

RISK ASSESSMENT	Covid-19 (Spring Term 2021 Return to School after National Lockdown)	
Establishment: Duncombe School	Assessment by: Ian Thomas	Date: 12 th August 2020
Review Date: With significant change	Approved by: Melissa Jones – Health & Safety Manager Europe	Date: 17 th August 2020

COGNITA



Duncombe
School

An Independent Preparatory
School and Nursery

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local /individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		

Person(s) Displaying Symptoms	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Parents or member of staff to telephone school office. ✓ If a member of staff develops symptoms whilst at work, they should: ensure their line manager is informed and return home immediately. ✓ Staff/contractors/Peris and volunteers provided with Lateral Flow Home Testing kits to use twice weekly. Each test kit contains 7 tests. ✓ Staff working four or five days a week the recommendation is that you test twice, and it is suggested this is done on a Sunday and Wednesday evening. If you work less than 4 days and those days are consecutive, you should take just one test each week on the day before your first day of work. ✓ All tests, regardless of whether the result is negative or positive, must be reported on the Government website and to the school. The link to the Government website is shown below: https://www.gov.uk/report-covid19-result ✓ The school should be notified by using the form shown in the link below: https://forms.office.com/Pages/ResponsePage.aspx?id=gtzSBu1vO02SGDfTT7BAW2gQRvxl 	Y	Y	Leadership Team / Heads of Phase to ensure appropriate supervision ratios are in place in the event of staff absence.	Low
--------------------------------------	--	---------------	---	---	---	---	------------

[XfdGkigrCNQFxR5URFNNT0ZFWDDdBOEHESDY
ORDg5VVc0Qlg4TC4u](mailto:XfdGkigrCNQFxR5URFNNT0ZFWDDdBOEHESDYORDg5VVc0Qlg4TC4u)

- ✓ If your test result is positive, you must self-isolate in line with the latest Government guidance and arrange a PCR test to confirm the result. You must also email the school on the following email address which will automatically notify all members of the Leadership Team:

covid-19@duncombe-school.co.uk

<p>Child or Staff Member Becoming Unwell at School</p>	<p>Pupils Staff</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Everyone to follow agreed protocol if a pupil or member of staff becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room. ✓ If child or member of staff becomes unwell with other symptoms, staff to follow usual school procedures, looking after and monitoring the child and contacting parent/carers if deemed necessary. ✓ PCR testing kits for pupils and staff from government testing programme are available for those displaying symptoms. ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. 	<p>Y</p>	<p>Y</p>	<p>Procedures established for staff and pupils exhibiting symptoms whilst at school and displayed in Medical Room and Treetops Staff Room.</p> <p>Pupils or staff exhibiting Covid-19 symptoms whilst at school to be isolated in either the Medical Rest Room or Treetops Staff Room and collect or sent home at the earliest opportunity.</p> <p>In the case of a pupil exhibiting symptoms the member of staff accompanying them should wear full PPE including a face visor.</p> <p>Isolation areas to be deep cleaned after use by the onsite cleaning team.</p> <p>Staff trained in new guidelines and aware of procedures for dealing with COVID 19 symptoms.</p>	<p>Low</p>
---	---------------------	---------------	---	----------	----------	--	------------

<p>Confirmed cases or potential outbreak in school or in local area</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Confirmed case will self-isolate for 10 days and 10 days for rest of household. The remainder of that year group/class including teaching staff will not be able to come to school for 10 days based on advice from Local Health Protection team. ✓ Anyone displaying symptoms, or is within 10 days of the first day when the first member of their household showed symptoms of (Covid-19) should not come to school. ✓ Contact made with Local Health Protection Team if more than 2 confirmed cases within 10 days, or overall risk in sickness absence. ✓ HPT will carry out rapid risk assessment to confirm close contacts and work with school – school engage in track and trace process. ✓ Mobile testing unit may be dispatched if outbreak confirmed. ✓ Local Authority to determine measures should there be a local outbreak. 			<p>If a pupil or member of staff tests positive for Coronavirus the following action must be taken:</p> <ol style="list-style-type: none"> 1. Swift action must be taken when you become aware that someone who has attended your school has tested positive for coronavirus (COVID-19). 2. Contact the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. If, following triage, further expert advice is required the adviser will escalate your call to the local health protection team (HPT). The DfE Helpline is open Monday to Friday 8.00am to 6.00pm and Saturday & Sunday from 10.00am to 6.00pm. 3. The HPT will work with the school to carry out a rapid risk assessment and 	<p>Low</p>
--	--------------------------------------	----------------------	--	--	--	--	-------------------

