

COVID-19 Risk Assessment for Schools

Approved by Mrs Colling, Chair of Trustees

3rd February 2021

Mrs Colling

ISBA COVID-19 Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>SLT monitor Government announcements and briefings, DfE emails (subscribed to), and advice from Professional Associations (ISC, ISBA, Society of Heads) daily.</p> <p>Collated information from all sources used to develop this RA.</p> <p>Decisions are to be Government led at all times. The main driver is to minimise transmission and the spread of Covid-19. More individuals at school, other than instructed groups adds to the risk, no matter how effectively mitigated – local actions to be advised by Public Health England. Insurances may not cover individuals where the advice is that they should be at home</p>		
B	Are changes regularly communicated to staff, pupils, parents and governors?	<p>Weekly staff briefing by MS Teams.</p> <p>Onsite staff to have daily communications with Line Manager.</p> <p>Pupils have remote working in accordance with timetable in the event of 'track and trace' isolations or national or local lockdowns.</p> <p>Onsite pupils to have verbal reinforcement of processes by staff.</p>		

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		<p>Local lockdowns would proceed in stages as follows:</p> <p>(NB Tiers below refer to school local lockdown stages, rather than COVID alert tiers.)</p> <p>Tier 1 – Facemasks mandatory for pupils and staff in the senior school in all corridors and communal areas</p> <p>Tier 2 – As above, plus senior pupils educated on a 2wk rota (2 wks in school, 2 wks remote learning)</p> <p>Tier 3 – All senior school pupils educated remotely, except vulnerable pupils or children of key workers</p> <p>Tier 4 - All pupils educated remotely, except vulnerable pupils or children of key workers</p> <p>Head communicates with parents by ParentMail.</p> <p>Parents can communicate using "office@bishopchallonerschool.com" email.</p> <p>Parental queries on all issues must be by email or telephone, not in person at the beginning or end of the school day</p> <p>Head communicates with Governors.</p> <p>Governor meetings to be held remotely</p>		
C	Are changes reviewed by governors?	Risk Assessment to be sent to Governors for review and approval	DR	
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	During the period of national lockdown 3, only Nursery children & vulnerable children and young people and the children of critical workers to attend school		

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		<p>During lockdown, no visitors (including parents)</p> <p>At all other times, no visitors (including parents) without appointment.</p> <p>Head to remind parents of their responsibilities including travel quarantine restrictions. Visitors (incl pupils) are to stay at home if they or anyone in household displaying symptoms.</p> <p>Contractors must provide contact details for Track and Trace</p> <p>Contractors must wear face masks</p> <p>Office to ensure parent and staff contact details up-to-date for Track and Trace</p> <p>Signs to be placed in car park in disabled bay by front door at end furthest away from front door stating:</p> <p>“Parents / visitors – do not pass this point. To arrange an appointment ring 020 8460 3546 or email office@bishopchallonerschool.com”</p> <p>Holding areas established for drop off and collection on front lawn (see “Pupils, Parents & Staff RA 7. below)</p> <p>Parents’ evenings to be conducted remotely unless face-to-face required. No face-to-face allowed during lockdown.</p> <p>If on site, strict social distancing required including appointment slots, 2m SD at all times, and one way systems.</p> <p>During lockdown, staff are to work from home where possible.</p>		
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	<p>At all times, staff are to remain on site for no longer than is necessary. (A lockdown on vehicle movements in the car park remains in place 15:00-16:00)</p> <p>6th formers may leave site in the afternoon if no lessons, but must sign out at the office</p> <p>During lockdown, selective entry tests (11+) may continue with the agreement of the DfE and Local Authority provided:</p> <ul style="list-style-type: none"> • All Social Distancing Measures strictly enforced • No public transport to be used (where possible) • Clinically Extremely Vulnerable candidates to have separate rooms • 2m+ distances between exam desks • Masks to be worn at all times • Temperature testing on arrival • Deep cleans of areas used before and after event <p>During lockdown, there will be no tours or taster days in line with the policy of no visitors on site.</p> <p>At all other times, taster days for in year admissions will be as follows: The parents of the class will be alerted in advance, that a prospective child will be coming in for a taster day. The prospective child then keeps to their one 'bubble'. The parents of the prospective child have to confirm that the child has no symptoms, has not mixed with anyone with symptoms and will follow all our H&S measures while in school. If the child does join the school, he or</p>		
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		she will be joining the class bubble where the taster day was spent.		
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>This RA distributed to all staff.</p> <p>Testing – Lateral Flow Device testing to be available to all staff and senior pupils on site on a voluntary, consenting basis only.</p> <p>Consents to be recorded before tests issued</p> <p>All Staff are to be tested twice weekly.</p> <p>Snr pupils (Yr 7-13) are to be tested on a one off basis (2 tests 3-5 days apart) on wider return to site.</p> <p>All staff to be tested on site.</p> <p>In the event of a positive test, the individual, and members of their household, must self-isolate for 10 days. There is no longer a requirement to book a confirmatory PCR test.</p> <p>If a test is “void”, it must be retaken immediately. In the event of 2 consecutive void tests, the individual, and members of their household, must self-isolate for 10 days, as for a positive test.</p> <p>Staff involved with manning on-site testing centre to read separate Mass Testing Risk Assessment.</p> <p>During lockdown, individuals (pupils and staff) who were considered to be clinically extremely vulnerable, and received a letter advising them to shield during the initial lockdown, must not to attend education whilst the national restrictions are in place.</p>		

