



Coronavirus (COVID-19): risk assessment for pupils at school

Assessment Coordinator: Gary Bendall	Agreed by: Senior Leadership Team (SLT)	Covered by this assessment: <u>pupils, staff and other visitors to the school</u> (governors, volunteers, etc.)
Date of Update: 18 th January 2021	Review interval: <u>in line with government updates and weekly review meetings</u>	The SLT will have a weekly meeting to review this assessment and make amendments as needed

Related documents
<u>Business Continuity Plan, Health Centre Policy, Infection Control Protocol, COVID-19 (Coronavirus) Isolation Protocol, Procedure for Administration of Prescribed ad Non, COSHH Information, Data Retention Policy, Data Protection Policy, Uniform and Appearance Policy, Rewards and Behaviour Policy, Staff Behaviour Policy, Safeguarding Policy (With COVID Update) and Security Statement and Policy,</u>

Matrix to help determine risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

For the purpose of this risk assessment, we have used the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).

Area for Risk	Risk rating prior to action H/M/L	Ref	Recommended controls	i/c	Risk rating following action H/M/L
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Lack of Knowledge or Awareness of policies and procedures	M	#1	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Health Centre Policy Infection Control Protocol 	GB	L
		#2	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' 	MDI	
		#3	<ul style="list-style-type: none"> Staff and pupils will receive any necessary training that helps minimise the spread of infection, e.g. infection control training. 	MDI	
		#4	<ul style="list-style-type: none"> The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> DfE NHS Department of Health and Social Care PHE BSA The school's local health protection team (HPT) 	MDI	
		#5	<ul style="list-style-type: none"> Staff are made aware of the school's infection control procedures in relation to coronavirus via email 	JOG	

		#6	<ul style="list-style-type: none"> Pupils, Staff and Visitors are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. 	JOG	
		#7	<ul style="list-style-type: none"> Staff, Visitor and Pupil Confidentiality needs to be followed at all times. This includes withholding the names of people with either confirmed or suspected cases of coronavirus, unless it is operationally necessary to share this information. Their names can only be used for track and trace by the school and to be shared with additional people only with permission of the infected person. 	GB	
		#8	<ul style="list-style-type: none"> School and boarding trips will be run as per DfE and OEAP guidelines and will be referred to Surrey CC for all approvals. See link: https://www.surreycc.gov.uk/_data/assets/pdf_file/0003/230574/Re-commencement-ofoffsite-educational-trips-and-visits-from-September-2020-v1-10-July-2020.pdf 	JCZ	

Risk Assessment Focus: The School Day and Teaching & Learning
This covers general routines applicable to the extended day and boarding as well

Social Distancing not being maintained	M	#9	<ul style="list-style-type: none"> Planned different points on site for different Key Stages for pupil drop-offs and collection to reduce year-group mixing, as below: KS2 – Rank Weston car park KS3 – New Block car park KS4 - St Andrew's car park KS5 – Rank Weston car park When communicating to parents about drop-offs and collection in the case of multiple Key Stages in a car the family will be asked to use the area for the youngest sibling 	GB	L
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		#10	<ul style="list-style-type: none"> The drop-off and collection points will have some staff presence during busy times to help enforce social distancing. Junior School duty staff to monitor the playground gate from 8.15am and 3.35pm to ensure safe entry/exit by junior flexi pupils arriving or leaving school. 	GB SGR	
		#11	<ul style="list-style-type: none"> Classes will run as per the normal timetable, which keeps pupils within groupings in their year-groups. Student desks must be arranged to face forward and teachers should not use group work until further notice, except where specific arrangements and separate risk assessment, which have been cleared by Gary Bendall, are in place for certain subjects to allow a balanced learning experience. This includes: in Art, Drama, Food Technology, Music, PE, Science and Technology Teachers should not use the touch screen aspect of the interactive screens. 	GB	
		#12	<ul style="list-style-type: none"> Junior classes will be taught in class groups in their form room for all lessons, with the exception being; a small number of senior school lessons each week. Junior teachers will accompany the class when moving to senior lessons (through the senior school) ensuring safe social distancing and avoiding interaction where possible with KS3, 4 or 5 students. Juniors allocated set places in their form room in which they will remain for all lessons. Junior school students' desks or tables are arranged to allow for social distancing appropriate to their key stage – junior school pupils can work in small groups of up to 4 students; we will ensure they remain in their allocated seat and socially distance under the supervision of the class teacher and/or a learning coach. 	SGR	
		#13	<ul style="list-style-type: none"> Classrooms need to be assessed to check that they are COVID safe. This will mean they all have desks facing forward, where possible, and has space to provide social distancing (2m) for the member of staff. Windows and doors, <u>where not fire doors</u>, should be open as much as possible to increase ventilation. Where this is more difficult, windows should be opened on a regular basis to fully ventilate the classroom Teachers, Learning Coaches and other adults in the classroom should ensure they are maintaining appropriate social distancing when working with all pupils. 	GB	

			<ul style="list-style-type: none"> • Some rooms have desks that are fixed. In these rooms teachers will try to space out pupils as much as possible. • Prospective ITT trainee teachers are required to complete experience prior to starting their PGCE. This is something we are keen to support with and therefore we will be allowing school experience for those who are able to apply to train with us in September 2021. To mitigate the risks there will be a requirement to follow staff guidelines including wearing a mask and not coming in to school if they have any of the COVID symptoms or have been in contact with anyone with these symptoms. 		
		#14	<ul style="list-style-type: none"> • Pupils will be moving from room to room after each lesson. To minimise transmission we will create a one way system in the main school and new block. These will have clear entry and exit doors. Most stair cases will be also either only up or down. Staff will need to model good practice and also follow this. • When moving around the school using interior corridors staff must wear face masks, and it is an expectation that senior pupils do, unless exempt. Inside a classroom masks can be worn if wanted. • Pupils and staff must wear face masks when in the Dining Hall. It is expected that face masks will be worn when queuing or moving within the dining hall, once seated to eat face masks can be removed and placed away safely. • All staff, visitors and senior pupils must wear a face mask, unless exempt, in the following bubbled indoor break spaces: Sports Hall (Y10), PAC (Y9), Dance Studio (Y8). • Staff will also be positioned around the main building and new block to ensure pupils follow the social distancing rules. • Pupils that do not adhere to the COVID amended Behaviour Policy will need to be followed up as shown in the policy by the relevant staff. • For more information about what face coverings are, how face coverings can reduce the transmission of coronavirus (COVID-19) and how face coverings should be safely used and stored please visit: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#the-reason-for-using-face-coverings 	SKI	

