

<b>Description of Activity / Person / Area / Equipment being assessed</b>	<b>Provision of childcare/education during the Covid-19 situation – preparation for full opening of schools in September 2020.</b>
<b>Section(s) / Team(s) covered</b>	<b>Girls' Learning Trust</b>
<b>Location(s) covered</b>	<b>Carshalton High School for Girls Nonsuch High School for Girls Wallington High School for Girls</b>
<b>Date of Original Assessment</b>	Monday 17 August 2020 (in the format issued by Action HR on 14 August 2020)

When did staff, covered by this risk assessment, have the opportunity to comment on this risk assessment?	Will be published to staff w/c Monday 24 August 2020	
Are staff covered by this risk assessment aware of the controls noted and understand them?	Yes	No

Has action been taken	<del>YES / NO / ONGOING / NONE REQUIRED</del>
Confirmed by Line Manager?	YES / NO
Lead Assessor	Director of Finance & Operations (DFO)
Date:	Monday 17 August 2020

Has action been taken	<del>YES / NO / ONGOING / NONE REQUIRED</del>
Manager's name (print)	
Manager's signature	
Date:	

**This risk assessment template on the continued provision of childcare and education during the Covid-19 pandemic has been produced to assist schools in managing the school setting during this time. If there are any queries, please contact us at [healthandsafety@kingston.gov.uk](mailto:healthandsafety@kingston.gov.uk).**

**Review Dates**

<b>Future Review Date (depends on Action Plan findings)</b>	<b>Review Date - Actual</b>	<b>Were Changes Made?</b>	<b>Name of Lead Reviewer</b>	<b>Date Staff updated about change</b>
<b>Action HR Template Risk Assessment</b>	Originally published for schools on 14/5/2020. (versions 1 and 2) Version 3 published on 21/5/2020 Version 4 = 26/5/2020			
<b><u>GLT COVID-19 Risk Assessment Critical Worker &amp; Vulnerable Student Hub</u></b>	1 June 2020	Yes, to focus on Critical Worker & Vulnerable Student Hubs	DFO	Published w/c 1 June 2020
<b><u>GLT COVID-19 Risk Assessment Critical Worker &amp; Vulnerable Student Hub, With Year 10 &amp; 12 Student Provision</u></b>	8 June 2020	Yes, to add arrangements for Year 10 & 12 Student Provision	DFO	Approved by Trust Board 10 June 2020 & published to staff w/c 8 June 2020
<b>Action HR Updated Template Risk Assessment</b>	Originally published for schools on 14/7/2020. Update of 14/08/2020.			
<b><u>GLT COVID-19 Risk Assessment September 2020 Full Opening</u></b>		Yes, to focus on September 2020 Full Opening (based on updated Action HR templates published v1 14 July 2020 and v2 14 August 2020)	DFO	Approved by Trust Board 24 August 2020 & published to staff w/c 24 August 2020
This risk assessment will be reviewed whenever there are significant changes to activities in school or relevant changes in the Government's policy and advice on Covid 19.				

No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
1	Some staff or students may be more vulnerable to complications associated with COVID-19	Staff Students	<p><b><u>General</u></b></p> <p>Staff have been asked to let their Line Manager/School know if any of the medical conditions listed in the NHS link provided below apply to them or their household. Link: <a href="#">NHS list of high risk and moderate risk conditions</a></p> <p><b><u>Shielding Advice</u></b></p> <p>Shielding advice for all adults and children paused on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of students who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.</p> <p>Public Health England (PHE) published <a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> (updated 13 August). It includes advice as to what shielders should do if transmission of COVID-19 increases/the area enters a local lockdown. The following is an excerpt (correct as at 13 August):</p> <p><i>“The guidance for the <b>extremely clinically vulnerable</b> is that shielding has been paused. This means:</i></p> <ul style="list-style-type: none"> <li>• <i>you do not need to follow previous shielding advice</i></li> <li>• <i>you can go to work as long as the workplace is <a href="#">Covid-secure</a>, but should carry on working from home wherever possible</i></li> <li>• <i>clinically extremely vulnerable children should attend education settings in line with the wider <a href="#">guidance on reopening of schools</a> and <a href="#">guidance for full opening: special schools and other specialist settings</a></i></li> <li>• <i>you can go outside as much as you like but you should still try to keep your overall social interactions low</i></li> <li>• <i>you can visit businesses, such as supermarkets, pubs and shops, while keeping 2 metres away from others wherever possible or <a href="#">1 metre, plus other precautions</a></i></li> <li>• <i>you should continue to wash your hands carefully and more frequently than usual and that you maintain thorough cleaning of frequently touched areas in your home and/or</i></li> </ul>	Staff were asked to complete a short online questionnaire at the end of the summer term.