						<p>identify appropriate next steps.</p> <ol style="list-style-type: none"> 4. With HPT advice, the school will identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 10 days in line with guidance for households with possible or confirmed coronavirus (COVID-19) infection. 5. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely. 6. A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. 7. Schools must not share the names of people with coronavirus (COVID- 	
--	--	--	--	--	--	---	--

						<p>19) unless essential to protect others.</p> <p>Local Health Protection Team (HPT) Contact Details:</p> <p>PHE East of England Health Protection Team, Second Floor Goodman House, Station Approach, Harlow, Essex, CM20 2ET</p> <p>Telephone: 0300 303 8537 (Option 1)</p> <p>Email: EastofEnglandHPT@phe.gov.uk Or Phe.EoEHPT@nhs.net</p>	
--	--	--	--	--	--	--	--

<p>Medical Room/Isolation Space</p> <p>Hygiene Standards</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Isolation room/area established. ✓ Good hygiene measures in place – medical room/isolation space to be cleaned after every use. ✓ Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Suitable and sufficient last resort PPE in place, recommended with suspected cases member of staff treating pupil should wear mask, visor, apron and gloves (and pupil should wear mask). ✓ Procedures established for pro-actively ordering PPE and medical supplies. ✓ Only trained staff permitted to provide medical and first aid support. 	<p>Y</p>	<p>Y</p>	<p>Isolation Room clearly known by all staff and signage installed. For Main School this is the Medical Rest Room and in Treetops it will be the Treetops Staff Room. When the rooms are in use signage should be placed on the outside of the door to indicate the room is in use and should not be entered. (These signs are kept with the Isolation Rooms).</p> <p>Both Isolation Rooms should be kept clear of any unnecessary equipment at all times.</p> <p>When the Main School Isolation Room is used the door between this room and the foyer must be opened as should the front door to allow the areas to have good ventilation. The foyer must not be accessed. Signage to indicate this should be put on the door from Old Hall into the foyer and on the inside on the Main Front door so it is visible when the door is open. Hazard tape should be put across the main front door to prevent access during this time. (Signs and tape are kept within the Medical Rest</p>	<p>Low</p>
--	--------------------------------------	---------------	--	----------	----------	--	------------

						<p>Room). The School Office door must remain closed.</p> <p>Procedures for additional PPE for those treating staff and pupils with a suspected case established and displayed.</p> <p>Each isolation area will contain a clearly labelled box containing the following PPE: disposable, aprons, gloves, face masks and face visors. Once the Isolation Area is no longer in use this area will be deep cleaned and or fogged which in the case of Main School must include the foyer.</p>	
--	--	--	--	--	--	---	--

<p>Accident, Injury or Harm and Medical Needs</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ First Aid contact procedures are known by all staff, with adequate first aid provisions provided by trained staff. ✓ First Aid should initially be administered in the area of the incident. ✓ First Aiders providing treatment in the medical room will be required to wear PPE – visor, mask, gloves and apron. ✓ Cleaning regime established and followed to maintain hygiene standards. ✓ Paediatric First Aid Training and First at Work Training provided to relevant staff. ✓ Details of contact procedures and all trained staff posted within the Medical Room (and updated routinely, including considerations of staff absences). 	<p>Y</p>	<p>Y</p>	<p>First Aid Needs Assessment and First Aid/Medical Room Risk Assessment reviewed to reflect Covid-19 guidance.</p> <p>Within each 'POD/bubble' a member of staff allocated to that 'bubble' will be responsible for first aid during times outside breaks and lunch.</p> <p>A separate first aid kit to be provided for each class.</p> <p>At break and lunchtime a single point of contact will be allocated the first aid duty, they should bring with them the first aid kit and PPE that they would normally use within their POD. The only exception to this is between 12:50pm and 1.05pm when staff in Lower School will be responsible for their own Year Group.</p> <p>They should be based under the green gazebo and children requiring first aid should be sent there for treatment.</p> <p>Where appropriate, and the child is able treat themselves under the supervision of a member of staff, this should be encouraged. For example,</p>	<p>Low</p>
--	--------------------------------------	---------------	---	----------	----------	--	------------