		#14b	<ul style="list-style-type: none"> We are continuing to assess all offices for capacity and the ability to social distance. For those currently working in offices where 2m distance cannot be kept, all staff within that office should wear face coverings unless other measures are in place, such as sneeze screens. Other staff working within communal offices, even if 2m distance can be maintained, may choose to wear face coverings. 	MDI	
		#15	<ul style="list-style-type: none"> KS2 will have set entry and exit doors for accessing the Junior School. These are split into 3 separate hubs. (Y3 & 4 – Junior Library exit) (Y5 – main playground door) (Y6 – Yr 6 exit to playground) Junior Flexi pupils will only enter/exit school through the side gate to the junior playground. Junior pupils when travelling through the senior school corridors will look to do so at less-busier times, staggered from main lesson change-over times and being supervised by their junior class teacher for the travel Junior School staff will be present during lesson change overs and breaktimes to ensure pupils follow social distancing rules. This includes at the end of break/lunch times where children will line up in classes within a set area in the playground before being led by the class teacher or learning coach into form rooms in an orderly and safe manner. 	SGR	
		#16	<ul style="list-style-type: none"> Some classrooms are too tightly packed with very little space for pupils to wait outside for. For these rooms the pupils will have an outside muster point where they will wait until the teacher collects them and escorts them to their classroom. Examples of these rooms are, Maths, Upstairs in the new block, the Drama Studio, and all of the boarding houses computer rooms. 	SKI	
		#17	<ul style="list-style-type: none"> Year groups have been allocated a certain zone for break and lunch time outside and an inside wet break space. This will be supervised via the normal rota system with the addition of the house staff freed up from not supervising the houses at break and lunch. There will not be year group assemblies or other mass gatherings in School. Communications with the year group or School as a whole will be delivered via technology with form groups staying in their form rooms for these occasions, as led by the form tutor. 	GB JOG	

		#18	<ul style="list-style-type: none"> Lunch time will need be staggered. The Dining Hall can hold two year groups safely in a serving, and each can queue independently and socially distanced from each other. Each serving should be a maximum of 20 minutes from being served to leaving. After each serving the tables will need to be cleaned. Staff will be placed on a rota for supervising the dining hall. 	JOG	
		#19	<ul style="list-style-type: none"> For the remainder of lunch and breaktime Boarders and Flexi boarders will be able to go back to their zone or their break time area. Boarders are not allowed to return to their boarding house during the school day. Hub areas will be used for flexi boarders to store their bags and coats during lunch time. 	SKI	
		#20	<ul style="list-style-type: none"> Staff need to maintain social distancing at all times and model to the pupils' good practice. Where this cannot be achieved the use of PPE should be considered 	SKI	
		#21	<ul style="list-style-type: none"> At the end of school, we will have a staggered departure arrangement. Flexi boarders will go back to their base room. Some will go directly home via their designated key stage collection area. Boarders will go directly back to their boarding house. 	MDI	
Poor hygiene practice	M	#22	<ul style="list-style-type: none"> Posters are displayed throughout the school and boarding community reminding pupils to wash their hands, e.g. before entering and leaving the school. Posters are displayed at all water fountains to explain that they are only to be used for water bottles, and not directly to hydrate pupils. 	GB	L
		#23	<ul style="list-style-type: none"> Staff should use the closest photocopier to their normal work area. If this is the reprographics room or staff common room masks should be worn when in these areas. After using a shared resource like this the machine does need to be wiped down by the member of staff that has just used it. Pupils should <u>not</u> use any school floor standing photocopiers except for the one situation in chapel for the EDP. This photocopier needs to be sanitised by any pupil using it after its use. 	GB	

		<ul style="list-style-type: none"> If a member of staff needs to use a shared resource, for example, a voice amplifier to help pupils they teach, then this resource needs to be cleaned after use and before use 		
	#24	<ul style="list-style-type: none"> Pupils and staff should wash their hands with soap, where possible, or use hand sanitisers upon arrival at school and before and after break times and lunchtimes. Extra facilities will be provided in certain areas to help manage this. Year 3 & 4 will be encouraged to use the additional facilities and the sinks in J1 & J2 to avoid the Y5 & Y6 pupils. This will be monitored by the class teacher and class learning coaches. 	GB	SKI
	#25	<ul style="list-style-type: none"> Alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use before entering each lesson space. The teacher of the class will supervise the pupils entering the room and ensure every pupil uses the sanitiser. A non-alcohol hand sanitiser will be placed in all science labs and any other rooms where there is concern due to the flammability of the alcohol based version. 	GB	
	#26	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Teachers will need to clean desks, seat backs and door handles before the start of the school day, and equipment for such is supplied to all classrooms, and monitored. Then after each lesson teachers will need to supervise the cleaning of desks and work areas that are used. This includes use during EDP and SPS. If they leave the classroom at any time the teacher needs to clean the teacher's desk and computer. Any teacher entering a new room needs to clean the teacher's desk and computer. Travelling cleaning packs are offered to any teacher who would like one, and also for co-curricular session supervisors 	GB	
	#27	<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. 	GB	
	#28	<ul style="list-style-type: none"> Bar soap is not used, in line with the government guidelines – liquid soap dispensers are installed and used instead. 	GB	