		<p><i>workspace</i></p> <ul style="list-style-type: none"> <li>• <i>you will no longer receive free food parcels, medicine deliveries and basic care from the National Shielding Service”</i></li> </ul> <p><b><u>Individual Staff Risk Assessments</u></b></p> <ul style="list-style-type: none"> <li>• Action HR advise that emerging evidence suggests that, alongside a previous list of health-related physical conditions, there are three key demographic factors that can affect people’s vulnerability, or ‘risk factor’ in relation to COVID-19 health outcomes: <ul style="list-style-type: none"> <li>▪ <b>Underlying health conditions</b></li> <li>▪ <b>Age</b></li> <li>▪ <b>Ethnicity</b></li> <li>▪ <b>Gender</b></li> </ul> </li> <li>• Action HR’s Occupational Health has prepared an Individual Risk Assessment for Staff for schools to utilise. Consultation with Unions took place successfully and the document has been shared with schools. Any questions should be directed to: <a href="mailto:occupational.health@kingston.gov.uk">occupational.health@kingston.gov.uk</a></li> </ul> <p><b><u>Pregnant Staff</u></b></p> <ul style="list-style-type: none"> <li>• Information provided in the updated <a href="#">DfE Guidance for full opening: schools</a> (for full September opening) relating to clinically or extremely clinically vulnerable and pregnant staff has been expanded. Pregnant women are included in the clinically vulnerable category, and are generally advised to follow the <a href="#">DfE Guidance for full opening: schools</a> (Refer to School Operations, School Workforce section).</li> <li>• The Government advice in relation to pregnant women also includes a link to this document by the Royal College of Obstetrics and Gynaecology (RCOG) - <a href="#">Occupational health advice for employers and pregnant women</a>. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. The Government therefore advises employers and pregnant women to follow this advice and to continue to monitor for future updates to it.</li> <li>• The school will review any individual staff risk assessments undertaken for pregnant staff and consider the advice - particularly in the case of those of weeks 28 gestation and beyond and referring those staff through to Occupational Health.</li> </ul>	<p>Following the issues raised in the online questionnaire, the Trust/School has utilised the Individual Staff Risk Assessment template and talked through the issues with staff affected by this. As part of this process the arrangements for return to work in September have been planned and discussed with each individual.</p> <p>Staff guidelines are incorporated into the GLT COVID Protocols. Staff must raise any issues with their Line Manager/School if they fall within these categories.</p>
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2	<b>People with symptoms of COVID-19 create potential for transmission from person to person</b>	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>Staff, children, parents, carers or any visitors, such as suppliers, are made aware they must not enter the education or childcare setting if they or any member of their household are displaying any symptoms of COVID-19. See <a href="#">NHS Check if you or your child has coronavirus symptoms</a>.</li> <li>If anyone becomes unwell in school with a new, continuous cough, a high temperature or a loss of the sense of taste and/or smell, they are sent home/their parents or carer are contacted to collect them and they are advised to follow the PHE stay at home guidance, and arrange a test to identify whether they have COVID-19. See <a href="#">COVID-19: guidance for households with possible coronavirus infection</a>. The arrangements for this are discussed in detail in the section of this risk assessment called 'Someone develops COVID-19 symptoms whilst at school' (section no. 12).</li> <li>General awareness posters have been produced to include the symptom of loss of sense of taste/smell and posters describing the symptoms have been displayed in school.</li> <li>The government guidance has changed the isolation period for those who test positive for coronavirus from 7 days to 10 days from the onset of symptoms.</li> <li>Public Health England advises that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</li> <li>In relation to students, the DfE has published <a href="#">Addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year</a> (updated 6 August) which provides advice on noting student absence and gives examples of the time required off school for different COVID-related scenarios based on test results:</li> </ul>	<p>Communication Plan, as described in the GLT COVID Protocols. Including posters.</p> <p>All <b>suspected</b> and <b>confirmed</b> cases must be reported to the Headteacher and/or DFO.</p> <p>Staff are provided with updated First Aid information (see GLT COVID Protocols).</p> <p>Temperature tests are not being used.</p>
3	<b>Stress and anxiety for staff who are returning and who are worried about the risks to their health and the health of their family (particularly if living with people who were shielding).</b>	Staff	<ul style="list-style-type: none"> <li>Plans are discussed with staff, including on a one-to-one basis to enable people to speak about their own situation. Where appropriate, Line Managers/Headteachers have discussed Individual Staff Risk Assessment, including consideration as to how working will affect them and what, if any, additional measures are needed.</li> <li>Staff are reminded of the availability of their Employee Assistance Programme ('Workplace Options').</li> <li>The Trust/School regularly receives updates from external H&amp;S advisers, including Council teams such as the H&amp;S Team, Education Teams and AfC (Kington/Richmond).</li> <li>All staff have access to official guidance from DfE and Public Health England (PHE).</li> </ul>	<p>Guidance for staff is set out in the GLT COVID Protocols.</p> <p>Copies of this Risk Assessment &amp; GLT COVID Protocols are shared with all staff.</p>

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4	<b>Testing</b>		<p>The government has widened the eligibility criteria for COVID-19 testing to include anyone with symptoms. This now includes children of all ages, even those under 5 years.</p> <p><b>Anyone with symptoms will need to be tested.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Guidance on testing for essential workers (e.g. teachers &amp; school staff)</a></li> <li>• <a href="#">Guidance on testing for non-essential workers (e.g. parents and students)</a></li> </ul> <p>See also Stay at Home guidance</p> <ul style="list-style-type: none"> <li>• <a href="#">Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></li> </ul>	<p>In the first instance, staff should use the <b>self referral route</b> (this has been the quickest approach so far).</p> <p>If needed, the employer referral test booking routes for essential workers is available.</p>
5	<b>Local Lockdowns</b>		<p><b>Process in the event of local outbreaks</b></p> <p>If a local area sees a spike in infection rates that is resulting in localised community spread, Public Health England (PHE) (including the London Coronavirus Response Cell) will decide which measures to implement to help contain the spread. The Department for Education (DfE) will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice.</p> <p>The Trust/School will follow the advice provided by Public Health in these situations.</p> <p>In the event of a possible contagion at one of the Trust schools, the Trust/School will work closely with Public Health England and the Local Authority.</p> <p>The DfE guidance on full opening of schools includes educational aspects including the provision of remote learning if children are required to stay at home during these situations – see <a href="#">Contingency Planning for Local Outbreaks (section 5 of Full Opening of Schools Guidance)</a>.</p>	<p>Guidance is set out in the GLT COVID Protocols.</p> <p>The Trust/School has in place contingency planning for the on-going provision of education (on a rolling basis) for the autumn term 2020.</p>

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6	<p><b>The potential for transmission of virus droplets from surfaces to the hands and then to the face</b></p> <p>Handwashing</p>	<p>Staff Students Visitors Contractors</p>	<p><b>Handwashing &amp; Hand Sanitiser Measures</b></p> <ul style="list-style-type: none"> <li>● Control measures are in line with <a href="#">DfE Guidance for full opening: schools</a>.</li> <li>● On arriving at school, all staff and students are required to wash their hands or apply hand sanitiser. Students are well informed about the arrangements and handwashing methods, plus their role in infection control.</li> <li>● On arriving at school, visitors including contractors are required either to apply hand sanitiser provided in reception, use their own or use a local hand basin.</li> <li>● Prominent signage is provided in the student entrance and reception areas so all are clear what is expected of them in relation to hand washing/ hand sanitising.</li> <li>● All staff and students are reminded to sanitise and/or wash their hands regularly during the day, especially on arrival, after using the toilet, before eating and drinking at break and lunch, when they change rooms, and to avoid touching their nose, mouth or eyes.</li> <li>● Prior to visits by contractors, discussions take place about school requirements and contractor requirements relating to relevant controls, including hand washing.</li> <li>● Soap, paper towels (where used) and hand sanitiser are regularly replenished. Hand dryers are maintained in good working order (Action HR has consulted London Coronavirus Response Cell and received confirmation that Public Health England has confirmed that hand dryers are appropriate to use. The key is to ensure hands are fully dry, either with the use of hand dryers or disposable paper towels.)</li> <li>● Prominent hand washing and sanitising posters are displayed in school.</li> <li>● Promoting 'catch it, bin it, kill it' posters are displayed in school. Additional bins are being provided throughout school, and specifically lidded bins for the disposal of disposable face masks at entrance points &amp; reception.</li> <li>● Students are either asked to a small bottle of hand sanitiser and a handypack of tissues as part of their 'back to school' equipment, or in this is provided by the school.</li> <li>● Where toilets have lids, students and staff are encouraged to close the lids before flushing. (A good general hygiene tip but appreciated not everyone has toilet lids.)</li> <li>● First aiders have access to local handwashing facilities/hand sanitiser.</li> </ul>	<p>GLT COVID Protocols detail arrangements for handwashing /hand sanitising &amp; communication to students and parents/carers.</p> <p>Hand sanitiser is available in Reception.</p> <p>Signage in Reception &amp; Posters in Toilets</p> <p>Premises Managers &amp; IT Staff email contractors in advance.</p> <p>Cleaning checklist in place to ensure consumables are replenished.</p> <p>Posters are displayed in line with GLT COVID Protocols.</p> <p>First Aid rooms all have access to local handwashing &amp; hand sanitiser.</p>

