

North Halifax Grammar School	Risk Assessment -March 2021 (Whole Year Bubbles -Increased Safety Measures)					
<p>The purpose of the risk assessment is to reduce and mitigate the risk of Covid-19 transmission between staff/students/staff and students/people attending school and their homes/the people in them and others in the community, in so far as is reasonably practicable, following the most up to date Government advice. Covid-19 is a new illness that can affect the lungs and airways and cause a host of other symptoms. See https://covid.joinzoe.com/post/tips-covid-safety for a full list of symptoms. The r rate is currently estimated to be between 0.77 and 1.00 for the Yorkshire and Humber region. The national alert level was moved from level 5 to level 4 on the 25th of February. Local cases remain relatively high in Bradford, Calderdale and Kirklees. Rigorous application of the following controls is designed to mitigate the risks of transmission so that the overall risk level to staff, students and their families is low enough to be acceptable to all. * The r rate can be tracked daily at https://www.mrc-bsu.cam.ac.uk/now-casting/</p>	<p>The overarching principle of these measures is reduce the number of contacts between students and staff. This will be achieved through keeping year groups separate (in 'bubbles') and through maintaining distance between individuals. All staff can operate across different classes and year groups in order to facilitate the delivery of the timetable, but must remain 2 metres from students and one another. The increased transmissibility of the new variant means that further measures have been added to this risk assessment. In the main these include the weekly lateral flow testing of all consenting students. Masks will also now be worn in indoor spaces by all but medically exempt students and staff.</p> <p>DfE Guidance for Full Opening of Schools published on the 22nd of February lays out a number of key principles around the prevention of the spread of coronavirus.</p> <ul style="list-style-type: none"> - Those who have coronavirus (or the symptoms of the virus), or who have someone in their household who does, must not attend school. - Anyone developing the symptoms of coronavirus during the school day will be sent home. - Clean hands thoroughly more often than usual. - Ensure good respiratory hygiene by promoting the Catch it, Bin it, Kill it approach. - Introduce enhanced cleaning including cleaning frequently touched surfaces often. - Minimise contact between individuals and maintain social distancing wherever possible. - The importance of good ventilation. - The bi-weekly lateral flow testing of students and staff. - The wearing of masks in all indoor space <p>The risk assessment has been built around the introduction of these controls.</p>					
Potential Risks/Hazards	Control Measure	Risk Level (After the controls)	Person Responsible	LG Owner	Evidence to support the controls	Frequency of Testing
1. External conditions for opening the school.	School will only open to additional staff and students from the 8th of March if the government, Public Health England and ASCL all continue to agree that it is safe to do so (assuming that robust social distancing and other risk mitigation controls are in place). The school will also take into account any available information about the R (transmission) rate of the local context (or the number of cases and the direction of travel) and the advice of the Local Authority (Calderdale) and significant neighbouring authorities from which we draw students. The views of other relevant professional bodies and associations/unions will also be considered, as will the intentions of other schools. Ultimately, the decision whether to open or not, rests with the Principal. The Principal will exercise their professional judgement on whether the control measures in place are sufficiently robust to mitigate the risk of transmission of coronavirus to an acceptable level.	Acceptable	AGF	AGF	Government guidance and the guidance issued by other named parties	Daily - government, public health, teaching union and BMA advice checked and actioned daily

	Robust risk assessment in place which follows the latest DfE and other appropriate guidance. The risk assessment will be shared with all staff, Governors and parents. The risk assessment will be published on the school website.	Acceptable	AGF	AGF	Risk assessment, emails, Governor support, other relevant guidance documents (held on Leadership drive)	
	Actions mentioned on the risk assessment all put into place by the 8th of March (most are already well established now)	Acceptable	AGF	AGF	Risk assessment. Floor plans	
	All employees to be reminded about the changes to site/ workplace operating procedures before being allowed to work in and move around the building. All staff have been given accurate information on how to identify symptoms and how to prevent transmission of the infection. All employees will be required to have read the risk assessment.	Acceptable	AGF	CT/KM	Google record of who has viewed the risk assessment. Emails	
	LG to run response to Covid-19 with input from NL,HB, SG, PMW and KLM as required All latest Government, NHS/ Public Health England news about COVID-19 will be communicated regularly with all staff.	Acceptable	AGF	AGF	Documented meetings	
	Governors approval of and support for school actions to be in place.	Acceptable	AGF	AGF	Documented meetings and emails	
	Year group bubbles to be re- established. These measures are outlined in section two and section three.	Acceptable	AGF	AGF	Registers of staff and students	