						<p>a child with a graze that needed washing or an antiseptic wipe and plaster applied.</p> <p>If this is not possible staff should wear PPE such as disposable gloves and where appropriate a face mask and apron. These are provided within each class.</p> <p>Children should not be sent to the School Office for first aid treatment. All first aid treatment should be recorded on Medical Tracker in the normal way. Medical Tracker can be accessed via a tablet, laptop or desktop.</p> <p>In instances where a child vomits in a classroom the rest of the class should be temporarily relocated to another area.</p> <p>The sick child should be treated with the member of staff using full PPE and the parent called to collect their child as soon as possible. The child can be moved to another vacant area providing the area supervised so that the site team are able to clean up the vomit with an appropriate spills kit.</p>	
--	--	--	--	--	--	---	--

Vulnerable Persons – increased risk of infection and complications for vulnerable groups	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Staff who are clinically extremely vulnerable or in a vulnerable group or expectant mothers will be assessed individually around their personal risks. To ensure they are protected through social distancing and hygiene procedures. ✓ Care Plans continually monitored for additional information to ensure this is resourced and considered. ✓ Continual monitoring to ensure working practices consider changing Government Guidance. ✓ Staff reminded during Leadership Team and staff updates, to report any concerns. 	Y	Y	<p>Government advice on shielding measures are reintroduced from 5th January 2021.</p> <p>While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p>	Low
---	--	------	---	---	---	---	-----

<p>Unplanned visitors (including postal deliveries)</p>	<p>Pupils Staff Visitors Contractors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Access and egress of visitors controlled and managed by authorised staff only. ✓ Access control systems installed and remain active. ✓ Enhanced DBS checks in place for all authorised staff. ✓ No visitors to be allowed in school during this period unless approved by member of the Leadership Team; visitor will then be signed in, escorted and supervised. Visitors should have a pre-arranged appointment and wear a face covering for the length of the visit. ✓ Clear procedure for receiving deliveries, and post arrangements. ✓ Visitor waiting areas configured including screens on reception desks, barriers, one-way systems. Hand sanitiser station and masks available. ✓ Compulsory use of hand sanitiser before entering school. 	<p>Y</p>	<p>Y</p>	<p>Signage clearly posted clarifying Covid-19 rules for visitors.</p> <p>Visitors and or contractors to the school should be asked to use the hand sanitier provided when entering the school and scan the NHS Track and Trace QR code in the foyer using the NHS Track and Trace app. If they do not have the app a record of their visit must be recorded manually in the School Office to include their name, date, time and duration of the visit and a contact telephone number.</p> <p>Visitor and contractors should also be asked to wear an appropriate face mask. If they do not have a face mask with them a disposable face mask can be provided by the School Office.</p> <p>Parents encouraged to contact the school via email rather than visiting the School Office.</p> <p>Procedure for signing in visitors to use visitor stickers instead of lanyards.</p> <p>Deliveries should, wherever possible, be left in the clearly</p>	<p>Low</p>
--	--	---------------	---	----------	----------	--	------------

