

Risk Assessment Covering H&S Concerns for Arrangements Following Easter Holidays

General Cross-Foundation Principles

The following measures have been taken to provide a safe working environment and not to expose staff and pupils to unreasonable risk.

They are in line with the core guidance for employers and businesses on coronavirus (COVID-19) and the DfE's sector-specific guidance which can be found at <https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>.

The guidance includes new information in line with changes which are in place for the summer term.

Independent schools should follow the same system of controls (as set out in DfE documentation) as state-funded schools. These are:

Prevention

You must always:

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

In specific circumstances:

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

Response to any infection

You must always:

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

This Risk Assessment sits alongside other Foundation Policy and Procedures, many of which have been amended to take into account Covid 19, including the Safeguarding Policy, recruitment policies, and Housekeeping/ Estates Policies.

Communication Plan:

- Shared with Headteachers/ Setting Managers/ Head of Estates & Head of Personnel & Amendments made *done*
- Further Amendments at Executive *done*
- Shared with Senior Staff & Amendments made by Monday 24th August *done*
- Shared with all staff & Amendments made from Friday 29th August onwards *done*
- Shared with parents, pupils & Amendments from Wednesday 2nd September onwards *done*
- Final Version out by Friday 4th September *delayed to 8th September*
- *New version published 21st September*
- Amendments made to take into account Tier 3 status of Greater Manchester
- Amendments made to take into account national lockdown published 6th November
- Amendments made to take into account the end of national lockdown *published 27th November* and the placing of Bolton in **Very High Alert**.
- Amendments made to take into account changes to the isolation period and the Test for Release scheme *published 14th December 2020*.
- Amendments made to take into account changes to in school provision for senior schools at start of January 2021 *published 4th January 2021*
- Amendments made to taken into account changes announced on evening of 4th January *published 6th January*
- Amendments made to take into account changes announced for the re-opening of Schools to all pupils, *published February 2021*
- Amendments made to take into account changes which have an impact on the return to School after the Easter holidays.

Review:

This Risk Assessment will be reviewed as follows:

- On a weekly basis by Senior Officers in their meeting
- On a weekly basis by Senior Officers in their discussions with Head of Estates (Clerk & Treasurer-C&T), Head of Kidzone (C&T), Nursery Manager (Headmistress- HMSS), Head of Beech House (HMSS), Head of Hesketh House (HMSS), Head of Park Road (Headmaster- HM)
- On a weekly basis by Setting Managers & Headteachers in discussion with their own staff

Amendments should be forwarded to the Headmistress for inclusion

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Spread of Covid-19 Coronavirus from daily activity/	Pupils/ Children Attending School/ the Nursery/ KidZone;	Pupils, staff (inc trainee teachers) and other adults must not come into the school if: <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms 		

<p>attendance at site</p>	<p>Teaching & Support Staff, inc Nursery Nurses; Visitors to premises (including family members dropping off and collecting); Contractors where appropriate including Tyrers' coach drivers; Suppliers where appropriate Anyone else who physically comes in</p>	<ul style="list-style-type: none"> • a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive LFD test (until and unless this is subsequently overridden by a negative PCR test) • they have had a positive PCR test <p>Staff (inc trainee teachers), pupils & other adults must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team must not attend.</p> <p>If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are:</p> <ul style="list-style-type: none"> • sent them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>(NB Other members of their household (including any siblings and members of their support or childcare bubble if they have one) will be advised to self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was</p>		
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	<p>Among the above: Extremely Vulnerable Groups (or those with a member of the household who is extremely vulnerable); Vulnerable Groups (or household member who is vulnerable); Those with an underlying health condition; pupils, staff members & others who</p>	<p>taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.)</p> <p>(NB2 If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.)</p> <p>Staff, parents, pupils and visitors reminded of the above in communications from School, signage & government messaging.</p> <p>Any staff or pupils joining the Foundation after the initial communications will be informed of the above. This is now part of the induction paperwork.</p> <p>All necessary information about potential outbreaks will be treated as urgent.</p> <p>Lateral Flow Testing for Senior School pupils, reported twice a week, unless families have decided not to take part. All Staff provided with Lateral Flow Devices to test selves at home, again reported twice weekly.</p> <p>CEV staff are able to attend the workplace once again.</p> <p>Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, who may be at greater risk of severe illness if they catch coronavirus (COVID-19) should be individually risk assessed and measures put in place.</p> <p>Personalised mitigation plans may also be offered to or requested by members of staff/ pupils at greater risk.</p>	<p>Line managers (or other as appropriate) to talk to CEV colleague about any concerns/ extra measures which may be required.</p>	<p>Pastoral leads ongoing</p>
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	<p>are among groups which are disproportionately affected by Covid 19 as outlined in the report 'Covid 19: review of disparities in risks & outcomes report'</p>	<p>Each school/ setting to follow DfE guidance on the use of face coverings which now states that:</p> <p>In the Senior Schools, face coverings should be worn by adults and pupils (unless they are medically exempt) when moving round the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises.</p> <p>Face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>In primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.</p> <p>NB Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p> <p>Importance of Hand washing emphasised (especially after entering premises, changing room, after sneezing/ coughing, before and after handling & eating food, after going to the toilet) for staff/ pupils: facilities with soap and water in place, including extra external facilities outside Nursery/ BH/ PR/ HH/ GD senior/ BD senior; Age- appropriate instruction for all children; Drying of hands with disposable paper towels; Gel sanitisers in any area where washing facilities not readily available</p>		
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		<p>(including at entrances to buildings). Adoption of such practices to be regularly monitored by Senior Staff. Advice to staff to wash hand without rings with stones (wedding bands ok) – preferably keep such jewellery at home as school insurance will not cover loss of such items</p> <p>Guidelines re: Catch it, Bin it, Kill it and importance of not touching face, eyes, nose or mouth with unclean hands; tissues made available; bins double bagged & regularly emptied.</p> <p>NB Advice (non statutory) to use lidded bins from some quarters. However, we are not doing this- lidded bins require touching. Instead, we are relying on regular emptying of bins.</p> <p>Following Bolton Council advice, consideration of Sneeze Stations if appropriate in a particular setting.</p> <p>Adjustment to uniform considered and communicated to parents of children as appropriate by Headteacher/ Setting Manager</p> <p>Clarification for staff re what they should and shouldn't do wrt first aid- guidance sent out.</p> <p>PPE available for times when needed (ie personal care, first aid & if child has possible symptoms prior to collection and adult needs to stand within 2m from him/her). Posters up explaining how to safely don and doff.</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration of whether that activity needs to continue for the school to operate, and, if so, all appropriate mitigating action to reduce the risk of transmission- eg use of masks/ extra handwashing or sanitisation</p>		
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		<p>Signage & posters emphasise rules.</p> <p>Creation of class or year group bubbles, depending on ability to offer a full range of subjects or manage the practical logistics around the school, social distancing (SD) and organisation of activities as outlined below for each setting/ School and within individual activity risk assessments.</p> <p>Pupils to be outside whenever possible. Bubbles kept apart where possible & limits on interaction/ sharing of rooms and social spaces between groups as far as possible. Movement in corridors/ on stairways is one way whenever possible.</p> <p>No large gatherings, eg assemblies.</p> <p>Classroom layouts changed so that pupils are front facing where possible or other mitigations are in place (eg screens/ diagonal seating).</p> <p>Movement of pupils from one area to another reduced. Teachers & other staff may operate across different classes and year groups but should keep distance from pupils & colleagues as far as possible (ideally 2m adult to adult). Staff teaching areas 'zoned off' by tape. Teachers to have screens between them and pupils (to be used if wanted- visors also available for each teacher when s/he has to circulate). Offices socially distanced or screened.</p> <p>Catering requirements re- considered in each setting (below).</p> <p>Ventilation through open windows encouraged and air conditioning turned off- see each setting for further detail. In colder weather:</p> <ul style="list-style-type: none"> - Open high level windows in preference to low level to reduce draughts - increase the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) - provide flexibility to allow additional, suitable indoor clothing - rearrange furniture where possible to avoid direct draughts 		<p>Room leader/ Class teacher/ Subject Lead/ Head of Department to consider and to report to Headteacher/ Setting Manager as appropriate.</p>
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		<p>NB Riley Centre: Year 12 GD and Year 12 BD will constitute a single 'bubble', as will Year 13 GD and Year 13 BD. NB Year 12/13 GD Tutor groups have been split NB Extra curricular activities have been organised so that only one year attends and larger or outdoor venues have been found One week: Year 12 have RC before school, at am break & lunch. Second week: Year 13 have RC During periods 1-4, 5-6 & after school, Year 12 on café floor & Year 13 on top floor</p> <p>Extra materials brought in so that fewest possible items need to be 'shared'. Where sharing is required- staff/ children should sanitise hands before and after use. Equipment, eg PCs, should be wiped down before and after use by the person using it.</p> <p>Needs of each age group & class considered discretely in terms of support, activities & facilities</p> <p>Reduction in number of practical activities to reduce amount of sharing/ wiping down and cleaning.</p> <p>Items which are least likely to be used have been covered over and/or removed to reduce amount of cleaning required. Ditto soft furnishings.</p> <p>Cleaning regime in line with PHE guidance on cleaning of non-clinical setting as outlined below to ensure frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, grab rails using appropriate cleaning products and methods. (See Housekeeping protocols for further information).</p>	<p>Ongoing adaptations & risk assessments throughout term</p>	
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		<p>Rigorous checks carried out by line managers to ensure that the necessary procedures are being followed. Senior staff kept up to date with latest government guidance and forward this information on to staff (and sometimes parents) as required</p> <p>Numbers of visitors coming in to School/ on site kept to a minimum (although support staff for pupils with SEND will continue to visit & immunisations will continue) and all must be approved by a Senior Officer, headteacher, setting manager or the Head of Estates. Visitors/ contractors/ suppliers should wear a mask unless specific permission is given by headteacher/ setting manager for this not to be the case in a particular instance, eg a pastoral visit by a parent. Receptionists have glass screen between them and visitors. Only specifically authorised visits are allowed, eg Parents may not 'drop in to site', eg to drop off forgotten items in Riley Centre unless a Year Tutor or someone more senior has authorised this</p> <p>Riley quad gates will be open-if this causes problems, we shall reserve right to close them.</p> <p>RC doors- queuing markers are needed outside and only one person or (if both receptionists present, two people) at the counter at each time</p> <p>Visitors to be informed of all guidelines before coming on site and asked about their health situation (symptoms/ household/ track & trace/ quarantine).</p> <p>Parents may not queue in glass corridor prior to pick up children at the end of the day</p> <p>Parents informed of the need to socially distance at drop off and pick up times</p> <p>Non-overnight educational visits must be organised in line with protective measures and RA must make these explicit</p>		
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		<p>Sport whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports listed on the return to recreational team sport framework. Competition between different schools may now take place.</p> <ul style="list-style-type: none"> - Pupils should be in consistent groups; - Sports equipment should be thoroughly cleaned; - Outdoor sports should be prioritised; - Large, well ventilated spaces may also be used; - External facilities may be used; - External coaches, clubs & organisations may be used; - Extra curricular activities before and after school are permissible in certain circumstances; - Consideration to be given by the Director of Sport and/or staff member organising an away fixture to transport and social distancing/ bubbles; - Consideration to be given by above to organising spectators for home matches. 		
Issues arising from Potential employees being on site	Spread of infection because potential employees do not understand controls	<p>Alternatives to face to face recruitment considered. Potential employees subject to same restrictions before coming on site as current employees. Steps taken to ensure that interview room and class observations are covid secure.</p>		
Failure to deal adequately with information received during the school day that a pupil has tested positive	Spread of infection within community because contacts of that person are not asked to isolate	<p>NB support on the action we should take to respond to a positive case, can be obtained by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>Preferable in more complex situations: Ring Single Point of Contact SPOC (Bolton 336004) after 9am. (fyi: PHE after 9am is 0344 225 0562 then press 0 for reporting a case from school and press 3</p>		