		#29	<ul style="list-style-type: none"> Pupils are reminded by staff of the importance of washing their hands and to ensure it is done correctly, where necessary. 	SKI	
		#30	<ul style="list-style-type: none"> Pupils do not share cutlery, cups or food. 	GB	
		#31	<ul style="list-style-type: none"> All utensils are thoroughly cleaned before and after use and sets are individually wrapped. 	GB	
		#32	<ul style="list-style-type: none"> The Dining Hall will be cleaned after each year group leaves. Each of the tables they have used will be sprayed and cleaned so that it is ready for the next year group. This cleaning will be done by the duty staff. All the pupils of a year group will leave the dining hall at the same time and be taken over to their break space by the duty member of staff. 	GB	
		#33	<ul style="list-style-type: none"> Cleaners are employed through a third party to the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the <u>Health and Safety Policy</u>. The Dining Hall will be arranged to have a deep clean each weekend, ready for the start of the next week 	LL	
		#34	<ul style="list-style-type: none"> The <u>Bursar</u> arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local HTP. 	LL	
Ill health	H	#35	<ul style="list-style-type: none"> The needs or concerns of any clinically vulnerable or extremely clinically vulnerable person in school is considered on an individual basis, with discussions on the arrangements and concerns they may have regarding them. 	LL / HR	M
		#36	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing, high temperature, and loss of taste and/or smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any pupil who displays signs of being unwell is immediately referred to the <u>Health Centre</u>. Any member of staff who displays signs of being unwell during the school day will immediately notify their Line Manager and Gary Bendall. They will immediately be referred to the <u>Health Centre</u>. 	JOG	

		<ul style="list-style-type: none"> Any visitor who displays signs of being unwell during their visit will be isolated from other individuals, and immediately referred to the <u>Health Centre</u> 	
	#37	<ul style="list-style-type: none"> Where the Health Centre Staff are unavailable, staff act in line with the <u>Health Centre Policy, the Infection Control Protocol</u> and <u>COVID-19 (Coronavirus) Isolation Protocol</u> to ensure that anyone unwell, with symptoms for COVID, is moved to an isolated room whilst waiting for attention. For pupils waiting to be collected the visitors room by reception can be used for this, if not the health centre. 	JOG
	#38	<ul style="list-style-type: none"> Staff who have helped someone with symptoms do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Use the cleaning products available on the work area and door handles etc and notify cleaning@gatton-park.org.uk who will ensure that the whole areas is further cleaned as soon as possible and necessary. 	GB
	#39	<ul style="list-style-type: none"> Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe following the <u>COVID-19 (Coronavirus) Isolation Protocol</u>. 	JOG
	#40	<ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the an unwell person's symptoms worsen. 	JOG
	#41	<ul style="list-style-type: none"> The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. 	JOG
	#42	<ul style="list-style-type: none"> Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. 	JOG
	#43	<ul style="list-style-type: none"> Unwell pupils who are waiting to go home are kept in an area where they can be at least two metres away from others. The visitors room can be used for this by reception. 	JOG
	#44	<ul style="list-style-type: none"> Areas used by people unwell are thoroughly cleaned once vacated, as soon as possible. 	JOG
	#45	<ul style="list-style-type: none"> Anyone unwell is instructed to use different toilets to the rest of the school to minimise the spread of infection. 	JOG

		#46	<ul style="list-style-type: none"> The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen, with the parents of the unwell pupil being informed as soon as is possible 	JOG	
		#47	<ul style="list-style-type: none"> Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Health Centre Policy and Procedure for Administration of Prescribed Medicines 	JOG	
		#48	<ul style="list-style-type: none"> During this period the school needs to endeavour to monitor the mental health of staff and pupils. This will be led by pastoral staff for pupils and line management of staff and HR. If there is any concern about the mental health of any pupil or member of staff, referrals should be made to the pastoral team, or the SLT. HR can also be contacted with concerns in the case of members of staff. 	JOG	
		#49	<ul style="list-style-type: none"> If we have a confirmed case then a group containing at least two of MDI, GB, JOG and CNE will meet to implement the COVID Infection Control Protocol and liaise with Public Health England as needed 	JOG	
Infection being Spread	M	#50	<ul style="list-style-type: none"> Pupils are arranged into year-group bubbles during the school day, except for the Sixth Form and the Junior School who are treated as a bubble each. Arrangements are such that these bubbles should not mix without social distancing, as explained above. 	MDI	L
		#51	<ul style="list-style-type: none"> If a pupil is late to school they need to still be dropped off in the correct designated area. The pupil will go directly to their class base and the teacher in the room will inform the main office of the late arrival. Parents must stay in their vehicles when on the school site. Any communication needs to be either via the concerns@ email or phoning the main school office which will be open until 5pm. The only exception is when parents may have to help boarders unload the vehicle and when they collect them at the end of a term. Pupils are not allowed access to Reception to sign in. They need to go directly to their tutor period so that their Tutor can update the register 	SKI	

		#52	<ul style="list-style-type: none"> Reception will not accept 'forgotten' items from parents throughout the day due to transmission risks. 	CB
		#53	<ul style="list-style-type: none"> Practical subjects will need to think carefully about the use of equipment and ensure enough time is given to ensuring the equipment is cleaned before a different group uses it. Any staff handling the equipment after it has been used should wear PPE in the form of gloves. 	MDI
		#54	<ul style="list-style-type: none"> All teachers will use seating plans, utilising Class Charts and will stick to these for their lessons during term to support track and trace. 	RMI
		#55	<ul style="list-style-type: none"> Some key staff are not allocated to certain teaching spaces and to carry out their role must move between spaces and buildings. These staff should practise both social distancing and good hand hygiene. 	MDI
		#56a	<ul style="list-style-type: none"> Inside the classroom, masks may be worn. It may be more suitable for teachers to use visors, when teaching, than a mask 	MDI
		#56b	<ul style="list-style-type: none"> When working with a pupil in a classroom, a Learning Coach must not spend more than 15 minutes in total within a 2-metre distance of a pupil within a timetabled lesson. 	
		#56c	<ul style="list-style-type: none"> There will be no mixing of year group bubbles within the ELT classroom. Instead, pupils will be stationed in designated year group areas when in a timetabled ELT session. 	EGR
		#57	<ul style="list-style-type: none"> During lesson time sixth formers must only be in classrooms as per their timetable. At other times they will be in supervised study in the Chapel area or the Sunley Centre (we are scheduling a number of pupils to have timetabled supervised study periods in the Chapel to reduce the numbers in the Sunley Centre at any one time). These supervised study periods (SPS) will be supervised by teaching staff on a rota. Sixth Form boarders are not allowed to return to their boarding house during free periods. 	RMI