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7	<b>Visitors</b>	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>Supply teachers, peripatetic teachers, cover supervisors, Trust Shared Services and contractor staff (such as cleaning &amp; catering) can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. The school ensures these individuals are aware of the handwashing and social distancing arrangements to be followed in school.</li> <li>Immunisation Programmes are encouraged in line with <a href="#">DfE Guidance for full opening: schools</a>, as follows “As normal, schools should engage with their local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school’s control measures. These programmes are essential for children’s health and wellbeing and can also provide benefits for staff.” Where immunisation visits are being organised to take place in school, the school will share its risk assessment with the immunisation provider and request confirmation as to what infection control arrangements the provider will be putting in place for the immunisation process.</li> <li>Other visitors to the school continue to be reduced, with careful discussion and arrangements made, and meetings conducted remotely where practical. Where visitors such as contractors are required for inspections and maintenance, these visits are organised to take place outside the normal school day wherever possible. Prior to visits by contractors, discussions about local school requirements and contractor requirements relating to relevant controls, including hand washing take place.</li> </ul>	See Communication Plan in GLT COVID Protocols
8	<b>The potential for transmission of virus droplets from surfaces to the hands and then to the face</b>  Equipment	Staff Students Visitors Contractors	<b>Equipment Measures – Reception</b> <ul style="list-style-type: none"> <li>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and students have their own items that are not shared.</li> <li>Staff, pupils and contractors should use their own pens and pencils, where possible, and not sharing with others, including when signing in. If a school pen has to be used to sign in, then hand sanitiser should be used afterwards.</li> <li>Touch screen sign in equipment in reception has been taken out of use.</li> </ul>	See GLT COVID Protocols  GLT does not have touchscreen equipment in Reception.



		<p><b>Equipment Measures – Classrooms</b></p> <ul style="list-style-type: none"> <li>● Classroom based resources, such as books, can be used and shared within that group/bubble if necessary. Students and teachers can take books and other shared resources home, although unnecessary sharing is to be avoided, especially where this does not contribute to pupil education and development.</li> <li>● Where applicable, classroom resources/equipment (e.g. for Science practicals) will be cleaned under the direction of the classroom teacher, either by Curriculum/Departmental staff, including technicians, or by the students themselves. Each member of staff who does this task should have their own dedicated pair of gloves and they should not share them with others. Marigold or similar gloves are suitable for cleaning resources.</li> <li>● Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. (See also the sports row of this risk assessment.)</li> </ul> <p><b>Equipment Measures - Library</b></p> <ul style="list-style-type: none"> <li>● Control measures appropriate to the school setting will be put in place for the library to reduce the potential for virus transmission. Examples include: each group is allocated one section of the library from which they can take books; students reserve books remotely online and then arrange to collect their chosen book from the library; and, all library books that are returned are stored in a specific area for 48 hours before they are then put back onto the shelves as available to take out by other year group students.</li> </ul> <p><b>Equipment Measures – Staff</b></p> <ul style="list-style-type: none"> <li>● Control measures for the use of Teacher Desks in each classroom have been established, including the provision of keyboard covers, sanitising wipes for mouse and hand sanitiser.</li> <li>● Hotdesking does not take place in Curriculum/Departmental workstations and support staff offices without additional controls in place.</li> </ul> <p><b>Equipment Measures – IT Equipment</b></p> <ul style="list-style-type: none"> <li>● Sanitising wipes are provided for areas where pupils or staff are using shared keyboards and mice. Sharing of computers and laptops is avoided where possible.</li> <li>● ICT Rooms - keyboards and mice are cleaned before they are used by a different group.</li> </ul>	<p>See GLT COVID Protocols</p> <p>CLEAPSS has also provided guidance for practical subjects such as Science, DT &amp; Art.</p> <p>Arrangements for the use of Library books will be decided at school level. Libraries are being used as classrooms.</p> <p>See GLT COVID Protocols</p> <p>See GLT COVID Protocols</p>
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9	Cleaning	Staff Students Visitors Contractors	<p>The Trust is following the DfE guidance <a href="#">Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>. This states:</p> <p><i>“Cleaning should be generally enhanced, including:</i></p> <ul style="list-style-type: none"> <li>• <i>more frequent cleaning of rooms or shared areas that are used by different groups</i></li> <li>• <i>cleaning frequently touched surfaces more often than normal, such as:</i> <ul style="list-style-type: none"> <li>○ <i>door handles</i></li> <li>○ <i>handrails</i></li> <li>○ <i>table tops</i></li> <li>○ <i>play equipment</i></li> <li>○ <i>toys</i></li> <li>○ <i>electronic devices (such as phones)</i></li> </ul> </li> </ul> <p><i>When cleaning, use the usual products, like detergents and bleach, because these are very effective at getting rid of the virus on surfaces.”</i></p> <p>In addition, the cleaning regime is following the PHE guidance <a href="#">COVID-19: cleaning of non-healthcare settings outside the home</a>. Some key points to note:</p> <ul style="list-style-type: none"> <li>• There is enhanced and increased cleaning of frequently touched surfaces using standard cleaning products (detergents and bleach (not mixed together)).</li> <li>• Toilets will be cleaned regularly and students must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks has been considered but is not a requirement &amp; the school facilities do not allow for it.</li> <li>• Classrooms and shared areas, such as the Dining Hall and Snack Shack areas, that are used by different groups are being cleaned more frequently.</li> <li>• Additional daytime cleaning staff have been recruited at each school.</li> </ul>	See GLT COVID Protocols

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10.	<p><b>Social Distancing</b></p> <p><b>Teaching</b></p> <p><b>Classrooms</b></p> <p><b>Bubbles/Groups</b></p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>The DfE guidance is to minimise contact between individuals and maintain social distancing wherever possible, and further advice is provided in <a href="#">Guidance for full opening: schools</a>. Specifically:</p> <p><i>“Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</i></p> <ul style="list-style-type: none"> <li>● <i>children’s ability to distance</i></li> <li>● <i>the lay out of the school</i></li> <li>● <i>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)”</i></li> </ul> <p><i>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. <b>It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible.</b> Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.”</i></p> <p><b>Social Distancing Measures - Year Group Bubbles</b></p> <ul style="list-style-type: none"> <li>● Year group bubbles have been implemented.</li> <li>● In Key Stage 3 (Years 7, 8 &amp; 9 at Nonsuch &amp; Wallington and Years 7 &amp; 8 at Carshalton) lessons will be taught in Tutor Group Bubbles, but arrival, break and lunchtimes will be managed in Year Group Bubbles.</li> <li>● Key Stage 4 &amp; 5 will be taught in Year Group Bubbles, with the exception of Years 12 &amp; 13 at Carshalton which will be managed as a single bubble.</li> <li>● Where possible, students will use the same classroom or zone of school throughout the</li> </ul>	<p>See GLT COVID Protocols for detailed implementation.</p>