2. General Controls to prevent risk of infection. Direct transmission - Transmission of coronavirus mainly occurs via respiratory droplets generated during breathing, talking, coughing and sneezing. These droplets can directly infect the respiratory tracts of other people if there is close contact.	Direct transmission (Control One - Year Group Bubbles) Students will be in year group bubbles and will not routinely mix with students from other year groups. Years 7-11 will be segregated by remaining in designated classrooms wherever possible, in a zone exclusively used by their year group. They will receive all lessons in these classrooms, with teachers moving between them, except when specialist facilities are needed. Years 7 and 8 will be taught in form groups. Year 9 will be taught in 7 teaching groups and will be registered in these teaching groups for the duration of the new zoning arrangements. For Year 9 there will be exceptions in Maths, RPSE and MFL (students in different teaching groups). Year 10 and 11 will remain in their established form groups, with students moving rooms within the year group zone for the delivery of the GCSE curriculum. Y7 to 9 will be in IT lessons out of bubble from Monday 8th March. D and T -Year 9 -13 will also be using the facilities here from that date. Sixth Form students will have lessons in classrooms around the school that will be cleaned before/after use by different groups. All students and their parents/carers will be provided with clear instructions about behaviour and expectations prior to students coming in to school.	Acceptable	AGF	AGF	Floor plan of zoned areas. Copy of communications to staff, parents and students.	Weekly the LG group will review the risk assessment and make any necessary adjustments
	Direct Transmission (Control Two) - Introduce lateral flow tests for all staff and students. All consenting staff will continue to use lateral flow tests twice a week. From Monday 8th March results for staff will need to be logged using the QR code online/va phone and not as previously with KM. All students will be tested three times in school within the first two weeks of reopening. The week commencing the 8th of March will see a phased initial testing of students. Students are first tested on the day before they are due to attend school. After these first three tests students will be asked to continue to test bi weekly from home.	Acceptable	AGF	PMW	Copy of consent forms. Copy of floor and testing plans. Communications that have gone to parents, students and staff	Weekly recorded test log for staff. First three recorded tests for students. Log of positive cases and close contacts.

	<p>Direct Transmission (Control Three - Identify those with symptoms and for those who test positive implement track and trace) Staff, parents/carers and pupils to be given information on Covid-19 symptoms and indicators and to be given clear guidance about what to do if they or anyone with whom they have been in contact show symptoms. Bi weekly lateral flow tests will be in place for those who have consented. Any positive tests will result in the school implementing it's robust track and trace system. In accordance with Public Health guidance those deemed as close contacts (Within 1 meter for one minute or two meters for fifteen minutes) will need to self isolate for ten days.</p>	Acceptable	DRW	SG	Track and trace log	When a positive or suspected case
	<p>Direct Transmission -(Control Four. Masks to be worn by all but the medically exempt inside the building.) Masks or visors with masks will be worn by all students, staff and guests within the school. This will be communal public spaces, in corridors when moving around the building, in classrooms and in offices. If there is a problem with communication the teacher can choose to quickly lower the mask to speak to a child while maintaining a 2 meter distance. Staff will continue to wear masks outdoors for duties.</p>					
	<p>Direct transmission (Control Five - Limit contact between students in bubbles.) Sufficient doors and windows will need to be open no matter the weather to ensure airflow - teachers to do this at the start of every day and close at the end. Students and staff will be permitted to wear coats inside and will be asked to wear layers. Students will be in usual uniform. Teachers and students should wash/sanitise hands between lessons and not touch their faces. There will be a minimum of 2 hand sanitisers per classroom. Classrooms will be stripped back with additional furniture and clutter removed wherever possible - all desks face forward in rows. Students will largely be stationary and stay in their allocated seats. All staff to have seating plans and these to be enforced (enable easier track and trace). Seating plans will be boy/girl and changed every 6 weeks.</p>	Acceptable	The Leadership Group	AGF	Duty rota sheet for meet and greet	