		<p>for Greater Manchester. PHE out of hours- number is -0151 4344819)</p> <p>NB2 Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household • anyone who has had <ul style="list-style-type: none"> o face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre o been within 1 metre for 1 minute or longer without face-to-face contact o sexual contacts o been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) o travelled in the same vehicle or a plane <p>Protocols established and updated in line with government guidance and information from Bolton Health Team:</p> <ol style="list-style-type: none"> a) As soon as we get the pupil's confirmation of a positive test, <ul style="list-style-type: none"> - Work out 48 hours from before symptoms started - When the child was last in- was it within the 48 hours? Therefore work out when the danger period began - Create lists: which groups will be affected and which will not be affected? - Was the child on the bus for longer than 15 minutes? Who was sitting within 2m of the child? - Does the child have a sibling in the Foundation- is that person already at home? - Establish where the child was sitting in different classes - Establish how long isolation for the bubble needs to be- 14 days from the time the person was last in (but isolation period from school may be different from isolating generally due to weekend) 		
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		<ul style="list-style-type: none"> - Covid19contacttracing@bolton.gov.uk and - policyandperformance@bolton.gov.uk <p>and tell them School/ year group/ bubble/ estimated numbers/ number of children with a social worker and then report specific details of these children to the relevant Social Care Duty Team/ expected reopening date</p>		
Failure to deal adequately with information obtained during LFD testing	Spread of infection within community	<p>Relevant information about test results disseminated to pastoral staff who monitor attendance as appropriate.</p> <p>The pupil or staff member who tested positive for coronavirus can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, we shall advise them to stay at home and seek medical advice.</p>		
Failure to deal adequately with information received at the weekend or out of school hours that a pupil has tested positive	Spread of infection within community because contacts of that person are not asked to isolate; Inconvenience caused to pupils & parents who come to School and then have to return home immediately	<p>Headteacher/ Setting manager to inform parents of what to do in the event that they are notified about a positive test out of hours.</p> <p>Once information is received, all efforts made to contact relevant pupils & staff members about self isolation before they come into school/ setting.</p>		
Failure to deal adequately with information that a member	Spread of infection within community because contacts of that person are not asked to isolate;	<p>As above in terms of information-giving.</p> <p>Very important to establish whether member of staff had close contact (within 1 m) for any length of time with other colleagues/ classes or</p>		

of staff has tested positive		<p>proximity contact (within 1 to 2m for more than 15 minutes) with other colleagues/ classes</p> <p>Cases reported to RIDDOR when an accident/ incident at work has or could have led to the release/ escape of coronavirus; a worker is diagnosed as having coronavirus attributable to occupational exposure; a worker dies as a result of occupational exposure.</p>		
Staff member or pupil contacted via NHS Track and Trace erroneously	Staff/ pupil off who don't need to be	<p>Staff and older pupils warned as follows:</p> <p>It is possible to pause the contact tracing function ('trace') in the app. If it is paused, the phone and Bluetooth remain on but the phone does not record contacts. Pausing contact tracing is only recommended in 3 situations:</p> <ul style="list-style-type: none"> • when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone • when an individual is working behind a Perspex (or equivalent) screen, fully protected from other colleagues and members of the public, as the individual is considered to be adequately protected from contracting coronavirus (COVID-19) • in a health or care setting where staff are wearing medical grade PPE (for example, a surgical mask) as these individuals are also considered to be adequately protected 		
Infection from Covid 19 due to dealing with pupil who has symptoms and then tests positive	Staff dealing with situation; staff cleaning up after situation	<p>In all settings/ schools, a place has been identified where a child showing symptoms can be kept until s/he has been picked up.</p> <p>This will be a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If a member of staff needs to be less than 2m</p>		

		<p>from them, s/he should wear PPE (mask, apron & gloves, properly put on and taken off)</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Information shared with staff and parents/ pupils as appropriate so they know what close contact means, ie Direct close contact: face to face contact with an infected individual for any length of time, within 1m, including being coughed on, talking face to face or unprotected skin to skin contact <i>or</i> proximity contact means: extended close contact (within 1 to 2m for more than 15 minutes) <i>or</i> Sitting in a car with an infected person- warnings about car sharing given to parents and Sixth Formers.</p> <p>Information that if a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>The guidance on decontamination suitable for a hospital setting is then being applied- ie Level 2 deep clean with Acti-Chlor.</p> <ul style="list-style-type: none"> • wearing disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished; • if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus, ensure PPE protection for the eyes, mouth and nose, as well as wearing gloves and an apron; 		
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		<ul style="list-style-type: none"> Regularly wash hands with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. <p>In addition, the Viro-Cube is used.</p>		
Member of staff or pupil fails to self isolate despite having symptoms or being contacted by Track & Trace or needing to quarantine	Staff & pupils	<p>Staff & pupils confirm that they are safe to come in at start of term. Any potential discrepancies in information followed up.</p> <p>Tracking systems in place to record when someone begins to be off and reasons why- parents and staff instructed what information they must give: Portal set up to allow this to be done more easily.</p> <p>School/ setting may not request evidence of a negative test result (although parents/ young people are welcome to provide it.) However, if a parent or guardian insists on a child with symptoms attending school/ a setting, the headteacher/ setting manager may refuse the child.</p> <p>NB Members of staff who are self isolating, should aim to do job from home in so far as this is possible. Members of staff must provide isolation note and each case will be reviewed on its individual merits by relevant line managers.</p>		
Member of staff or pupil fails to follow guidance for households with possible or confirmed case	Staff & pupils	<p>Schools to ensure that staff members and parents/ carers understand that they will need to:</p> <ul style="list-style-type: none"> - book a test if they (staff member) or (parents & carers) their child have symptoms; - self isolate for at least 10 days if they have been in close contact with someone who tests positive for Covid 19 or if a member of their household has symptoms; - (staff & pupils) self isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of 		

		smell/ taste <i>or</i> if they have a negative test, feel well & no longer have symptoms		
Fire	Staff & pupils	<p>Current procedures in place do not allow for SD, although pupils line up in year group 'bubbles'. In the event of a real fire, the immediate risk to life will outweigh need for social distancing.</p> <p>Fire 'drill practices' which include SD are not real fire practices; however, a 'review of drill procedure' with SD measures will take place at the start of term so that pupils and staff know where to stand & the buzzer/ bell will sound so that they know what to listen out for.</p>		
Educational or Social problems emerging as a result of lockdown	<p>Pupils (or children in the Nursery), including those with SEND</p> <p>Pupils in Years 11 & 13</p>	<p>Pupils attending Bolton School (including children in the Nursery) remained in close contact with the Foundation throughout lockdown & received educational & pastoral support throughout.</p> <p>IEPs (or EHCPs) updated annually under current policies</p> <p>Behavioural & Pastoral plans or policies revised annually across the Foundation</p>	<p>Staff teaching Year 7 & Reception or new pupils throughout the School will need to make allowances for potential gaps in education due to lockdown without remote teaching</p> <p>Additional needs as a result of Covid 19 to be assessed</p>	<p>Teachers once term begins</p> <p>Those with responsibility for Learning Support in different Schools/ Settings once term begins</p>

