONTACT WITH UNWELL INDIVIDUALS - minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
2. CLEANING HANDS - cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. RESPIRATORY HYGIENE - ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
4. CLEANING REGIME - cleaning frequently touched surfaces often using standard products, such as detergents and bleach.

This risk assessment therefore retains these measures, and then "other" measures such as staff and pupil wellbeing, and staff levels to provide a safe environment. This summarises the important requirements within the context of providing for the resumption of the full range of curriculum subjects and vulnerable children including those with special educational needs.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- engagement with *NHS Test and Trace*
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

This document will be updated regularly and is classified as a working document so is therefore subject to change.

Risk Assessment

WHOLE SCHOOL							
No	Theme (‘Hierarchy of Controls’)	Hazards and issues as per government guidance	Control measures – in existence or to be actioned	Action Complete		Further Risk Assessment Required	
				Y	N	Y	N
1	Unwell/suspected unwell individuals, taking swift action to test, and use of NHS Test and Trace	<p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms or have tested positive in the last 7 days, do not attend school, and ensuring anyone developing those symptoms during the school day is sent home.</p> <ul style="list-style-type: none"> • All pupils who show symptoms to be isolated as soon as they appear in a specific space. • All staff who show symptoms to be supported to return home as soon as possible. • All symptomatic staff and pupils to be guided towards testing opportunities. 	<ul style="list-style-type: none"> • Ensure staff all have a copy of the information sent to parents and explicitly understand the expectations. • Staff have been made aware of: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools. • Symptomatic persons to be isolated outside and sent immediately home. They will not be able to return to school until they have fulfilled an appropriate testing and/or self-isolation period. • PPE visors, masks and gloves to be available. • Anyone sent home will be guided towards: https://www.gov.uk/government/publications/covid- 	Y			N
				Y			
				Y			
				Y			
				Y			

	<ul style="list-style-type: none"> Staff supporting any symptomatic child should wear PPE and wait with them outside for collection by parent <p>Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> book a test if they are displaying symptoms. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by <i>NHS Test and Trace</i>. self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19), unless exempt from self-isolation. 	<p>19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.</p> <ul style="list-style-type: none"> Anyone sent home will be guided towards: Coronavirus (COVID-19): getting tested - GOV.UK. If someone sent home with symptoms subsequently tests positive, the school will contact the Local Authority when Outbreak Management Thresholds are met. School will utilise the ‘test and trace’ workplace guidance: NHS Test and Trace service in the workplace. If a pupil or staff member is confirmed as having coronavirus following a test, then the school must be informed immediately. The school will also contact the Local Authority/PHE when Outbreak Management Plan Thresholds are met. 	Y	Y	Y	Y
Asymptomatic Testing	<ul style="list-style-type: none"> Rapid testing using Lateral Flow Devices (LFD)s will support the return to education in September by helping to identify people who are asymptomatic. 	<ul style="list-style-type: none"> In September 2021, pupils in our 11s and up are invited to complete 2 onsite tests, before moving to regular twice weekly tests at home. All staff should complete regular twice weekly tests at home. Staff and pupils should continue to undertake twice weekly LFD testing. The need for regular asymptomatic testing will be reviewed by the Government at the end of September 2021. School will send weekly reminders to parents and staff to test at home regularly. Any staff/pupils testing positive via LFD will be required to stay away from school and follow NHS Test and Trace guidance 	Y	Y	Y	Y

				Y							
2	Cleaning Hands	<p>Government Guidance states that it is important that there is a regime for pupils and staff to clean hands more often than usual.</p> <p>It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <ul style="list-style-type: none"> Secure proportionate supplies of soap and hand sanitisers. Prioritise hand washing over use of sanitisers. Pupils wash hands/sanitise hands on entering buildings Pupils in 11s and up to remove masks on arrival in their classrooms and put in their own bags. Sanitisers at key points around the school where there is not a sink nearby. Reminders to pupils in assemblies, (and with younger year groups through games and songs) about how to wash hands thoroughly and to not touch mouth, eyes and nose, so that this becomes 'part of the school culture'. Plan how to help pupils who have trouble cleaning their hands independently. Teachers must support the school in teaching pupils about the importance of health and hygiene. 	<ul style="list-style-type: none"> Form Tutors to support in establishing/reminding about hand washing routines – start of day, before and after breaks/lunch etc. Provide hand sanitiser for all proposed door entrances and classrooms in use, Dining Room and Marquee. Paper towels and hand sanitiser in all classrooms of use, with supplies being replenished daily. All pupils encouraged to bring in their own hand sanitiser to keep in their bags and use when needed. Specific teaching and demonstration of hand washing and hygiene, including not touching face. Outdoor hand washing facilities available in Pre-Prep and at the Marquee. Younger pupils supervised whilst washing hands to ensure effective practice. Hand sanitiser to be placed at various entry points into the school grounds, in the staff rooms, offices, reception and Security Lodge. All staff to wash/sanitise hands regularly 	Y	Y	Y	Y	Y	Y	Y	N