			<p>day with a thorough cleaning of the rooms at the end of the day.</p> <ul style="list-style-type: none"> <li>Where a Year Group Bubble needs to use a room that has been used by a different Year Group Bubble, the room will be cleaned before the next group enters.</li> </ul> <p><b>Social Distancing Measures – In the Classroom</b></p> <ul style="list-style-type: none"> <li>The teacher zone has been marked out at the front of the class, in order that the teacher can maintain 2 metres social distancing.</li> <li>Where possible, classroom desks have been re-arranged so that students sit side by side and are looking in the same direction (i.e. forwards, not facing each other).</li> <li>Students within a Year Group Bubble are not expected to be socially distant, however students are expected to maintain social distancing with other Year Group Bubbles.</li> <li>As the students will remain in their classrooms or Year Group zones, staff will move more frequently between classes and year groups for timetabling and subject purposes. They will take responsibility for maintaining their distance from students and other staff as much as they can, ideally 2 metres from students and other adults, and for role modelling considerate COVID behaviours to students.</li> <li>The re-arrangement of classroom layouts has involved the removal of unnecessary furniture, such as lockers and storage, to make more space.</li> <li>Visualisers have been installed in every classroom to support the teacher.</li> <li>Classroom window(s) will be kept open to maintain good ventilation, where possible.</li> </ul>	See GLT COVID Protocols for detailed implementation.
<b>11.</b>	<b>Social Distancing</b>  <b>Offices</b>	Staff	<ul style="list-style-type: none"> <li>Staff take responsibility for maintaining the 2 metre distancing rule, wherever possible, including with other staff and students.</li> <li>Perspex screens have been installed in multi-occupancy staff offices where it is possible to do so. However, it is not effective to install perspex screens for side by side workstations (typically located in Curriculum/Departmental offices). Reuseable face masks have been provided for staff to wear if they need to occupy a workstation in close proximity to another colleague.</li> <li>Hot desking should not take place in Curriculum/Departmental or support staff offices without additional controls, such as staff having their own keyboard, mouse and phone. Sanitising wipes are provided for areas where students or staff are using shared keyboards and mice.</li> <li>Office window(s) will be kept open to maintain good ventilation wherever possible.</li> </ul>	Line Managers should discuss the best way of working with colleagues, including timing and frequency, working from vacant classrooms or home, if feasible. Specific issues should be raised with the Headteacher or DFO, as additional provision (e.g, relocating workstations) may be needed.

12.	<b>After School Clubs, Breakfast Clubs, Holiday Clubs</b>	Staff Students	<ul style="list-style-type: none"> <li>The Government has provided guidance on the provision of these facilities <a href="#">Protective Measures for Holiday or After School Clubs or Other Out of School Settings</a>.</li> <li>The Trust/School will ensure that any organisation using its facilities for these purposes has a COVID-19 risk assessment in place and that the provider adheres to the school's arrangements and processes for managing COVID-19. The Trust will provide a copy of its COVID-19 risk assessment to these providers and give clear information as to the expectations it has including the local arrangements for infection control.</li> <li>Bubbles or groups will be maintained where possible. Where it is not possible, the club will organise children into small, consistent groups for that setting.</li> </ul>	Breakfast Clubs and After School Clubs have been suspended, or are being operated by the school in Year Group Bubbles. This may be reviewed during the autumn term.
13.	<b>Social Distancing</b>  <b>Travelling to and from school</b>	Staff Students Contractors	<p><b>Public Transport</b></p> <ul style="list-style-type: none"> <li>Unnecessary travel on coaches, buses, trains, trams or public transport is to be avoided where possible.</li> <li>All those who travel on public transport (including the scheduled school bus services) are required to wear face coverings, except for a number of exclusions. The Department for Transport has provided guidance - <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a> – and staff and students will be directed to the guidance and the <a href="#">Safe Travel Poster for Passengers</a> displayed.</li> <li>Clear messages are provided to pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school.</li> <li>The Trust/Schools are liaising with the London Borough of Sutton on wider transport infrastructure and will inform parents/carers and students of any updates..</li> </ul> <p><b>Staggered Start &amp; End to the School Day</b></p> <ul style="list-style-type: none"> <li>Drop off and collection times are staggered to avoid larger groups gathering, for example different class groups at different times.</li> <li>Designated entrance points are in use to maintain separation between Year Group Bubbles as far as practicable.</li> </ul> <p><b>Walking &amp; Cycling</b></p> <ul style="list-style-type: none"> <li>Pupils are encouraged to walk or cycle where possible.</li> <li>Pupils are reminded about not socialising with each other in groups outside school</li> </ul>	Parents/carers and students to be reminded to walk, cycle or drive to school. Car sharing should be avoided. Face masks must be worn on public transport. See GLT COVID Protocols and Communication Plan.



No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
15	<p><b>Social Distancing</b></p> <p><b>Break &amp; Lunch</b></p> <p><b>School Dining Halls</b></p>	<p>Staff</p> <p>Students</p>	<ul style="list-style-type: none"> <li>● Staggered break and lunch times have been arranged to reduce the total numbers of people in the hall at any one time. This means that only 2 or 3 Year Group Bubbles will be on Break or Lunch at any one time.</li> <li>● Access to the Dining Hall and Snack Shack areas has been arranged by Year Group Bubble, with students taking it in turns (organised daily or weekly by school) to use the indoor Dining Hall and outdoor Snack Shack venues.</li> <li>● Year Group Bubble queueing for break and lunch will not require social distancing between Year Group Bubbles, but the 2m rule should be applied rule between staff and students.</li> <li>● In accordance with the <a href="#">Guidance for full opening: schools</a>, school kitchens can operate, but must comply with the <a href="#">Guidance for food businesses on COVID-19</a></li> <li>● Aspens are operating a temporarily reduced menus, whilst offering the same food options at all Break and Lunch service times and all venues, to increase speed of service during the reduced Break and Lunch time periods.</li> <li>● Exit doors and windows will be open (doors safely secured so they can't slam shut in the wind) to provide good ventilation to the Dining Hall and Sixth Form servery areas.</li> </ul>	<p>Refer to GLT COVID Protocols.</p>
16.	<p><b>Social Distancing</b></p> <p><b>Staff room, staff toilet facilities &amp; meetings</b></p>	<p>Staff</p>	<ul style="list-style-type: none"> <li>● Social distancing and 2m protocols must be adhered to whilst using the staff kitchen and toilet areas – staff are reminded to take personal responsibility for maintaining 2 m social distancing at all times in the staff room and staff toilet areas, as well as meeting rooms and any other locations in school.</li> <li>● Staff make their own drinks and handle their own food. Additional kettles may be provided on request. Breaks and lunch times are staggered for staff as well as students.</li> <li>● Staff rooms &amp; meeting rooms have not had chairs and furniture removed to enforce 2m distancing, but staff are required to adhere to social distancing and respect colleagues.</li> <li>● Staff are encouraged to maintain normal hygiene standards and specifically to close toilet lids before flushing.</li> <li>● Windows will be opened to maintain ventilation where possible.</li> </ul>	<p>Refer to GLT COVID Protocols.</p> <p>Arrangements may be reviewed if staff are not able to maintain social distancing in practice.</p>