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		<p>Under Tier 4, clinically extremely vulnerable must not attend site.</p> <p>Clinically vulnerable staff can remain on site. They should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance from other staff in settings. This provides that ideally, adults should maintain a 2 metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Pregnant women fall into this category.</p> <p>Individuals living with someone who is clinically extremely vulnerable should continue to attend site.</p> <p>With the exception of Tier 4, under the Covid regional alert system, individuals who are considered to be clinically extremely vulnerable, and received a letter advising them to shield, are advised that they can return to work as long as they maintain social distancing</p> <p>Extremely Clinically Vulnerable staff identified and must observe strict social distancing when required to attend site. Social distancing should be 2m wherever possible and must be 1m+ at all times; 1m+ measures may include the wearing of face coverings, masks and/or shields, and/or the use of protective screens.</p> <p>From Sep '20, the guidance states that there is an expectation of a whole school return with no rotas</p> <p>Government Guidance recognises: "There cannot be a 'one-size-fits-all' approach where the system of</p>		
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		<p>controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.”</p> <p>Contacts are to be minimised by:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups where possible • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible <p>The guidance states:</p> <p>“Where (small bubbles) restricts a school’s ability to deliver a full curriculum, school have flexibility to implement year group bubbles...In small schools where pupil numbers are lower, schools may decide to have key stage bubbles”</p> <p>It also states:</p> <p>“All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools.”</p> <p>Staff at more than one site (eg. music peris) must exercise social distancing at all times.</p> <p>Government advice states: “We recognise that younger children will not be able to maintain social distancing, and it is acceptable for</p>		
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		<p>them not to distance within their group.”</p> <p>The guidance states: “It is likely for younger children, the emphasis will be on separating groups, and for older children, it will be on distancing... Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport.”</p> <p>Snr pupil desks to be positioned at least 1m apart and all facing forwards.</p> <p>Risk is minimised through:</p> <p>Staying in bubbles/ cohorts/ not mixing with other groups. Same staff to stay with group on subsequent days where possible.</p> <p>To assist with staffing and delivery of the curriculum, the following bubbles will operate:</p> <p>Nursery</p> <p>KS1 (Recp to Yr 2)</p> <p>KS2 Lower (Yr 3 & Yr 4)</p> <p>KS2 Upper (Yr 5 & Yr 6)</p> <p>Yr 7</p> <p>Yr 8</p> <p>Yr 9</p> <p>GCSE (Yr 10 & Yr 11)</p> <p>A-Level (Yr 12 & Yr 13)</p>		
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		<p>Within each bubble, classes will be kept separate as much as possible</p> <p>If bubbles mix for any activity, record to be kept by office</p> <p>Frequent handwashing for at least 20 seconds with soap and running water</p> <p>Pupils to handsanitise each time they change rooms, and at the beginning and end of breaks.</p> <p>Good respiratory hygiene: Promote “Catch it, bin it, kill it.”</p> <p>Consider how to encourage young children to learn and practise these habits through games, songs and repetition</p> <p>Avoiding contact with anyone with symptoms. Pupils displaying symptoms should be taken to the medical room to await collection. Outside space to be used if multiple cases.</p> <p>Staff are to apply SD where possible. See “Pupils, Parents & Staff RA” 7. below for detailed processes including: staying in cohorts, drop off/collection, holding areas for parents – staggered arrivals; routes; locations; markings; handwashing; supervising toilets on a one in, one out basis; supervising breaks/lunches)</p> <p>If staff move between classes, they should ensure SD of 2m wherever possible</p> <p>All staff should minimise the time spent within 1m of anyone else</p> <p>2m floor markings to be taped around each teacher desk in every classroom</p>	<p>Staff to inform office</p> <p>SC</p> <p>SC</p> <p>KM</p>	
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		<p>Taped line to be placed down middle of senior corridors and snr staircase.</p> <p>Keep left signs to be placed in snr corridors and stairwell.</p>		
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Risk Assessment to be redistributed to staff when amended</p> <p>Changes to be highlighted at staff briefings</p> <p>Daily verbal reinforcement from staff to pupils (reminding of rules and processes: eg. Handwashing for at least 20 seconds with soap and running water; strict enforcement of behaviour) & parents (reminding them where to stand and to leave site immediately when child has been delivered)</p>		
G	Is there sufficient supplies of hygiene materials and are they well placed?	<p>Site team / Office (from Sep) to monitor and reorder as necessary.</p> <p>Additional external sinks to be located by Lab 1, DT, the cottage and art room.</p> <p>Handsanitiser units, serviced by Calabash, in place at all entrances:</p> <p>2x Main Reception Area: 1x opposite front door, 1x by door to infant playground</p> <p>1x external by jnr photocopier room</p> <p>2x internal by both sets of jnr dbl doors on ball court side</p> <p>2x Nursery (Main door & Creche door)</p> <p>1x top of iron staircase, internal by caretaker's flat</p> <p>1x internal opposite Snr boys' toilets</p>	Office	

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		<p>1x internal Cottage opposite bottom of stairs</p> <p>1x internal Music – top of stairs</p> <p>Handsanitiser, anti-bacterial sprays and cloths to be placed in each classroom in use.</p> <p>Paper towels to be kept topped up. Regular washing can cause dermatitis which can result in the breakdown of skin causing infections. Handsanitiser can exacerbate this because they contain a high alcohol percentage which has a drying effect.</p>		
H	<p>Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?</p>	<p>Deep Clean of whole school before school reopens.</p> <p>Cleaning to be concentrated on high-use areas</p> <p>Empty desk policy to enable cleaners to clean all surfaces</p> <p>Large bins to be located by cottage and top gate on Scotts Avenue for disposal of disposable face masks on arrival.</p> <p>Pupils retaining reusable face masks must bring and retain own bag to seal them up when not used.</p> <p>Clean surfaces that are high touch areas for children, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, banisters, more regularly than normal</p> <p>Staff are encouraged to mark exercise books at work and may wear gloves. However, they may take exercise books home, with current evidence suggesting the virus lasts 3 hrs on paper</p> <p>Avoid use of shared resources where possible</p> <p>Use lidded bins in each classroom where available. Ensure that bins</p>		

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		<p>for tissues have bin liners and are emptied throughout the day if they do not have lids. Site team to wear PPE: gloves & masks</p> <p>Site team to do additional cleans of toilet areas and touch areas such as entry keypads through day</p> <p>All workspaces should be well ventilated. Pupils to be allowed coats in class as necessary.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <p>In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it is safe to do so to purge the air in the space</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (at breaktimes) • re-arranging furniture where possible to avoid direct draughts <p>Equipment to be left on desks if cleaning required</p> <p>Site team to monitor cleaners</p> <p>Anti-bacterial sprays and cloths to be located in each room. Pupils in exam bubbles who move classrooms to be given cloths to wipe own area; staff to spray, pupils to wipe.</p> <p>If other pupils move to specialist classrooms such as DT, teaching staff and technicians to clean work surfaces and touch points between bubbles. Lessons to start 2 mins</p>	<p>SC/PG</p> <p>KS4/5 Staff</p> <p>Subject Staff</p>	
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		<p>late and finish 2 mins early to avoid bubbles meeting in transit</p> <p>School staff and catering staff to wipe down lunch tables and chair backs between each sitting.</p>		
I	<p>What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?</p>	<p>No unnecessary lessons</p> <p>All music lessons to be fully Risk Assessed.</p> <p>Wind instrument lessons to continue by Zoom.</p> <p>Singing lessons to take place outside or at a distance of 2m+ with other measures such as face shields. If indoors, peri to wipe down area with anti-bac wipes between lessons.</p> <p>If indoors, rooms with high ceilings and ventilation to be used. All windows in music rooms, including both sides of large music room, must be open to ensure good natural airflow.</p> <p>Settings should keep any background or accompanying music to levels which do not encourage participants to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Do not share microphones.</p> <p>Piano lessons to be delivered away from the pianist, standing at an angle to observe hands</p> <p>Control measures for music lessons to include: Wear a visor. 2m distancing at all times. • Peri can't sit/stand next to pupil like a normal peri lesson. Peri must stand away at an angle where they can see hands. • Wash hands before AND after lessons for 30 seconds. • Disinfect everything before and</p>		

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		<p>after each lesson. • Just 1 to 1 lessons. No group lessons. • Peris to take a hand written register for everyone they teach on the day and hand to the office at the end of day;</p> <p>Pupils require a secure bag to store face covering/visor after lesson; It is essential pupils see this safety equipment as part of their 'kit' along with their instrument and music; If any of the necessary safety equipment is not brought to the lesson then the lesson will not take place</p> <p>Pupils to use own instruments for other lessons.</p> <p>Staff to wipe where possible if equipment used by multiple children on same day.</p> <p>Handwashing before and after lessons.</p> <p>i-Pads to be allocated to an individual child.</p> <p>Other equipment to be left on desks at end of day if cleaning required</p>		
J	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	<p>Regular cleans.</p> <p>Site team to clean medical room after each use (and toilet if used by same individual)</p>	SC/PG	
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<p>Procedures discussed constantly by SLT.</p> <p>RA and updates to be communicated to staff by email</p>		
L	Are all the risks identified properly mitigated and regularly re-assessed?	Reviewed daily by managers on the ground. RA to be updated as necessary		

