



## COVID 19: General School Risk Assessment

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<b>In and Around School – Pupils, staff, volunteers and visitors</b>	<b>Date of assessment: 30<sup>th</sup> August 2020</b>
<b>Hazard or event: Coronavirus, Covid-19</b>	
<b>Assessment Conducted by: DHP and DHA</b>	<b>Review date: by 25<sup>th</sup> September 2020</b>

Covid-19 is an illness that can affect your lungs and airways. The virus is now known as the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The disease it causes is called coronavirus disease 2019 (COVID-19). In March 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a pandemic. Data has shown that it spreads from person to person among those in close contact (within about 6 feet, or 2 meters). The virus spreads by respiratory droplets released when someone with the virus coughs, sneezes or talks. These droplets can be inhaled or land in the mouth or nose of a person nearby.

It can also spread if a person touches a surface with the virus on it and then touches his or her mouth, nose or eyes, although this isn't considered to be a main way it spreads.

Symptoms can be mild, moderate, severe, or fatal. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low. In addition, there is no evidence that children transmit the disease any more than adults.

We are aware of this disease and are vigilant as to any of our pupils, staff, volunteers or visitors displaying symptoms.

This risk assessment has been revised on the 30<sup>th</sup> August 2020 in line with government guidelines for the re-start of schools in September and is applicable to private schools, and will be an on-going assessment as and when there are changes to Covid-19 Government guidelines.