3	Respiratory Hygiene and PPE	<p>Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed:</p> <ul style="list-style-type: none"> for cases where a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care (where 2 metres cannot be maintained) until they can return home. 	<ul style="list-style-type: none"> Resources to include gloves, face protecting masks and visors for the Medical Room to support nurses and/or first aiders caring for anyone exhibiting symptoms. All routine PPE available along with additional items outlined above. 	Y	Y		N
	Face Coverings	<p>Ensure good respiratory hygiene – promote the ‘<i>catch it, bin it, kill it</i>’ approach</p> <ul style="list-style-type: none"> Reminders to pupils about use of tissues, or use of elbow, to cough or sneeze. Tissues in all classrooms and spaces where staff work. Regular emptying and securing of bin waste. Windows to be open in classrooms Doors open where necessary and when needed (adhering to fire safety, security and safeguarding policies). Carry out risk assessments for any pupils with complex needs and those who work with them. 	<ul style="list-style-type: none"> Weather permitting, windows remain open throughout the day to allow for adequate ventilation. Some windows have blockers for health and safety reasons. All doors to remain open where possible to allow for adequate ventilation. Explicit teaching of respiratory hygiene rules to promote good hygiene practice - the ‘<i>catch it, bin it, kill it</i>’ approach. All pupils are encouraged to bring in individual packets of tissues to keep in their bag. They should also have their own face masks, which must be kept safely stored when not in use. 	Y	Y	Y	N
	Face Coverings	<p>Since July 2021, the government has withdrawn its requirement for face coverings to be worn in schools. Please refer to the school policies for staff and pupils and the DfE actions for schools during the coronavirus outbreak. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance#face-coverings</p>	<p>From September 2021, all pupils in the 11s and upwards (unless exempt) will be required to wear a face covering on site in certain areas and/or situations (namely when entering and moving around buildings). Face masks will be in classrooms. Please refer to the relevant school sections below for further details on face masks.</p>	Y			N

			<p>Staff are no longer required to wear face coverings in classrooms where social distancing can be maintained. However, face coverings may continue to be worn in communal spaces where social distancing is not possible.</p> <p>All pupils in 11s and upwards should carry a mask in a plastic bag for use if needed</p> <p>Masks must be clean, dry, appropriate for school (eg no slogans) and fit for purpose (undamaged, covering the nose and mouth and of a clinical nature – not a face scarf).</p> <p>A face covering should: cover your nose and mouth while allowing you to breathe comfortably.</p> <ul style="list-style-type: none"> ● fit comfortably but securely against the side of the face. ● be secured to the head with ties or ear loops. ● be made of a material that you find to be comfortable and breathable, such as cotton. ● ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used). ● unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged. ● a supply of face masks will be available at Reception and the Senior Office. 	Y			
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	Ventilation	<ul style="list-style-type: none"> Important to ensure rooms are well ventilated and that a comfortable teaching environment is maintained. 	<ul style="list-style-type: none"> Mechanical ventilation to draw fresh air or extract air from a room. Open external windows to improve natural ventilation, and in addition, open internal doors to assist with creating a throughput of air. If necessary, external opening doors to be used (if they are not fire doors and are safe to do so). During the cooler winter months, pupils and staff advised to wear layers in order to balance the need for ventilation and maintaining a comfortable teaching environment 				
	Communal areas	<ul style="list-style-type: none"> Agree use of staff room, minimising time staff congregate in there. 	<ul style="list-style-type: none"> Disinfectant wipes and hand sanitiser are available in all staff areas and should be used regularly throughout the day. Ensure use of face coverings Ensure good ventilation 	Y			N
	Reception areas	<ul style="list-style-type: none"> Consider screens or physical spacing to protect staff in reception areas. 	<ul style="list-style-type: none"> Screen installed at Reception. Ensure good ventilation (weather permitting) Ensure use of hand sanitizer prior to use of InVentry 	Y			N
	Dining room	The kitchen will be fully open from the start of the Autumn Term and normal legal requirements will apply about provision of food to all pupils. The Dining Room and Marquee can be shared	<ul style="list-style-type: none"> Lunchtimes to be staggered A member of staff and duty manager will supervise the Dining Room and Marquee. Hands sanitised as entering Dining Room/Marquee 	Y			N