No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
17.	<b>Social Distancing</b>  <b>Movement around school buildings</b>	Staff Students	<ul style="list-style-type: none"> <li>● The formation of Year Group Bubbles, teaching KS3 in designated Form Tutor Bases, and teaching KS4 and KS5 in Year Group Zones, will greatly reduce movement around the school buildings.</li> <li>● In addition, Break and Lunch times are staggered to reduce large groups of students moving at the same time.</li> <li>● Where appropriate, the school has designed movement around the school buildings by means of designated routes and/or one-way systems (for example, with one set of stairs used for going up and one for going down).</li> <li>● Windows in corridors will be opened to help with general ventilation where possible.</li> <li>● To minimise close contact between users, lifts only to be used by those with disabilities or for staff moving heavy or large objects. If heavily used, lift will be subject to the increased cleaning regime in the building.</li> </ul>	Designated routes and one-way systems have been designed at a school level to keep Year Group Bubbles separate.  Refer to GLT COVID Protocols.
18.	<b>Social Distancing</b>  <b>Assemblies</b>	Staff Students	<ul style="list-style-type: none"> <li>● Whole school assemblies and large gatherings will not take place until further notice. Instead the schools will organise small group assemblies or use technology (for example filming an assembly for showing in each classroom).</li> </ul>	
19.	<b>Social Distancing</b>  <b>Singing</b>		<ul style="list-style-type: none"> <li>● Singing is carefully organised as follows:               <ul style="list-style-type: none"> <li>○ in small groups of no more than 15 pupils (bubbles maintained);</li> <li>○ in well ventilated areas, and outside if possible; and</li> <li>○ with students standing sitting side to side or back to back.</li> </ul> </li> <li>● Singing will <b>not</b> take place in larger, mixed year groups such as school choirs and groups/ensembles, or school assemblies.</li> </ul>	Music Curriculum Leaders/Department Heads to undertake curriculum specific risk assessments for singing activities.
20.	<b>Social Distancing</b>  <b>Music, including playing wind and brass instruments</b>		<ul style="list-style-type: none"> <li>● <a href="#">Music Mark</a> provides guidance for Music lessons taught in schools.</li> <li>● Playing of wind and brass instruments is carefully organised as follows:               <ul style="list-style-type: none"> <li>○ in small groups of no more than 15 pupils (bubbles maintained);</li> <li>○ in well ventilated areas, and outside if possible; and</li> <li>○ with students sitting/standing sitting side to side or back to back.</li> <li>○ pupils do not share instruments and only use their allocated instrument.</li> </ul> </li> <li>● Wind and brass playing does <b>not</b> take place in larger groups such as school choirs and ensembles, or school assemblies.</li> </ul>	Music Curriculum Leaders/Department Heads to undertake curriculum specific risk assessments for instrumental activities.



No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
21.	<b>PE &amp; Sports</b>	Staff Students	<ul style="list-style-type: none"> <li>• PE and sports lessons will take place outside where the weather permits and it is practical to do so. Activities requiring specific equipment may be more suitable indoors.</li> <li>• Contact sports will not take place. Instead, for example, training in such sports will take place with spaces marked out for individual and/or groups of students taking part in training. Students will be taught in consistent groups, where possible.</li> <li>• Equipment used for sports and PE will be cleaned frequently and meticulously and always between Year Group Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Year Group Bubbles.</li> <li>• External coaches, where used, will follow the Trust/School requirements in terms of controls including hygiene, social distancing and non-contact sports.</li> <li>• Changing rooms will not be used (as such) and students will come to school in PE/Sports kit on days when they have timetabled lessons. Changing rooms may be used as toilets and for the storage of bags. Changing rooms/cloakrooms, including touch points, will be cleaned between use by different Year Group Bubbles, if necessary to do so.</li> <li>• The Association for Physical Education (AfPE) has produced guidance for schools <a href="#">AfPE Guidance on Interpreting the Government Guidance</a></li> <li>• Schools should refer to the following advice:               <ul style="list-style-type: none"> <li>○ <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroots sport</li> <li>○ advice from organisations such as the <a href="#">Youth Sport Trust</a> and sport governing bodies (such as <a href="#">England Netball</a>).</li> </ul> </li> </ul>	PE Curriculum Leaders/Department Heads to undertake curriculum and location specific risk assessments for PE and sports activities, reflecting the facilities available at each school.
22	<b>Swimming</b>	Staff Students	<ul style="list-style-type: none"> <li>• Nonsuch has access to a shared swimming pool via David Lloyd. The government announced that open swimming pools could reopen on the 11 July, with enclosed pools being able to open from the 25 July. There does not appear to be specific government advice in relation to schools &amp; swimming lessons.</li> <li>• Swim England has published a number of documents in relation to opening swimming pools <a href="#">Returning to pools guidance documents</a>. In particular, the Guidance for Operators document is helpful for schools and PE staff in planning &amp; risk assessing this element of the curriculum. Controls may include:</li> </ul>	Nonsuch PE Department Head to undertake curriculum and location specific risk assessment of swimming lessons and decide how to proceed.

			<ul style="list-style-type: none"> <li>• one way systems for entry and exit of the pool and changing rooms</li> <li>• increased ventilation</li> <li>• enhanced cleaning arrangements for touch points and changing areas</li> <li>• reduced numbers of swimmers in the pool and changing areas.</li> </ul>	
23.	<b>Educational Visits</b>	Staff Students	<ul style="list-style-type: none"> <li>• In the <a href="#">Guidance for full opening: schools</a>, schools are advised against domestic (UK) overnight and overseas educational visits. Specific guidance is provided - <a href="#">Coronavirus: travel guidance for educational settings</a>- however this was last updated on 5 May 2020.</li> <li>• In the autumn term, schools can resume <b>non-overnight domestic educational visits</b>. <ul style="list-style-type: none"> <li>○ Trips must be organised in line with protective measures, such as keeping students within their Year Group Bubble, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>○ The Trust/School may make use of outdoor spaces in the local area to support delivery of the curriculum.</li> <li>○ When planning these activities, the school will undertake a risk assessment in the usual way to ensure they can be done safely. As part of this risk assessment, the school will consider what control measures are needed and ensure it is aware of wider advice on visiting indoor and outdoor venues.</li> </ul> </li> <li>• The Trust/School has access to an Educational Visits Adviser via Action HR who can provide information and advice. As part of this arrangement, the school notifies them of any trips and submits risk assessment as necessary for consideration.</li> <li>• Schools may also consult the <a href="#">Health and Safety guidance on educational visits</a>.</li> </ul>	<p>Non-overnight domestic educational visits will be reviewed by each school in exceptional cases, in terms of curriculum impact and risk assessment.</p> <p>In practice, educational visits are being minimised/avoided at all Trust schools, until further notice.</p>