	<p>Direct Transmission -(Control Six - Social distancing between year group bubbles). Each year group will have a designated entry/exit point and students entering the building must go directly to their classrooms. The gates will open at 8.00 am. Any student wishing to enter the school before then should do so via the Main Entrance and go straight to the Hall. At the end of the day there will be a slightly staggered finish. Students should go directly to their exit and leave the school premises, taking care at all times to remain socially distanced from students in other year groups and from members of staff.</p> <p>In order to maintain the separation of year group bubbles from each other there will be limited large gatherings, such as assemblies. Assemblies would only be for a specific year group.</p> <p>It will not be possible to provide a pre-school, break and lunchtime service in the Dining Room, so students will need to bring in snacks and packed lunches which will be eaten in classrooms. Students eligible for free school meals will still have the option to be provided with a packed lunch</p> <p>Protocol at the end of the school day: There will be a slightly staggered finish which will be controlled over the tannoy system. Students should go directly to their designated exit and leave the school premises, taking care at all times to remain socially distanced from students in other year groups and members of staff. Teachers will lead their classes to their designated exit at 3pm.</p> <p>Footnote Students from different bubbles may occasionally cross paths (in the corridor or on entering/exiting school for example). This is unavoidable and not significant as it is fleeting contact which poses negligible risk in the potential transmission of Covid-19 if students are silent. Staff may also occasionally not be able to maintain 2m from other staff or students, again this is fleeting so should not be a significant risk.</p> <p>In order to facilitate the movement of staff around the building, and to allow students time to visit toilets and to briefly “decompress” after each lesson, the timings of the school day will be varied slightly (see separate document)</p>					
	<p>Direct transmission (Control Five - Social distancing measures between students and staff in classrooms. Staff will keep 2m from students and other staff members wherever possible</p> <p>There will be tape on the floor in classrooms to mark an area that students cannot step into, alternatively use of airport barriers may be possible in some classrooms. Teachers should remind students at the start of every lesson to stay in their seats and not move around the classroom unless invited to do so. Posters in classrooms advertising key practices to keep safe including social distancing from NHGS staff at 2m. Perspex screens will be fitted to the front of every teacher desk to provide added protection from droplets. Student Support Assistants may still be in classrooms with the teacher and will position themselves 2m away whenever possible. Any help they need to give to an individual child may require them going out into the corridor for a discussion; they will not routinely sit next to students in the usual way.</p>	Acceptable	AGF	AGF	Floor plans of where safe waiting areas have been designated, which classrooms to use and which toilets to use. List of students for each day in each area.	

	<p>Direct transmission (Control Seven) Be SAFE at NHGS: This system is incredible effective and there have been very few instances of poor behaviour. The expectations surrounding SAFE will be reshared with staff and students. There are posters in corridors and in every classroom.</p> <p>S - Socially distance from staff (2 metres) at all times and remain silent on corridors and in class when the teacher is talking or anyone is contributing. Never shout.</p> <p>A - Attention is needed in every lesson with a good attitude to learning and a growth mindset. 100% effort and concentration are required</p> <p>F - Follow teacher instructions carefully and without challenge. Keep your hands away from your face, protect families by staying at home if you feel poorly</p> <p>E - Everyone behave safely - if you cough or sneeze - catch it - bin it - kill it, wash or sanitise your hands regularly, particularly at the end of every break, keep all surfaces clean.</p> <p>Sanctions will be administered for any infringements of SAFE (See behaviour policy)</p>	Acceptable	DRW	DRW	Behaviour policy. SIMS record	
	<p>Direct Transmission (Control Eight - On call system) See updated Behaviour for Learning policy. There will be a telephone number for all staff to access a direct line to reception. All staff should have this in their mobiles and carry mobiles. A member of LG will respond and remove any student who is misbehaving and affecting the learning or safety of others. They will work in the hall for the rest of the lesson and return to the following lesson if appropriate to do so. Further sanctions will be issued depending on the severity of the incident. Persistent flouting of the rules or disruption may result in the student being asked to work from home for a period of time.</p>	Acceptable	DRW	DRW	On call rota. SIMS Record	
	<p>Direct Transmission (Control Nine - Improve ventilation) Internal and external doors will be kept open to help ventilation and limit the need to touch handles. Sufficient windows and the doors of all classrooms in use must be opened by the member of staff using the room, and closed again at the end of the day. The Fire Risk Assessment will be updated to mitigate the risks of doors being kept open. Use of chimney effect to draw air up and through the building to increase airflow and prevent the accumulation of stale air and the risk of people re-breathing potentially infected air. Ventilation is one of the most effective methods for preventing transmission and LG will regularly check while on tour that sufficient windows are open in classrooms.</p>	Acceptable	HB	ESC	New (temporary) Fire Risk Assessment completed, reviewed by Calderdale H&S and door guards installed which close the doors upon hearing the fire alarm.	