Including inadequate preparation for assessments used to support generation of TAGS		Staff to follow relevant School's policy on Teacher Assessed Grades, itself based on JCO/ Ofqual guidance, so that grades are fair, objective & without bias. Staff trained in the policy. Information as relevant and permitted shared with parents & pupils.		
Anxiety on the part of a staff member/ pupil about coming in	Staff & pupils resist coming in	<p>Staff, parents and pupils shown how Covid-secure environment is being maintained, eg via twitter/ webinars.</p> <p>Pre-term visits can be organised for staff to relieve anxiety</p> <p>Staff, parents and pupils have contractual obligations to fulfil. DfE guidance is clear that pupils of compulsory school age must be in school unless a statutory reason applies (eg leave of absence, sickness, religious observance)</p>	<p>Identify pupils who have not returned to school for fear of infection prior to and at start of term</p> <p>Take action to promote attendance</p>	<p>Headteachers at start of term</p> <p>Headteachers & Setting Managers</p>
Person unable to come in for prolonged period of time eg due to excess periods of track & trace/ quarantining	<p>Staff & pupils</p> <p>Staff- burden if needing to cover for other colleagues not on site & if needing to prepare for pupils in front of them and at home</p>	<p>Managers to monitor well-being of colleagues who have to 'cover' for person not on site, even if person is technically able to do aspects of job from home eg teacher who is able to 'zoom' lessons in. Managers to monitor number of pupils who can realistically be taught by zoom alongside regular teaching. Discussion with staff member, if frequently needing to self isolate, about amount of contact occurring outside of school/ setting with others or to holidays abroad, leading to excess periods of track & trace/ quarantines.</p> <p>Steps to ensure that burden of supervisory roles of teachers is not too great</p>		

	<p>Pupils- miss out on key education & social aspect of school life ;</p> <p>risk of on-line learning- inappropriate contacts</p>	<p>If number of pupils/ staff off is too great, other methods of instruction found, eg copy of work sent home. If situation becomes intolerable, home learning may be re-introduced for one or more year groups if government guidance allows this</p> <p>Discussion with parent about amount of contact occurring outside of school/setting with others or to holidays abroad, leading to excess periods of track & trace/ quarantines</p> <p>Remote learning will take place in line with DfE guidance for those forced to miss School due to isolation/ quarantining Home Learning Protocols in place to support safe home learning for pupils accessing lessons via iPad.</p>		
Inability to offer breadth of extra curricular provision associated with Bolton School	Current pupils (& impact on marketing- see below)	Extra curricular provision will remain a key part of School life, within the scope set by the national guidance, eg on sport/ music/ bubbles. The senior school day will be considered to be 7.30am to 5.30pm for the maintenance of extra curricular activities before and after senior school periods, in keeping with parents' childcare routines, established before November guidance		
Mental Health Issues for Staff (Pupils dealt with below)	Staff feel under pressure due to situation	<p>Staff have access to employer- provided support scheme</p> <p>Personnel policies changed wrt absence due to childcare/ eldercare issues to allow greater flexibility</p> <p>Ensure that any requirements imposed on staff are reasonable and commensurate with contracts; staff kept up to date with changes and asked to contribute to risk assessments</p>		
Issues arising from reduced/ non-occupation of plant and use of facilities	H&S risks due to poor facilities management	<p>Maintain test regime for equipment & only use equipment outside of its test regime if critical for essential work and it can still be operated safely.</p> <p>Continue planned gas safety checks including gas detection and/or interlocking.</p>		

		<p>Testing of fire safety system, including making sure that all fire doors, alarm systems and emergency lights remain operational. Panel, extinguishers in date and serviced.</p> <p>Re-commission and test all systems before re-opening, including gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>Air conditioning units, ducts, ventilation & extraction systems checked. Centralised ventilation system using fresh air supply.</p> <p>Electrical tests (inc emergency lighting and PAT tests) up to date.</p> <p>Water testing for temperature, flow & legionella in date.</p> <p>Arrangements for the use of the swimming pool planned for when appropriate.</p> <p>Kitchens reconfigured, stocked & cleaned.</p> <p>Cleaners changed working patterns agreed to meet revised hygiene standards.</p>		
Issues arising from having window locks removed (to allow better ventilations) on some upper	Person falls out of window- particularly child	Window locks only removed in staff offices or labs where pupils cannot enter unaccompanied. During times when pupils are present, staff member can ensure window is less widely open or can supervise access to windows such that a pupil cannot fall out. Instructions to staff re this given.		

floors in senior schools				
Issues arising from keeping windows open and from use of marquees in senior schools mean that temperature drops below 18 degrees	Children and staff experience cold	<p>Windows: Higher level windows to be opened rather than low level to prevent draughts; ventilation increased while spaces are unoccupied.</p> <p>To avoid heat loss beginning before the building is occupied, teaching staff will be asked to open windows (rather than night staff from 4am onwards) when the pupils come into the building. This should keep more heating in.</p> <p>Marquees: Heaters have been installed for post half term period and mini marquees will be at the entrance.</p> <p>Staff and children encouraged to wear extra layers in the buildings and winter coats when outdoors.</p> <p>Furniture moved out of draughts where possible.</p>		
Issues arising from keeping more doors open (for ventilation purposes), particularly danger of a fire spreading	All persons in building from spread of a fire; risk of burns/ other injury or death.	<p>Only the Headteacher/ Setting Manager can decide to keep doors open which are normally shut for fire safety reasons. If this is their decision, the Estates Manager has agreed the following with the Fire Officer: The Headteacher/ Setting Manager must keep staff under their management updated on a weekly basis of the following:</p> <ul style="list-style-type: none"> • Doors with <u>existing automatic hold back devices should not be further wedged or held open.</u> • When rooms are left and not in use, doors should have wedges/hold backs removed. • Stairwells and landings must be entirely free of book cases/furnishings/displays until the policy of keeping doors open has been revoked. • On hearing the fire alarm it now needs to be duty of all colleagues that when evacuating the building and so long as it is 		

		<p>safe to do so, that all door wedges/hold opens be removed and doors allowed to shut. As per normal practice and, again if it is safe to do so, all windows should also be closed shut.</p> <ul style="list-style-type: none"> On trigger of the fire alarm the colleague taking the ECO position must without delay utilise one of the earliest attending fire marshals to undertake a top down sweep to double check all doors have been closed. Findings need to be reported/documentated within the 'fire folder'. This should only happen if it is safe to do so and only once preservation of life has been prioritised. 		
Ineffective Management or Governance	<p>Managers do not sufficiently monitor RAs, staff numbers & staff welfare & fail to respond to crisis, eg drop off in staff numbers/ lack of availability of SD spaces</p> <p>Senior Officers/ Managers/ Governors liable to prosecution through failure to adhere to government guidance or principles of good management/ governance</p>	<p>All line managers regularly reminded of their responsibility in this regard. If staff numbers/ welfare in any area become critical, Senior Officers must be warned.</p> <p>Government advice and Bolton Town Council Health Protection Advice regularly accessed, assessed, recorded and applied by Senior Officers, headteachers & setting managers; regular communication by zoom/ phone call and email; all information shared</p> <p>Plans, briefings & statistics for ISI maintained</p> <p>Regular communication with staff and parents (and pupils in Senior School) from headteacher/ Headmistress or Headmaster where relevant</p>	In extremis, parts of campus may need to be shut down.	

		Assessments shared with Head of Estates, Head of Personnel Clerk & Treasurer and Governors where relevant Insurers consulted via Clerk and Treasurer re changes/ reopening		
Communication Channels not working and not reviewed	Message does not get through to required people	Senior Officers to devise & send out key messages (inc overarching risk assessment) by email to parents, (pupils), staff (including peripatetic staff) & governors; Headteachers & setting managers to send out messages as appropriate by email; Consideration to be given by line managers of those colleagues who do not have access to email; Messages emailed to parents & pupils where pupils are old enough to access emails. Feedback invited via email boxes which are regularly checked/ Q&A on webinars. Policy to inform local health protection team if two or more confirmed cases arise within 14 days in same setting or if there is an overall rise in sickness absence	Headteachers to consider how to engage with other health protection teams in other local authorities As new staff or supply staff join, very important that they are properly inducted- line to be added to induction checklist	Head of Personnel
Transport protocols not being observed	Pupils using coaches (and then coming into contact with and potentially affecting others); Coach drivers	Protocols put in place regarding transport and sent out (with seating plans to all those who use coaches). Children/ drivers must not board school transport if they or a member of their household has symptoms of Covid 19.		