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
Policies and procedures	<ul style="list-style-type: none"> <li>• All pupils, staff and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>- Health and Safety Policy</li> <li>- First Aid Policy</li> <li>- Coronavirus (COVID-19) General School Risk Assessment</li> <li>- School Transport Risk Assessment (Covid 19).</li> <li>- Risk assessments for Houses, individual classrooms, games and activities</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <p>HM Government '<i>Guidance for full opening: Schools</i>' Updated 28 August 2020  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>HM Government '<i>Guidance for schools: coronavirus (COVID-19)</i>' updated 26 August 2020  <a href="https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19">https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19</a></p> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- HSE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> <li>BSA</li> </ul> </li> <li>• All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control procedures and social distancing arrangements via email, Intouch, on arrival, over the phone.</li> <li>• SMT reviews relevant school policies to ensure they account for new provisions.</li> </ul>	Y	SMT	2/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
<b>Minimising contact between individuals and maintaining social distancing</b>	<ul style="list-style-type: none"> <li>• Social Distancing is adhered to as far as possible.</li> <li>• Pupils are given regular reminders of why social distancing is important and the opportunity to speak to staff about how they are finding adhering to the social distancing measures.</li> <li>• Pupils and staff are separated into groups (or ‘bubbles’). These are based on Year groups for KS3 and above. KS2 will be their own bubble, as will the Sixth Form. After the end of the school day, bubbles should be maintained as far as possible, but Saints Houses will also need to be a bubble. 2m spacings should be maintained between Year groups in House wherever possible.</li> <li>• Most bubbles are in Year groups and pupils do not mix with those outside of their bubble during the normal school day.</li> <li>• Within ‘Bubbles’ the aim is still to maintain some form of social distancing. Time spent within 1m of anyone should be minimised and face to face contact avoided. It is recognised that this will be more difficult with KS2, but remains an aim.</li> <li>• Staff can move between bubbles, but must minimise close contact with others whilst doing so.</li> <li>• Staff maintain a two-metre distance from each other and from pupils, where possible. Where maintaining a two-metre distance is not possible, staff avoid close face-to-face contact and minimise the time spent within one metre of anyone. Face coverings are recommended in these instances.</li> <li>• In order to avoid large gatherings, Assemblies will be in Tutor groups, via TEAMS.</li> <li>• Outside spaces are to be designated for use by different bubbles at particular times.</li> <li>• Use of facilities after school are to be designated for use by different bubbles at particular times.</li> <li>• Tuckshop (Break time) - With staggered breaks, access to the tuck shop will be in bubbles. Face coverings are to be worn.</li> <li>• Tuckshop (Lunch time)- Maintain social distancing, maximum of 8 people at a time, face coverings to be worn, no eating inside, social area to not be used.</li> <li>• Pupils’ educational and care support plans are provided as normal.</li> <li>• Classrooms are adapted to support social distancing, including seating pupils side-by-side and facing forwards, and moving furniture out of classrooms to make more space. Each</li> </ul>	Y	All Staff, pupils and parents	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
	<p>department will produce its own risk assessment to cater for the different types of classrooms and type of lesson.</p> <ul style="list-style-type: none"> <li>• Visual aids are used to display social distancing measures.</li> <li>• Pupils take break times and lunchtimes in their groups, and these breaks are staggered throughout the day. Annex A</li> <li>• Assemblies are limited and delivered virtually where possible.</li> <li>• The use of communal areas, e.g. the staff room, is limited to avoid unnecessary group gatherings</li> <li>• Where pupils, staff or volunteers cannot follow social distancing arrangements for a particular activity, the Headmaster assesses whether the activity needs to continue – mitigating actions are put in place if continuing the activity is essential.</li> <li>• Parents are briefed on new provision for the drop-off and collection of their children. There is a new one-way system around school for this purpose.</li> <li>• Where necessary, school transport is restricted to essential use only.</li> <li>• Where school transport is essential, infection control and social distancing measures are implemented. See School Transport Risk Assessment (Covid-19).</li> <li>• Supply teachers, peripatetic teachers and other temporary staff members can move between schools. They minimise their contact with other staff members and maintain as much distance as possible from other individuals.</li> <li>• Social distancing measures are explained to all contractors and visitors upon their arrival.</li> <li>• A record is kept of all visitors and contractors that come to the school site.</li> </ul>			
<p><b>Face Coverings in School</b></p>	<ul style="list-style-type: none"> <li>• In line with good practice, visitors should wear face coverings when entering any school building.</li> <li>• Due to the high volume of traffic when moving around the school corridors all staff, volunteers, visitors and pupils in Year 7 or above should wear face coverings in these areas.</li> <li>• Some individuals are exempt from wearing face coverings. This applies to those who:</li> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> </ul>	<p><b>Y</b></p>	<p><b>All Staff</b></p>	<p><b>02/09/2020</b></p>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