						labelled storage box outside the front door.	
--	--	--	--	--	--	--	--

<p>Access/Egress (Security and Safeguarding)</p>	<p>Pupils Staff Contractors Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Signing in and out procedures established. ✓ Suitable supervision arrangements will be made in line with number of children and any associated needs. ✓ Pupil handover procedure controlled and to the known parent, guardian or carer – in line with School Policy. ✓ All usual safeguarding procedures to be followed in line with current safeguarding policies. 	<p>Y</p>	<p>Y</p>	<p>Staff signing in and out remains unchanged.</p> <p>Automatic Hand Sanitiser Dispensers are located adjacent to each signing in and out area. Those being the Staff Entrance and Main Entrance.</p> <p>Pupil Drop Off and Collection Arrangements</p> <p>Breakfast Club</p> <p>Drop off at 7.30pm. Parents can use the car park. Pupils attending Main School Breakfast Club should be dropped off at New Hall and for Treetops Breakfast Club at the main Treetops entrance.</p> <p>Years 4, 5 and 6</p> <p>Drop off at Kiss and drop (no use of car park) at 8.20am. Pupils enter the building via the main front door at 8.20am and go directly to their classrooms.</p> <p>Pickup at 3.50pm. Parent can use the car park and collect their children from the Terrace. Parents must remain on the artificial grass.</p>	<p>Low</p>
---	--	---------------	--	----------	----------	---	------------

					<p>Years 1 ,2 and 3</p> <p>Drop off at 8.35am. Parents can use the car park and drop off their children at the Terrace. Parents must remain on the artificial grass and wait in line with the A frame that will have your child's class name on.</p> <p>Pick up at 3.30pm. Parents can use the car park and collect their children from The Terrace. Parents must remain on the artificial grass and wait in line with the A frame that will have your child's class name on.</p> <p>Early Kindergarten, Kindergarten, Nursery & Reception</p> <p>Drop off at 8.50am. Parents can use the car park and drop off their children. EKG and KG children enter Treetops via the rear conservatory entrances which are clearly marked. Parent must follow the one-way system behind Treetops. Nursery and Reception pupils enter Treetops via the Treetops front door.</p>	
--	--	--	--	--	--	--

						<p>Pick up at 3.30pm. Parents can use the car park to collect their children. Treetops pupils should be collected from the points they were dropped off at.</p> <p>After School Care</p> <p>Parents collecting children from After School Care should collect Treetops children from the main Treetops entrance and Main School children the door adjacent to the After School Club Room and Lost Property Area.</p> <p>Families with Children in Different Phases</p> <p>Please follow the same principle as the Autumn Term. Drop off your eldest child first and then take your younger child(ren) to their drop off area.</p> <p>For pick up, come at the later time, and collect your youngest child(ren) first then your eldest child.</p> <p>General</p> <p>In all instances appropriate social distancing must be maintained whilst on site.</p>	
--	--	--	--	--	--	---	--

						<p>From Monday 11th October 2020 parents are being requested to wear a face covering when dropping off and collecting their children. Signage to indicate this is shown at the pedestrian entrance and the entrance to the Parent Car Park.</p> <p>When entering and exiting the site on foot the clearly signed one-way route should be used. Entry is via the pedestrian walk way on Warren Park Road and via the path adjacent to New Hall. Pupils in Year 4, 5 and 6 should enter the school via the main front door as detailed above.</p> <p>When exiting the site on foot follow the zebra crossing across the car park and keep to the post and chain walkway through the main entrance on Warren Park Road. Care must be taken when crossing from one side of the main entrance to the other.</p> <p>The only exception to this is Treetops parents dropping off or collecting children at lunchtime when they should use the pedestrian entrance to enter and exit the school</p>	
--	--	--	--	--	--	--	--

						on foot whilst still observing appropriate social distancing.	
Emergency Procedures Including Fire and Lockdown	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ In the event of an incident/emergency evacuation, usual procedures will be followed. ✓ Fire drill - practice will take place within the first full week of the new term. ✓ Weekly fire alarm testing will take place every Friday at 4.00pm. The alarm test will continue for 14 seconds to ensure the Dorgards are operational and trigger when the alarm is sounded. 	Y	Y	<p>Standard Emergency Evacuation procedures to be followed.</p> <p>Fire alarm linked to monitoring station to notify fire brigade.</p> <p>2m Social Distancing marked on Emergency evacuation area.</p>	Low
H&S Training No Longer in Date or Expired	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Specific training undertaken for staff with key roles. ✓ Training matrix provided to clarify current training levels, and routinely monitored and updated. 	Y	Y	<p>Emergency Paediatric First Aid refresher carried out in September & October 2020 twilights 3 x 2 hours sessions via Strong Roots Training.</p> <p>Paediatric First Aid refresher training to be arranged at local St John Ambulance venues.</p>	Low