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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Staff – weekly briefing and email updates Parents – Letters and newsletters sent by Parentmail		
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Staff – emails & AOB at weekly briefings. Parents to contact office@bishopchallonerschool.com – voicemail on school phone to this effect Signs to be placed in car park in disabled bay by front door at end furthest away from front door stating: “Parents / visitors – do not pass this point. To arrange an appointment ring 020 8460 3546 or email office@bishopchallonerschool.com “		
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	No – staff to contact SLT		
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	All lessons to be provided remotely during lockdown. Keyworker children to access remote lessons on site using laptops and headphones On wider return to school, remote provision to be adapted to enable teachers to conduct lessons in school Where expected pupils remain offsite for genuine shielding reasons, effort will be made to ensure a good remote learning provision.		

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		<p>Communication to continue via email</p> <p>Staff briefings by MS Teams</p> <p>During lockdown and under Tier 4, individuals (pupils and staff) who were considered to be clinically extremely vulnerable, and received a letter advising them to shield during the initial lockdown, are again advised not to attend education whilst the national restrictions are in place.</p> <p>At other times, Extremely Clinically Vulnerable staff identified and must observe strict social distancing when required to attend site. Social distancing should be 2m wherever possible and must be 1m+ at all times; 1m+ measures may include the wearing of face coverings, masks and/or shields, and/or the use of protective screens.</p> <p>Where SD is difficult to enforce for younger cohorts, staff may consider using their own PPE. The school can provide a face mask and gloves.</p> <p>During periods of National Lockdown, or if the local COVID alert level is “high” (Tier 2) or “very high”, face coverings must be worn by staff and pupils (Yr 7 above) in all senior corridors and communal areas such as staffrooms. There are exemptions for individuals with certain medical conditions who are required to wear exemption notices.</p> <p>If the local COVID alert level is “high” (Tier 2) or “very high”, all visitors must wear face coverings.</p> <p>At all other times, Government advice is: “Wearing a face covering or face mask in schools or other education settings is not recommended.”</p> <p>Face masks may be worn on a discretionary basis by staff or pupils,</p>		
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		<p>especially in corridors and communal areas in the senior school. In the event of local lockdown, this may again become mandatory in the senior school for all pupils and staff.</p> <p>While infection rates are high, the school would recommend the wider use of face masks, especially where 2m distancing, particularly between adults, is difficult.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.” • Lab goggles, aprons, masks, gloves to be available from office. Face masks to be signed for. • A set of PPE to be placed in medical room 	<p style="text-align: right;">KM</p>	
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5	Who has travelled where: other than home and school? (via app or written diary).	<p>Pupils to be reminded of SD responsibilities by staff</p> <p>Parents to be reminded of SD responsibilities by Parent Mail. Head to remind parents of their responsibilities including travel quarantine restrictions. Visitors (incl pupils) are to stay at home if anyone in household displaying symptoms.</p>	PA	
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<p>Hand sanitiser, anti-bacterial spray and cloths to be placed in each room used as classroom</p> <p>Hand washing on arrival and at regular intervals</p> <p>Ensure handwashing posters by every sink</p> <p>Toileting – strict one in / one out policy to maintain SD</p> <p>(see “Pupils, Parents & Staff RA 7. below)</p>	SC	
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Staff to stay alert for Covid symptoms, primarily a persistent cough and/or fever (temperature) and/or loss of taste or sense of smell</p> <p>Social Distancing (SD) is to be applied:</p> <p>by staying in cohorts</p> <p>during drop off/collection including holding areas for parents – staggered arrivals – to be communicated to parents by Head;</p> <p>using designated routes around school – accessing classrooms directly from outside where possible (for detailed routes for each year group, see box below);</p> <p>remaining in designated locations; timetable avoids unnecessary movements around school</p>		

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		<p>loading of desks – pupils to be allocated a consistent desk from day to day; pupils to enter in specific order, where possible, to minimise movements past other desks</p> <p>observing SD markings;</p> <p>ensuring regular handwashing including on arrival;</p> <p>supervising toileting on a one in one out basis – use regular times to minimise pupils having to walk past other desks during lessons</p> <p>staggering supervised breaks/lunches;</p> <p>playgrounds / field to be sectioned off (by site team under direction from teaching staff) to maintain bubbles during break and lunchtimes</p> <p>“Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group”</p> <p>no gatherings: i.e. no assemblies and no events; assemblies to take place remotely</p> <p>See next box (below) for detailed processes</p>		
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During Lockdown – KeyWorker Children

Routines to remain as below except:

KS1 Bubble (Reception, Yr 1, Yr 2) – Pupils to be collected from holding area by TAs and taken to Snr Library via front door, using handsanitiser in reception. Pupils to retain same seat throughout.

KS2 Lower (Yr 3 and Yr 4) - Pupils to be collected from holding area by TAs and taken to Dining Hall via front door, using handsanitiser in reception. Pupils to retain same seat throughout.

KS2 Upper (Yr 5 and Yr 6) - Pupils to be collected from holding area by TAs and taken to Yr 5 classroom via front door and main staircase, using handsanitiser in reception. Pupils to retain same seat throughout.

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Senior Pupils – Pupils to be collected from senior playground and taken to Rm 2 via entrance by senior toilets (ensuring handwashing en route) and up snr staircase.

Lunches – All pupils to bring packed lunch and sufficient water; parents advised to include an ice pack in packed lunch. Pupils to eat lunch in their allocated rooms.

Nursery –

Staying in Cohorts – nursery to form one bubble; maintain consistent groups within the bubble for as much time as possible; each group to remain in allocated room(s) for as much time as possible; maintain consistent staff with each group as much as possible – staff may switch between groups as required

Staggered arrival – pupils to arrive at 08:55 to avoid other age groups; one parent only (no siblings if possible) to enter via pedestrian gate by cottage entrance; holding area to be established on front lawn near cottage (SC); 2m markings to be placed on path from car park to nursery gate (SC).

Routes – Nursery staff to supervise entry and exit of pupils via nursery playground gate, small groups at a time. Staff will be wearing gloves.

Breaks – Use nursery playground; play equipment to be cleaned by nursery staff before use by creche

Lunches – Cohorts to eat in allocated area within nursery – packed lunches to remain within consistent group where possible

Staggered collection – Morning sessions will finish at 12.10, afternoons to finish at 15:25; one parent only (no siblings if possible) to enter via pedestrian gate by cottage entrance; parent to remain in holding area on front lawn near cottage – to step forward on to car park tarmac only to be reunited with child by nursery staff and to leave site immediately

KS1 Bubble (Reception, Yr 1, Yr 2) –

Staying in Cohorts – Use existing ground floor classrooms and area under canopy; child to keep same desk forever; maintain consistent year groups within the bubble for as much time as possible

Arrival/Routes - pupils to arrive at 08:35; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; holding area to be established on grass by scout hut between exit drive and school field (SC); TAs to direct pupils through gate by senior library via infant playground to teachers by classroom entrances under canopy; handwashing to be supervised on arrival, one child at a time

Break – 09:50-10:10 Handwash and use toilet before break. Jnr toilets to be locked from outside. Can use allocated area of canopy/infant playground/field – field to be divided up (staff/SC). Sandpit to be covered / infant playground play equipment to be used by KS1 bubble only (SC). Observe 2m distancing if possible – reading time?