No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
24.	<b>Provision of First Aid and medication</b>	Staff Students	<p><b>Hand washing &amp; PPE provision for First Aid</b></p> <ul style="list-style-type: none"> <li>● First aiders have access to local handwashing facilities including soap and paper towels/hand sanitiser.</li> <li>● Disposable gloves are provided for first aiders (non-latex for allergy reasons).</li> <li>● First aiders should wear a fluid-resistant (Type IIR) surgical mask, when carrying out direct patient care, particularly for those suspected or confirmed as COVID-19 cases.</li> <li>● A disposable plastic apron is recommended.</li> <li>● Risk assess whether there is a need to use disposable eye protection (such as face visor or goggles) when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.</li> <li>● Where possible a window is kept open in the first aid room to help ensure ventilation.</li> </ul> <p><b>Correct use of PPE in First Aid</b></p> <ul style="list-style-type: none"> <li>● It is essential that PPE is used correctly.</li> <li>● Clean hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE.</li> <li>● Face masks must: <ul style="list-style-type: none"> <li>○ cover both nose and mouth</li> <li>○ not be allowed to dangle around the neck</li> <li>○ not be touched once put on, except when carefully removed before disposal</li> <li>○ be changed when they become moist or damaged</li> <li>○ be worn once and then discarded – hands must be cleaned after disposal</li> </ul> </li> <li>● See the following link for PPE guidance for first responders: <a href="#">Recommended PPE for ambulance staff, paramedics and pharmacy staff</a></li> <li>● Information on donning masks <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>● Information on how to safely remove the masks and other PPE: <a href="#">Advice on removing surgical masks and other PPE.</a></li> </ul> <p><b>Cardiopulmonary Resuscitation (CPR)</b></p> <p>First Aiders (and any colleague providing First Aid assistance) should refer to <a href="#">PHE COVID-19: Guidance to first aid responders</a> and the <a href="#">Resuscitation Council Advice</a>. In relation to CPR &amp; mouth-to-mouth resuscitation, it states:</p>	<p>Refer to GLT COVID Protocols – this documents the PPE to be supplied for first aid responders.</p> <p>Refer to GLT COVID Protocols – this documents the PPE and training for staff. Posters (x 2) to be displayed in First Aid rooms.</p> <p>Every school has a defibrillator &amp; these should be used whenever possible.</p>

			<p><i>“In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).</i></p> <p><i>Cardiac arrest in children is more likely to be caused by a respiratory problem (asphyxial arrest), therefore chest compressions alone are unlikely to be effective.</i></p> <p><i>If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.</i></p> <p><i>Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on what to do on the <a href="#">NHS website</a>.”</i></p> <p><b>Administering Medication</b></p> <ul style="list-style-type: none"> <li>• Staff dispensing medication to students should minimise contact.</li> <li>• Wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication.</li> <li>• Where appropriate, students should take the medication out of the blister packs/bottles then place the unused ones back in the cupboard, etc.</li> </ul>	<p>First Aid teams should purchase resuscitation face shields.</p> <p>Where necessary, students with complex medical needs should be separately risk assessed by the school.</p>
25.	<b>Someone develops COVID-19 symptoms whilst at school</b>	Staff Students	<ul style="list-style-type: none"> <li>• If anyone is experiencing <a href="#">symptoms</a> - a new, continuous cough, loss of the sense of taste and/or smell, or a high temperature - they must be sent home as soon as possible, and their parent/carer contacted to collect them. They must be advised:             <ol style="list-style-type: none"> <li>(a) to arrange to be tested to confirm if they have COVID-19, and</li> <li>(b) to follow the staying at home guidance <a href="#">PHE COVID-19: guidance for households with possible coronavirus infection</a>.</li> </ol> </li> <li>• If a student is awaiting collection, they must be moved to a room/location where they can be isolated, ideally behind a closed door, with appropriate adult supervision as required. Where possible, a window will be opened for ventilation.</li> <li>• If the pupil needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</li> </ul>	Refer to GLT COVID Protocols, including First Aid arrangements

		<ul style="list-style-type: none"> <li>• If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> <li>• If they need to go to the bathroom while waiting to be collected, they use a separate bathroom where possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The school will call 999 if they are seriously ill or injured or their life is at risk.</li> <li>• If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves.</li> <li>• Staff should wash their hands for at least 20 seconds after any contact with someone who is unwell.</li> <li>• Cleaning with normal household disinfectant after someone with symptoms has left reduces the risk of passing the infection on to other people. Refer to <a href="#">PHE COVID-19: cleaning in non-healthcare settings outside the home</a></li> <li>• Any waste items associated with the individual, including PPE should be double bagged and stored safely for 72 hours before placing in the normal waste.</li> </ul> <p><b>If test positive</b></p> <ul style="list-style-type: none"> <li>• Where a student or staff member tests positive for Coronavirus, the Trust/School will follow the protocols as shared by Sutton’s Head of Pupil Based Commissioning (for Sutton Schools). This protocol includes contacting the London Coronavirus Response Cell (if the Cell hasn’t contacted the school) which will likely advise that the rest of their class/Year Group Bubble be sent home and advised to self-isolate for 14 days.</li> <li>• The other household members of that wider class/Year Group Bubble would not be expected to need to self-isolate unless the student or staff member they live with in that group subsequently develops symptoms.</li> <li>• <a href="#">PHE Guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person</a></li> <li>• DfE Guidance <a href="#">What parents and carers need to know about early years providers, schools and colleges in the autumn term</a></li> <li>• The London Coronavirus Response Cell and health protection team will provide definitive advice on who must be sent home.</li> </ul>	
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No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
26.	Not used			
27.	Not used			
28.	Laundry		<ul style="list-style-type: none"> <li>Public Health England (PHE) advises items should be washed in accordance with the manufacturer's instructions, using the warmest water setting and drying completely.</li> <li>Dirty laundry that has been in contact with an unwell person can be washed with other people's items. Do not shake dirty laundry, as this minimises the possibility of dispersing virus through the air.</li> <li>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. People dealing with laundry from a suspected/confirmed case should wear gloves and aprons when handling the laundry.</li> <li>The Trust/School will follow the above advice if washing items that a person suspected of having COVID-19 has used.</li> </ul>	Communication to parents/carers & staff
29.	Uniforms		<ul style="list-style-type: none"> <li>Government advice is that school uniforms do not need to be cleaned more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>	Communication to parents/carers & staff
30.	Routine cleaning of communal areas of the school estate	Staff Cleaning Contractors	<p>For <b>routine</b> cleaning (i.e. not cleaning in the event of significant contamination by someone suspected of having Covid-19), the following are in place:</p> <ul style="list-style-type: none"> <li>Disposable gloves are provided for staff/contractors (see next bullet point)</li> <li>Staff wear their usual washable uniform/clothing</li> <li>Mops are used for the tasks</li> <li>No jet washing takes place during the current COVID-19 – however the guidance on jet washing is currently being reviewed</li> <li>Staff wash their hands when they have finished their task and dispose of the gloves.</li> <li>Clothing such as trousers, t-shirts &amp; sweatshirts can be washed each evening as normal.</li> <li>As a precautionary measure, the jacket could be left near the front door of each person's home, separate from other clothes, particularly if they live with someone who is vulnerable to COVID-19.</li> <li>The Trust has ensured that it's external cleaning contractor, DB Services, has their own COVID related risk assessment in place and ensures the cleaners are aware of what is expected of the contractors in terms of following COVID controls within school.</li> </ul>	A Trust cleaning contract is in place with DB Services. A cleaning risk assessment is in place with DB Services.