<p>Cross Contamination-getting or spreading covid 19 by not washing hands or not washing them adequately and not adhering to current System of Controls</p>	<p>Pupils Staff Visitors Contractors</p>	<p>High</p>	<ul style="list-style-type: none"> ✓ Posters displayed in School to ensure staff follow guidance for themselves and pupils regarding: <ul style="list-style-type: none"> ○ Social distancing ○ Handwashing ○ Face coverings ○ Temperature monitoring ○ What to do if anyone becomes unwell with a new, continuous cough or a high temperature, in an education setting ✓ Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use. ✓ Staff and pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ✓ Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal. ✓ Regular breaks shall be allowed to wash hands, with time factored into activities. Pupils to wash hands every time they change rooms. ✓ Hand Sanitizer – alcohol content 60% or above. Located at entry and exit points and supervised areas only. No touch type preferable. ✓ Hand sanitiser provided in classrooms where hand washing facilities are not close by. 	<p>Y</p>	<p>Y</p>	<p>Parents are required to check their child’s temperature prior to coming to school and follow guidance to not send child in if temperature higher than 37.8 degrees or above. This guidance also applies to staff.</p> <p>Signage displayed to remind staff, pupils and visitors to wash their hands.</p> <p>Children of parents that do not wish their child to use hand sanitiser, will be requested to wash their hands with soap and water on a regular basis.</p> <p>Additional temporary hand washing stations provided in Main School. P & W Water Hygiene have confirmed there is no water hygiene issues when using these temporary hand washing stations.</p> <p>Wall mounted automatic hand sanitiser dispensers can be found in the following locations:</p> <ul style="list-style-type: none"> • Main Entrance Lobby • Staff Entrance Lobby • Bottom of New Wing Staircase 	<p>Medium</p>
--	--	-------------	--	----------	----------	--	---------------

✓ Year groups are not mixed during day.

- Old Hall by door to the Terrace
- External Door by Staff Room

Wall mounted manual hand sanitiser dispensers can be found in the following locations:

- Main Staff Room
- Medical Rest Room
- Library
- Staff Work Room
- New Hall x 2
- SEN Landing
- Music Studio
- Treetops Ground Floor Octogen
- Treetops Staff Room
- Treetops Classrooms x 8

Free Standing automatic hand sanitiser dispensers can be found in the following locations:

- Treetops Entrance Lobby
- Astro Court
- Treetops Exploration Hub
- PE Pavilion Lobby

Drinking water fountains have been taken out of use. Water

								Bottle Refill station has been set up next to the Staff Entrance and Thomas Franks will top up the water at these temporary station as required.	
--	--	--	--	--	--	--	--	--	--

<p>General Cleaning – getting covid-19 by not cleaning surfaces, equipment and workstations</p>	<p>Pupils Staff Visitors Contractors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements. ✓ Full deep clean of premises to be arranged in the event of confirmed Coronavirus case(s) in line with risk assessment from Local Health Protection Team. ✓ COSHH assessments for existing and new cleaning products reviewed and in place. ✓ Increased cleaning to frequently touched surfaces such as handrails, handles, toilets, washing areas, telephones and all equipment. ✓ Bins for tissues emptied during day. ✓ Signage around school to inform staff & pupils what they need to do to keep school clean and sanitised. 	<p>Y</p>	<p>Y</p>	<p>Areas of the school not in use during this period will be locked/shut to reduce the number of areas to be cleaned.</p> <p>The school is in receipt of third-party cleaning contractor’s new risk assessments for new way of working.</p> <p>Our daytime Housekeeper will be supported by another member of NiC staff during the school day to facilitate clean of toilets, communal areas such as corridors and high frequency touch points.</p> <p>Each classroom that is in use is provided with a pack of Dettol Anti-bac wipes and a spray bottle of anti-bac spray. These will be replenished by either the NiC Team or by the Site Managers.</p> <p>Where possible waste should be disposed in foot operated pedal bins with a lid</p> <p>NiC will be provided with a timetable showing the use of the classrooms and breaktimes so times can be identified when the team can get into the classrooms.</p>	<p>Low</p>
--	--	---------------	---	----------	----------	---	------------