Lunch – 12:15-12:45. If children to bring packed lunch, parents advised to include an ice pack. Use Dining Hall. Wedge open double doors opening on to infant playground. KS1 to sit at main reception end of dining hall. Tables and chair backs to be wiped down before senior lunch sitting. Seats for bubble to be spaced 2m apart from KS2 seating. Jnr toilets to be accessed from outside – staff to supervise one in, one out

Collection – pupils to be dismissed at 15:15; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; parents to remain in holding area on grass by scout hut between exit

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drive and school field – to step forward on to car park tarmac only to be reunited with child by TA and to leave site immediately

KS2 Lower (Yr 3 and Yr 4) -

Staying in Cohorts – Year 3 to use upstairs middle classroom; Year 4 to use end classroom by internal stairs; child to keep same desk; maintain consistent year groups within the bubble for as much time as possible

Arrival/Routes - pupils to arrive at 08:45; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; holding area to be established on front lawn, separated from KS2 Upper bubble (SC); TA to direct pupils through gate by senior library via field to teacher at field end of junior block – entry via coded door nearest to Year 1 by ball courts and up internal staircase (SC to wedge open); handwashing to be supervised on arrival in upstairs junior toilets/classroom sinks, one child at a time

Break – 09:50-10:10 Handwash and use upstairs junior toilet before break. Downstairs Jnr toilets to be locked from outside. Can use ball court nearest portacabin and field – field to be divided up (staff/SC). Trim trail to be used in alternate weeks with KS2 Upper, otherwise must be cleaned between each use. Infant playground play equipment to be used by KS1 only (SC). Observe 2m distancing if possible – reading time?

Lunch – 11:45-12:15 If children to bring packed lunch, parents advised to include an ice pack. Use Dining Hall. Wedge open double doors opening on to infant playground. KS2 Lower to sit at DT end of dining hall. Tables and chair backs to be wiped down before senior lunch sitting. Seats for bubble to be spaced 2m apart from KS2 Upper seating. Pupils to keep same seat for all lunches. Jnr toilets to be accessed from outside – staff to supervise one in, one out

Collection – pupils to be dismissed at 15:25; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; parent to remain in holding area on front lawn, separated from KS2 Upper bubble – to step forward on to car park tarmac only to be reunited with child by TA and to leave site immediately

KS2 Upper (Yr 5 and Yr 6) -

Staying in Cohorts – Year 5 and Year 6 to use classrooms by staff ladies; child to keep same desk; maintain consistent year groups within the bubble for as much time as possible

Arrival/Routes - pupils to arrive at 08:45; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; holding area to be established on front lawn, separated from KS2 Lower bubble (SC); TA to direct pupils through gate by senior library via infant playground to wash hands using external sinks on junior block side of DT– entry via coded door by caretaker's flat (SC to wedge open) at top of iron staircase; additional hand sanitiser available by caretaker's flat

Break – 09:50-10:10 Handwash and use senior playground toilets before break. Downstairs Jnr toilets to be locked from outside. Can use ball court nearest labs and field – field to be divided up (staff/SC). Trim trail to be used in alternate weeks with KS2 Lower, otherwise must be cleaned between each use. Infant playground play equipment to be used by KS1 only (SC). Observe 2m distancing if possible – reading time?

Lunch – 11:45-12:15 Handwash and use senior playground toilets at start of lunch – staff to supervise one in, one out. If children to bring packed lunch, parents advised to include an ice pack. Use Dining Hall. Wedge open double doors opening on to infant playground. KS2 Upper to sit at Main Reception end of dining hall. Tables and chair backs to be wiped down before KS1 lunch sitting. Seats for bubble to be spaced 2m apart from KS2 Lower seating. Pupils to keep same seat for all lunches. Jnr toilets to be accessed from outside during lunch – staff to supervise one in, one out

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Collection – pupils to be dismissed at 15:25; one parent only (no siblings if possible) to enter via pedestrian entrance by scout hut on Scotts Avenue; parent to remain in holding area on front lawn, separated from KS2 Lower bubble – to step forward on to car park tarmac only to be reunited with child by TA and to leave site immediately. Yr 5 & Yr 6 pupils with parental permission may exit the site from the top gate on Scotts Avenue

KS3 (3 bubbles): Yr 7, Yr 8, Yr 9 – To remain in separate year group bubbles at all times

Staying in Cohorts – Yr 7 to use Rm 9, 8A to use Rm 8 and 8& to use Rm 7 (Yr 8 bubble to remain in separate classes within the bubble for as much time as possible), 9A to use Rm 5 and 9& to use Rm 4 (Yr 9 bubble to remain in separate classes within the bubble for as much time as possible)– access via top gate on Scotts Avenue, or pedestrian gate by cottage and side drive, and Rm 5/9 fire escape staircase at rear of school; child to keep same desk forever.

Arrival/Routes – pupils to arrive at 08:45; pupils only, enter via top gate on Scotts Avenue or pedestrian gate by cottage entrance; side vehicle gate to be unlocked by SC at 08:15 each morning; top gate to be closed at 08:45 and side vehicle gate to be closed at 09:00 and reopened for dismissal at 15:25 (PG); form teachers to enable entry to Rm5 or Rm9 from 08:35 and organise handwashing on arrival using external sinks by cottage, art block and outside Lab 1. Access is via the Rm5/9 fire escape staircase at rear of school. Yr 8 to be loaded first, followed by Yr 7, followed by Yr 9. At breaktime, classes to be dismissed in reverse order. The holding areas for pupils who arrive early are the same as for break time (see below).

Break – 10:40-11:00 Yr 7 to use playground between labs and DT.

Wk A Yr 8 to use playground by garages. Yr 9 to use ballcourt nearest the labs.

Wk B Yr 8 to use ballcourt nearest the labs. Yr 9 to use playground by garages.

Toilets to be supervised, one in, one out. Observe 2m distancing. Handwash before break. At end of break, Yr 8 to be loaded first, followed by Yr 7, followed by Yr 9.

Lunch – 12:45-13:05 (Yr7 12:45, Yr 8 12:50, Yr 9 12:55). If children to bring packed lunch, parents advised to include an ice pack. Use Dining Hall for hot meals only. Wedge open double doors opening on to infant playground. Yr 7 & 9 to sit at Main Reception end of dining hall. Yr 8 to sit at DT end of dining hall. Tables and chair backs to be wiped down before Yr 9 lunch sitting. Seats for bubbles to be spaced 2m apart from other bubbles – child to retain same seat each day if possible. Deli meals and packed lunches to be eaten outside – gazebos to be provided for each year group (7, 8 and 9) (SC) – classrooms to be used in poor weather. Senior toilets to be used one in, one out

Collection – pupils to be dismissed at 15:45; pupils to exit via top gate on Scotts Avenue or pedestrian exit by cottage, observing 2m spots on side drive; collecting parents not to enter site - to wait outside grounds

KS4: GCSE Bubble (Yr 10&11)

To remain in separate year group bubbles as much as possible

Staying in Cohorts – 10A to use Rm 3 and 10& to use Rm 6, 11& to use Lab 1 and 11A to use Lab 2 (GCSE bubble to remain in separate classes within the bubble for as much time as possible)– access via top gate on Scotts Avenue, or pedestrian gate by cottage and side drive. Yr 10 to access via door by senior boys' toilets. 11& to access via playground door to Lab 1. 11A to access Lab 2 via doors at rear of main hall. (If main hall is unavailable, 11A to access Lab 2 via door by the senior boys' toilets and Lab 3.) Child to keep same desk forever.