	<ul style="list-style-type: none"> <li>• All pupils, staff, volunteers and visitors should provide their own face covering but, where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, a small contingency supply will be available.</li> <li>• In line with current government guidance, face coverings are not required to be worn in the classroom, but individuals may choose to do so.</li> <li>• Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.</li> <li>• You should not touch the front of your face covering during use or when removing it and you must dispose of temporary face coverings in a ‘black bag’ waste bin (not recycling bin) or place reusable face coverings in a plastic bag for their next use.</li> <li>• Face coverings should not be extreme in style or offensive.</li> </ul>			
<b>Hand cleaning and respiratory hygiene</b>	<ul style="list-style-type: none"> <li>• Hand washing or sanitising stations are set up in every classroom, providing soap and water, bins and/or alcohol-based hand sanitiser.</li> <li>• Hand washing stations are set up outside Lower School and New Block, providing soap and water.</li> <li>• Adequate amounts of soap, drying facilities and bins are available in the relevant areas.</li> <li>• Pupils and staff are encouraged to wash their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, and before and after eating.</li> <li>• Pupils are supervised, where appropriate, when using hand sanitiser to ensure they do not ingest any.</li> <li>• The ‘catch it, bin it, kill it’ approach is very important, so tissues and bins must be used</li> <li>• Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>• Individual risk assessments are conducted in relation to pupils with complex needs who struggle to maintain good respiratory hygiene.</li> <li>• Hygiene measures are explained to visitors and contractors upon their arrival if not already done so.</li> </ul>	Y	All Staff	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
Enhanced Cleaning	<ul style="list-style-type: none"> <li>• The school creates a cleaning schedule that ensures cleaning is generally enhanced and includes:               <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>- Frequently touched surfaces being cleaned more often than normal.</li> <li>- Provision for ensuring toilets are cleaned more regularly.</li> </ul> </li> <li>• Dining areas are cleaned between use by different bubbles.</li> <li>• Where necessary, the number of rooms used by staff and volunteers are limited to avoid the spread of infection.</li> <li>• The necessary areas of the school are deep cleaned before opening with suitable cleaning agents.</li> <li>• All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>• Adequate amounts of suitable cleaning agents are available.</li> <li>• PPE is available to members of staff who require it to carry out cleaning safely.</li> <li>• Desks are to be wiped down with appropriate cleaning agent after each class leaves.</li> <li>• Classroom resources, e.g. books and games, are permitted to be shared within a bubble. These resources are cleaned regularly.</li> <li>• Resources that are shared between bubbles, e.g. sports equipment, are regularly cleaned and thoroughly cleaned before they are shared between bubbles. Some resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (or 72 hours for plastics) between use by different bubbles.</li> </ul>	Y	SMT  Cleaning Staff  Teaching Staff	02/09/2020
Minimising contact with individuals who are unwell	<ul style="list-style-type: none"> <li>• <b>Anyone who displays symptoms of coronavirus, or who has tested positive in the last 10 days, does not enter the school grounds.</b></li> <li>• <b>If possible Visitors to the school should be by prior appointment and where possible, virtual meetings should be undertaken.</b></li> <li>• <b>Random Temperatures of pupils, staff and visitors will be taken throughout the day. Anyone with a temperature higher than 38 degrees Celsius will be sent home and required to seek a COVID-19 test.</b></li> </ul>	Y	All Staff	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
	<ul style="list-style-type: none"> <li>• Instances of staff, pupils, visitors and volunteers displaying symptoms of coronavirus are to be managed in line with local and national guidance and any unwell individuals are sent home as soon as possible.</li> <li>• As is usual practice, in an emergency, call 999 (and our sickbay) if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• If the child is a boarder and shows symptoms, they should initially self-isolate in their Saints House. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. Individual and school circumstance will dictate this</li> <li>• Those awaiting collection are moved to a room where they can be isolated behind a closed door (House or sickbay). If it is not possible to isolate the pupil, they are moved to an area which is at least two metres away from others. If required, a member of staff supervises the pupil.</li> <li>• This room will have its own toilet facilities.</li> <li>• PPE is to be worn by supervising staff if direct personal care is needed and they cannot maintain a distance of two metres.</li> <li>• Anyone who comes into contact with an unwell individual will wash their hands thoroughly for 20 seconds.</li> <li>• The isolation room is to be cleaned and disinfected using appropriate cleaning products after they have left the premises and before being used by anyone else</li> <li>• Staff members who have helped someone with symptoms and any pupils who have been in close contact with them <b>do not</b> need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.</li> </ul>			