						NiC will continue to clean after school in addition to the daytime cleaning.	
Use of suitable classrooms and areas including room layout, teaching equipment etc adhering to social distancing guidance for schools published by PHE/DFE	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Side to side seating and facing forwards rather than face to face or side on. ✓ Minimised overcrowding in corridors with different timetable for different year groups, installation of barriers where appropriate, or floor markings, one-way circulations. ✓ Staircases with one-way circulation such as up and down staircases only, pupils stay in classrooms for most of day to reduce need to move around vertically. ✓ Visual inspection of classroom by staff prior to each daily use. ✓ Pupils encouraged to be self-sufficient at their own desk every day – own pencil case and water bottle. ✓ Resources shared between classes or year groups are frequently cleaned or left unused for period of 48 hours (72 for plastics). ✓ Regular cleaning programme established. ✓ Ventilation – rooms should be well ventilated with natural ventilation (open windows) Where centralised or local mechanical ventilation is present, recirculatory systems adjusted to full fresh air, if this is not possible systems will be operated as normal. 	Y	Y	<p>Consideration given to:</p> <ul style="list-style-type: none"> • Access/egress routes. • Temporary cap on numbers. • Maintained room usage (limit sharing). • Suitable space between desks and pupils to be spaced out (as far as possible). • Removal of soft furnishings, soft toys and toys that are hard to clean and unnecessary items to give more space in rooms. • Cleaning regimes in place. • No sharing of equipment. • Water bottles to be taken home each day. • No sharing of drinking cups. • Toilets only to be used by one Year Group or POD at a time. 	Low

<p>Social Distancing is Difficult to Achieve</p>	<p>Pupils Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Safe working operations to encompass 2m minimum distance where possible. ✓ Briefings to take place adopting the 2m social distancing ahead of any overlapping task to restrict the need for communication during the short duration close proximity working (and to prevent face to face working). ✓ Where interaction is required for combined tasks, individual risk management shall consider: Elimination, Time, Distance and Shielding. ✓ Avoiding large gathering such as assemblies with more than one year group. 	<p>Y</p>	<p>Y</p>	<p>Shared spaces – such as Staff Rooms where people congregate, numbers limited in these areas, via means of reducing the quantity of furniture and providing additional areas such as ASC Room and the Reading Café.</p> <p>Break times to be staggered.</p> <p>Staff and pupils should not enter the School Office.</p> <p>Sanitizer available in shared rooms such as meeting rooms where washing facilities not available.</p> <p>Whilst there is not a requirement for staff to wear face masks whilst in a classroom environment you are obviously able to do so if that makes you feel more comfortable.</p> <p>Staff should wear a face mask or covering when receiving and handing over children from parents.</p> <p>Staff must wear a face mark or covering when moving around the school and within communal areas such as Staff Rooms and should only be</p>	<p>Low</p>
---	--------------------------------------	---------------	--	----------	----------	--	------------

						<p>removed in these areas if you are eating or drinking.</p> <p>Staff can either choose to wear their own face mask or use a disposal face mask. If you are wearing your own mask it should be washed each day. We have a supply of disposable face masks and there should already be a plastic box in your classroom with these in. For environmental reasons if you are using a disposable mask please do cut the elastic on both sides before placing it in the bin.</p> <p>If you have a medical exemption from wearing a face mask can you please let Ian Thomas know.</p>	
--	--	--	--	--	--	--	--