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Arrival/Routes – pupils to arrive at 08:35; pupils only, enter via top gate on Scotts Avenue or pedestrian gate by cottage entrance; side vehicle gate to be unlocked by SC at 08:15 each morning; top gate to be closed at 08:45 and side vehicle gate to be closed at 09:00 and reopened for dismissal at 15:25 (PG); form teachers to enable entry (opening doors) from 08:25 and organise handwashing on arrival using external sinks by cottage, art block and senior boys' toilets (11A to use toilets at rear of hall). Access for Yr 10 is via the door by the senior boys' toilets, 11& is via the playground door to Lab 1, and 11A is via the doors at the rear of main hall. (If main hall is unavailable, 11A to access Lab 2 via door by the senior boys' toilets and Lab 3.) The holding areas for pupils who arrive early are the same as for break time (see below).

When classes move around school, teacher to spray down pupil work stations. Pupils to wipe own areas. Pupils to hand sanitise each time they change rooms.

Break – 10:40-11:00 Yr 10 and 11 to ballcourt nearest the portacabins and grass between ballcourt and portacabins. Toilets to be supervised, one in, one out. Observe 2m distancing. Handwash before break

Lunch –13:05-13:45. If children to bring packed lunch, parents advised to include an ice pack. Use Dining Hall for hot meals only. Wedge open double doors opening on to infant playground. Child to retain same seat each day if possible. Deli meals and packed lunches to be eaten outside – gazebo to be provided for GCSE bubble (SC) – classrooms to be used in poor weather. Senior toilets to be used one in, one out

Collection – pupils to be dismissed at 15:35; pupils to exit via top gate on Scotts Avenue or pedestrian exit by cottage, observing 2m spots on side drive; collecting parents not to enter site - to wait outside grounds

KS5:A-Level Bubble (Yr 12&13)

To remain in separate year group bubbles as much as possible

Staying in Cohorts – Yr 12 to use library and Yr 13 to use 6th form common room (A-Level bubble to remain in separate classes within the bubble for as much time as possible)– access via pedestrian gate by cottage and front door. Child to keep same desk forever.

Arrival/Routes – pupils to arrive at 08:35; pupils only, enter via pedestrian gate by cottage entrance; form teachers to enable entry from 08:25 and organise handwashing on arrival using external sinks by cottage and cottage toilets. Access is via the front door.

When classes move around school, teacher to spray down pupil work stations. Pupils to wipe own areas. Pupils to hand sanitise each time they change rooms.

Break – 10:40-11:00 To use form rooms. Cottage toilets to be used, one in, one out. Observe 2m distancing. Handwash before break

Lunch –12:45. Students to collect meals before other seniors and eat in form rooms. Cottage toilets to be used one in, one out

Collection – pupils to be dismissed at 15:35; pupils to exit via top gate on Scotts Avenue or pedestrian exit by cottage; collecting parents not to enter site - to wait outside grounds

Late Pupils – All to enter via front door and to use internal corridors to avoid disrupting lessons.

Breakfast Club/Creche –

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During National Lockdown, wraparound care can continue for keyworker children and vulnerable groups.

The National Lockdown Guidance States: "However, where it is not possible, or it is impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble - schools may need to group children with others from outside their school day bubble". Groups may be collapsed dependent on demand. Currently the creche and KS2 lower (Yr 3/4) creche are operating as normal.

The wider opening Guidance states: "Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for (activities like) wraparound care."

Tier 4 lockdown guidance is clear that clubs may continue where the primary purpose is childcare where this is reasonably necessary to support parents to work.

Wraparound care continues as follows:

Breakfast Club 07:15-08:30 – To use nursery kitchen and creche room. Breakfast club staff to wipe down surfaces after use including kitchen chair touch points, and clean toilets before nursery use. Paper towels to be used rather than tea towels.

Creche 15:30-18:00 – Nursery & KS1 bubble to use nursery kitchen and creche room, and nursery playground. The 2 bubbles to be kept separated as much as possible. (HvdE/KR)

KS2 lower to use classroom opposite AB's office in junior block. To be delivered to front door at 16:30 and 17:00 (2 pick ups) for collection. Those remaining after 17:00 to be delivered to creche. (LB)

Jnr Homework Club 15:30-17:00 - KS2 upper to use Year 6 classroom. To be delivered to front door at 17:00 for collection. (ER)

Creche staff to wipe down surfaces after use including play apparatus.

Breakfast club / creche resources to stay in room – not to be shared with nursery

Cleaning materials are available in the nursery staff toilet; all staff must sanitize after use.

Creche collection – Parents not to come into nursery playground; creche staff to ask parents to back away from the gate when they come to collect

Homework Club / After School Clubs -

Tier 4 lockdown guidance only allows clubs, to be delivered only by school staff, where the primary purpose is childcare where this is reasonably necessary to support parents to work.

Snr clubs, including homework club will NOT be running.

Jnr clubs to continue where offered by own staff, but parents to only use where absolutely necessary

Clubs to be Risk Assessed as to practicality.

Clubs to be offered to one bubble only where possible.

Sports to be restricted to non-contact activities.

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Social Distancing of 2m to be exercised wherever possible, particularly if participants from more than one bubble.

Main Hall to be ventilated if used.

All equipment to be sanitised between bubbles or not used for 72 hours.

All Routes –

Doors to be wedged open each morning, including pupil toilets, to reduce touch zones (SC)

Wedges must be removed each night to control fire risk (Staff/SC)

Signage (KM) –

All gates and entrances: "Observe 2m social distancing"

Pedestrian Gate by Cottage: "Nursery and Senior entrance only"

Pedestrian Gate by Scout Hut: "Infant and Junior entrance only"

Top Gate on Scotts Avenue: "Senior entrance only"

Along Front Lawn border with car park: "No pedestrians beyond this point, other than to exit site"

In holding areas: "Nursery holding area" "Infant (Reception Class to Year 2) holding area" "Junior Lower (Year 3 & Year 4) holding area" "Junior Upper (Year 5 & Year 6) holding area"

All pupil toilets – "Only one child allowed in at any time"

Staffing –

Site team to assist with arrival at front of school.

Staff to sign in at front desk using their own pens. Nursery staff to sign in as normal with own pens.

Staff to stay with own cohort and not to move between groups where possible.