		#58	<ul style="list-style-type: none"> All toilets in the new block and main teaching block will be cleaned more regularly during the day: pre-school, after break, after lunch, after school 	LL	
		#59	<ul style="list-style-type: none"> Some key staff have roles which makes it more necessary for them to move around the school more continuously during the day, from one room to another. It is particularly important that these staff look to do so as much as possible out of lesson change-over time, and to practise social distancing and good hand hygiene, especially when moving from one area with people in to another. 	MDI	
		#60	<ul style="list-style-type: none"> Boarding Staff should not enter the boarding computer rooms when classes are in them during the school day. 	JOG	
		#61	<ul style="list-style-type: none"> Boarders will only be able to enter the boarding house during lunchtime (12.45-1.40pm) after they leave for the start of the day (8.20am). They can return to the boarding house after 3.35pm. Flexi-boarders will not access the boarding houses at any point and will instead be in their year-group areas for the extended day, once booked in 	JOG	
		#62	<ul style="list-style-type: none"> To make pick up easier pupils will be allowed to have their mobile phone on them during the day. However, between the times of 8.30 – 3.35 this will be switched off and not visible. If a phone is used, seen or heard during this timeframe the member of staff who identifies this should follow the updated protocol for confiscating a device. 	SKI	
		#63	<ul style="list-style-type: none"> If pupils have PE or an afterschool sports club on a given day they can wear PE kit for the whole day and should arrive to school in it. This is to stop pupils needing to get changed, or use changing rooms at school. 	SKI	
		#64	<ul style="list-style-type: none"> Pupils will be expected to wear full school uniform from the Autumn term, subject when they wear PE. Uniform does not need to be cleaned any more frequently than normal. 	MDI	
		#65	<ul style="list-style-type: none"> Pupils' books can be taken in and out of classrooms by staff or pupils to other areas of the site or individual households. Books from different year group bubbles should be kept apart at all times. When marking books, teachers must ensure they use hand sanitiser before and after marking a set of books. Teachers may wish to consider wearing appropriate PPE when marking pupils' books. 	RMI	

		<ul style="list-style-type: none"> • Ideally, text books should not be shared between different bubbles of pupils but at times this will be necessary. Pupils must always wipe down text books before and after use and ensure they practise good hygiene when using text books. • Pupils have been instructed to bring their own equipment to lessons and not to rely on School supplies; however, in the event that a pupil needs to borrow an item (e.g. pen, pencil, calculator), pupils must wipe down the piece of equipment before and after use and ensure they practise good hygiene when using the borrowed item. • Teachers and prep room leaders should, as far as is practicable, operate a clear desk policy to ensure that classrooms and prep rooms with multiple occupancy maintain good standards of hygiene. 	
	#66	<ul style="list-style-type: none"> • Pupils will not be able to be picked up between 8.30 – 3.35 by parents without prior arrangement of the HOY for their child. Parents need to start the arrangements by phoning the main school reception. 	SKI
	#67	<ul style="list-style-type: none"> • School mini buses will operate with enhanced hygiene protocols in place. Pupils will be asked to use hand sanitiser on entry to the bus and to wear face coverings throughout the journey. Drivers will be protected by a Perspex screen and wear masks/visors. Minibuses' key touch points will be cleaned after use. 	LL
	#68	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately utilising PPE at all times. 	ELO
	#69	<ul style="list-style-type: none"> • Pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units. 	JOG
	#70	<ul style="list-style-type: none"> • Pupils clean their hands after they have coughed or sneezed as well as any area that has been affected. This can be done with hand sanitiser, tissue and spray. 	JOG

		#71	<ul style="list-style-type: none"> Parents are informed via email not to bring their children to school or on to the school premises if they show signs of being unwell, or otherwise have a symptom or they believe they have been exposed to coronavirus. 	JOG	
		#72	<ul style="list-style-type: none"> Children who have displayed symptoms of coronavirus, and do not take a PCR test, must self-isolate for 10 days before returning to school. If the case is confirmed positive by a PCR test the isolation will be 10 days. 	JOG	
		#73	<ul style="list-style-type: none"> For both of the above parents must inform the school via the attendance officer of any absence and highlight coronavirus if either suspected or confirmed. 	GB	
		#74	<ul style="list-style-type: none"> Staff should also not attend if they are displaying symptoms. Please advise Gary Bendall (teachers) and let your line manager and HR know if this is the case. 	GB	
		#75	<ul style="list-style-type: none"> Pupils will observe social distancing around site where possible, particularly when queuing at entrances or exits. Where queuing in this way cannot be achieved due to space an outside muster point will be organised and staff made aware. 	SKI	
		#76	<ul style="list-style-type: none"> All spaces used by pupils should be cleaned regularly. Especially items and areas that will be used by multiple pupils in a short time. In the last 5 minutes of every lesson a bell will ring to signify clean-down of the room. The teacher should organise all desk tops and chair backs as well as the door handles. Tissue can be given to the pupils to wipe down these areas and the tissue placed in the class bin. If a teacher is first in the room they need to complete this clean before the first pupils arrive in either tutor or period 1. If a teacher is leaving a room they must also clean their desk and the computer within the room. Each class space needs to be incredibly tidy with no resources and books left out in the area. 	SKI	