		<p>Drivers regularly briefed by Tyrers- information shared with BS staff as appropriate</p> <p>Coach travellers constitute 'bubble' and, within each coach, seating plans created so that pupils sit in year groups and with consistent group of children</p> <p>Use of handsanitiser on boarding & disembarking</p> <p>Additional cleaning of all touchpoints on coach</p> <p>Queuing and boarding protocols created</p> <p>Use of face coverings for children over the age of 11 (unless exempt on health grounds)</p> <p>Measures in place for the movement of a symptomatic pupil</p> <p>Coaches stocked with appropriate hygiene materials</p> <p>Thorough ventilations of fresh air maximised</p>		
Transmission due to Trips and Visits		<p>Domestic overnight educational visits suspended until further notice.</p> <p>Risk assessments carried out wrt visits in day time if allowed.</p>		
Difficulties wrt availability of facilities for staff showering	Staff reluctant to cycle to work	<p>Male and female showers now open for one person use at a time. Users should sanitise area after use. Morning & evening check by cleaning staff. Nothing personal to be left in changing rooms.</p>		
Overcrowding	Staff not able to observe SD protocols	<p>Comprehensive space audits carried out; Staff remain at home working if insufficient space for them; Rotas in place for dining etc; no queuing to go into classrooms (other than labs) so that staff do not have to push past pupils congregating in narrow corridors</p>		
Direct & consistent bubbles not maintained and separated	<p>Wider spread of infection & Difficulty in identifying those who need to self isolate if there is a case</p> <p>As above</p>	<p>Records of room changes kept; clear demarcation of which space is used when; Very close monitoring of youngest pupils' groupings; Rules put in place for older pupils' groupings</p> <p>Evaluation if any child in older year groups has SEND such as makes him/her unable to understand SD or behavioural difficulties which make him/her unlikely to comply with rules</p>		

Pupils attending dual settings		Pupils not allowed to attend dual settings (eg two Nurseries); Kidzone protocols in place to reduce bubbles coming into conflict here		
*Others on site not properly identified and do not therefore receive adequate communication	Spread of infection due to ignorance of best practice within Schools/ Nursery	*Others not allowed on site (apart from RC quad) or into buildings without express agreement of relevant Senior Officer/ Headteacher/ Setting Manager who will ensure that all checks & induction procedures have been carried out Staff warned not to invite visitors onto site without following protocols		
Contract Service Providers not aware of School procedures	Contract Service providers spread or catch infection	All Contract Service providers asked to hand over their Covid 19 procedures. All take part in tool box talks & see the school's RA; there is a C19 section on the contractors' induction form.		
Consequences of hygiene measures taken	Ingestion of Hand Sanitiser Staff members and pupils prohibited from bringing in own bleach-based products Bleach-based products where provided must be used due to CLEAPPS guidance (eg Milton) but then ingested, inhaled or damages body/ clothes	Supervision of hand sanitiser where age or behaviour of child suggests inappropriate use is a risk Staff members or pupils may bring in non-bleach-based products such as Dettol wipes if they wish COSHH data sheet to be followed and only authorised persons to use product		

	<p>Alcohol in Hand Sanitiser is flammable</p> <p>Viro-guard cleaning presents hazard when in process and puts room out of use for amount of time, depending on size of room (eg one hour for classroom)</p> <p>In each room, the biocide/ viroicide cleaning product available in a spray bottle- may be wrongly used or may cause irritation</p>	<p>Hand Sanitiser is authorised in labs (despite CLEPPS guidance) as the best way of cleaning hands if sink-washing is unavailable. If it is present in a lab, it should be moved if a naked flame (eg Bunsen Burner is in use)</p> <p>HSE approved training for user; others may not enter room whilst Viro-guard cleaning occurring (very clear signage); most cleaning to be outside school day unless someone becomes symptomatic – in which case classroom may be cleaned and subsequent lesson(s) re-housed. Once process is over, room is perfectly safe to re-occupy.</p> <p>Simple instruction for use: Users must give light covering, leave for five minutes and wipe clean with paper towel. Use will not be compulsory. An instruction sheet disseminated; staff members and senior school pupils (if under supervision) may use after understanding instruction sheet and evaluating risk is greater</p>		
<p>Inability to market the school leads to loss of numbers in 2021/2</p>	<p>All due to diminution in size of school and therefore reduced ability to offer current provision</p> <p>Current Year 11 pupils in particular- unable to</p>	<p>Virtual events organised where possible. Visits out of school hours (SG) or in school hours but in socially distanced ways (Whole Foundation) resumed after end of lockdown.</p> <p>Virtual Sixth Form Evening held</p>		

	discuss Sixth Form life in usual way on Sixth Form Open Evening			
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Nursery

Children and Staff on Site

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Infection by Coronavirus Covid 19	<p>Staff (inc agency staff potentially) & Children in Nursery; parents picking up & dropping off at start/ end of day; suppliers; essential visitors</p> <p>Infection from disease with results ranging from mild symptoms to hospitalisation and/ or death</p>	<p>Arrival: instructions sent out for parents to stay in car/ at a distance and for only one family member at a time to go to the door with child; communication to be via intercom; parents and other visitors not to be allowed in building except in extremis and with manager's authorisation</p> <p>During Day: Children not allowed to bring in items from home except in extremis; Children in small groups (within government guidelines) which have minimal contact with other groups; Staff members work with one particular group; Attempts made to enable children to maintain distance; Increased cleaning of toys/ materials used by children; Toys/ materials which cannot be cleaned not used; Items removed or covered up if they are not to be used;</p> <p>If child becomes unwell: isolated in parent area by door; any member of staff waiting with child who cannot observe 2m social distancing (SD) must be fully equipped with PPE</p> <p>Food: Every child or member of staff has own plate and cutlery, sterilised after use; no self serving</p>	<p>Regular reminders</p> <p>Specific information set out on Operational Plan and in line with government's toolkit for EYFS settings</p> <p>Have run through of this</p>	<p>By staff supervising whenever required</p> <p>Nursery Manager (NM) with staff;</p> <p>NM to consider</p>

		<p>As for whole Foundation: Increased cleaning of site with focus on most vulnerable areas Staff wearing PPE for personal care of children & if child is unwell with possible symptoms Staff numbers kept to a minimum Staff on vulnerable list not included</p> <p>Departure: as per arrival</p>		
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Beech House

Hazard	Persons at Risk & potential harm	<p>Beech House Existing Control Measures (in addition to the Bolton School Foundation Risk Assessment)</p> <p>Key priorities: Cleanliness, increased handwashing, airflow, bubbles, reduced contact, vigilance</p>
Infection by Coronavirus Covid-19	Pupils, Staff, Parents, Visitors Infection from the disease which	<p>Arrival- from 8.15am only - Parents to park on Park Road car park only– one parent to escort child to school initially (Reception only). Children to go straight to class – TA’s in class. Senior member of staff in playground.</p> <p>Pick up – Rec – 3.15, Y1 – 3.20, Y2 – 3.25. Only one adult to collect. Families to vacate the playground immediately. If parents are collecting another child from the juniors/seniors – they must wait in their cars.</p> <p>Year Group bubbles – Each year group will have their own play times, lunch times and assemblies. Movement around the school will be restricted.(follow the feet)</p>

	<p>results in a range of symptoms – mild, moderate and severe</p>	<p>Present Fire evacuation procedures allow for year groups to vacate the building with minimal year group contact.</p> <p>Visitors in school - appointment only – please see whole school RA for current guidelines on masks etc. K Gore’s office – 2m barrier in front. All visitors to use hand sanitiser</p> <p><u>Cleanliness</u></p> <p>Cleaning of hands thoroughly - more often than usual</p> <ul style="list-style-type: none"> • All children, staff and visitors must clean their hands regularly with soap and running water or hand sanitiser, particularly after arriving at school, at the end of break time, touching their own face, blowing their nose, sneezing or coughing, using shared equipment (EYFS) and before eating or handling food, • Hands should be cleaned thoroughly for 20 seconds with running water and soap, or use sanitiser ensuring that all parts of the hands are covered. <p>Respiratory hygiene (Catch it, Bin it, Kill it)</p> <ul style="list-style-type: none"> • All to be encouraged to <ul style="list-style-type: none"> • Avoid touching mouth, eyes and nose. • Cover mouth and nose with disposable tissues when coughing or sneezing • If tissue is not available, sneeze into the crook of elbow, not into hand. <p>All tissues to be disposed of.</p> <p>Windows to be open to allow for air flow. Doors to be open whenever possible (ensure security) – see whole school guidelines for fire doors.</p> <p><u>Uniform</u> – white polo shirts only – no long sleeves or ties. Blue raincoat – no blazers initially- remind parents about daily washing. Lost property to be put into ‘quarantine’.</p>
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Enhanced cleaning – cleaner in school throughout the day. – cleaning of shared surfaces such as door handles/toilets
Staff to also have equipment for cleaning in class. (Ensure sprays are out of reach)

All areas have a Beech House ‘grab box’ with emergency cleaning, PPE supplies etc.

Learning resources – Frequent hand washing at all times. Resources cleaned regularly. Removal of unnecessary resources. (e.g. rota of counting equipment) outdoor equipment – 72 hour rota plus regular cleaning.

Playground toys – Year group boxes – equipment to be cleaned after use.

KS1 children to have own set of pencils/white board/felt pens/colouring pencils/rubber etc. – to be provided by school and kept in individual wallets. These will stay in school. Children will not share these items.

Children should only bring to school their book bag, water bottle and a piece of fruit. These will go straight into their trays.

PE equipment – class sets only to be used. These can then be cleaned thoroughly and quarantined for 72 hours before being used by another group

EYFS – limited use of sand, malleable equipment, water-However it is essential that the children’s learning is not limited.

EYFS shared area –regular cleaning between use

Discourage contact between pupils and staff

Handwashing to be a primary focus as all times.

Staff to teach the children how to use tissues and how to dispose of them.

However it is essential that the children’s learning is not limited.

EYFS shared area –managed through - rotas / removal of items after play for 72 hours / regular cleaning

Discourage contact between pupils and staff

Handwashing to be a primary focus as all times.

Staff to teach the children how to use tissues and how to dispose of them.

Computers –clean mice/keys between classes.

Reading books – Staff should wash hands after handling all books.

Reading books to be stored in each year group area. Staff will only be able to use their own year group sets.

Music – children to sit side by side in rows. Instruments to be cleaned before use (Year group sets). Check whole school policy. AF to ensure that she remains 2m away from pupils. She must wash her hands / use sanitiser between each class change.

Lunch- catering staff to **thoroughly clean tables between sittings**. Year groups not to cross on entry/exit – use one door in and one door out. External doors to stay open to allow air to flow. Pupils to be sat at alternate places – not directly across from each other.

Playtimes – each year group has its own area. Care to be taken when moving around school – playtimes include transfer time. Year groups must only use their own sets of toys and these must be frequently cleaned.

First Aid – year group first aiders plus TT if required.