Subject specialists may have to move between groups. If so, the teacher goes to the class to restrict pupil movements

Science staff teaching in standard classrooms must follow CLEAPPS guidance for acceptable, low risk activities. Whilst it may be physically possible to carry out an activity, staff must consider how they would respond in the event of an incident or accident. If there is a risk that eye irrigation may be required, these activities must be avoided. Each classroom used for practical activities should keep a clear sealed bag, marked "for emergency use only", containing PPE (in the event of needing immediate remedial measures) such as disposable gloves, face mask, apron, eye protection, paper towels and plastic bags for the disposal of contaminated clothing.

If labs are used by non-science staff, staff must familiarise themselves with hazards. All chemicals and equipment must be stored in the prep room. Pupils must be supervised at all time. Gas supplies must be shut off. There must be NO eating or drinking in the labs as per COSHH law (law not guidance).

7a	EYFS – Specific control measures in recognition of the extreme challenges of maintaining any social	Government advice states: "From 20 July, early years settings will no longer be		
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	<p>distancing with the youngest children</p>	<p>required to keep children in small, consistent groups within settings.</p> <p>Settings should still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible.”</p> <p>Settings should maximise the use of outdoor spaces.</p> <p>Whilst many of the following control measures are common to all year groups (and are repeated elsewhere), this provides additional guidance to Early Year Practitioners:</p> <p>Equipment:</p> <p>Remove all soft furnishings and toys</p> <p>Do not use sand / dough clay etc.</p> <p>Bromley Public Health and Education have states: Avoid the use of very fine fomites (such as playdough, oats, rice, pasta and shredded paper) as they can be high risk for spreading infection.</p> <p>Water* play / learning</p> <p>* Water play must be in individual trays. Children must be reminded not to drink the water and should sanitize hands after use. Water must be changed frequently; between children, the water must be thrown and the tray washed with detergent before reuse</p> <p>Clear shelves – no touch policy</p> <p>Use plastic resources which can be put in dishwasher, or toys that can be sanitised and not used again for 72 hours or 3 to 4 working days</p>		
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		<p>Bags and items from outdoors to remain on pegs – not in classrooms.</p> <p>Items brought in from home (toys / comforters) must be left on pegs</p> <p>Sun hats must be brought from home, and suncream pre-applied before attending setting, or they are not allowed outside</p> <p>Medical:</p> <p>Soiled children to be sent home / collected asap to reduce faecal / oral transmission – staff to wear PPE: masks, aprons and gloves as per a first aid procedure</p> <p>Vomiting – staff clearing up to wear PPE: masks, aprons and gloves as per a first aid procedure; staff to go home to shower and change as necessary</p> <p>Pupils may be sent home if showing any signs of illness (including heavy colds), not just coronavirus symptoms</p> <p>Nursery pupils exhibiting coronavirus symptoms to be isolated outdoors and collected ASAP. Pupils must self-isolate for 10 days before return.</p> <p>Reception pupils exhibiting coronavirus symptoms to be isolated in medical room and collected ASAP. Pupils must self-isolate for 10 days before return. All pupils, including U5s, can be tested and may return earlier on production of a negative test.</p> <p>Whilst teething can cause some known side effects such as flushed cheeks and sore gums, NHS guidelines state that fever is not a symptom of teething.</p> <p>Isolation rooms must be cleaned immediately after each use.</p>		
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		<p>Hygiene:</p> <p>Staff to keep spare clothes in setting and travel to and from in non uniform</p> <p>Hand sanitiser in all classrooms used</p> <p>Hand sanitiser available at nursery and creche main doors to playground.</p> <p>Supervised handwashing / handsanitiser on entry and at routine times / high risk events such as nose picking. Handwashing / handsanitiser on exit.</p> <p>Handwashing always to be conducted before and after eating.</p> <p>Toileting and handwashing to be conducted on one in, one out basis where possible.</p> <p>Toilet lids should be down when flushing faecal matter.</p> <p>Sinks etc. to be wiped after use</p> <p>Cleaning materials are available in the nursery staff toilet; all staff must sanitize after use.</p> <p>Toilets to be cleaned by nursery staff before creche</p> <p>Windows should be open, and doors wedged open, as much as possible and in-line with assessment, to increase ventilation.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <p>In colder weather windows should be opened just enough to provide constant background ventilation and periodically opened more fully when it</p>		
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		<p>is safe to do so to purge the air in the space</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (at breaktimes) • re-arranging furniture where possible to avoid direct draughts <p>PPE:</p> <p>Where SD is difficult to enforce for younger cohorts, staff may consider using their own PPE. The school can provide a face mask and gloves. Government advice is: "Wearing a face covering or face mask in schools or other education settings is not recommended.</p> <p>While infection rates are high, the school would recommend the wider use of face masks, especially where 2m distancing, particularly between adults, is difficult.</p> <p>Staff must be consistent – ie if a staff member wears a mask on day 1, they must continue to do so.</p> <p>Social Distancing (SD):</p> <p>No touch policy unless for first aid. Staff cannot 'peel' or lift distressed children from adults.</p> <p>Stay in consistent cohorts - No mixing with reception children.</p> <p>Nursery children must attend only one setting.</p> <p>Nursery Singing; Children to sing in groups of no more than 10; children will sit side by side with the adult at</p>		
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		<p>least 2m away; song times limited to 15 min max; rooms to be well ventilated</p> <p>If indoors, rooms with high ceilings and ventilation to be used.</p> <p>Settings should keep any background or accompanying music to levels which do not encourage participants to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Do not share microphones.</p>		
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	<p>No overseas or residential trips until further notice. No day trips to use public transport. Day trips by minibus or private coach within bubbles to be individually risk assessed.</p> <p>P.E. to be taught on site as much as possible.</p> <p>Minibus use for offsite PE to be restricted to bubbles.</p> <p>The safe working in education legislation states there is no requirement for drivers to wear PPE</p> <p>P.E. staff to carry out anti-bacterial wipe down of all touch areas (steering wheel, gearstick, handles, grabrails/headrests) of minibus after use between bubbles</p>	PE Staff	
9	How is registration throughout the day managed including temperature / health checks?	<p>Pupils registered in room</p> <p>Pupils stay in rooms – if taught by different staff, staff come to them</p> <p>Pupils displaying symptoms should be taken to the medical room to await collection.</p>		
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	<p>Holding areas for drop off/collection established on front lawn by car park</p>		

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		<p>Cone off last space by charging point on front lawn to enable pedestrian access to holding area.</p> <p>Move visitor bay to area by nursery hedge.</p> <p>Routes detailed for each group (see 7 above)</p> <p>Wedges to be used to reduce touch zones</p> <p>Staff to bring own refreshments/thermos.</p> <p>Staff to use main hall for lunch/break socially distanced at 2m. Staff to return lunch plates to Nourish.</p> <p>Pigeonhole room/Copier rooms – one in, one out, staff to call from corridor, doors to be wedged open</p> <p>Max no. of staff in staffroom: 8</p> <p>Spare classrooms to be used for PPA times – staff to wipe down after use</p>	<p>SC</p> <p>SC</p> <p>ALL Staff</p> <p>Staff</p>	
11	Are learning and games spaces configured to SD rules?	<p>Classroom / dining hall furniture to be arranged for SD. Tape used to mark areas. (Teacher/SC)</p> <p>Cordoning off to be added as desired</p>		
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<p>Staying in Cohorts – each group to remain in allocated room. Same staff to stay with group on subsequent days where possible. Subject specialists may have to move between groups. If so, the teacher goes to the class to restrict pupil movements</p> <p>Staggered arrivals, breaks & departures</p>		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<p>Bereavement Policy in place</p> <p>School pastoral team and school counsellor available to support individuals</p> <p>Addendum added to Behaviour policy / Code of Conduct with tighter</p>	<p>AB/SW</p>	