<p>Activities, Practical lessons, Sport, Music</p>	<p>Staff Pupils</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Play equipment should be cleaned more frequently. ✓ PE or sports lessons to follow AFPE or Sport England current guidance. ✓ Sports Halls- increase to frequency of cleaning and hygiene in place. ✓ Practical lessons will take place if equipment is cleaned thoroughly between lessons or left unused for a period of 48 hours (72 for plastics). ✓ Science lessons to follow Cleapss current guidance. ✓ Music lessons – singing in small groups, and playing instruments outside where possible, limiting group sizes to 15, back to back or side to side and avoid sharing of instruments. ✓ No school choirs or assemblies involving singing, wind or brass playing. 	<p>Y</p>	<p>Y</p>	<p>Due to the installation of the zebra crossing in the playground children are not permitted to play in the area between the zebra crossing and the gates into the playground.</p> <p>Peripatetic Music Lessons will continue online via Teams during the January Lockdown.</p> <p>The Speech Therapist and School Counsellor to wear face coverings in communal areas of the school.</p> <p>Face coverings do not need to be worn in the classroom when working with the children providing 2-meter social distancing can be maintained or a pop-up clear screen is used to create a barrier between the pupil and member of staff.</p> <p>Singing in School: Singing can take place if it is kept within PODS and preferably outside. It can take place inside providing it is within a large space.</p> <p>Singing cannot take place in larger groups such as choirs and ensembles, or assemblies.</p>	<p>Low</p>
---	---------------------	---------------	---	----------	----------	--	------------

						<p>Social distancing In the smaller groups where singing can take place, strict social distancing must be observed between each singer, and between singers, 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.</p> <p>Seating positions Pupils should be positioned back-to-back or side-to-side when singing (rather than face-to-face) whenever possible.</p> <p>Games Treetops – Games staff will collect Treetops pupils from the main Treetops entrance for their games lessons and will return them to the staff area.</p> <p>Lower School – Games staff will collect Lower School pupils from the doorway of their classrooms and return them to the same location.</p> <p>Upper School – Upper school pupils will make their own way to the PE Pavilion and will</p>	
--	--	--	--	--	--	--	--

						<p>be met by Games staff. Upper school pupils will make their own way back to their classrooms at the end of the lessons.</p> <p>Games staff should wear face coverings when collecting and dropping back pupils.</p>	
Staff Wellbeing	Staff		<ul style="list-style-type: none"> ✓ Leadership Team discuss with staff specific concerns and how to make them feel safe. ✓ Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken. ✓ Provision of online resources via MyCognita to support staff wellbeing. ✓ Staff have employee helpline resource available via Care First. 			<p>Line Managers to have regular check in with all staff.</p> <p>Care First posters on display in Staff Rooms, Staff Work Room and School Office.</p> <p>All staff can call Care First in confidence on 0333 212 7341 and is available 24/7.</p>	

<p>Shared Areas i.e. Offices, Reception Area, Staff Welfare Areas</p>	<p>Staff Visitors</p>	<p>Medium</p>	<ul style="list-style-type: none"> ✓ Tables, workstations and chairs repositioned so more than 2m apart where possible. ✓ Sneeze guards installed on Reception desks with floor signage for visitors to reception to enable social distancing. ✓ Floor markings and signage installed. ✓ Limit on numbers in areas to maintain social distancing. ✓ Limiting hot desking. ✓ Doors left open to ease ventilation and no contact if possible. ✓ Additional cleaning equipment provided for staff to use for frequently used equipment. ✓ Where possible, staff are encouraged to bring their own food and drinking vessel. ✓ Posters and guidance to remind staff of safe practices. 			<p>Anti-bac wipes provided on each photocopier.</p> <p>Duncombe Branded hot cups and china mugs temporarily removed and compostable cups and lids provided within staff rooms.</p> <p>Individually wrapped tea bags, coffee sticks and sugar sticks provided in staff rooms.</p> <p>In Treetops two separate staff rest areas are set up, one for the EKG and KG POD staff and another for Nursery and Reception POD staff.</p> <p>In Main School an additional refreshment station for staff will be set up at the end of New Hall to reduce the pressure on the use of the Main Staff Room.</p> <p>In the following room the number of adults must not exceed those shown:</p> <p>Staff Work Room – 4 Admin Office (1st Floor) – 3 School Office – 1 in front of the screens, staff must not access the copier.</p> <p>The Staff Room photocopier has been relocated to Old</p>	<p>Low</p>
--	-----------------------	---------------	---	--	--	--	------------