			<ul style="list-style-type: none"> Exercise books should be stored in a way that different bubbles exercise books do not mix or come into contact with each other. 		
		#76b	<p>To enable the senior school library to start to receive pupils again we will be putting the following safety precautions in place;</p> <ul style="list-style-type: none"> One English class a fortnight, where possible, with a rota drawn up to support separate year group bubbles. Limiting the number of students in our library at any one time to reduce the amount of contact needed. At first, a rotation of 4-5 students, plus Learning Coach, if available. Timed visitations of 10 minutes maximum but on each pupil return to main class, another to be released to library. On entry to the library all pupils must use the hand sanitiser provided at library entrances. Mandatory for all students to wear a face covering when visiting the library; adhering to this unless a student is exempt. Clear signs asking students to observe social distancing. Protective screens at counters where students need to interact with our staff. Separating returned items from the rest of the stock for 72 hours in line with Public Health England advice before being returned to shelves. Staff to wear PPE as appropriate. Rigorous cleaning each evening by the Cleaning Staff. Introducing JNR Librarian to support searches and reservations prior to visit. Regarding breaktime and lunchtime openings, these will be managed by the library; Mon = Year 7, Tuesday = Year 8 and so on. This supports separate year group bubbles with timed visitations in line with staggered lunches; to be revised half termly to support potential changes. Teacher to send a list to the librarian of student names beforehand and update correspondence as required to ensure student accountability. RAA DG Missing Student Protocol to be followed as necessary. 	GB	
		#77	<ul style="list-style-type: none"> When in school staff should only visit their departmental base and their timetabled teaching spaces. 'In person' meetings should be considered if absolutely necessary. If staff need to meet colleagues and/or parents this should be done wherever practicable via Microsoft Teams or by phone or email. In the few occasions where 'in-person' meetings are necessary face coverings should be used and the meeting to take place in a large, well ventilated room where social distance can be maintained. 	MDI	

			<ul style="list-style-type: none"> • Staff should only communicate with the main school office and reception via teams, email or phone call. • There will be times when staff do need to enter the classroom of another teacher. If doing so additional care with social distancing and hygiene is necessary. • Staff should wear a face covering if visiting an office or work space of other staff 		
		#78	<ul style="list-style-type: none"> • Pupils will only be taken out of their timetabled lessons for essential purposes. For example, pupils may leave for pre-arranged and scheduled counselling sessions or an ELSA appointment. • These appointments must be approved in advance by Head of School, Director of Inclusion, Assistant Head – Behaviour, Deputy Head – Boarding & Pastoral, Deputy Designated Safeguarding Lead. 	SKI	
		#79	<ul style="list-style-type: none"> • When a pupil is attending both alternative provision at a different site and RAAS as part of an alternative provision programme, the School will ensure that the alternative provision provider is contacted before term starts, risk assessments are shared and that a system is in place to ensure that a communication is made if the pupil develops symptoms so that both providers are able to put in the necessary arrangements. When a pupil is attending an alternative provision, a phone call will be made each morning and any pertinent COVID related information will be shared. 	EGR	
		#80	<ul style="list-style-type: none"> • SIA duty will continue with staff on duty instructed to maintain 2m distance from pupils where possible. Any incidents will be dealt with at location, pupils will only be removed from a lesson if there are no other alternatives. • If a pupil is taken to the SIA base then no pupils from any other year group may use this room until the room has been vacated and any surfaces that have been touched cleaned. • Internal Exclusions will continue but with specified days for year groups. 	SKI	
		#81	<ul style="list-style-type: none"> • The school staff rooms are not to be used for staff as social areas. Staff can enter the Staff Common room to collect their mail. They should wear a mask when in the Staff common Room. • Separate areas have been designated for each department so that staff can get a drink at break time. This should not be an area to meet up. These areas will be equipped for this purpose and staff made aware of them. 	GB	

		<ul style="list-style-type: none"> Staff that use the Gatton Hall Hubs during the day should follow the Gatton COVID guidelines for staff (which are displayed within the rooms) including social distancing and cleaning. 		
	#82	<p>The transition between school and boarding is very important and it is key that the following occurs to lower the chances of transmission in this time:</p> <ul style="list-style-type: none"> Boarders are supervised to thoroughly hand-clean before entering the boarding house, with additional sinks and sanitiser stations to support this Each boarding computer room and the doors into this area from the flexi-boarders boot room are cleaned by the school cleaners between 3.45 – 4.45. This cleaning will need to happen again after the boarders have left for breakfast so that the rooms are ready for teaching at 08.30 	JOG	
	#83	<ul style="list-style-type: none"> Only Catering Staff and Maintenance Staff are allowed behind the Dining Hall Counter There are 'sneeze screens' in place to protect the food. Catering staff will be wearing visors 	JOG	
	#84	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's symptoms to the Health Centre 	JOG	
	#85	<ul style="list-style-type: none"> The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. 	JOG	
	#86	<ul style="list-style-type: none"> The cleaning standards of school cleaning contractors are monitored and any other measures are discussed and considered with regards to managing the spread of coronavirus. 	LL	
	#87	<ul style="list-style-type: none"> Exams are set to start again but must follow the JCQ guidance. (shown below) 	RMI	
		<ul style="list-style-type: none"> Improving ventilation in the exam room Using a greater number of rooms to reduce the number of candidates in each room Changing room layouts to provide distancing greater than 1.25 metres between the centre to centre of candidates' chairs. This may include a row of empty desks between candidates to increase the distance to 2.5 metres between candidates. This may also help invigilators maintain their distance as they move around the examination and eliminate some forms of malpractice Increasing cleaning and handwashing by providing hand sanitisers in and around the exam room 	RMI	