See Covid-19:guidance for first responders (Gov doc)

[Government guidance for first responders](#)

[Any pupil/staff member displaying Covid symptoms – placed in isolation room \(piano room\) until parent collects. TT to supervise –full PPE worn. Child’s class to be removed from their room and the room thoroughly cleaned. Isolation room to be cleaned as per whole school procedures.](#)

[See whole school procedures in the event of testing of the child is positive.](#)

[coronavirus \(COVID-19\) symptoms](#)

Staff

- All new staff are provided with a full induction and adequate information, instruction and training on school health, safety and Covid secure arrangements and their key roles and responsibilities;

<p>Possible risk of cross infection due to staff getting very close to a child in order to keep them or other children safe</p> <p>Possibility of a child going</p>		<ul style="list-style-type: none"> • Visitors to site including contractors, parents and visitors are limited to essential persons only and wherever possible by appointment only; • Supply teachers will be instructed to ensure they minimise contact and maintain as much distance as possible from other staff. (See whole school guidelines) <p><u>Staffroom</u> –limit numbers and maintain distance – keep windows open. Ensure good housekeeping.</p> <p><u>Coach children</u> – ensure year groups are at 2m intervals when walking over to the seniors. (3 staff to be on duty). See whole school guidelines for full procedures</p> <p><u>Trips / visitors to school</u>– (See whole school policy) staff to wear masks on coach. Children to wash hands as often as possible, depending on nature of visits ensure provider is Covid safe. Take thermometer as part of first aid kit. RA must be in place. Trips to venues where there may be other schools / public are not permitted until further notice e.g. museums. Visitors such as History workshops will be permitted as long as the provider follows the whole school policy/ guidelines.</p> <p><u>Care and Control of pupils</u></p> <ul style="list-style-type: none"> • The safety of pupils and staff is paramount at all times. • Parents must ensure that their child is not in school if displaying symptoms. If a child develops symptoms during the day, then the whole school procedures must be followed (See BS Foundation RA and BH RA) • Staff will also follow NHS advice if displaying symptoms • Strategies must be in place to ensure good behaviour at all times as stated in the BH behaviour policy. • If it is apparent that a child may require positive handling measures then an individual Risk Assessment must be put in place and shared with staff and parents. Areas to consider: Safety of the child if external doors are open to allow airflow. Use of PPE by staff prior to positive handling (to protect child and staff from possible infection). Exchange of body fluids when in close proximity e.g. spitting, scratching. • Information sent to all parents and staff informing them of their responsibilities if they develop Covid 19 symptoms or if they have been in close proximity to someone with them. (See whole school RA) <ul style="list-style-type: none"> • If pupil has symptoms and it is highly likely that positive handling will be required– PPE must be worn by staff. TT (with PPE) will take over asap.
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<p>missing due to external doors/windows being kept open to allow for enhanced airflow.</p> <p>Distressed children, anxious parents and staff</p>		<ul style="list-style-type: none"> • Full-face visor must be worn if child is prone to spitting. • All other children should be removed from the situation immediately. • Staff to try and keep at the back of the child, to avoid face to face contact. <p>Missing Children</p> <ul style="list-style-type: none"> • All perimeter fences locked at 9am. • Senior member of staff to be in playground at drop off time. Top gate not open. • Teacher to close external classroom doors before 9am and 2.45pm when gates reopened. • Internal corridor doors closed if risk of child escaping internally is high. E.g. Reception double door to hall corridor • Ensure registers are kept morning and evening. • Regular head count – coming in and out • Children trained from Reception to stop when whistle blows and line up in specified areas. • Member of staff to monitor ‘at risk’ child when in potentially risky areas. • If child’s behaviour is extremely unpredictable then their use of shared and external areas must be kept to a minimum (and with a very limited number of other children to allow for observation. • All relevant staff briefed of child’s needs • Visual prompts to be in place for all children to show boundaries (lines/cones etc) • See BH missing child procedures (if child is not found) Inform TT immediately. In TT’s absence inform J Mees. <p><u>Mental Health</u></p> <p>Parent Anxiety – provide clear and regular communication. Staff to look at how they can share aspects of the child’s day without having parents in the class. SD parent evening to be arranged early in term – one year group per evening. Look at how newsletter can be developed to further reassure</p> <p>Child anxiety – preschool PowerPoint. (What, where, why, how). First 3 days to focus heavily on settling in/getting to know you, activities. Monitoring by staff for possible further action. PSHEE focus for first few weeks.</p> <p>Staff anxiety – Senior staff to monitor and support. Whole school resource available. Share whole school RA</p> <p>MIND web site</p>
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Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Infection by Coronavirus Covid 19	<p>Staff & Children attending HH building; parents picking up & dropping off at start/ end of day; suppliers, essential visitors</p> <p>Infection from disease with results ranging from mild symptoms to hospitalisation and/ or death</p>	<p><u>Arrival:</u> Parents to drop children at gates – Tudor Avenue / Dobson Road. Sergeants to help guide pupils in right direction. No parents allowed on site. Parents asked to maintain distance at drop off, no congregating. CL to meet coach pupils for first few days until familiar with routine.</p> <p><u>During Day:</u> Visitors restricted, by appointment only. Visitors to wear a mask and follow all guidelines issued by school with regard to social distancing.</p> <p>April2021: Socially distanced tours by Head, visitors to wear masks and distance maintained as much as possible. Timings organised so no classes moving eg to break. Visitors not to go in to classrooms.</p> <p>Children generally in class bubbles, working predominantly in their own classrooms. Year group bubbles in large spaces (with 2m distance between classes) and outside. If necessary, teachers move to different classes.</p> <p>Any ECA in year groups only, indoor activities in classes or with a 2m distance between classes.</p> <p>Children restricted to certain areas (including in playgrounds) to reduce contact with other year groups. Staggered timings in the dining hall.</p>	<p>Regular reminders</p> <p>Regular reminders in Newsletters.</p>	<p>Careful staff supervision as required</p> <p>C Laverick</p>

		<p>Pupils brought in to school by staff – different entry points, staggered so year groups don't mix. All pupils to wash hands / sanitise on entry to building.</p> <p>Pupils allocated to specific toilets (Y6 2nd floor, Y4 1st floor, Y3/Y5 ground floor), encourage to use facilities at start of break / lunchtime. Discourage coming inside for toilet use during outdoor breaks if not necessary.</p> <p>Ground floor pupil toilets require close monitoring and regular reminders re distancing etc. These have a separate 'in' and 'out' to reduce contact.</p> <p>Pupils will queue for toilets, only entering when a cubicle is available. Every other sink will be in use. Taps turn off automatically. Paper towels used, no hand-driers.</p> <p>Social distancing and particularly rigorous cleaning enforced in shared areas such as dining room/ toilets</p> <p>Increased cleaning of toys/ materials used by children. Where something cannot be cleaned, it is removed or covered over.</p> <p>Increased cleaning of site especially areas of high contact.</p> <p>Books not to be borrowed from library.</p> <p>Children given own equipment or bring in specific equipment from home; no sharing. Other items not to be brought in.</p>	Reminded each time	Teachers
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		<p>Pupils to be issued with books and equipment as needed, to be used alongside their own equipment. No sharing.</p> <p>Activities managed to reduce the shared use of equipment, pupil work submitted digitally where possible.</p> <p>Staff to sanitise hands before and after marking any books / worksheets.</p> <p><u>PE / Sport:</u> Pupils to change in classrooms. Staff to follow most up to date guidance from DfE – not sporting bodies – also taking in to account any local guidance. Shared equipment cleaned / quarantined before/after use. Whenever possible activities to take place outside. In case of poor weather light activities (reduced exhalation) inside, with children well spaced out.</p> <p>Swimming reintroduced from 18 March – separate risk assessment</p> <p>Possibility of some fixtures – to be decided using guidance from the sporting bodies and own risk assessments. To be discussed with Head in advance of any arrangements being made.</p> <p><u>Music:</u> No singing or woodwind initially. Possible inclusion of ukulele on a rota – pupils will have an instrument allocated and not share. Initially, classroom based non-instrumental activities only.</p> <p>Singing - Pupils all facing forward and at least 2m from teacher, spread out as much as possible. Encouraged to sing gently rather</p>	<p>Separate and ongoing PE risk assessments</p> <p>Separate and ongoing music risk assessments</p>	<p>H Higgins</p> <p>A Fairclough</p>
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		<p>than at great volume. If 2 classes are put together (from same year group only) then at least 2m between the classes.</p> <p>Isolation for suspected Covid 19 in back hall or Riley Centre.</p> <p><u>First Aid:</u> Medical room available for first aid, but avoided if possible due to small space. Pupils to be given access to wipes / plasters as needed in reception /porch area. PPE equipment available in medical room.</p> <p><u>Catering:</u> Pupils to eat in year group bubbles, no mixing between bubbles. Sitting on one side of the table only, facing the same way. Different classes on separate tables. Pupils not to eat outside of their year group slot. Tables to be cleaned down between sittings. One year group per day to have a packed lunch.</p> <p><u>Departure:</u> School to finish 3.45pm, to avoid contact with Senior Pupils and reduce congestion at gates. Pupils to walk to meet parents at boundaries – Tudor Avenue, Dobson Road. One member of staff on duty at each exit every day. Parents requested to wear masks if waiting at gate at end of day – regular reminder in Newsletters. Departure for coach pupils – CL to take coach pupils initially and for as long as necessary</p> <p><u>After School:</u> Some afterschool activities reintroduced, in Year groups only, with classes separated if indoors. Groups leaving via Dobson</p>	<p>Staff training on use of PPE in this situation; posters in situ to explain donning & docking.</p> <p>Regular reminders needed – Newsletters / email</p>	<p>Headteacher</p> <p>C Laverick</p>
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		<p>Road to avoid congregating with Senior pupils who leave via Riley Centre.</p> <p>Possibility of some fixtures – to be decided using guidance from the sporting bodies and own risk assessments.</p> <p>Kidzone occasionally operating from HH hall for HH pupils in order to maintain integrity of ‘bubbles’.</p> <p>All procedures regularly reviewed. Staff provided with regular updates.</p>		
<p>Infection by Coronavirus Covid 19 causes severe illness & even death</p>	<p>Staff members & adult visitors- with particular categories known or believed to be at greater risk</p> <ul style="list-style-type: none"> - Due to existing medical condition - Due to age - Due to ethnicity - Due to weight <p>Due to gender</p>	<p>All staff consented to twice weekly lateral flow tests, carried out at home, in order to pick up on any asymptomatic cases. Staff report on results to NHS Track and Trace, and also to school.</p> <p>Handsanitiser should be used on entry to building.</p> <p>Adjustment to dress code considered and communicated to staff as appropriate</p> <p><u>Staffroom:</u> A limited number of colleagues may use the staff room at any one time. Any notices will be sent out by email in addition to being written on the board.</p> <p>Staff may access pigeon holes and class trays, but only in limited numbers.</p> <p>A second staff room for breaks will be set up in the Library on the 2nd floor.</p>	<p>Staff warned that Track & Trace is a ‘red light’, not a ‘green light’ test- ie doesn’t mean you don’t have to socially distance just because you have a negative test.</p>	