	<p>Direct Transmission (Control Ten - Social Distancing for staff) Staff will need to maintain 2 meters distance form each other. Numbers in the staffroom will be reduced. Staff can work in the staff room, dining room (when not in use), IT rooms and some classrooms when not in use. Soft furnishings have been taken out of use to ensure social distancing. Safe waiting spaces have been marked around the photocopier. Kitchen facilities have been taken out of use. Staff will be asked to bring in their own food and a single travel mug, to use for drinks, which will be taken home daily for washing. Staff must observe and model social distancing behaviours and keep 2 metres apart in all interactions with each other. This practice will be modelled in other offices (PE, MFL, Science)</p>	Acceptable	KLM	RFH	Staffroom log and floorplans	

	Direct transmission (Control Eleven - Circulation Controls) Movement around the building will be in silence. Students will go straight to their bubble areas and except for KS5 and KS4 specialist lessons will not move outside of their zones. Where movement does occur everyone must stay 2 meters apart from other year groups (whenever physically possible) this has been marked out on corridors. Due to the narrow corridor a one way system will operate in the Technology corridor. Here students will enter via the quad and leave via the foyer. Due to the zoning of students this measure is not needed elsewhere.	Acceptable	DRW	DRW	Behaviour policy. Floor plans	
	Direct Transmission (Control Twelve - Personal hygiene) Catch it, bin it, kill it message reiterated. Use of tissues, handkerchiefs, elbow crooks for sneezes. Tissues to be kept by students or placed straight into a pedal bin. Increased handwashing and use of gel sanitisers (See general control indirect transmission 2) Sanitisers to be available in all classrooms and at strategic locations around school.	Acceptable	HB	ESC	Cleaning record	
	Direct transmission (Control thirteen - Personal Workspace) All staff to have access to sufficient workspace to stay socially distanced from colleagues at all times. Staff to be relocated from crowded offices to more suitable locations wherever possible. Staff room protocols are laid out in section 14.	Acceptable	DRW	DRW	List of designated workspaces available for staff	
2. General Controls to prevent risk of infection. Indirect transmission - Droplets can infect others indirectly. This happens when the droplets get onto and contaminate surfaces which are then touched and introduced into the mouth or eyes of an uninfected person.	Indirect transmission (Control One - Increased cleaning) There will be a focused and increased cleaning regime. The cleaning team have undergone training on the new procedures. Cleaning will include door furniture, window handles, computers, light switches, etc. Each classroom in use will be cleaned daily. During the day the premises team will regularly clean key touch points. (Every two hours) Increased cleaning of any flat surfaces.	Acceptable	HB	ESC	Cleaning record plan.	the LG group will constantly review the risk assessment and make any necessary adjustments
	Indirect transmission (Control Two -Cleaning between Bubbles using rooms) There is some need for year groups from different bubbles to use specialist rooms such as Science labs, Art and Technology rooms. By removing KS3 lessons from these rooms occupancy has been reduced. Each room will be cleaned between different year groups using it. Weather permitting PE spaces will be cleaned at lunchtime, this will not be possible if it is a wet lunch.	Acceptable	HB	ESC	Cleaning record	
	Indirect transmission (Control Three - All surfaces to be clear) . All desks and shelves and other flat surfaces to be kept clear at all times to allow easy and effective cleaning. Staff will have checked and cleared rooms prior to reopening. Rooms to be checked daily by senior staff to ensure rooms are left clean, clear and tidy.	Acceptable	HB	ESC	LG end of day check	
	Indirect Transmission (Control Four - Improved personal hygiene) Hand washing and sanitising facilities are in place. Posters are displayed reminding colleagues and students of the importance of this. Students will be regularly reminded of this. Prominent signage displayed in public areas, classrooms and toilets.	Acceptable	HB	ESC	Floor plans	
	Indirect Transmission (Control Five - Improved personal hygiene routine) Gel dispensers and boxes of tissues to be available in public areas, in each classroom, in the staffroom and at reception	Acceptable	HB	ESC	Cleaning Record	