		<ul style="list-style-type: none"> • Wiping desks before and after the examination (government guidance suggests using products such as detergents and bleach) • Not supplying additional equipment (e.g. pens, calculators etc.) to candidates to avoid cross-contamination • Providing antibacterial wipes to invigilators to use in the exam room before, during and after an examination, if required <ul style="list-style-type: none"> • Recommend invigilators wear gloves at all times when in the exam room • Face coverings/personal protective equipment (PPE) for invigilators, and possibly candidates, if appropriate and relevant to the centre During the examination <p>Invigilators interaction with candidates</p> <ul style="list-style-type: none"> • Stand side-by-side or behind candidates, rather than facing them • Keep interactions brief • Wear a face covering/PPE <ul style="list-style-type: none"> • Use hand sanitiser after every transaction • Avoid touching the candidates' desks • Dispose of any waste safely using gloves <p>Access arrangements</p> <ul style="list-style-type: none"> • Utilise assistive technology to eliminate the need for a human reader or scribe. This may include an examination reading pen, or the use of word processor • If a human reader or scribe is to be used, ensure that they are wearing the appropriate PPE <ul style="list-style-type: none"> • Where a reader is required, ensure that the facilitator has access, and refers, to a question paper which is solely their copy and that they do not touch the candidate's question paper • Ensure that the candidate can access the necessary equipment to hand throughout the examination – including additional answer sheets - from the start of the examination. This will enable the candidate to access this without involving the facilitator, however, this will require invigilators to be particularly vigilant to ensure that the candidate does not remove materials, such as additional answer sheets, from the examination room • Place the candidate and reader/scribe in a separate room in a one-to-one situation to ensure social distancing, a well ventilated room, and to allow the candidate to talk louder without disturbing other candidates if the reader/scribe is sat a distance away from them • Ensure that the room is well ventilated and thoroughly cleaned before/after each examination 		
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Uncertainty of Exams Arrangements	L	#88	<ul style="list-style-type: none"> The school communicates with parents via email regarding any updates to school procedures which are affected by the coronavirus pandemic. 	RMI	L
Disruption to the continuation of education	L	#89	<ul style="list-style-type: none"> Pupils who may be anxious about returning to school have been identified based on specific criteria using our Health & Welfare Team. The team will endeavour to contact these pupils before term starts to offer support and guidance and provide ongoing support throughout the academic year. 	JOG	L
		#90	<ul style="list-style-type: none"> Pupils working from home are assigned work to complete to a timeframe set by their teacher. 	MDI	
		#91	<ul style="list-style-type: none"> The School maintains the plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning – this includes their plan to monitor pupils' learning while not in school. 	MDI	
		#92	<ul style="list-style-type: none"> The <u>Behavioural and Rewards Policy</u> (including the addendum to cover specific elements that relate to the current environment and altered practices) and <u>Staff Code of Conduct</u> are adhered to at all times, even while working remotely. 	JOG	
		#93	<ul style="list-style-type: none"> The School ensures all pupils have access to school work and the necessary learning materials at home, prior to a school closure. The School ensures that the remote learning technology used is accessible to all pupils – alternative arrangements are put in place where required and the School liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support. 	RMI	
		#94	<ul style="list-style-type: none"> Access to the school and boarding community site is restricted – additional security is arranged and put in place in line with the <u>Security Statement and Policy</u>. 	GB	
		#95	<ul style="list-style-type: none"> A member of the SLT is on call on a rota basis in case of an emergency or if access to the school is required. 	GB	
		#96	<ul style="list-style-type: none"> Visitors to site are restricted to those that are absolutely necessary. Any visitor to the site must have a pre-arranged appointment with a member of staff. 	GB	

			<ul style="list-style-type: none"> • Visitors must read site instructions upon arrival and sign a self-declaration. • No visitors are to leave reception without a member of staff. 		
		#97	<ul style="list-style-type: none"> • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. 	GB	
		#98	<ul style="list-style-type: none"> • The school will look to consider allowing boarders to stay at school over the half-term breaks rather than travel to and from countries where quarantine arrangements are in place which would necessitate missing attendance in school 	JOG	
Lack of Organisation if Emergencies Occur	M	#99	<ul style="list-style-type: none"> • The School ensures the school premises is safe to return to before school activity resumes. 	KS	L
		#100	<ul style="list-style-type: none"> • Any hazards are reported to the Site manager as soon as possible and issues are resolved prior to school returning to usual business. 	KS	
		#101	<ul style="list-style-type: none"> • The Headmaster ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. This is a decision overseen by the Governors and Members of the Board of Management's delegated "Covid Committee". 	MDI	
		#102	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. 	GB	
		#103	<ul style="list-style-type: none"> • Pupils' parents are contacted as soon as practicable in the event of an emergency with pupils' alternative contacts are called where their primary emergency contact cannot be contacted. 	GB	
		#104	<ul style="list-style-type: none"> • The school has an up-to-date Health Centre Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. 	JOG	
		#105	<ul style="list-style-type: none"> • If we need to evacuate the School and boarding buildings during the school day, for example a fire alarm, the pupils will follow the normal fire procedure. To ensure all are as safe as possible it is expected that pupils will wear face masks throughout an evacuation. • In the event of a partial lockdown the normal procedures will be followed. • In the event of a full lockdown staff designated to lock external doors will need to do so whilst wearing a face covering. 	GB	

Risk Assessment Focus: The Extended Day and Co-Curriculum

Social Distancing not being maintained	M	#106	<ul style="list-style-type: none"> The same cleaning will happen at breakfast and tea as described at lunch time. 	JOG	L
		#107	<ul style="list-style-type: none"> Flexi Boarders can then stay in their 'hub' room until 5.30pm or in an activity until 5.30pm with the allocated member of staff.. Flexi pick up times will be 3.35pm, 5.30pm, 6.00pm or 7pm 	JOG	
Infection being Spread	M	#108	<ul style="list-style-type: none"> Each co-curricular activity will include a hand-sanitising at the start of the activity and time at the end to clean-down surfaces, etc. 	JCZ	L
		#109	<ul style="list-style-type: none"> Each room used for co-curricular activity will receive a thorough daily clean 	JCZ	
		#110	<ul style="list-style-type: none"> All pupils taking part in the extended day on-site, and in co-curricular activities in the extended day will be booked into these with clear registration to support track and trace 	JCZ	
Higher Risk Activities	M	#111	<ul style="list-style-type: none"> The school will follow the Government guidelines https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <i>Physical activity in schools</i> <i>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided where possible. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i> <i>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</i> 	JCZ	L