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		<p>expectations for pupils. To be distributed to parents in advance of reopening</p> <p>No physical intervention between staff and pupils</p> <p>Zero tolerance on behavioural issues – pupils to be sent home</p>	PA	
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Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<p>Safeguarding Policy updated and available on S drive and website</p> <p>Staff must be aware of the impact of current circumstances on different children.</p>		
2	Is the DSL and DDSL easily contacted and their contact information known to all?	<p>Either the DSL or DDSL to be on site at all times when school is open where possible.</p> <p>Staff have mobile no. when DSLs not on site.</p>		
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	<p>No specific policy.</p> <p>This RA used as prime document</p> <p>Stress RA template updated to allow for Covid.</p>		
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<p>New staff – This RA to be included in induction. DBS to be completed under new rules allowing scanned documents</p>		

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		New Pupils – Verbal reinforcement by teacher		
5	Are sporting, play and SD rules clear to staff and pupils?	<p>P.E. to be restricted to non-contact sports.</p> <p>During Tier 4, schools are only able to work with external coaches for curricular activities.</p> <p>The Tier 4 lockdown guidance only allows clubs, to be delivered only by school staff, where the primary purpose is childcare where this is reasonably necessary to support parents to work.</p> <p>Social Distancing to be exercised wherever possible.</p> <p>Outdoor sports should be prioritised</p> <p>Main Hall to be ventilated if used.</p> <p>All P.E. equipment to be sanitised between bubbles or not used for 72 hours.</p> <p>P.E. staff to carry out anti-bacterial wipe down of all touch areas (steering wheel, gearstick, handles, grabrails/headrests) of minibus after use between bubbles</p> <p>Use of changing rooms is banned until further notice</p>	<p>P.E. Staff</p> <p>P.E. Staff</p>	
6	Are drama, dance and music activities applying SD rules?	Music and Performing Arts lessons may		

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		<p>proceed in line with government guidelines.</p> <p>Playing instruments, performing and singing in groups should take place outdoors wherever possible. If indoors, numbers must be limited in relation to the space.</p> <p>If indoors, rooms with high ceilings and ventilation to be used. All windows in music rooms, including both sides of large music room, must be open to ensure good natural airflow.</p> <p>Settings should keep any background or accompanying music to levels which do not encourage participants to raise their voices unduly. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Do not share microphones.</p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow, and strict social distancing and mitigation as described below can be maintained.</p> <p><i>Social distancing</i></p>		
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		In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate.		
7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<p>Staff meetings to continue remotely.</p> <p>Staff to bring own refreshments/thermos.</p> <p>Staff to use main hall for lunch/break socially distanced at 2m. Staff to return lunch plates to Nourish.</p> <p>Pigeonhole room/Copier rooms – one in, one out, staff to call from corridor, doors to be wedged open</p> <p>Max no. of staff in staffroom: 8</p> <p>Spare classrooms to be used for PPA times – staff to wipe down after use</p>		
8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Site team to check		
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	For procedures - see “Pupils, Parents & Staff” RA 7.		

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		<p>Arrival and collection procedures to be sent to parents by Parentmail.</p> <p>Staff, including SC, to reinforce procedures at front of school.</p>	PA	
10	<p>Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?</p>	<p>Routes detailed for each group (see 7 above)</p> <p>Wedges to be used to reduce touch zones</p> <p>Staff to use main hall for lunch/break socially distanced at 2m. Staff to return lunch plates to Nourish.</p> <p>Pigeonhole room/Copier rooms – one in, one out, staff to call from corridor, doors to be wedged open</p> <p>Max no. of staff in staffroom: 8</p> <p>Spare classrooms to be used for PPA times – staff to wipe down after use</p>		
11	<p>Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?</p>	<p>Classroom / dining hall furniture to be arranged for SD. Tape used to mark areas. (Teacher/SC)</p> <p>It is recognised that Social Distancing between nursery children will be difficult to enforce</p> <p>Pupils displaying symptoms should be taken to the medical room to await collection.</p> <p>Toys and soft furnishings which are</p>		

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		<p>difficult to clean must be removed.</p> <p>Staff to wipe where possible if surfaces used regularly and equipment used by multiple children on same day</p> <p>Nursery to place washable toys in dishwasher or soaked in Milton / sanitised</p> <p>When classes move around school (eg. exam groups), teacher to spray down pupil work stations. Pupils to wipe own areas. Pupils to hand sanitise each time they change rooms.</p> <p>If other pupils move to specialist classrooms such as DT, teaching staff and technicians to clean work surfaces and touch points between bubbles. Lessons to start 2 mins late and finish 2 mins early to avoid bubbles meeting in transit</p> <p>Other equipment to be left on desks at end of day if cleaning required</p> <p>PPE – masks and gloves available, but not recommended (See “Pupils, Parents & Staff RA” 4))</p>		
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	<p>All lessons to be provided remotely during lockdown.</p> <p>Keyworker children to access remote lessons</p>		

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		<p>on site using laptops and headphones</p> <p>On wider return to school, remote learning to continue unaffected to year groups not on site.</p> <p>Remote provision to be adapted to enable teachers to conduct lessons in school</p> <p>Where expected pupils remain offsite for genuine shielding reasons, effort will be made to ensure a good remote learning provision.</p>		
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	<p>During lockdown, keyworker children to bring packed lunches and eat at desk in allocated classrooms</p> <p>If children to bring packed lunch, parents advised to include an ice pack.</p> <p>At all other times, lunches to be eaten in specified locations.</p> <p>Jnrs – all eat in dining hall</p> <p>Snrs – hot meals only in dining hall; deli meals and packed lunches – gazebos on field (or classrooms in poor weather) (See “Pupils, Parents & Staff RA” 7):</p> <p>Dining Hall (2m between each bubble when lining up and in dining hall):</p>		

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		<p>11:45-12:15 KS2 lower & KS2 Upper</p> <p>12:15-12:45 KS1</p> <p>12:45-13:05 Yr7 (12:45) & Yr8 (12:50) & Yr 9 (12:55)</p> <p>13:05-13:45 GCSE bubble (Yr 10 13:05 and Yr 11 13:10)</p> <p>KS5 to eat in form rooms</p> <p>School staff and catering staff to wipe down lunch tables and chair backs between each sitting.</p> <p>Place 2m social distancing markings for lunch queue on floor from servery in L-shape through reception to infant playground (SC)</p> <p>Water fountains to be taped off. Parents advised to provide sufficient bottled water for the day.</p>		
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Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal medical staff?	Office staff & site team to monitor medical room All illnesses must be reported to office reception		
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Office staff & site team to administer (+ nursery). All hold first aid certificate.		