	Indirect Transmission (Control Six - Limited sharing of equipment) As a rule equipment should not be shared. Students to bring their own resources in. This will be communicated to students and parents before hand. No sharing of food, students may bring in their own snacks and drinks, but these must be consumed in the classroom and may not be shared. The exception is a class set of textbooks which can be shared, however these must be cleaned between being used by different groups. The same rule applies to equipment in practical subjects like PE, this will however be scrupulously wiped down between different students using it.	Acceptable	Teaching staff	CT	Copy of letter home outlining expectations	
3. General Controls to prevent risk of infection. Deliberate transmission - Any students or colleagues who choose to (pretend to) deliberately infect others	Additional Rules for the Prevention of Transmission of Covid-19 and for the Safety and Well-being of All Staff and Students' includes "Deliberately spitting, coughing, sneezing or breathing heavily over another person will be treated as a serious physical assault, as will causing soiled tissues or handkerchiefs to come into contact with another person."	Acceptable	DRW	DRW	Copy of behaviour policy and letters home	Regular review by the LG group
4. Travel to and from NHGS	School buses will be running. Students must wear face coverings on these (apart from those medically exempt) Buses will be zoned and students told which area to sit in. At the end of the school day staff will supervise students getting on buses, and check that students are sitting in zones in support of the bus drivers. Students using public transport should follow government guidelines and wear masks. The recent guidance indicates that on school buses a positive case will result in the whole bus having to self isolate for ten days.	Acceptable	RFH	RFH	Letters home. Email correspondence	
5. Clinically Vulnerable Staff.	The Personnel Officer will monitor colleagues' health status in line with Government guidelines.	Acceptable	KLM	AGF	HR records	Weekly update of HR record
(Extremely clinical vulnerable)	Personalised risk assessments will be put into place for those who are extremely clinically vulnerable. Where possible extra measures will be taken to mitigate risks. These staff and students may continue to choose to shield up until 31st March (government guidance). Those from this group are in priority group four for the vaccination roll out and should have received the immunisation on reopening	Acceptable	KLM	AGF	HR records, staff register	
(Clinically vulnerable)	Members of staff who are vulnerable but not clinically vulnerable will have individual conversations with the Personnel Officer. Where necessary customised risk assessments will be done for vulnerable staff returning to work. Those deemed as clinically vulnerable are in priority group six and will also have been or about to be vaccinated.	Moderate	KLM	AGF	HR record. Possible personalised risk assessments	
Age	There is evidence that COVID-19 has a greater impact in older age groups. Therefore, older staff may be more at risk. School will take into account government advice and have sensitive conversations with these individuals. Where necessary customised risk assessments will be prepared and reasonable adjustments/additional controls will be agreed as appropriate. Older colleagues will be offered the vaccination as part of the first nine priority groups.	Moderate	KLM	AGF		

BAME	Evidence shows that black, Asian and minority ethnic (BAME) communities are disproportionately affected by COVID-19. This evidence suggests that the impact may also be higher among men and those in the higher age brackets. The reasons for this are not yet fully understood, but the health inequalities present for BAME communities have long been recognised. One hypothesis is that people from BAME communities have higher rates of underlying health conditions, such as type 2 diabetes and hypertension, and this may increase their vulnerability and risk. HR Manager to continue to have thorough, sensitive and comprehensive conversations with all BAME staff. They should identify any existing underlying health conditions that may increase the risks for them in undertaking their frontline roles, in any capacity. Most importantly, the conversations should also, on an ongoing basis, consider the feelings of BAME colleagues, particularly with regard to their safety and their mental health. HR manager should also seek and follow occupational health advice where appropriate. Customised risk assessments have been offered to colleagues from this group.	Moderate	KLM	AGF	HR record and possible personalised risk assessment	
Those living with clinically vulnerable	Conversations to occur with those colleagues living with those who are clinically vulnerable. Government guidance is they should attend work but NHGS will look at each individual situation and will agree reasonable adjustments/additional controls as appropriate and where possible.	Acceptable	KLM	AGF	HR records	