		<ul style="list-style-type: none"> • 'Competitive' sport – rugby, football and netball will go ahead as per each sport's National Governing body 'return to play' protocols. All will follow clear cleaning protocols at the start/during/end of every session as per the NGB guidelines. No year group bubbles will be mixed (apart from Juniors and 6th form as per the school day). Heads of Sport will oversee training for all coaches and updates on NGB guidelines. Friendly fixtures to be considered within NGB guidelines. During national lockdown or Tier 4 restrictions competitive sport and fixtures will not take place. As per government guidelines, extra-curricular clubs can take place for pupils attending school. • Recreational sport – activities have been chosen where social distancing of 2m can be maintained, numbers of participants have been reduced for all indoor activities and all teachers/outside leaders will be briefed on cleaning protocols (hands/equipment) for the start/during/after every session 		
	#112	<ul style="list-style-type: none"> • Dance - see above bullet point 2. All Dance instructors will have cleaning materials provided and follow NGB guidelines 	JCZ	
	#113	<ul style="list-style-type: none"> • Stables – the stables will have number of new safety measures in place: <ol style="list-style-type: none"> 1. Equipment to be sanitised at the start and end of every lesson 2. Leaders to maintain 2m social distancing 3. Lessons in year group bubbles only 4. Clear protocols for pupils to follow moving to and from the stables 5. Separate waiting areas for new groups to stop interaction of year groups 6. Individual kit storage 7. Leaders will be adults only • Activities where social distancing cannot be kept will not take place 	JCZ	
	#114	<p>Other activities:</p> <ul style="list-style-type: none"> • All activity leaders will be issued with a clear 'mitigating risk' protocol – i.e. social distancing of 2m, cleaning hands at the start/end of every lesson, cleaning all equipment (where appropriate) at the start/during/end of every lesson, registers MUST be taken • Some activities have been removed from the programme due to added risk – gymnastics, pool-based activities, judo, Karate, Basketball. Science <p>Some activities will be online where previously year groups have mixed: MUN, Eco Society, photography, some Art clubs, Sport/Arts/co-curricular committees</p>	JCZ	

Risk from infection from Outside providers (including peripatetic music staff)	M	#115	<ul style="list-style-type: none"> All outside staff to be issued with clear guidelines on how they enter and exit the school including mitigating transmission risk during their sessions Any concerns with regard to not maintaining social distancing or cleaning will be dealt with immediately The school will follow the Government guidelines: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools <i>Supply staff and other temporary workers can move between schools, but school leaders will want to consider how to minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year. This advice for supply teachers also applies to other temporary staff working in schools such as support staff working on a supply basis, peripatetic teachers such as sports coaches, and those engaged to deliver before and after school clubs.</i> 	JCZ	L
		#116	<ul style="list-style-type: none"> Music staff – will follow the Government guidelines on music activities in school (see above #110) and below: <i>Music</i> <i>Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.</i> Specific measures in place are: <ol style="list-style-type: none"> Large groups will not practice/perform together – Choir/Orchestra will work in year group bubbles only, number of participants will be reduced, groups will be set up as described above 	JCZ	

		<ol style="list-style-type: none"> 2. Singing, woodwind and brass lessons - Screens will be placed in 1on1 classroom spaces to protect pupils and teaching staff 3. All equipment to be cleaned at the start/during/end of every session – avoid sharing 4. Social distancing of 2m 5. Bothy teaching spaces to rearranged to assist with social distancing 6. Clear cleaning protocols for entry/exit of outside staff 		
	#117	<ul style="list-style-type: none"> • All outside staff to be issued with a cleaning pack or have easy access to cleaning materials for every session (these will be held in the Bothy and Co-curricular office) • Outside staff to wear facemasks and/or visors/PPE should they wish to 	JCZ	
	#118	<ul style="list-style-type: none"> • <u>Lettings</u> – outside lettings for under 18 activities (Sport only) will continue between the times of 5.45pm and 8.15pm week nights and Sunday am only to avoid any interaction with RAA pupils – they will not be in these areas during this time. During national lockdown or Tier 4 restrictions there will no school lettings. • Hand sanitisers stations will be located at the entrances of the Astro and Netball courts • Clear guidelines will be provided to all letting’s contacts about entry/exit of the school site • All lettings to provide their own equipment and ensure they follow NGB cleaning and return to play protocols • Outside lettings are instructed that they are to take responsibility for ensuring social distancing and that registration records of attendance are kept to support track and trace. 	PD	

Risk Assessment Focus: Boarding

Social Distancing not being maintained	M	#119	<ul style="list-style-type: none"> • Boarding to organised staggered drop off of pupils for boarders return, to reduce unnecessary pupil and parent mixing at this time. Parents will not travel into the boarding houses during the drop-off. 	JOG	L
		#120	<ul style="list-style-type: none"> • Pupils from different boarding houses should not mix. This includes going into town, moving around the school site and any activities. This includes the House activities, which will be run for each individual house alone (8.30pm – 9.30pm) 	JOG	

		#121	<ul style="list-style-type: none"> Dining Hall rotas have been amended to reduce the number of boarders attending at any one time. Pupils will be escorted to the Dining Hall for breakfast and dinner with an increased staff presence to provide sufficient support. Pupils will enter as a house and once seated in their area, separate to other houses, they will not leave their seat. Staff will supervise the whole house to dispose of any waste, return washing up and leave the house. This process will be conducted one house at a time. 		
		#122	<ul style="list-style-type: none"> Staff to remind students of good practice in regard to social distancing within the boarding houses and to model this. 	JOG	
		#123	<ul style="list-style-type: none"> Pupils' beds will be checked to be well spaced within any dorms that need to be shared. 	JOG	
		#124	<ul style="list-style-type: none"> Boarders will not work in groups or sit facing in each other during prep time. 	JOG	
		#125	<ul style="list-style-type: none"> All areas need to be assessed to check that they are COVID safe where it is possible. For instance sofas will be moved to be 2m apart. 	JOG	
		#126	<ul style="list-style-type: none"> Staff need to maintain social distancing at all times and model to the pupils' good practice. Where this cannot be achieved the use of PPE should be considered All staff supervising boarding have been trained in how to don and doff PPE and best practice in using. PPE must be worn when supporting symptomatic pupils or those that have tested positive on a lateral flow device test. Staff must wear PPE when on duty if the house is in isolation due to a pupil testing positive on a PCR test. 	JOG	
		#127	<ul style="list-style-type: none"> Activities that are set out up for each boarding house will be set up to maintain distancing between pupils where possible and appropriate. 	JOG	
Poor hygiene practice	M	#128	<ul style="list-style-type: none"> Posters are displayed throughout boarding house reminding pupils to wash their hands, e.g. before entering and leaving the school. 	JOG	L