	<ul style="list-style-type: none"> Stagger lunchtimes to cater for different groups and distancing. Work with staff to ensure meals are able to be prepared and served safely. Clean tables between settings. PPE is also available to all the Catering staff. 	<ul style="list-style-type: none"> Masks to be worn (11s upwards) until a pupil or member of staff sits down to eat. Masks to be put on again when standing up. 				
Safety messaging	<ul style="list-style-type: none"> Safety measures and messages will be displayed around school in appropriate areas (e.g. toilets, etc). 	<ul style="list-style-type: none"> A minimal use of signage will be in place in order to maintain a degree of normality around the school. 	Y			N
Transport to school	<ul style="list-style-type: none"> School should encourage parents, staff and pupils to walk or cycle to school if at all possible (e.g. use of 'walking buses'). School is setting up daily coach services to support pupils getting to and from school. 	<ul style="list-style-type: none"> Pupils will be allocated to specific gates for entry and exit to the school site. Parents are alerted to government travel guidance: Coronavirus (COVID-19): safer travel guidance for passengers. Coach service details have been sent to all parents with relevant timetabling (which is subject to change). Masks to be worn on all school arranged transport 	Y Y Y			N
Parents and Essential Visitors	<ul style="list-style-type: none"> Clear guidance required for visitors regarding school's processes for hygiene. Keep a record of all visitors, including declaration forms. 	<ul style="list-style-type: none"> All visitors will be given clear guidance on the school's COVID-19 restrictions. They will be required to wear face masks in buildings and have signed a visitor declaration form. All visitors, with the exception of regular deliveries and contractors, will report to the Security Lodge on arrival and then be directed to either Reception or the Senior Office, where they will be collected by a member of staff who will remain with them throughout. 	Y Y			N
Staff workload and wellbeing	Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding	<ul style="list-style-type: none"> Individual risk assessments are available to all staff – on request or targeted by SLT. 	Y			N

(teachers, support staff and non-teaching staff)	<p>measures the government expects that staff will attend school. Advice for those who are extremely clinically vulnerable, clinically-vulnerable, including pregnant women, is available.</p> <ul style="list-style-type: none"> Encourage all staff members to contact HR about personalised arrangements, where medical advice would indicate that they are still unable to return to work. Identify staff who, because of particular characteristics which may make them at comparatively increased risk from coronavirus, might need individual risk assessments to support return. 	<ul style="list-style-type: none"> Careful monitoring of guidance for BAME staff (awaiting further updated guidance) and targeted offers of individual RA's. Staff to discuss any flexible working arrangements with HR if needed. 	Y				
	<ul style="list-style-type: none"> Agree staff workload expectations (including for leaders) in line with government guidance issued. 	<ul style="list-style-type: none"> SLT are available to discuss workload issues with all staff as and when required. Expectations of staff are shared at staff meetings and within this document. Staff should not come to work if they have coronavirus symptoms, or go home as soon as these develop (informing their line manager), and access a test as soon as possible. Clean hands more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Use the 'catch it, bin it, kill it' approach. Avoid touching your mouth, nose and eyes. Clean frequently touched surfaces often using standard products, such as detergents and bleach. Help classes to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating classrooms displays with posters. 	Y	Y	Y	Y	Y