6. Clinically vulnerable students	Parents to be consulted about students' health/reminded about government Covid health guidance.	Acceptable	AGF/DRW	DRW	Parental letter	Reviewed weekly
	The same considerations for BAME students as colleagues need to apply (See 5). Students themselves may be vulnerable to becoming more ill or they may have experienced someone in their family becoming sick or dying. Sensitive conversations and awareness by all colleagues. Concerns should immediately be flagged up to the well being officer or safeguarding lead.	Moderate	DRW	DRW		
	School will ask parents to provide details of any students who have been asked to shield during the pandemic (those who have been identified as extremely clinical vulnerable) DRW and GQ will keep a record of these students. Where parents are still concerned about their child returning to school in September a conversation will happen (to talk through the risk assessment) If the r rate increases or there is an increased likelihood of a further spike then parents will be contacted.	Moderate	NL	DRW/GQ	SIMS data kept on students	
7. Students not following social distancing behaviour expectations.	Social distancing expectations will be clearly communicated to students and their parents	Acceptable	AGF	AGF	Duty rota	Reviewed daily
	SAFE behaviour code implemented and communicated to students, parents and staff	Acceptable	HB	DRW	Copies of seating plans	
	To help with distancing and access to the rooms, corridors outside teaching rooms will be clearly marked with 2 metre social distancing markers wherever possible	Acceptable	HB	CT	Copies of reminder posters	
	Sanctions will be applied if students do not adhere to SAFE. If students need to be removed from a class they will be taken to the hall and parents informed. Deliberate, persistent and serious breaches may lead to exclusion.	Acceptable	LG	DRW	copy of revised behaviour policy	
	The duty rota has been redesigned. There will be a high level of staff and LG supervision before school, during break, and at lunchtime	Acceptable	KLM	AGF	Duty record	
	Reminder posters displayed around the school.	Acceptable	SH	CT	Floor plan	
	Masks should be worn by staff and students unless medically exempt.	Acceptable				

8. Use of classrooms	Only specified classrooms will be used by students. Students can not access rooms they are not timetabled in. Most rooms are in bubbles apart from PE, KS5 and KS4 specialist rooms.	Acceptable	CT/DLC/HJA/AK	CT	Floor plan	Reviewed daily and any changes made
	Students will sit in designated seats. If possible seats will be socially distanced. In most cases this is not possible so students will face the front. Two meters will be maintained between staff and students (marked out by tape).	Acceptable	Class teachers	CT	Seating plans	
	All teacher desks to have a plastic screen fitted.	Acceptable	HB	ESC		
	Rooms will be ventilated and sufficient windows and doors left open at all times. These need to be opened at the beginning, and closed at the end of the day.	Acceptable	HB	ESC	Premises record	
	Hand sanitiser will be readily available. Students to bring own and spare available in every room.	Acceptable	HB	ESC	Cleaning record	
	There will be an increased cleaning regime. Each classroom in use will be cleaned daily. During the day the premises team will regularly clean key touch points. Desks and chairs will be cleaned whenever students finish using them for the day. Staff will wipe down the teacher's workstation with disinfectant at the beginning and end of their session with students, to minimise the risk of transmission. Gloves are available for staff who are concerned about using the keyboard. Indoor PE spaces will be cleaned at lunch and at the end of every day. Specialist rooms will be cleaned between groups from different years using them.	Acceptable	HB	ESC	Cleaning record	
9. Use of corridors	Where possible, staff travel to students. Entry points designated close to classrooms. Movement will largely be restricted to KS5 students and KS4 students moving to specialist rooms.	Acceptable	The LG group	AGF	Circulation route	Reviewed daily, ammendemnts made after each tutorial day
	The tannoy system will be used to help stagger students leaving classrooms at the end of the day. Rooms from each zone have been designated a colour. Coloured rooms will be released regularly until all students are dismissed. Staff will escort students to their exit points.	Acceptable	LG	SG		
	For when students need to move around the school, they must do so in silence and keep to the left. This also applies to staff	Acceptable	DRW	DRW	Covid behaviour policy	
	Any breach of social distancing will be dealt with swiftly and sanctions applied.	Acceptable	DRW	DRW	Covid behaviour policy	