<b>Movement around school</b>	<ul style="list-style-type: none"> <li>• Pupils and staff should move around school in their 'bubble' group not mixed groups</li> <li>• Physical distancing is to be maintained at 2 metres from all other 'bubbles' wherever possible.</li> <li>• Movement along the corridors should be in single file and on the left, in order to maintain social distancing.</li> </ul>	<b>Y</b>	<b>Teaching staff</b>	<b>02/09/2020</b>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
<b>Use of toilets</b>	<ul style="list-style-type: none"> <li>As breaks are staggered Bubbles have allocated times to use toilets.</li> <li>At other times social distancing of 2m to be maintained. If cubicles are busy, pupils should wait outside as there is more room.</li> <li>Hand washing for at least 20 seconds should be adhered to.</li> <li>Toilets to be cleaned regularly throughout the day.</li> </ul>	Y	Pupils and Staff	02/09/2020
<b>Administering first aid on the spot</b>	<ul style="list-style-type: none"> <li>Staff must wear appropriate PPE when close contact is required. Gloves, medical face masks and/or visor are recommended as a minimum. All classrooms will have their own supply.</li> <li>Good hygiene is critical at these times. All waste generated must be bagged and disposed of in the bin as soon as possible.</li> </ul>	Y	Staff	02/09/2020
<b>Sickbay</b>	<ul style="list-style-type: none"> <li>In emergencies, teachers are to contact sickbay in the usual way</li> <li>In non-urgent cases, teachers are to contact sickbay via TEAMS message or by phone, to make sure that Sister has the capacity to take the pupil.</li> <li>Advice may be given over the phone, which may include a return to House under the care of the Housemother.</li> <li>Housemother to be contacted via phone or TEAMS</li> <li>For sixth form, pupils can email sickbay for non-urgent advice or repeat prescriptions.</li> <li>There is to be a maximum of 4 in the sickbay waiting room</li> <li>Face coverings are to be worn in sickbay on arrival. Hand sanitiser is to be used on entry and social distance maintained.</li> <li>The waiting room, toilets and door handles will be cleaned down throughout the day, as per the sickbay regime.</li> <li>The treatment room will be wiped down after every visit.</li> </ul>			
<b>Resources</b>	<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and frequently used items, e.g. pen, pencil, ruler and calculator.</li> <li>Classroom resources, e.g. books and games, can be shared within a bubble and are to be cleaned regularly.</li> <li>Resources that are shared between bubbles, e.g. sports equipment, are to be cleaned before they are used by a different bubble or rotated to allow them to be left unused for 48 hours (or 72 hours for plastics) between use by different bubbles.</li> <li>Pupils only bring essential items to school each day, e.g. hats, coats, books personal water bottle.</li> <li>Any shared resources that need to be taken home by pupils and staff are appropriately cleaned or a rotation is put in place.</li> </ul>	Y	All Staff	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
<b>Break and Lunchtime</b>	<ul style="list-style-type: none"> <li>• Children to be kept in Year group bubbles for break times where possible</li> <li>• Bubbles should be kept physically apart where possible</li> <li>• Timetable for outside breaks to be followed by all groups</li> <li>• Handwashing should take place before children return to class</li> <li>• Hot lunches to be eaten in dinner hall – year groups to be physically separated</li> <li>• Tables and chairs to be cleaned between groups</li> </ul>	<b>Y</b>	<b>SMT</b>	<b>02/09/2020</b>
<b>College Transport and parents dropping children off</b>	<ul style="list-style-type: none"> <li>• There is a separate Risk Assessment for College Transport.</li> <li>• Parents driving onto site should remain in their car whilst dropping of their children.</li> <li>• For Lower School, member of staff to meet pupils at designated entrance and ensure hand washing takes place.</li> <li>• Where parents walk/cycle their children to school, they should be advised to maintain physical distancing.</li> <li>• One-way system in place for drop off and collection</li> <li>• Parents should be advised not to congregate whilst waiting for their children at the end of the school day, social distances are to be maintained.</li> </ul>	<b>Y</b>	<b>SMT/ HoLS</b>	<b>02/09/2020</b>
<b>Leaving School</b>	<ul style="list-style-type: none"> <li>• One way system to be implemented around the school grounds</li> </ul>	<b>Y</b>	<b>Staff &amp; Parents</b>	<b>02/09/2020</b>
<b>Boarding Houses After School</b>	<ul style="list-style-type: none"> <li>• These should be classed as a Household, although social distances should be maintained between day time bubbles</li> <li>• No mixed year groups in bedrooms</li> <li>• Regular hand washing, especially when coming back to House and before going to supper.</li> <li>• Designated areas to socialise outside the House, based on Year bubbles</li> <li>• Each House will have its own Risk Assessment.</li> </ul>			
<b>PPE</b>	<ul style="list-style-type: none"> <li>• PPE is distributed to staff who provide intimate care for pupils (available in all classroom areas and Houses) in need and for cases where a pupil becomes unwell with symptoms of coronavirus whilst in school and a distance of two metres cannot be maintained.</li> <li>• Additional risk assessments will be conducted on a case-by-case basis to determine whether staff require PPE to carry out other tasks and duties.</li> <li>• Used PPE is disposed of properly using bins provided around the school. Staff and pupils are told not to use recycling bins for disposing of ordinary waste.</li> </ul>	<b>Y</b>	<b>All Staff</b>	<b>02/09/2020</b>