			<ul style="list-style-type: none"> Keep classroom doors and windows open if possible (being aware of health and safety guidelines and fire safety) for adequate ventilation. Limit contact with other staff members, keep 2 metre distance and avoid congregating in shared spaces, especially if they are small rooms/not well ventilated. 	Y			
		<ul style="list-style-type: none"> Decide what staff training (either delivered remotely or in school) is needed to implement any changes the school plans to make (for example, risk management, curriculum, behaviour, safeguarding). Put in place measures to check on staff wellbeing (including for leaders). 	<ul style="list-style-type: none"> Ahead of start of term, all staff have been made aware of any information sharing, policy updates and operational procedures, etc. Regular contact with team leaders and SLT throughout the academic year. 	Y			N
				Y			N
	Pupil wellbeing and safeguarding	<ul style="list-style-type: none"> Consider updating <i>Behaviour Policy</i> to reflect the new rules and routines necessary to reduce risk in the setting and agree how to communicate this to school staff, pupils and parents and review dress code expectations. Communicate clearly with pupils and parents. 	<ul style="list-style-type: none"> Staff will continue to provide a high level of pastoral care for all pupils. Well-being and mental health will be the focal points. The school has updated its <i>Safeguarding Policy</i> in line with government and LEA guidance 	Y			N
		<ul style="list-style-type: none"> Work with the LEA to secure services for additional support and early help where possible (for example, around anxiety, mental health, behaviour, social care, or changes to mobility), and consider how these might apply to pupils 	<ul style="list-style-type: none"> The Designated Safeguarding Leads will consider Early Help for vulnerable children and families who are identified by school staff. We will continue to signpost parents to mental health support through CAMHS and our school counsellor, Adele Monsef. 	Y			N
		Attendance: <ul style="list-style-type: none"> Work with relevant professionals. 	<ul style="list-style-type: none"> Parents have been informed about attendance expectations 	Y			N

4	Other considerations	<p>A health and safety check of the buildings has been undertaken and ahead of the reopening of the site in September.. Detailed DfE guidance here: Managing school premises during the coronavirus (COVID-19) outbreak - GOV.UK (www.gov.uk).</p> <p>All air conditioning units on site have been serviced and filter systems checked. Both heating and cooling modes can be used safely. Ventilation considerations are regularly reviewed following guidance from the Health and Safety Executive.</p> <p>All considerations on the access, processing and storage of personal data remain. Much of the personal data collected for managing the pandemic is classified as sensitive (medical information) and is subject to stringent regulations under GDPR for its management.</p>	<ul style="list-style-type: none"> • Ensure that the entire risk assessment is shared with all staff and they are aware of their obligations for ensuring everyone’s collective health and safety. • This risk assessment will be reviewed regularly. • Risk assessment made available to parents via Edulink (Parent Portal). • The nature of sensitive GDPR data to be highlighted to all staff who have access and internal checks carried out to ensure its safety 	Y	Y	Y	N
5	Contingency planning for outbreaks	In the event of a local outbreak it may be necessary to implement the school’s Outbreak Management Plan	<ul style="list-style-type: none"> • School will consider a temporary remote learning curriculum as and when required. • School will consider mask wearing, mixing of groups in activities, Dining Room/Marquee, assemblies etc • Provision will be made for pupils with SEND. • School will consider a temporary return to ‘bubble’ groups 	Y	Y	Y	N
<p>The next sections are split into Pre-Prep, Prep, Seniors and Sixth Form. Please read the information pertaining to your child.</p>							

PRE-PREP SCHOOL

1	Start and End of the School Day	<ul style="list-style-type: none"> Identify exit/entry points for pupils. Ask parents to wear masks when coming into buildings Encourage parents to congregate outside for drop off/pick up. 	<ul style="list-style-type: none"> All Pre-Prep pupils arrive by 8.35 am via the Pre-Prep pedestrian gate . Parents may drive into school, drop off at the Drop Off zone or park in the car park. <p>Once on the school site, parents should be encouraged to leave their children outside and pupils to make their own way to their form room for registration.</p> <ul style="list-style-type: none"> Parents entering the buildings are required to wear a face covering All Pre-Prep pupils will leave by 3.25pm. 	Y Y Y			N
2	Cleaning	<p>Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies. This should include a thorough clean at the end of each day. Follow the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> Revise cleaning protocols for the Housekeeping Team that ensures cleaning is generally enhanced, including considering how equipment will be cleaned (e.g. desks/chairs/keyboards/photocopiers/ kitchens). Identify common touch areas in the school (e.g. desks, chairs, doors, sinks, toilets, light switches, bannisters, etc). Clean frequently touched surfaces more often than normal, using standard products. 	<ul style="list-style-type: none"> Continue having all toilets inspected regularly in addition to the end of day clean. Allow extra time for a particularly thorough clean of Pre-Prep, where there is a much higher risk of infection, at the end of day and before reopening. Housekeeping to clean key door handles and switches throughout the day and at the end of the day. Other common touch areas and surfaces to be sanitised frequently by classroom staff as required – table tops, interactive white boards, light switches, door handles etc. Keyboard/mouse to be sanitised on every computer after use, along with other touch points in ICT suites (light switches/door handles, etc). Anti-bacterial wipes and hand sanitiser provided in all allocated classrooms and communal areas (offices, staff rooms). 	Y Y Y Y Y Y			N