	No talking rule on the corridors will be applied this is to limit the amount of virus put out into the air by speaking	Acceptable	LG	DRW	Covid behaviour policy	
	Rules and expectations will have been sent out beforehand.	Acceptable	AGF	AGF	Correspondence home	
10. Break time	Each year group bubble has a designated indoor and outdoor area. Duty supervision has been increased for these areas. Due to the restrictive size of the indoor and some outdoor areas, in most cases, ball games will not be allowed and running/boisterous play will be discouraged. Those staff on duty outside will need to wear masks.	Acceptable	DRW/DK	DRW/DK	Duty rotas	
11. Use of masks	Masks or visors with masks will be worn by all students, staff and guests within the school. This will be communal public spaces, in corridors when moving around the building and in classrooms. If there is a problem with communication the teacher can choose to quickly lower the mask to speak to a child while maintaining a 2 meter distance. Staff will continue to wear masks outdoors for duties.	Acceptable	AGF	AGF	Guidance on how to wear them safely	

12. Use of communal facilities (toilets)	Year Groups will be designated a set of toilets closest to their "home" classrooms. Students can only leave class with teacher permission during lesson time (will be discouraged). Students told to wash hands whilst visiting. Portaloo's have been installed. In order to avoid excessive queue's staff may use their discretion to allow students to go to the bathroom during the lesson	Acceptable	LG	LG	Reminder posters on toilet doors of which group may use the facility	
	During break/lunch time toilets will be checked regularly by SLT. All toilets have been identified on duty rotas. Toilets to be cleaned after break and lunch times.	Acceptable	LG	LG		
13. Reception Area	Plastic screen will be installed to protect the receptionist.	Acceptable	SG	SG	Reminder poster of 2m distance when queueing	Reviewed daily
	Staff/students line up at 2 metre distances to speak to receptionist - markers at 2 metre distances are in place to indicate where to stand (max of 2/3 waiting at a time).	Acceptable	HB	CT	Discs on floor	
	External visitors wait between 2 external front doors before being beckoned forward by receptionist. All visitors to use the hand sanitiser immediately upon entry.	Acceptable	Receptionist	SG	Poster on front door asking visitors to wait	
	External visitors will be kept to a minimum. Staff on reception will sign external visitors in to further limit indirect transmission. Antiseptic wipes and hand gel next to screen. Visitors to use hand sanitiser on entering and leaving the building.	Acceptable	Receptionist	SG	Register of external visitors kept	
14. Staffroom and staff following social distancing guidelines	Staff will be expected to follow social distancing guidelines. These were explained to all staff returning to the building in September. The risk assessment will be sent to all staff who will need to read it to act as a reminder of the protocols.	Acceptable	AGF/KLM	AGF	Social distancing policy	Reviewed daily, amendments made after each tutorial day
	Staff need to maintain at least 2 metre distance in the staff room.	Acceptable			Staffroom rota sheet	
	The staff room will only be used for working in, for access to trays and for the photocopier.	Acceptable			Floor plans	
	Tape will also be added to the kitchen area and around all photocopiers, this will help colleagues to keep 2 metres apart.	Acceptable			Floor plans	
	Staff must wear masks pr visors with masks in any indoor spaces.	Acceptable				
	Offices will also be reconfigured to make sure that staff are 2 metres apart. Some rooms/classrooms that are not being used may be turned into temporary work hubs for staff. Staff will be asked to think about whether they need to go to an office etc to ask a question. Email and phone to be used in most instances.	Acceptable			Floor plans	
	Colleagues to maintain social distancing throughout the school. Screens added as necessary to office desks. Screens added to classroom desks. Departmental staffrooms/offices (PE, Science, Sixth Form) have been reconfigured.	Acceptable			Floor plans	
	Reprographics: staff other than LKS and SH should wait and only enter one at a time to reprographics. A screen has been installed and the room is well ventilated.	Acceptable	EC	EC	Floor plans	

	Staff toilets - there are extraction fans in both the main staff toilet areas (men and women), which automatically extract air directly outside. The capacity of the toilet areas will be reduced and colleagues will be asked to be mindful of numbers in the toilets and to wait outside if they are full. Both the external corridor door and internal door into the main toilet will both be wedged open at all times. Sanitising wipes will be available to use in toilet cubicles. Toilet lids to be closed before toilets are flushed. Signage asking staff to adhere is placed above toilets and on the back of toilet doors.	Acceptable	Premises Team	HB	Cleaning record	