		<p>Suggested Y3, Office and PT staff use ground floor staffroom, Y4, Y5, Y6 staff use library TBC</p> <p>Staffrooms will be set up in a socially distanced fashion with access to the water urn / boiler / kettle taped off to show 2m – one person to queue on marker at a time.</p> <p><u>Lavatories:</u> All staff toilets are single use apart from by the back door, only one member of staff at a time in this facility.</p> <p><u>Offices:</u> Offices used by one person only, and cleaned down between use if a shared space.</p> <p>Staff to only use specific computers, allocated to PT staff too. IT room available if required.</p> <p>Pupil desks have been rejigged and moved to ensure 2m social distancing and no desks to be face to face.</p> <p>All stored items covered over to ease cleaning.</p> <p><u>Resources:</u> Staff should collect and keep any required personal stationery/ resources. These should not be shared.</p> <p><u>Classrooms:</u> Exclusion zone created around teacher’s desk and in front of board, from inside which teacher can teach and ensure social distancing. Markers in place to show teacher where to stand to ensure 2m from children.</p>		
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		<p>Glass screen in place to give extra protection when behind desk.</p> <p><u>Duties:</u> Staff should wear face coverings when 2m distancing is not possible. Staff must wear face coverings in corridors and other spaces outside of the classroom.</p> <p><u>Catering:</u> At lunch time, the dining room can be used by staff, with a maximum of 3 at any one on 3 separate staff tables; one of these spaces to be allocated for the teacher on duty. Staff may wish to take food from the dining room to eat elsewhere – all dishes to be returned before the end of lunch.</p> <p>Procedures and risk assessment reviewed regularly to ensure that they reflect the needs of the school; staff provided with regular updates.</p> <p>Staff meeting will take place in hall at 2m distance, or via Zoom.</p> <p>Photocopying room may only be used by one person at a time. Cleaner will be available for members of staff to wipe machine/ touch pad before and after use. Colleagues advised to wash hands afterwards.</p> <p>Printers: there will be Cleaner by each printer if it is used by more than one person for before/ after use.</p>		
Insufficient pastoral and extra-curricular	Pupils, including new pupils, unable to (re)build relationships	<p>Form teachers, Deputy and Head to monitor.</p> <p>Weekly pupil tracking meeting to highlight any concerns – information shared in a specific Zoom meeting each Thursday</p>	Regular review	H Holt / C Laverick

support to cope with Covid issues		morning and shared / circulated by the Deputy Head each Friday morning.		
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Senior Girls

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Infection by Coronavirus Covid 19 causes severe illness & even death	Children Infection from disease although younger children least likely to have symptoms and all young people under 18 least likely to have dangerous infection.	<p>Girls wait in playground unless allowed in to give staggered entry. Staff supervision of above in place</p> <p>Emphasis on handwashing or, when this is not possible, hand sanitisation</p> <ul style="list-style-type: none"> - On arrival, all those travelling by coach will go through the glass corridors, out and to the back of the loos, where they must wash their hands at the external sinks before entering the building. - On arrival, all those entering by Tudor Avenue/Dobson Road must wash their hands at the external sinks at the south west of the building. <p>Adjustment to uniform considered in on-going manner and communicated to parents of children as appropriate</p> <p>If child becomes unwell: isolated in Riley Centre glass room or back of Leverhulme. Any member of staff waiting with child who cannot observe 2m social distancing (SD) must be fully equipped with PPE. Child to use Riley Centre loos which will then be out of use for anybody else until deep clean has taken place.</p> <p>As for whole Foundation:</p>		

		<p>Face coverings. Increased cleaning of site with focus on most vulnerable areas Staff wearing PPE for personal care of children & if child is unwell with possible symptoms.</p>		
<p>Infection by Coronavirus Covid 19 causes severe illness & even death</p>	<p>Staff members & adult visitors- with particular categories known or believed to be at greater risk</p> <ul style="list-style-type: none"> - Due to existing medical condition - Due to age - Due to ethnicity - Due to weight - Due to gender 	<p>On arrival at start of day, colleagues to use card rather than key pad where possible to access car park. Handsanitiser should be used on entry to building after touching door keypads.</p> <p>Adjustment to dress code considered and communicated to staff as appropriate</p> <p>Staffroom: Has been set up in a socially distanced fashion with access to the water urn taped off to show 2m- one person to queue on marker at a time.</p> <p>Offices: Offices re-assigned to avoid over crowding. Desks have been rejigged and moved where appropriate to ensure 2m social distancing and no desks to be face to face. All stored items covered over to ease cleaning; personal items not reclaimed have been moved.</p> <p>Resources: Staff given 'own' pens etc to avoid sharing.</p> <p>Photocopying: the Photocopier room allows for two people at a time; queuing will be outside at 2m SD. The air conditioning unit will be switched off. Cleaner will be available for members of staff to wipe machine/ touch pad before and after use. Colleagues advised to wash hands afterwards.</p>		

		Printers: there will be Cleaner by each printer if it is used by more than one person for before/ after use.		
Problems with technology impede remote learning	Pupils' education suffers	Girls and parents told about help desk. Tutors and teachers in regular contact with classes and can support follow up if required.		
Girl goes missing or falls ill whilst at home alone	Danger to girl from being out or unwell when alone	Instructions sent to staff about registration at start of day and at start of each lesson. Secretarial & admin staff follow up on any absences with girl and parents; Head of School kept in loop.		
Insufficient Pastoral & Extra Curricular Support to cope with Covid issues	Pupils, including new pupils, unable to (re)build relationships	Year Tutors, Heads of School & TBK/ Pastoral Supervisor to monitor		

Park Road

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Infection by Coronavirus Covid 19	Staff & Children; parents picking up & dropping off at start/ end of day; suppliers, essential visitors	Arrival: Parents maintain distance at drop off; entry monitored to avoid 'pinchpoint' Staff supervision of BH car park and West Street to control parental movement Staggered entry of classes to school building in the morning and at the end of each break. Form teachers to be present in form rooms from 8:30 to supervise pupils	Regular reminders	Head of Jnr School in weekly newsletters and assembly addresses

	<p>Infection from disease with results ranging from mild symptoms to hospitalisation and/ or death</p>	<p>During Day: Visitors to the school building restricted. All must be pre-booked via the school office to ensure that there is capacity. Visitors must wear a mask and must not wait in corridors – only permitted entry once host is ready to meet them.</p> <p>Children restricted to certain areas (inc in playground) to reduce contact with other bubbles; Pupil entrance/exit managed to reduce mixing across year groups. Movement around corridors supervised and floor signage used to help manage pupil movement</p> <p>Pupil movement minimised within the building. Pupils will remain in form room bases rather than moving to usual teaching rooms – staff to move to pupils. Increased levels of supervision as boys move around the building to prevent bunching/overcrowding. Where boys do move to specialist rooms – to be collected from and returned to form room base at beginning and end of lesson</p> <p>Segregation in toilets to be used by boys – toilets already designated for use by specific year groups – 2 year groups to each. Pupils will queue for toilets – use of urinals also permitted, where these are shared between year groups, in socially distanced way. Each cubicle may be occupied - use of urinals also permitted.</p>	<p>Regular reminders</p> <p>Regular review</p> <p>Increased level of staff supervision</p>	<p>By staff supervising down time & whenever required</p> <p>All Staff</p>
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		<p>Duty staff to monitor toilets during breaks and lunchtimes to prevent loitering. Some staggering of break and lunchtimes to manage crossing of year groups.</p> <p>Social distancing and particularly rigorous cleaning enforced in shared areas Dining Room/ toilets</p> <p>Increased cleaning of materials used by children Where something cannot be cleaned, it is removed or covered over Increased cleaning of site especially areas of high contact</p> <p>Lunchtime Catering: Measures will be in place to ensure that food is provided safely to pupils who will eat in class group bubbles, not directly facing each other, supervised by adequate numbers of staff and with concentrated cleaning in between. One way system to enter and depart the dining room in operation. Served plated up on tray with cutlery pre-arranged on trays Water in jugs and glasses refilled by staff not boys</p> <p>Boys told to maintain distance during informal activities (eg playtime). Year Groups allocated sections of outside play space and regular reminders regarding close contact given. Boys permitted to play informal games of football during</p>	<p>Regular review of catering arrangements</p> <p>Regular review</p>	<p>Head of Jnr School with Headmaster & K Riley</p>
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		<p>this time, with regular reminders regarding maintaining distance and safe play provided.</p> <p>Activities managed to reduce shared use of equipment.</p> <p>Departure: one way system created for parents to collect pupils from the playground. Year 3 pupils dismissed at 3:45 to manage adult numbers on grounds. Y5 pupils dismissed at 3:50 to manage pupil numbers around Y5/6 cloakroom area. Parents not permitted to linger in school grounds Procedures reviewed regularly to ensure that they reflect the needs of the school at that time. Staff provided with regular updates.</p>	<p>Increased level of staff supervision</p> <p>Increased level of staff supervision Staff presence at kitchen gate to manage access. Staff presence around small yard to dismiss pupils Regular reminders provided</p>	All staff
Infection by Coronavirus Covid 19 causes severe illness & even death	<p>Staff members & adult visitors- with particular categories known or believed to be at greater risk</p> <ul style="list-style-type: none"> - Due to existing medical condition - Due to age 	<p>Handwashing or handsanitiser should be used on entry to building.</p> <p>Ventilation through open windows required – doors should be propped open when a room is in use and corridor doors also propped open to reduce common touch points.</p> <p>Teachers must ensure that classroom doors are unwedged when the room is not occupied.</p>	<p>Regular reminders and checks carried out</p> <p>SF to discuss with Staff</p>	