		<ul style="list-style-type: none"> Consider use of anti-bacterial wipes for staff to use themselves at key points. During the day arrange for cleaning of frequently touched objects as appropriate and according to timetable when pupils are in school. Establish routine for cleaning of resources shared between more than one group, and for more regular cleaning of outside resources. 					
		<p>Decide on policy related to usually shared items (for example, books, toys, practical equipment).</p> <ul style="list-style-type: none"> Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Keep all surfaces clear for ease of wiping down. Reduce the amount of toys in one box. Resources to be cleaned regularly. If using outdoor equipment, organise cleaning between groups, otherwise consider not using. 	<ul style="list-style-type: none"> iPads to be sanitised by the computing teacher after each use. 	Y	Y		
	Measures within the classroom	<ul style="list-style-type: none"> Social distancing is no longer a legal requirement for staff and pupils. 	<ul style="list-style-type: none"> All staff are required to wear face covering when moving round buildings outside of their classrooms Regular cleaning of surfaces, touch and other touch points. Regular hand sanitising. 	Y	Y	Y	N
4	Specialist subjects	Library:	Library:	Y			N

		<ul style="list-style-type: none"> Follow guidance from the <i>School Libraries Association</i> and <i>CILIP</i>; the UK's library and information association. 	<ul style="list-style-type: none"> Pupils in PP2/PP3 will be brought to the library for selecting books. They will be asked to sanitise their hands on arrival. Staff will be expected to wear a face covering in the library. 	Y			
5	Toilets	<ul style="list-style-type: none"> Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. 	<ul style="list-style-type: none"> Pupils will be instructed to clean their hands thoroughly after using the toilet. All Pre-Prep children will use the Pre-Prep toilets, but this will be closely monitored by staff. Additional outdoor wash basins have been provided. 	Y Y			N
6	School visits	<ul style="list-style-type: none"> Plan for non-overnight and overnight domestic educational visits, subject to a risk assessment and consider protective measures. 	<ul style="list-style-type: none"> All visits will be thoroughly risk assessed and all necessary protective measures put in place. 	Y		Y	
PREP SCHOOL							
1	Start and End of the School Day	<ul style="list-style-type: none"> Identify exit/entry points for pupils, minimising contact with other pupils and families; Communicate with parents and pupils so they are aware of recommendations on transport to and from school. Establish a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. 	<p>Lower Prep:</p> <ul style="list-style-type: none"> For arrival at school by 8.35am, the 8s,9s and 10s pupils should arrive via the pedestrian gate alongside the Security Lodge. Parents may drive into school, drop off at the Drop Off zone or park in the car park. Once on the school site, parents should be encouraged to leave their children outside and pupils to make their own way to their form room for registration. Parents entering the buildings are required to wear a face covering At the end of the school day, 8s, 9s and 10s should leave at 4.10 pm. Parents should collect from their collection point on the school site. <p>Upper Prep:</p>	Y Y Y			N

			<ul style="list-style-type: none"> For arrival at school, the 11s and 12s pupils should arrive at the Pedestrian gate at the Security Lodge by 8.35 am. Parents may drive into school, drop off at the Drop Off zone or park in the car park. Upper Prep pupils are encouraged to make their own way home 11s and 12s pupils to leave school at 4.10 pm Once on the school site, parents should be encouraged to leave their children outside and pupils to make their own way to their form room for registration. Parents entering the buildings are required to wear a face covering Transport guidance shared with parents. 	Y			
2	Cleaning	<p>Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies. This should include a thorough clean at the end of each day. Follow the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> Revise cleaning protocols for the Housekeeping Team that ensures cleaning is generally enhanced, including considering how equipment will be cleaned (e.g. desks/chairs/keyboards/photocopiers/kitchens). Identify common touch areas in the school (e.g. desks, chairs, doors, sinks, toilets, light switches, banisters etc.). Clean frequently touched surfaces more often than normal, using standard products. 	<ul style="list-style-type: none"> Continue having all toilets inspected regularly in addition to the end of day clean. Allow extra time for a particularly thorough clean of Prep, where there is a much higher risk of infection, at the end of day and before reopening. Housekeeping to clean key door handles/buttons and banisters throughout the day and at the end of the day. Other common touch areas and surfaces to be sanitised frequently by classroom staff as required – table tops, interactive white boards, light switches, door handles, etc. Anti-bacterial wipes and hand sanitiser provided in all allocated classrooms and communal areas (offices, staff rooms). 	Y			N