No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
31	<b>Cleaning Lifts</b>	Staff Cleaning contractors	<ul style="list-style-type: none"> <li>• The lift should be interrupted with the doors open for a few minutes prior to it being cleaned. This allows time for any droplets in the air within the lift to be dispersed</li> <li>• Cleaning procedure for lifts to include wiping of walls with warm soapy water or chlorine based cleaning product</li> <li>• Staff should wear disposable gloves and masks for cleaning, and should not touch their face throughout the cleaning process</li> <li>• Single-use cleaning cloths should be used, and safe disposal of cleaning products as detailed elsewhere in this risk assessment should be followed.</li> </ul>	A Trust cleaning contract is in place with DB Services. A cleaning risk assessment is in place with DB Services.
32	<b>Storage &amp; Issue of Face Masks</b>	Staff Students	<ul style="list-style-type: none"> <li>• Where masks have been supplied for staff (e.g. first aiders) they need to be decanted into clean, sealable bags or plastic lidded boxes so that staff each have their own supply for social distancing purposes and keeping the unused masks clean.</li> <li>• The following link provides information on donning masks: <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>• The following link provides information on how to safely remove the masks and other PPE: <a href="#">Advice on removing surgical masks and other PPE.</a></li> <li>• Video: <a href="#">PPE - Donning and Doffing PPE Video, Public Health England</a></li> </ul>	Refer to GLT COVID Protocols
33	<b>Ventilation, including mechanical ventilation</b>	All	<p>Reference has been made in this risk assessment to having windows open in various areas, including classrooms, offices, corridors and kitchens to help create general natural ventilation. Where activities can take place outside (weather permitting), this also remains an effective measure.</p> <p><b>Health &amp; Safety Executive (HSE) Advice</b> <b><i>“Air conditioning</i></b></p> <ul style="list-style-type: none"> <li>• <i>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low, as long as there is an adequate supply of fresh air and ventilation.</i></li> <li>• <i>You can continue using most types of air conditioning system as normal. But, if you use a centralised ventilation system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply.</i></li> <li>• <i>You do not need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. Also, you do not need to adjust systems in individual rooms or portable units as these</i></li> </ul>	<p>The Premises Teams in each school maintain the mechanical ventilation and air conditioning systems in accordance with maintenance requirements.</p> <p>Systems have not been switched off and are operating normally.</p>

			<p><i>operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.</i></p> <ul style="list-style-type: none"> <li>● <i>If you're unsure, ask the advice of your heating ventilation and air conditioning (HVAC) engineer or adviser.</i></li> </ul> <p><b>General ventilation</b></p> <ul style="list-style-type: none"> <li>● <i>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed.</i></li> <li>● <i>Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</i></li> <li>● <i>Where possible, consider ways to increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).</i></li> <li>● <i>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows, for example, provided good ventilation is maintained.</i></li> </ul> <p><i>The risk of transmission through the use of ceiling and desk fans is extremely low, providing there is good ventilation in the area it is being used, preferably provided by fresh air." Source: HSE.</i></p>	
34.	<b>Fire Evacuation &amp; Fire Doors</b>	All	<ul style="list-style-type: none"> <li>● The Trust/School keeps the fire evacuation procedures under review and has considered whether the current assembly point presents social distancing issues.</li> <li>● There is no change to the location of the Fire Muster Point in any school.</li> <li>● If the fire alarm is activated, staff and students must proceed to the Fire Muster Point by the nearest available exit route. COVID-19 one-way systems and designated routes are suspended in the event of a fire alarm activation.</li> <li>● The Trust/School has also reviewed whether some fire doors, which are not currently held open with automatic door release mechanisms, are presenting issues (either in terms of having to be touched regularly as people move around the school or in terms of general ventilation). The Trust has in place procedures for regular cleaning of the areas of the door most frequently made contact with.</li> </ul>	Touch points are cleaned regularly throughout the daytime.
35	<b>Food and drink</b>  <b>Catering</b>	All	<p><b>Staff &amp; Students</b></p> <ul style="list-style-type: none"> <li>● Staff to make their own drinks and not to share, foodstuffs, cutlery and cups, etc. Staffroom dishwashers will be in use.</li> <li>● Students are not allowed to swap food from their lunch boxes/plates.</li> </ul>	A Trust catering contract is in place with Aspens Services. A catering risk assessment is in place with Aspens.



			<p><b>Catering Contract</b></p> <ul style="list-style-type: none"> <li>• Caterers to prepare their own risk assessment that includes social distancing, cross contamination, hygiene, etc and are required to follow the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>.</li> <li>• Controls detailed in the guidance for caterers include: <ul style="list-style-type: none"> <li>• regular handwashing;</li> <li>• those with symptoms to stay at home and get tested;</li> <li>• prompt removal of anyone with symptoms;</li> <li>• active engagement in test and trace;</li> <li>• risk assessment in place for activities;</li> <li>• limit unnecessary visits into the kitchen;</li> <li>• maintaining 2m distancing between workers - if not possible, additional measures, e.g. redesigning task, physical barriers, PPE or face coverings.</li> </ul> </li> </ul>	
36.	<p><b>Science &amp; DT</b></p> <p><b>CLEAPSS Guidance</b></p>	<p>Staff Students</p>	<p>CLEAPSS has written a number of guidance documents in relation to delivering activities during the COVID situation. These were updated on 10 August 2020.</p> <p><b>Science</b> <a href="http://science.cleapss.org.uk/">http://science.cleapss.org.uk/</a></p> <ul style="list-style-type: none"> <li>• GL343 - Guide to doing practical work in a partially reopened school - Science</li> <li>• GL344 - Guidance on practical work in a partially reopened school - DT</li> <li>• GL336 - CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic</li> <li>• GL338 - Practical activities for pupils attending school during extended periods of closure</li> <li>• GL339 – Practical activities for pupils at home during extended periods of school closure</li> <li>• GL345 – Guidance for science departments returning to school after an extended period of closure</li> <li>• GL352 - Managing practical work in non-lab environments</li> </ul> <p><b>Design and Technology (incorporating Art and Design)</b> <a href="http://dt.cleapss.org.uk/">http://dt.cleapss.org.uk/</a></p> <ul style="list-style-type: none"> <li>• GL346 School Extended Closure Arrangements</li> <li>• GL347 returning to school after an extended period of closure</li> </ul>	<p>Science, DT &amp; Art Curriculum Leaders/Department Heads to plan practical work and undertake curriculum specific risk assessments, as necessary</p>