	<ul style="list-style-type: none"> - Due to ethnicity - Due to weight <p>Due to gender</p>	<p>Adjustment to dress code considered and communicated to staff as appropriate</p> <p>Pre-School: A limited number of colleagues may use the Staff room at any one time. Notices should be accessed (including cover), therefore, by email and not by standing at the board unless very few people are around. Staff may access pigeon holes but only in limited numbers.</p> <p>Staffroom: Has been set up in a socially distanced fashion with access to the water urn taped off to show 2m- one person to queue on marker at a time. Additional drink preparation area set up in staff room to ease congestion Staff to bring own lidded cup to use Face mask to be worn when in staff room Staff must not linger in the staffroom – maximum number of 4 in drink preparation area and 3 in rear working area permitted (staff may pass through one to reach other)</p> <p>Staff Toilets: No queuing within the toilet area; one person at a sink at a time; all cubicles may be used; no hand driers operational.</p>	<p>SF and office staff</p>	
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		<p>Regular cleaning of lavatories throughout the day, cleaning materials available for staff use Any personal items stored in staff toilet areas must be removed Staff shower not permitted</p> <p>Offices: Desks are positioned to ensure 2m social distancing and no desks to be face to face. All stored items covered over to ease cleaning; personal items to be removed. Discussion with office staff re safe working practices</p> <p>Other staff instructed re policy for pupil/staff access to the School Office</p> <p>Resources: each teaching member of staff has a safety visor personal stationery/ resources provided. Replacements provided upon request. Visor may be work as well as a mask but not instead of mask</p> <p>Classrooms: Exclusion zone created around teacher's desk, from inside which teacher can teach and ensure social distancing. Markers in place to show teacher where to stand to ensure 2m from entering children. Glass screen in place to give extra protection</p>	<p>Each teacher needs to envisage how to let children in to each class for each lesson taught whilst ensuring own safety.</p>	<p>SF</p>
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		<p>Supervisory duties, including in lunch venues: Staff to wear face masks Circulating in corridors: Staff must wear a mask Staffroom: Staff must wear a mask</p> <p>Where a member of staff has forgotten a mask, spares are available in the School Office.</p> <p>Catering: At lunch time, Dining Room will be open to staff via pupil access & exit Staff may not sit in the dining room to eat – taking lunch to own classroom/IT room will be necessary</p> <p>Procedures and RA reviewed regularly to ensure that they reflect the needs of the school at that time. Staff provided with regular updates.</p>	<p>Each teacher needs to work out whether or not s/he wishes to wear a mask and visor during lessons and, if so, when.</p> <p>SF to determine lunch duty rota</p> <p>C19 arrangements included as a weekly update item Staff provided with weekly FAQ summary reflecting most up to date practice</p>	
Issues arising from keeping windows and external doors open mean that temperature drops below 18 degrees	Children and staff experience cold	When outside temperature is below 8 degrees, external doors to be allowed to close when all pupils are in lessons.		

Failure to provide appropriate levels of support/challenge	Not setting for English and Maths reduces opportunities for support/challenge within upper KS2	Class group bubbles created – teaching to take place within class bubbles – setting across a year group not currently permitted while Covid cases remain high. Re-deployment of TA support to create an appropriate balance. Ability groupings in Year 5 & 6 Maths to be permitted across classes, mixing across classes limited and boys in different classes seated apart.	Regular review, including of assessment/progress data Teachers to keep up to date seating plan records	Headteacher & LS/AGT Coordinator
Failure to provide appropriate curriculum opportunities	Teaching in non-specialist rooms limits opportunities in more practical subjects	Where possible large spaces such as hall/dining room for practical Science activities. Science room can be available for use – practical equipment to be cleaned between groups. Music room can be used for class music lessons – appropriate cleaning between each lesson required. Art room may be used for some Art/Design Technology lessons where tasks require. ICT room has been set up with screens to allow pupil use – pupils provided with anti-bac wipes to wipe keyboard before and after own use. Clear instructions provided to pupils and staff regarding no-touch areas. Only those areas regularly cleaned to be accessed by staff/pupils. Other items to be handled only when wearing gloves and mask/visor. ADT room to be viro-cubed each week. Y6 pupils to be permitted to work as a Year group bubble to accommodate rehearsals for end of year play. Where possible – boys in different classes to maintain distance from each other	Regular reminders of instructions to all staff and pupils Teachers in charge to maintain record of pupils involved in rehearsals	All staff, Estates/housekeeping team
Risk of cross contamination as a result of	Teaching staff and pupils	Pupils to be issued with own books and stationery by form staff & should use this alongside own equipment (rulers, pens etc) with no sharing;	staff to show pupils how they wish work to be submitted	

managing pupil workbooks etc.		Items have been removed or covered up if they are not to be used; Pupil work to be submitted digitally wherever possible. Where work must be completed on paper, teachers to either quarantine work for 72 hours or wear gloves for marking		
Failure to provide opportunities for developing reading amongst pupils	Pupils	Reading books may be borrowed from class library/library box – must be quarantined for 72 hours upon return Children given own equipment or bring in specific equipment from home; no sharing; Other items not to be brought in. Library to have some limited opening to allow boys to have access to a range of books. Library will be opened on a rotation to year group bubbles one day per week. No soft-furnishings returned to library, clear instructions provided for safe selection of books and books to be quarantined upon return.	Library coordinator to work with form teachers to organise Instructions to be clear to boys, Library to be supervised by librarian at all times when open Librarian to maintain a record of who has visited the library on each occasion	CCox
Failure to provide opportunities	Pupils, particularly those who gain fulfilment from ECA. Pupils developing wider understanding of	Some ECA permitted across a year group where numbers are small. Pupils from different classes to maintain social distancing throughout the activity wherever possible. ECA within a year group to be permitted at this stage Day trips permitted in line with guidance from DfE and with roadmap out of lockdown.	Regular Review Staff leading ECA to maintain a full register of attendance on each occasion Team managers to seek agreement of Deputy Head	Deputy Head

	curriculum and outdoor education	Any trips planned to be discussed in detail with Headteacher before booking. Visits permitted only as a year group bubble – transport to be managed to maximise distancing between pupils from different classes where possible. RA for trip to include covid secure arrangements	of all protocols via specific risk assessments prior to each fixture.	
Failure to provided sporting activities to children	Pupils, particularly those who are fulfilled or made physically fitter due to sport	PE/Sports lessons Changing facilities currently closed, pupils to change in classrooms where they each have allocated space for their items School to have the flexibility to decide how physical education, sport and physical activity are provided whilst following the measures in their system of controls. School to refer to the following guidance: <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents Shared equipment to be cleaned/quarantined before and after use. Where possible all activity to take place outside. When PE lessons are indoors due to inclement		

		<p>weather activities undertaken to reduce level of exhalation and maximise space between pupils</p> <p>Competition between other schools is permitted both indoors and outdoors. Team managers to prioritise outdoor sports wherever possible. Teams to travel only with other members of their year group – transport to be managed to maximise distancing between pupils from different classes. No spectators permitted on school grounds for either fixtures or practices. Team managers to liaise with opposition managers re ensuring distancing before and after matches, e.g. teams to travel in kits, no shared refreshments post match.</p>	<p>Team managers to seek agreement of Deputy Head of all protocols via specific risk assessments prior to each fixture.</p>	
Insufficient Pastoral & Extra Curricular Support to cope with Covid issues	Pupils, including new pupils, unable to (re)build relationships	Form Tutors, FM & EC to monitor EC and JCF to offer appropriate individual pastoral support as required	FM to triage support requirements	
Inability to market the school leads to loss of numbers in 2021/2	All due to diminution in size of school and therefore reduced ability to offer current provision	<p>Virtual events organised where possible. Visits out of school hours permitted</p> <p>Pupils tested for entry on a 1:1 basis by Headteacher, remote testing also offered.</p>		