		<ul style="list-style-type: none"> ● Consider use of anti-bacterial wipes for staff to use themselves at key points. ● During the day arrange for cleaning of frequently touched objects as appropriate and according to the timetable when pupils are in school. ● Establish routine for cleaning of resources shared between more than one group, and for more regular cleaning of outside resources. 						N	
3	Altering the environment and organisation to minimise contact	Decide the physical and organisational structures needed to limit risks while recognising the need for the resumption of the full range of curriculum subjects and government expectations for teaching and learning.	<ul style="list-style-type: none"> ● Break/Lunch times staggered across the school. ● Lower Prep pupils (8s to 10s) are not expected to wear face masks at school. ● Face coverings should be worn by staff when moving around in corridors and communal areas ● It will be mandatory for any parents to wear a mask if entering the school buildings. ● Upper Prep pupils (11s and 12s) should wear a mask on entering a building and keep it on when moving around in communal areas/in assemblies. <ul style="list-style-type: none"> • within the Dining Room/Marquee when eating lunch - masks are to be worn until pupils or a member of staff sits down to eat. Masks to be put on again when standing up. ● Pupils from our 11s and 12s will need to bring in a daily suitable, clean mask (undamaged and covering the nose and mouth), with a bag to store it at different times of the day. A second mask should also be carried as a spare. ● Classroom layouts to be considered with pupils sitting side by side and facing forward 	Y	Y	Y	Y	Y	N

	Measures within the classroom	<ul style="list-style-type: none"> Social distancing is no longer a legal requirement for staff and pupils. 	<ul style="list-style-type: none"> Classroom layouts to be considered with pupils sitting side by side and facing forward. Teachers to teach from the front where possible Surfaces (tables etc.) to regularly clear to allow cleaning. Regular cleaning of surfaces, touch and other touch points. Regular hand sanitising. 	Y			N	
4	Specialist subjects	<p>Physical Education:</p> <ul style="list-style-type: none"> Important to continue including work with external coaches, clubs and organisations for curricular and extracurricular activities where school is satisfied that this is safe to do so. <p>Junior Library: Follow guidance from the <i>School Libraries Association</i> and <i>CILIP</i>; the UK's library and information association.</p>	<ul style="list-style-type: none"> <i>Association of Physical Education</i> guidance to be followed wherever possible, including regular hand and equipment sanitisation: Coronavirus Guidance & Support. Pupils wear PE kits on days when they have PE to minimise use of changing rooms. Cleaning of equipment at the end of each day (netball/football goal posts, lesson equipment, etc). Masks to be worn when travelling in coaches/minibuses <p>Library:</p> <ul style="list-style-type: none"> Pupils in the 8s - 12s are allowed to visit the Junior Library Pupils must sanitise their hands before entering the Library. All books are quarantined after use. 	Y	Y	Y	Y	N
5	Toilets	<ul style="list-style-type: none"> Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged 	<ul style="list-style-type: none"> Pupils will be instructed to clean their hands thoroughly after using the toilet. 	Y			N	

		to clean their hands thoroughly after using the toilet.					
6	School visits	<ul style="list-style-type: none"> Plan for non-overnight and overnight domestic educational visits, subject to a risk assessment and consider protective measures. 	<ul style="list-style-type: none"> All visits will be thoroughly risk assessed and all necessary protective measures put in place 	Y		Y	
SENIOR SCHOOL							
1	Start and End of the School Day	<ul style="list-style-type: none"> Identify exit/entry points for pupils. 	<ul style="list-style-type: none"> All pupils in 13s, 14s and 15s must arrive at school via the Verdun Road gate by 8.35 am. They will also leave from the same gate at the end of the day at 4.00pm. Lonsdale Road gate will only be for individual departures within school hours. Parents may drive into school, drop off at the Drop Off zone or park in the car park. Once on the school site, parents should be encouraged to leave their children outside and pupils to make their own way to their form room for registration. Parents entering the buildings are required to wear a face covering Transport guidance shared with parents. 	Y			N
2	Cleaning	<p>Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies. This should include a thorough clean at the end of each day. Follow the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> Revise cleaning protocols for the Housekeeping Team that ensures cleaning is generally enhanced, including considering how equipment will be 	<ul style="list-style-type: none"> Continue to have all toilets inspected and cleaned regularly and end of day clean. Housekeeping to clean key door handles/switches and banisters throughout the day and at the end of the day. Other common touch areas and surfaces to be sanitised frequently by classroom staff as required – table tops, interactive whiteboards, light switches, door handles etc. Keyboard/mouse to be sanitised on every form room computer after use. 	Y			N