						Hall. If for any reason you need printing done on the School Office copier please email your work to Emma who will print it for you and leave it in the foyer)	
--	--	--	--	--	--	--	--

Dining Areas	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Pupils and staff encouraged to promote excellent personal hygiene prior to and following food consumption. ✓ Regular routine cleaning regimes followed. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements. ✓ Separate cloths and cleaning agents used for different areas. ✓ Secure storage of cleaning equipment when not in use. ✓ Spillages cleared promptly, with signage located during drying. ✓ Adequate time permitted between normal room use and dining requirements, to ensure adequate/suitable cleaning regimes can be followed. ✓ Considerate disposal of waste and bins emptied regularly. 	Y	Y	<p>School is in receipt of third-party catering contractor's new risk assessments for new way of working.</p> <p>Lunch will be provided by Thomas Franks from a limited menu which parents will have to choose in advance.</p> <p>For the remainder of the Spring Term lunch will be served to all year groups in compostable disposable containers with disposable cutlery. Lunch will be delivered to the door of each classroom in an insulated bag by the Thomas Franks Team.</p> <p>Windows in New Hall should be open during the day and can only be closed whilst the Catering Team are boxing up lunches but must be opened again before the pupils come in for lunch.</p> <p>Staff not allocated to a class can collect their lunch for the counter in New Hall at 12.30pm and 1.05pm. This will be served in a compostable disposable container.</p> <p>A black bag will be provided to each classroom where</p>	Low
--------------	-----------------	--------	--	---	---	--	-----

						<p>lunch has been served so the waste can be removed. Thomas Franks staff will collect the insulated bag and back rubbish bag at the end of lunchtime which the teacher should leave outside the classroom.</p> <p>Bottles of drinking water and disposable glasses will be provided for Year 1 to 6 classrooms for use at lunchtime. This water must not be used to top up pupil water bottles. These should be topped up from the temporary water bottle refill station next to the boys' toilets.</p> <p>These arrangements will be reviewed prior to Easter with the intention of pupils in Treetops returning to having lunch served on plates with metal cutlery in Treetops and with a weekly rota system in Main School to allow 2 year groups to eat in New Hall with plates and metal cutlery.</p>	
--	--	--	--	--	--	---	--

Information Sharing	Pupils Staff Contractors	Medum	<ul style="list-style-type: none"> ✓ Reinforcement of information and guidance at regular staff meetings. Regular reviews by Leadership Team to ensure measures being followed. ✓ Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas. ✓ Any training required to support staff has been provided. ✓ Staff to report to H&S coordinator of any concerns. ✓ Near miss reporting in place to identify where controls cannot be reported or people not doing what they should. ✓ RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all. 			School Risk Assessment to be shared with all staff, Thomas Franks and NiC Services Group.	Low
----------------------------	--------------------------------	--------------	---	--	--	---	------------

REVIEWS:		
DATE OF REVIEW: 17 th September 2020	REVIEWED BY: Ian Thomas	COMMENTS: Amended to reflect guidance for Department of Education regarding confirmed cases.
DATE OF REVIEW: 5 th October 2020	REVIEWED BY: Ian Thomas	COMMENTS: Amended to reflect visitor and contractor requirements, first aid at break time, face coverings for parents and confirmation of singing in school.

DATE OF REVIEW: 5 th November 2020	REVIEWED BY: Ian Thomas	COMMENTS: Amended to reflect additional guidance relating to the use of Isolation Areas. Lunch in New Hall now for Year 4 and 6. Windows in New Hall closed while Catering Team are boxing up lunch but must be open again before Year 4 and 6 come in for lunch. Peripatetic Music Teachers, Dance Teachers, Speech & Drama Teacher, Speech Therapist and School Counsellor to wear face coverings in communal areas.
DATE OF REVIEW: 5 th January 2021	REVIEWED BY: Ian Thomas	COMMENTS: Amended to reflect the National Lockdown announced on 4 th January 2021.
DATE OF REVIEW: 4 th March 2021	REVIEWED BY: Ian Thomas	COMMENTS: Amended to reflect the return to school after National Lockdown.