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3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<p>Suspected cases to be isolated in Medical Room – room to be ventilated</p> <p>To be cleaned after each use by site team</p> <p>Office to ask if toilet used. If so, toilet also to be cleaned</p> <p>Multiple cases to be isolated outside.</p> <p>See 8 below for response to positive test</p>	<p>SC/PG</p> <p>Office</p>	
4	Is the medical room(s) properly equipped?	4x No touch, heat thermometers purchased – one for reception office, one for nursery, two spare		
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<p>Face mask to be issued to a pupil in medical room with suspected Covid</p> <p>Medical staff to wear gloves / face masks / disposable aprons – especially while temperature testing</p> <p>Face masks and PPE used in connection with someone with coronavirus symptoms, must be disposed by double bagging (both tied) and storing for 72 hrs before placing in household waste</p> <p>A set of PPE to be kept in medical room</p> <p>The safe working in education legislation states there is no requirement for PPE</p>		

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		when administering 1 st aid to those without coronavirus symptoms		
6	Is the school aware of all pre-existing medical conditions?	Yes – Office Manager (KM) to distribute list to all staff		
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	Office Manager to keep list – one positive test in KS2 Upper bubble immediately prior to Oct H-t – Test and trace isolations advised Parents to be reminded by Head that pupils are to stay at home if anyone in household displaying symptoms.		
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	One positive test in KS2 Upper bubble immediately prior to Oct H-t – Test and trace isolations advised The government has stated that the appropriate response to a positive test is: The school should contact and follow the guidance of the local health protection team, not immediately send other children home The guidance states that the response to any infection is: <ul style="list-style-type: none"> • engage with the NHS Test and Trace process • manage confirmed cases of coronavirus (COVID-19) amongst the 		

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		<p>school community</p> <ul style="list-style-type: none"> contain any outbreak by following local health protection team advice <p>Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual travelling in a small vehicle <p>In the event of a positive test, the school will contact the DfE (0800 046 8687), who will coordinate the Public Health England response.</p>		
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		<p>The school will also notify the Council via Covid Bromley Nurse: Email: Stacey-Ann.Miller@nhs.net Telephone: 07593 131 193</p> <p>PHE details: Email: lcrc@phe.gov.uk Telephone: 0300 303 0450</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so... schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups</p> <p>There is an HSE reporting requirement under RIDDOR in the event of:</p> <ul style="list-style-type: none"> • An accident / incident at work which has, or could have, led to the release of coronavirus • An employee with COVID attributed to occupational exposure • Death of an employee 	<p>Staff to inform office of close contacts, especially across groups</p>	
9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath?	Office Manager to keep list. Child and staff absence to be monitored daily. Office Manager to give report on Covid symptoms to SLT weekly. Anyone		

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		<p>displaying symptoms (child or staff) to be sent home and instructed to get tested. Can only return after 10 days or with a negative test. Members of their household to be instructed to self-isolate for 10 days.</p> <p>Reg 7 of the Health Protection (Coronavirus, Restrictions) (Self-Isolation) (England) Regulations makes it an offence for those required to self-isolate to attend the workplace.</p> <p>Reg 8 is an obligation on the worker to tell the employer if they are self-isolating.</p> <p>Reg 11 sets out that any individual breaching self-isolation commits a separate criminal offence</p>		
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	One positive test in KS2 Upper bubble immediately prior to Oct H-t – Test and trace isolations advised		
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<p>Government advice is: “Parents, carers and settings do not need to take children’s temperatures every morning. Routine testing of an individual’s temperature is not a reliable method for identifying coronavirus.”</p> <p>There may be occasions, including spot checks, when a</p>		

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		<p>temperature may be taken using a no-touch thermometer.</p> <p>Symptomatic temperature testing to take place in Medical Room</p> <p>To be cleaned after each use by site team</p>		
12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	<p>PPE (as per 5 above) to be worn by medical staff.</p> <p>Office to keep temperature records</p>		
13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	<p>Any staff to dial 9999. (9 for outside line + 999).</p> <p>Office / Site team to be informed to open gates</p>		
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	<p>Supervised handwashing to be scheduled at regular intervals</p> <p>Handsanitiser to be placed in each classroom used</p> <p>Medical staff to use PPE</p>		
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	<p>SD to be observed by contractors. Contractors to provide RAMS before attendance, to wear PPE (including face masks) as working on multiple sites, and to use their own supplies. Site team to supervise</p>		
16	Do medical staff have the appropriate PPE, cleaning materials and training?	<p>PPE (as per 5). Site team to monitor supplies of cleaning materials.</p> <p>First Aid certificates in place – extended renewal dates (EYFS</p>		

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		<p>certificates expiring after 16/3/20 must be renewed by 25/11/20 – explanation required for not renewing earlier)</p> <p>If paediatric first aid (PFA) certificate expired on or after 1 October 2020, the DfE has advised that this will be valid until 31 March 2021. After this all will need to have an up to date certificate.</p>		
17	What is the policy on washing school clothes so as to prevent infection?	N/A		

Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Weekly staff briefing. RA to be circulated whenever updated.		
2	Do support staff have the appropriate PPE, cleaning materials and training?	PPE – masks and gloves available, but not recommended (See “Pupils, Parents & Staff RA” 4) Site team to monitor cleaning supplies		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Deep Clean of whole school before school reopens. Cleaning to be concentrated on high-use areas Site team to monitor		
4	Are all security and access systems regularly checked, updated and re-coded?	SC to update door codes as normal; key routes to be wedged open		
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	No		

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6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<p>Fire Marshals not to sweep building. Marshals to check trigger only if safe to do so, and stand down fire brigade if false alarm. Bursar (or another member of SLT) to liaise with fire brigade if they attend site.</p> <p>Office to provide registers. During lockdown, if paper registers of keyworker children not handed into reception, supervising staff to take registers to assembly point.</p> <p>Routes to remain clear.</p> <p>Staff to remove wedges on evacuation.</p> <p>Usual assembly points to be used, other than KS5 to line up by minibuses, and non-form tutors to line up by trim trail 2m apart – laminates to be placed on ball court fence to ensure bubbles line up 2m apart for SD. (SW/KM)</p> <p>Staff to walk through classes (where applicable) how to socially distance at assembly point. If ball court space is tight, use field</p> <p>SC to remove door wedges (used to reduce touch zones) each night.</p>		
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Facilities Management Risk Assessment

ISBA

COVID-19 Risk Assessment for Schools

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Gas boilers		
2	Gas supply, venting and valves?	Serviced by Stonegrove		SK
3	Have air conditioning ducts and units been checked and reviewed?	Serviced by Air Cool		SK
4	Electrical tests up-to-date including emergency lighting and PAT?	Serviced by MTM If staff bring in devices/laptops, must be PAT tested. SC responsible for PAT		SK Staff
5	Water testing for temperature, flow and legionella in date for test?	Serviced by Stonegrove		SK
6	What is the status of the swimming pool and are appropriate measures in force?	N/A		
7	Fire alarm panel, system and extinguishers in date and serviced?	Serviced by MTM Extinguishers – serviced by Chubb		SK SK
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	N/A		
9	Have waste procedures been reviewed?	SITA weekly collection		
10	Are pest control services recorded, deficiencies identified and actioned?	Serviced by Rentokil		SK
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Amended servicing/ MOT dates observed		