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
	<ul style="list-style-type: none"> <li>All PPE waste (used for close contact / suspected Covid-19 case) is put in a plastic rubbish bag which, once full, is tied and placed in a second tied bag. It is then put in the usual waste area.</li> </ul>			
Test and trace	<ul style="list-style-type: none"> <li>Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to: <ul style="list-style-type: none"> <li>Book a test if they (or their child) display symptoms.</li> <li>Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.</li> <li>Self-isolate if they have been in close contact with someone who tests positive for COVID-19.</li> </ul> </li> <li>Anyone in school who displays symptoms is encouraged to get a test.</li> <li>Parents and staff are asked to inform the school immediately of test results.</li> <li>If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.</li> <li>If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.</li> </ul>	Y	All Staff and parents	02/09/2020
Confirmed cases of coronavirus	<ul style="list-style-type: none"> <li>Where an individual in the school community tests positive for coronavirus, the Headmaster (or his Deputy) contacts the local Health Protection Team (HPT) immediately.</li> <li>The school works with the local HPT to manage the response.</li> <li>Individuals at school who have been in close contact with someone who has tested positive are sent home immediately. <b>Close contact is defined as follows:</b> <ul style="list-style-type: none"> <li>Direct close contacts – face-to-face contact with an infected individual for any length of time, within one metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>Proximity contacts – extended close contact (within one to two metres for more than 15 minutes) with an infected individual</li> <li>Travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>Household members of individuals who are sent home <b>do not</b> need to self-isolate unless the individual they live with develops symptoms.</li> </ul>	Y	All Staff and parents	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
	<ul style="list-style-type: none"> <li>A record is kept of pupils and staff in each bubble and of any close contact between individuals at school.</li> <li>If required, all parents and staff are informed of the confirmed case; however, the name of the individual is not shared.</li> <li>If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.</li> </ul>			
<b>Access to learning</b>	<ul style="list-style-type: none"> <li>The DHA and HoDs work with teaching staff to identify curriculum priorities and ensure a plan is in place to provide adequate learning material.</li> <li>A separate risk assessment is conducted to identify what additional support pupils with EHC plans require to make a successful return to education.</li> <li>Where appropriate, pupils with EHC plans and their parents are involved in the planning for their return to school.</li> <li>The DHA and HoDs work with teaching staff to ensure education can continue to be delivered to all pupils who are learning remotely, e.g. those sent home to self-isolate as a precaution.</li> <li>Measures to reduce the risk of infection during music lessons are implemented, including physical distancing and positioning pupils back-to-back or side-to-side.</li> <li>PE lessons take place outside where possible and pupils are kept in consistent groups.</li> </ul>	Y	All Staff and parents	02/09/2020
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL, and his deputy, are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> </ul>	Y	DSL	02/09/2020
<b>Catering</b>	<ul style="list-style-type: none"> <li>School kitchens will continue to operate in line with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li>Dining area to be sanitised between bubbles</li> <li>All kitchen and catering areas to be sanitised at the end of each day</li> <li>All food requiring utensils for serving to be served by a member of staff, wearing appropriate PPE.</li> <li>No sharing of condiments, individual sachets to be made available.</li> </ul>	Y	Catering Department	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
<b>Premises</b>	<ul style="list-style-type: none"> <li>SMT limits access to the school for all non-essential visitor</li> </ul>	Y	SMT	2/09/2020
<b>Fire safety and evacuation routes</b>	<ul style="list-style-type: none"> <li>A suitably trained individual checks that all fire detection, alarm systems, fire extinguishers and sprinklers are in working order.</li> <li>SMT ensure that the fire management plan and fire safety risk assessment are up-to-date</li> <li>SMT identifies how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	Y	SMT	02/09/2020
<b>Educational visits</b>	<ul style="list-style-type: none"> <li>The school is able to resume non-overnight trips, but these will be kept to a minimum until after half term, or later depending on the current risk assessment.</li> <li>Any visits that take place are done so in line with protective measures, including keeping pupils in consistent groups and ensuring destinations are COVID-secure.</li> <li>Prior to any visit, a risk assessment is undertaken by the trip leader and shared with SMT.</li> </ul>	Y	Teaching staff	02/09/2020
<b>Heating and ventilation</b>	<ul style="list-style-type: none"> <li>Where possible, the windows of occupied rooms are open.</li> </ul>	Y	All Staff	02/09/2020
<b>Attendance</b>	<ul style="list-style-type: none"> <li>Parents are informed that the usual rules on school attendance apply from September – this means parents have a duty to ensure that their child attends regularly.</li> <li>The attendance register is taken as normal and absences are followed up, in line with the Attendance Policy. All morning registers are to be taken by Tutors and entered on SIMS. Housemothers are to transfer these to the legal paper registers. Afternoon registers for Senior school are through Housemothers staggered towards the end of lunch. Reception will enter these on SIMS.</li> <li>In line with the most recent shielding advice, pupils and staff members that have been shielding <b>can</b> attend the school site.</li> <li>Where a pupil is unable to attend the site because they are complying with clinical and/or public health advice, they are offered access to remote education immediately.</li> <li>Where a pupil is unable to attend school due to their parents following clinical and/or public health advice, their non-attendance is not penalised.</li> <li>Any concerns from staff, parents and pupils about being on school site are discussed between appropriate individuals.</li> <li>Pupils who are reluctant or anxious to return to school are identified and relevant staff members develop plans to reengage these pupils.</li> </ul>	Y	All Staff and parents	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
	<ul style="list-style-type: none"> <li>The school uses the existing pastoral and support services, resources and funding, to put in place measures for those families who need additional support to secure pupils' regular attendance.</li> </ul>			
<b>Behaviour expectations</b>	<ul style="list-style-type: none"> <li>The school's Behaviour Policy sets out behaviour expectations for pupils.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y	SMT	02/09/2020
<b>Uniform</b>	<ul style="list-style-type: none"> <li>Normal school uniform is to be worn by the Sixth Form.</li> <li>Full school tracksuit to be worn by all other year groups (review at half term)</li> <li>PE Kit to be worn as normal</li> <li>Changing clothes in school should be limited.</li> <li>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> </ul>	Y	Parents	02/09/2020
<b>Communication</b>	<ul style="list-style-type: none"> <li>The school's website is kept up to date with any information regarding the school being open to all pupils, e.g. dates and local arrangements.</li> <li>Parents are informed via letter about the relevant information regarding reopening the school, including any pick-up and drop-off arrangements.</li> <li>Staff and volunteers are informed via email about the relevant information regarding opening to all pupils, including any changes to the workday, e.g. staggered lunchtimes and social distancing.</li> <li>Staff are informed of who they can turn to for support and there are several avenues they can follow, e.g. line manager, other senior staff or colleagues, , staff counsellor.</li> <li>All staff, pupils and volunteers are made aware of the symptoms of coronavirus, what to do if they display symptoms, and if others display symptoms.</li> <li>Pupils are informed on their first day about the relevant information regarding opening to all pupils, e.g. social distancing measures and how lessons will be delivered.</li> <li>Relevant staff communicates with suppliers and contractors regarding reopening the school and reinstating or suspending the supply of any required goods or services.</li> <li>The Headmaster informs staff, volunteers and the governing board_about the arrangements for meetings that would ordinarily take place in person, e.g. interviews, and</li> </ul>	Y	All Staff and parents	02/09/2020