Senior Boys

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
<p>Infection by Coronavirus Covid 19 causes severe illness & even death</p>	<p>Children Infection from disease although younger children least likely to have symptoms and all young people under 18 least likely to have dangerous infection.</p>	<p>On arrival at start of day:</p> <ul style="list-style-type: none"> - All those arriving on foot or by car must enter through Dobson Road entrance - All those arriving by coach to enter through Riley Centre quad & to go through the glass corridor and out to sinks, then back up through the year group designated entry point <p>Those entry points are</p> <p>Year 7 and 8 and 10 – door by IT Year 9 and 11 – door by Technology Year 12 and 13 – door by dining room</p> <p>Year groups operate in bubbles throughout the day</p> <ul style="list-style-type: none"> - In addition Years 7-9 will remain in Form Groups for all teaching except Year 8 and 9 MFL - Year 7 will be based in B corridor north - Year 8 will be based in B corridor South - Year 9 will be based in A corridor North - Year 10 will be based in chemistry and A corridor South 	<p>Staff supervision rota organised. Year 13 monitors added from 28/9 and constant two week rota established so staff aware of duty requirements more confidently</p> <p>Supervision Policy re-written</p> <p>Communicated and habits forming well</p>	<p>KMH/HMB to lead any further developments</p> <p>KMH/ HMB to lead any further developments</p>

		<p>External loos installed for use by: Sixth Form Riley Centre during breaks/ lunch etc: to the Year group allowed to be in there Riley Centre during study time: first floor to Year 12 & upper floor to Year 13 Years 7 & 8: loos nearest IT (Year 7 towards start of break, Year 8 towards end by convention). Year 10 during their break. Years 9 and 11: Others Loos by technology</p> <p>Masks must be worn on corridors on arriving at school until arrival in the zone for the year group Bubble and on leaving school until off the premises.</p> <p>Masks must also be worn on corridors and places indoors and out where bubbles mix when we are subject to the local lockdown procedures.</p> <p>From March 8th masks must also be worn in teaching rooms. The rule becomes that masks are to be worn at all times in the building.</p> <p>Emphasis on handwashing or, when this is not possible, hand sanitisation</p> <ul style="list-style-type: none"> - On arrival, all those travelling by coach go through the glass corridors, out and to the back of the loos, where they must wash their hands at the external sinks before entering the building. - On arrival, all those entering by Dobson Road must wash their hands at the external sinks at the south west of the building. <p>There will be regular briefings and reminders about basic hygiene</p>	<p>Reviewed with Government policy</p> <p>HMB to lead with pastoral staff</p>	
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		<p>Boys will move out of zones to go to A25, see a member of the pastoral team or to travel to the Riley Centre or GD based lesson</p> <p>Uniform communicated to boys and parents for coping with colder classrooms due to ventilation: includes base layers; school shirt and school trousers; jumper of any plain design. Blazer OK if it fits neatly over jumper. Coats at discretion of class teacher. No hoodies. Focus on layers and being warm.</p> <p>During Day:</p> <p>On first day, pupils to be issued with own writing book by form staff & should use own equipment (rulers, pens etc) with no sharing; Items have been removed or covered up if they are not to be used; Specific risk assessments for lessons and activities from staff & operating protocols from Heads of Department as required</p> <p>If child becomes unwell: isolated in A25. Nurse to lead care. Any member of staff waiting with child who cannot observe 2m social distancing (SD) must be fully equipped with PPE. Parents collecting will do so via Chorley New Road door.</p> <p>Lunchtime Catering:</p> <p>Measures in place to ensure that food is provided safely to pupils who will eat in year group bubbles, either not facing each other or separated by glass screens, supervised by adequate numbers of staff</p>	<p>In hand. Assemblies, through forms, to parents via Twitter and email</p> <p>Reviewed regularly.</p> <p>Heads of Department produce in collaboration with staff. All done. Replacements issued via tutors when full.</p>	
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		<p>and with concentrated cleaning in between. NB no early lunch cards or queue</p> <p>Dining Hall 12.10 to 12.30 – year 7 Deep clean 12.40 to 1.00 – Year 8 Deep Clean 1.10 to 1.30 – Year 10 1.30 to 1.40 – deep clean 1.40 to 2.00 – Year 11</p> <p>Marquee 12.10 to 1.00 – Year 9 in two shifts 1.00 to 2.00 – Year 12 (Wk B)/13 (Wk B) in two shifts</p> <p>Riley centre 1.00 to 2.00 – Year 12 (wk A)/Year 13 (WkB)</p> <p>Three options: Hot meals for vegetarian, halal and non-halal. Winter menu. Salad- all with fruit & yoghurts for dessert; Jacket potatoes at each counter (for coeliac)</p> <p>Allergy counter will be operation but with same choice as above Served plated up on tray with plastic cutlery in packs Water in jugs and glasses refilled</p> <p>Boys will arrive as year group and sit immediately, then be called to service.</p> <p>There will be a 1 to 1.30 form based “ECA” rota for Year 7 to 9</p>		
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		<p>Year 10 to 13 ECA will be added as we judge capacity.</p> <p>Music and Sport ECA will be added as and when the risk is assessed and process agreed.</p> <p>As for whole Foundation: Increased cleaning of site with focus on most vulnerable areas Staff wearing PPE for personal care of children & if child is unwell with possible symptoms</p> <p>Departure: as per arrival but Year 7 and 9 leaving at 3.55 to ease congestion at doors.</p> <p>After School: consideration about whether or not after school supervision can take place in Great Hall with 2m SD.</p>	<p>Implemented and continued. Use of Sports Hall from half term</p> <p>Year 10 board games and film room; MUN; Debating and some music at lunchtimes added after half term November</p> <p>Music Concert band and Chamber Choir from half term.</p> <p>Plans for Saturday football on hold during lockdown to 2.12.20.</p> <p>Begun from start of term. Working well 21.9</p>	
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<p>Infection by Coronavirus Covid 19 causes severe illness & even death</p>	<p>Staff members & adult visitors- with particular categories known or believed to be at greater risk</p> <ul style="list-style-type: none"> - Due to existing medical condition - Due to age - Due to ethnicity - Due to weight - Due to gender 	<p>On arrival at start of day, colleagues to use card rather than key pad where possible to access car park. Hand sanitiser should be used on entry to building.</p> <p>Adjustment to dress code to allow smart casual where dry clean garments not appropriate. Colleagues to make their own judgment.</p> <p>Before 8.45am: A limited number of colleagues may use the Staff room at any one time. Notices should be accessed (including cover), therefore, by email and not by standing at the board unless very few people are around.</p> <p>Form information will be by email on the table. Staff may access pigeon holes but only in limited numbers and only, usually, for external post.</p> <p>Staffroom: Has been set up in a socially distanced fashion with access to the water urn taped off to show 2m- one person to queue on marker at a time.</p> <p>Alternative staff facilities will be available at break in the Dining Room, where seats are socially distanced. (Loos also available here).</p> <p>Lavatories: Extra facilities have been installed in the BD Quad; No queuing within the toilet area; one person at a sink at a time; all cubicles may be used; no hand driers operational.</p>	<p>Complete</p> <p>These removed at half term as not used</p>	
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Insufficient Pastoral & Extra Curricular Support to cope with Covid issues	Pupils, including new pupils, unable to (re)build relationships	Year Tutors, Pastoral Team, Proctors to monitor and act.		

KidZone

Hazard	Person at Risk & Potential Harm	Existing Control	Further Action Required	By whom & by when?
Infection by Covid 19	Children, staff, parents dropping off, suppliers	<p>Morning sessions: Breakfast staggered with food prepared by staff wearing aprons and gloves.</p> <p>Afternoon sessions:</p>		

<p>Avoiding overcrowding</p> <p>Bubbles</p> <p>Use of Space</p>		<p>Building cleaned thoroughly at 3pm after Nursery class moves out and KidZone occupies area from 3.345pm.</p> <p>Staggered arrival. Parents and other visitors not allowed in the building. All parents collecting/ dropping off to follow 2m rule between staff, and other parents/ children (as instructed with sign on main door).</p> <p>To control numbers only accept bookings ongoing when we are sure we can accommodate them safely each night.</p> <p>KidZone staff go to BH/PR to collect children in bubbles as necessary, minimising contact with other children and adults and avoiding pinchpoints at door way.</p> <p>Junior Girls' to be accommodated in Hesketh House to allow separate areas for bubbles. KZ colleagues to move to work with them.</p> <p>Staff ratios adhered to and use of 'bubble' system which mirrors year group bubbles in the schools.</p>	<p>Brief parents on collection arrangements</p> <p>Careful allocation to bubbles and control of bookings, if necessary, having a waiting list.</p> <p>48 hours notice wherever possible to guarantee a place and anything shorter than that can be requested but not guaranteed and will be on a first come first served basis.</p> <p>Need to work out cleaning and areas to be used</p>	<p>Pauline</p> <p>Pauline</p> <p>Carol/Pauline/Ian</p>
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<p>Cleaning and hygiene</p>		<p>Upstairs, downstairs and outside areas (field, playgrounds) utilised to enable maximum use of outside space and, indoors, adequate space for social distancing (spots on floor 2m apart) plus supervision of 2 bubbles by one member of staff (through arch). Parents warned that children not in existing bubbles cannot be accommodated unless existing bubble collapses.</p> <p>Areas utilised on a rota basis and swapped at intervals after cleaning.</p> <p>Internal doors open and main doors when safe to do so; windows open for ventilation.</p> <p>Removal of equipment and items which cannot be easily cleaned: soft toys, reading books. Separate toys and equipment allocated to each group and sprayed with sanitiser after use.</p> <p>Surfaces cleaned throughout the session, especially high contact areas including toilets. Keep equipment to a minimum – move unnecessary furniture. Wipes provided and Cleaning equipment eg Sani Guard Spray available at all times (kept in a safe place away from children).</p> <p>Washing of hands by children and staff when entering the club and leaving, plus frequent washing during the sessions before and after each activity, after eating, sneezing coughing etc.</p> <p>Area identified for dealing with a child with symptoms. PP/KC to wear PPE (put on and taken off correctly), window open. If toilet used, no one to use it until thoroughly cleaned.</p>		
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