		<p>cleaned (e.g. desks/chairs/keyboards/photocopiers/kitchens).</p> <ul style="list-style-type: none"> ● Identify common touch areas in the school (e.g. desks, chairs, doors, sinks, toilets, light switches, banisters, etc). ● Clean frequently touched surfaces more often than normal, using standard products. ● Consider use of anti-bacterial wipes for staff to use themselves at key points. ● During the day arrange for cleaning of frequently touched objects as appropriate and according to timetable when pupils are in school. ● Establish routine for cleaning of resources shared between more than one group, and for more regular cleaning of outside resources. 	<ul style="list-style-type: none"> ● Where feasible, cleaning to be augmented by the use of anti-bacterial wipes/spray and paper towels/disposable cloths. ● Anti-bacterial wipes and hand sanitiser to be provided in all allocated classrooms and communal areas (offices, staff rooms). 	Y			
				Y			
3	Altering the environment and organisation to minimise contact	<p>Decide the physical and organisational structures needed to limit risks while recognising the need for the resumption of the full range of curriculum subjects and government expectations for teaching and learning.</p> <ul style="list-style-type: none"> ● Ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. ● Fire drill to be organised. 	<ul style="list-style-type: none"> ● Classroom layouts to be considered with pupils sitting side by side and facing forward. ● Face coverings should be worn by staff when moving around in corridors and communal areas and in classrooms where social distancing is not possible. ● It will be mandatory for any parents to wear a mask if entering the school buildings. ● Senior pupils should wear a mask on entering a building and keep it on when moving around in communal areas/in assemblies. 	Y			N
				Y			
				Y			
				Y			
				Y			

			<ul style="list-style-type: none"> • within the Dining Room/Marquee when eating lunch - masks are to be worn until pupils or a member of staff sits down to eat. Masks to be put on again when standing up. • Senior pupils will need to bring in a daily suitable, clean mask (undamaged and covering the nose and mouth), with a bag to store it at different times of the day. A second mask should also be carried as a spare. • We are aware that there may be some pupils who are exempt from wearing face masks and have noted this accordingly. • Break/lunch staggered across the school 	Y			
	Measures within the classroom	<ul style="list-style-type: none"> • Social distancing is no longer a legal requirement for staff and pupils. 	<ul style="list-style-type: none"> • Classroom layouts to be considered with pupils sitting side by side and facing forward. • Surfaces (tables, etc) to regularly clear to allow cleaning. • Regular cleaning of surfaces and other touch points. • Regular hand sanitising. • Staff will sanitise hands regularly. • Move unnecessary furniture out of classrooms to make more space 	Y			N
4	Specialist subjects	<p>Physical Education:</p> <ul style="list-style-type: none"> • Important to continue including work with external coaches, clubs and organisations for curricular and extracurricular activities where school is satisfied that this is safe to do so. 	<ul style="list-style-type: none"> • <i>Association of Physical Education</i> guidance to be followed wherever possible, including regular hand and equipment sanitisation: Coronavirus Guidance & Support. • Outdoor PE to be undertaken wherever possible. • Cleaning of equipment at the end of the day (netball/football goal posts, lesson equipment). 	Y			N

		<p>Library</p> <ul style="list-style-type: none"> Follow guidance from the <i>Libraries Association</i> and <i>CILIP</i>; the UK's library and information association. 	<ul style="list-style-type: none"> Masks to be worn when travelling in coaches/minibuses <p>Library:</p> <ul style="list-style-type: none"> Students to hand sanitise before entering Library. Masks to be worn when moving around. 	Y			
5	Toilets	<ul style="list-style-type: none"> Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. 	<ul style="list-style-type: none"> Students will be instructed to clean their hands thoroughly after using the toilet. 	Y			N
6	School visits	<ul style="list-style-type: none"> Plan for non-overnight and overnight domestic educational visits, subject to a risk assessment and consider protective measures). 	<ul style="list-style-type: none"> All visits will be thoroughly risk assessed and all necessary protective measures put in place. 	Y		Y	
SIXTH FORM							
1	Start and End of the School Day	<ul style="list-style-type: none"> Sixth Form students will only be required to be onsite for lessons. 	<ul style="list-style-type: none"> All Sixth Form students must arrive in school via the Lonsdale Road entrance/exit by 8.35 am and stay onsite until noon. Students finish at either 4.00pm or 5.00pm depending on their academic timetable and will leave via the Lonsdale Road entrance/exit. Transport guidance shared with parents. 	Y			N