Area for concern	Recommended controls	In place? Yes/No	By whom?	Deadline
	how these will be carried out in line with social distancing guidance when the school reopens.			
<b>Mental health and wellbeing</b>	<ul style="list-style-type: none"> <li>• The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss any alternative arrangements, where required.</li> <li>• SMT to hold discussions with staff who are deemed more vulnerable to infection and put any alternative arrangements in place.</li> <li>• The SMT considers requests made by staff who wish to make changes to their working environment or working hours in the interest of health and safety.</li> <li>• The Headmaster ensures that the school can be adequately and safely staffed.</li> <li>• The SMT discusses the implications on staff and pupil workload when the school reopens and puts a plan in place to minimise the risk of stress.</li> <li>• Teachers and the SENCO work together to ensure pupils with SEND are prepared for changes to their routine.</li> </ul>	<b>Y</b>	<b>All Staff and parents</b>	<b>02/09/2020</b>
<b>Extra-curricular activities and games</b>	<ul style="list-style-type: none"> <li>• Activities and games are resumed in line with protective measures based on DfE advice and /or individual governing body protocols.</li> <li>• Individual sports and activities have their own Covid-19 risk assessments</li> </ul>	<b>Y</b>	<b>All Staff and parents</b>	<b>02/09/2020</b>
<b>Contingency planning</b>	<ul style="list-style-type: none"> <li>• There is a contingency plan that can be implemented if a local outbreak of coronavirus occurs.</li> </ul>	<b>Y</b>	<b>SLT</b>	<b>02/09/2020</b>

**Related documents**

**First Aid Policy, COSHH Policy, Administering Medication Policy, Child Protection and Safeguarding Policy, Behavioural Policy, Covid-19 Departmental Risk Assessments, Covid-19 House Risk Assessment, Covid-19 Transport Risk Assessment**

Groups of People at Risk	Likely impact	Likelihood of occurrence	Risk rating following action
Vulnerable Adults	A	1	A1
Other Adults	B	1	B1
Children under the age of 11	C	2	C2
Vulnerable children under the age of 11	B	2	B2
Children aged 12- 18	C	1	C1
Vulnerable children aged 12-18	B	1	B1

Severity
<b>A:</b> Potentially fatal.
<b>B:</b> Significant illness leading to days off School
<b>C:</b> Minor illness

Likelihood
1
1: Conceivable, but unlikely
2: Could occur occasionally
3: Would occur regularly

Risk Score
LOW A1, B1, B2, C1, C2, C3
MEDIUM A2, B3
HIGH A3