No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
37.	<p><b>Safe storage of alcohol based hand sanitiser supplies - for all schools</b></p>  <p><small>Danger Highly Flammable/No Smoking/Naked Lights Signs</small></p> <p><b>Use of alcohol-containing hand sanitiser</b></p>	Staff Contractors	<p><b>Storage of Supplies of Alcohol Based Hand Sanitiser</b> Where the Trust/School is storing supplies of alcohol based hand sanitiser, it acknowledges that this is a flammable substance which requires sensible storage. The school will ensure that its supplies of sanitiser:</p> <ul style="list-style-type: none"> <li>○ are not stored within fire escape routes including stairwells;</li> <li>○ are not stored near ignition sources - they are kept from heat, hot surfaces, sparks, open flames and other ignition sources;</li> <li>○ there is a no smoking policy in place;</li> <li>○ the containers are kept tightly closed;</li> <li>○ are not stored in the same room as <b>oxygen cylinders</b>;</li> <li>○ located in a room with a fire door;</li> <li>○ where available they are kept in a fire resisting cabinet;</li> <li>○ signage is provided to the storage area (see example) raising awareness of the risk (no smoking, no naked flames);</li> <li>○ the school's fire risk assessment is updated to reflect that the sanitiser is being stored on site and that it is being stored following these bullet points.</li> </ul> <p><b>Use of alcohol-containing hand sanitiser</b> Where a school has <b>oxygen cylinders</b> on site and/or in use by pupils, before anyone uses, adjusts or checks the cylinders, they will wash and dry their hands using soap and water first rather than use hand sanitiser. If they have to use hand sanitiser for reasons of practicality, they will follow the following advice:</p> <p><b>Excerpt from a BOC guide on oxygen cylinders:</b> <i>“You can use alcohol gels to clean your hands – but if you do, make sure that the alcohol gel is massaged in well, particularly in between the fingers. Allow plenty of time for the alcohol gel to fully evaporate before handling your oxygen equipment. Your hands should be completely dry when handling your equipment.” Source: The Home Oxygen Handbook by BOC .</i></p> <p>Section 38 below discusses hand sanitiser in science and D&amp;T in relation to fire safety.</p>	Science, DT & Art Curriculum Leaders/Department Heads and Premises Managers to confirm whether oxygen cylinders kept on site.

No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
38.	<p><b>Fire Safety</b></p> <p><b>Alcohol containing hand sanitiser advice for Science, D&amp;T and Art</b></p>	Staff Students	<ul style="list-style-type: none"> <li>The CLEAPSS Science guidance (section 36) includes a reference to the fact that alcohol containing hand sanitiser is identified as a fire risk in <b>labs</b>. To address this, the Trust/School will ensure alcohol containing hand sanitiser is not used in labs or technician preparation rooms, science stores, etc. A sink should be identified in each lab and preparation room to be used for hand washing, with soap, paper towels and a bin.</li> <li>CLEAPSS guidance refers to the use of alcohol free sanitiser in <b>labs</b> and <b>D&amp;T</b> rooms, however, the use of soap, water and paper towels would be most effective in relation to COVID-19 and provides a simpler solution than sourcing alcohol free sanitiser.</li> <li>If a school does need to buy hand sanitiser for its labs/D&amp;T rooms rather than the soap and water option, check product details for the following phrase: <i>“99.99% effective against viruses and bacteria”</i> as this is a regulated term used in the UK to show that a product has been through a number of BS standard tests on this issue.</li> </ul>	Science, DT & Art Curriculum Leaders/Department Heads to address these risk assessment requirements within the labs and D&T rooms.
39.	<p><b>Science, DT &amp; Art</b></p> <p><b>Shared Resources</b></p>		<p><a href="#">Guidance for full opening: schools</a> <i>“Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</i></p> <p>CLEAPSS has produced a number of documents to help schools in planning practical activities in Science, D&amp;T and Art, either at home or at school during the COVID situation. Some of the control measures are listed below, however, Curriculum Leaders/Department Heads are advised to check the CLEAPSS documents for full information:</p> <ul style="list-style-type: none"> <li>Prep rooms and stores to be used one person at a time. If the Prep’ room is large and staff can maintain social distancing easily, arrangements adjusted accordingly.</li> <li>Ensure pupils work individually.</li> <li>Practical work must be in accordance with CLEAPSS advice</li> <li>PPE e.g. safety spectacles or goggles will need to be sanitised before and after each use. CLEAPSS refers to using Milton, ensuring sufficient air-drying time after cleaning.</li> <li>There should be no sharing of welding masks or gloves – adjust activities accordingly.</li> <li>Do <b>not</b> to attempt the following practical activities in biology: <ul style="list-style-type: none"> <li>- Cheek cell sampling</li> <li>- Lung volume / capacity &amp; other breathing based activities</li> <li>- Activities which make use of saliva.</li> </ul> </li> </ul>	Science, DT & Art Curriculum Leaders/Department Heads to address the curriculum and risk assessment implications.

No.	Issue/hazard & what can go wrong	People at risk	Control measures & mitigations to reduce the risk levels as low as practically possible	In place? Comments?
40.	<b>Communicating with Parents</b>	All	<ul style="list-style-type: none"> <li>● Stress to parents/carers that if a student feels in any way unwell or under the weather, they need to stay at home and not come into school.</li> <li>● Parents/carers have been updated with a summary of the main COVID controls and arrangements that will be in place in school for September opening.</li> <li>● Descriptions have been included as to what is expected of parents (and students) when dropping off and collecting children and any other local procedures that the Trust/School feels are important to that school.</li> <li>● Include reminders of parents' roles in social distancing in the school's newsletter, (for example in terms of weekend activities)</li> <li>● Emphasise the role of parents/carers in terms of the national approach, as it potentially impacts on school life and the pandemic control measures.</li> </ul>	Refer to GLT COVID Protocols and Communication Plans
41.	<p><b>Relevant publications and posters</b></p> <p>These documents have been considered in writing this RA and links are provided throughout the RA – included here for ease of reference.</p>		<ul style="list-style-type: none"> <li>● Declaration poster for employers <a href="#">Covid Secure Poster</a> (displayed in each school)</li> <li>● <a href="#">Guidance for Full Opening of Schools</a></li> <li>● <a href="#">Guidance for Full Opening of Special Schools and Specialist Settings</a></li> <li>● <a href="#">Government Advice on Implementing Social Distancing in Schools</a></li> <li>● <a href="#">Safe Working in Education, Child Care and Children's Social Care Settings including PPE</a></li> <li>● <a href="#">Reopening Schools and Other Settings - Information for Parents</a></li> <li>● <a href="#">Government Advice - Conducting a SEND Risk Assessment</a></li> <li>● <a href="#">Government Guidance for Schools - shielding children and adults</a></li> <li>● <a href="#">Actions for Schools During the Coronavirus</a></li> <li>● <a href="#">Guidelines on hand hygiene</a></li> <li>● <a href="#">Advice on donning surgical masks and other PPE.</a></li> <li>● <a href="#">Advice on removing surgical masks and other PPE.</a></li> <li>● Video: <a href="#">PPE - Donning and Doffing PPE Video, Public Health England</a></li> <li>● <a href="#">School Premises - Managing Partially Opened Buildings</a></li> <li>● <a href="#">Guidance on Ventilation by REHVA</a></li> <li>● <a href="#">Guidance on cleaning in non-healthcare settings.</a></li> <li>● <a href="#">DfE Summary of Government Advice Scientific Evidence Summary</a></li> <li>● <a href="#">Covid Secure Poster</a></li> <li>● <a href="#">Staying at home guidance</a></li> <li>● <a href="#">Catch it, Kill it, Bin it poster</a></li> <li>● <a href="#">Safe Travel Poster for Passengers</a></li> </ul>	