		#129	<ul style="list-style-type: none"> Alcohol-based sanitiser (that contains no less than 60 percent alcohol) is provided for use before entering new spaces within the boarding house. The boarding staff will supervise the pupils entering the room and ensure every pupil uses the sanitiser. 	JOG	
		#130	<ul style="list-style-type: none"> Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Staff will need to ensure that pupils clean any tables, chairs and computers that they have used during any free-time. 	JOG	
		#131	<ul style="list-style-type: none"> Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. 	JOG	
		#132	<ul style="list-style-type: none"> Cleaners are employed through a third party to the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the Health and Safety Policy. A particular focus of cleaning to be on frequent 'touch points' such as door handles and banisters 	LL	
Infection being Spread	M	#133	<ul style="list-style-type: none"> Please refer to items included in section The School Day and Teaching & Learning This covers general routines applicable to the extended day and boarding as well which also refer to practice in boarding. 	JOG	L
		#134	<ul style="list-style-type: none"> Where the Health Centre Staff are unavailable, staff act in line with the Health Centre Policy, the Infection Control Protocol and COVID-19 (Coronavirus) Isolation Protocol to ensure that any unwell pupils are moved to specific isolation room whilst they wait for Health Centre Staff to be available. 	JOG	
		#135	<ul style="list-style-type: none"> Detailed specific protocols for supporting boarders who become ill are outlined in COVID-19 (Coronavirus) Isolation and Infection Control Protocol This protocol has been constructed in line with government guidance and with specific support from PHE local support team. Laundry, cleaning and waste management will be undertaken in line with the above protocol. 	JOG LL	
		#136	<ul style="list-style-type: none"> Campus Duty and SLT Duty will remain in place. 	JOG	

		<ul style="list-style-type: none"> When visiting the house staff must sanitise their hands before entering the house and avoid touching surfaces where possible. Staff should repeat sanitising of their hands if they move into a new area/have touched a surface. Staff performing these duties should spend no more than 15 minutes in a specific house unless there is an emergency. Staff performing these duties should maintain 2m from other staff and pupils. A face covering or other appropriate PPE should be used if this is not possible. 	
	#137	<ul style="list-style-type: none"> Boarders in key stages will be in given specific spaces within the boarding house where they are able to interact, whilst observing social distancing wherever possible. The details of this vary by house but each has cleared arrangements with JOG for their house. 	JOG
	#138	<ul style="list-style-type: none"> No boarders are able to enter dormitories other than their own at any time 	JOG
	#139	<ul style="list-style-type: none"> Boarders will only be able to enter the computer rooms once thorough cleaning has taken place Boarders will sanitise their hands as they enter the computer room for prep time 	JOG
	#140	<ul style="list-style-type: none"> Routines will be altered to reduce the amount of interaction between different year groups in the boarding house. This will include year group based shower times and bed time routines to reduce the number of boarders using enclosed spaces and corridors at any one time. 	JOG
	#141	<ul style="list-style-type: none"> Roll call and house meetings will be conducted with separate key stages sitting in different rooms and with maximum space between pupils 	JOG
	#142	<ul style="list-style-type: none"> Pupils will be required to sanitise their hands before and after using Reach to sign in or out of the house. Staff need to wipe down Biopads throughout the times they are being used. 	JOG
	#143	<ul style="list-style-type: none"> No boarders are able to visit another boarding house at any time 	JOG

		<ul style="list-style-type: none"> • Boarding staff should not be visiting other boarding houses apart from the one they work or reside in • Boarding staff who accept visitors to their accommodation within boarding houses should ensure that their visitors hand sanitise and wear face coverings whilst travelling through the boarding house. They must also comply with the government guidelines on visitors to their accommodation in terms of households. 	
	#144	<ul style="list-style-type: none"> • House kitchens can only be used by pupils in supervised time slots with the number of pupils limited at any one time. All pupils have been trained by house staff in how to practise good hygiene and handle food safely. All sixth form pupils are required to complete online training on food safety. 	JOG
	#145	<ul style="list-style-type: none"> • Boarders do still have the opportunity to return home on weekends. Boarders can only return to boarding from a weekend home upon completion of a form stipulating that they have they have been under the care of home and that the home household is symptom free. • After a school holiday - boarders from overseas must complete necessary quarantine information forms if applicable. House staff to check details and compliance with quarantine regulations on return. 	JOG
	#146	<ul style="list-style-type: none"> • All spaces used by pupils should be cleaned daily by the cleaning team. Boarding staff on duty will be asked to clean surfaces and door handles at regular intervals during their duty period. • Items handled by boarders, such as games console controls or remote controls will be cleaned between use. 	JOG
	#147	<ul style="list-style-type: none"> • Boarding staff are vigilant and report concerns about a pupil's symptoms to the <u>Health Centre, and follow the advice given in the risk assessment for Ill Health.</u> 	JOG
	#148	<ul style="list-style-type: none"> • To Help Social distancing whilst collecting takeaways - 6th formers may collect takeaways from the flag pole at the appropriate times, Y7-11 – staff to collect one 'house order' with a small number of boarders to assist 	JOG

References

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

School Policies as highlighted at top of document