2	Cleaning	<p>Decide what an enhanced cleaning schedule looks like and how it will be implemented in the Sixth Form Suite (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies. This should include a thorough clean at the end of each day. Follow the COVID-19: cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> ● Revise cleaning protocols for the Housekeeping Team that ensures cleaning is generally enhanced, including considering how equipment will be cleaned (eg desks/chairs/keyboards/copiers/kitchens). ● Identify common touch areas in the school (eg desks, chairs, doors, sinks, toilets, light switches, banisters, etc). ● Clean frequently touched surfaces more often than normal, using standard products. ● Consider use of anti-bacterial wipes for staff to use themselves at key points. ● During the day arrange for cleaning of frequently touched objects as appropriate and according to timetable when students are in school. ● Establish routine for cleaning of resources shared between more than one group, and for more regular cleaning of outside resources. 	<ul style="list-style-type: none"> ● Continue having all toilets cleaned regularly in addition to the end of day clean. ● Housekeeping to clean key door handles/switches and banisters throughout the day and at the end of the day. ● Other common touch areas and surfaces to be sanitised frequently by classroom staff as required – table tops, interactive white boards, light switches, door handles etc. ● Keyboard/mouse to be sanitised on every form room computer after use. ● Where feasible, cleaning to be augmented by the use of anti-bacterial wipes/spray and paper towels/disposable cloths. ● Anti-bacterial wipes and hand sanitiser provided in all allocated classrooms and communal areas (offices, staff rooms). 	Y	Y	Y	N
				Y			N

3	Altering the environment and organisation to minimise contact	Decide the physical and organisational structures needed to limit risks while recognising the need for the resumption of the full range of curriculum subjects and government expectations for teaching and learning. Consider staggered break times and lunch times (and time for cleaning surfaces in the Dining Room between groups). Use outside space for breaks.	<ul style="list-style-type: none"> Classroom layouts to be considered with students sitting side by side and facing forward. Face coverings should be worn by staff when moving around in corridors and communal areas It will be mandatory for any parents to wear a mask if entering the school buildings. Sixth Form students to wear a mask on entering a building and keep it on when moving around in communal areas/in assemblies. <ul style="list-style-type: none"> within the Dining Room/Marquee when eating lunch - masks are to be worn until students or a member of staff sits down to eat. Masks to be put on again when standing up. Sixth Form students will need to bring in a daily suitable, clean mask (undamaged and covering the nose and mouth), with a bag to store it at different times of the day. A second mask should also be carried as a spare. We are aware that there may be some pupils who are exempt from wearing face masks and have noted this accordingly. 	Y Y Y Y Y Y			
	Measures within the classroom	<ul style="list-style-type: none"> Social distancing is no longer a legal requirement for staff and pupils. 	<ul style="list-style-type: none"> Classroom layouts to be established with students sitting side by side and facing forward. Surfaces (tables, etc) to be cleared regularly to allow cleaning. Regular cleaning of surfaces and other touch points. Regular hand sanitising. 	Y Y Y Y			N
4	Specialist subjects	Physical Education:	<ul style="list-style-type: none"> <i>Association of Physical Education</i> guidance to be followed wherever possible, including regular 	Y			N

		<ul style="list-style-type: none"> Important to continue including work with external coaches, clubs and organisations for curricular and extracurricular activities where school is satisfied that this is safe to do so. <p>Libraries:</p> <ul style="list-style-type: none"> Follow guidance from the <i>School Libraries Association</i> and <i>CILIP</i>; the UK's library and information association. 	<p>hand and equipment sanitisation: Coronavirus Guidance & Support.</p> <ul style="list-style-type: none"> Cleaning of equipment at end of day (netball/football goal posts, lesson equipment, etc). Masks to be worn when travelling on coaches/minibuses <p>Libraries:</p> <ul style="list-style-type: none"> Students to hand sanitise before entering Library. Masks to be worn when moving around. 	Y			
5	Toilets	<ul style="list-style-type: none"> Toilets will need to be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet. 	<ul style="list-style-type: none"> Students instructed to clean their hands thoroughly after using the toilet. 	Y			N
6	School visits	<ul style="list-style-type: none"> Plan for non-overnight and overnight domestic educational visits, subject to a risk assessment and consider protective measures (no overnight visits). 	<ul style="list-style-type: none"> All visits will be thoroughly risk assessed and all necessary protective measures put in place. 	Y		Y	