15. Area for isolation (If fall ill)	If students fall ill with Covid symptoms they will be moved to the Medical Isolation Room (purpose built space). Parents will be contacted immediately. Students will be advised to wear face masks to limit the transmission of the virus. Room will be well ventilated and is away from other rooms. Students will take a lateral flow test, because these are not 100% accurate students will need to self isolate on displaying symptoms (until a PCR test can be booked)	Moderate	DRW/NJL	DRW	Isolation room record	
	PPE is available for those colleagues who may need to assist the student. PPE will only be used by staff who have been trained in how to wear it and feel comfortable in carrying out this duty.	Moderate	NHJ	NHJ		
	After use these rooms will be deep cleaned (see general controls, indirect transmission)	Moderate	Premises Team	HB	Cleaning Record	
16. Symptomatic staff or students	There will be a designated room for students who are symptomatic so they can wait for a parent to collect. Staff will be asked to go home immediately and will not be allowed back in school until tested and after the appropriate period of quarantine. Students with suspected symptoms will also be expected to be tested and will have to follow the national quarantine guidelines currently in place.	Moderate	DRW/NJL	DRW	Isolation room record.	Daily
	op	Moderate			Cleaning Record	
	Staff and students are eligible for testing. Staff will be asked to arrange a test if they have been in contact with a person diagnosed with COVID or if they display symptoms (See direct transmission). In the event of a positive test for COVID19 by a member of staff or a student, the school will liaise with local Public Health officials to trace contacts and decide on the appropriate course of action. DRW to be notified of any potential infections and to lead the school's response in tandem with the PH Outbreak team. Following government guidance school will try and procure some tests that can be kept in school (this however might not be possible)	Moderate				
	Staff who closely supervise a student displaying potential symptoms will wear suitable PPE ie face shield, mask, gloves and apron.	Moderate			PPE record	
	Procedure in place for isolating staff and pupils who are symptomatic or who have been formally diagnosed with COVID	Moderate				
	Masks or visors with masks will be worn by all students, staff and guests within the school. This will be communal public spaces, in corridors when moving around the building and in classrooms. If there is a problem with communication the teacher can choose to quickly lower the mask to speak to a child while maintaining a 2 meter distance. Staff will continue to wear masks outdoors for duties.	Acceptable			PPE record	
	- PPE signed out when used.	Acceptable				
18. Waste	Waste to be regularly removed from within the building and the outside bins. Caretakers trained in safe disposal of waste.	Acceptable	HB	HB	Cleaning Record	Weekly

	Pedal bins have been provided around school for the safer disposal of waste.	Acceptable	HB	HB	Cleaning Record	
19. Use of Fitness Suite	<p>The fitness suite can be used for small groups of staff and students. The following measures are in place to make this possible. Occupancy is currently a maximum of 6 staff or 10 students maximum. Outside doors must be left open to help with ventilation. On finishing with a piece of equipment it must be cleaned by the person who used it. There is to be no pair work. Hand sanitising is recommended on starting and finishing the session. It is acceptable to remove face coverings in this setting. The fitness suite will be cleaned thoroughly at the end of each day. Failure to follow these measures could lead to a staff member or student being told their access to the facilities has been removed.</p>	Acceptable	CT	CT	Timetable SIMS. Record of staff using it. Cleaning record	Weekly
20. Protocol for Music lessons	<p>All lessons will still last 20 minutes but there will be up to a 5-minute window between each lesson to allow for cleaning.</p> <p>There should only be the teacher and one student in a practice room at any one time.</p> <p>Teaching staff are responsible for organising their teaching room in a way that makes them and their students feel safe.</p> <ul style="list-style-type: none"> · A portable screen is in place in all teaching rooms. · There will be a space in the teaching room for students to leave their instrument cases. · Windows and doors will be open to allow for ventilation. · Students should wait outside the teaching room until invited in by the instrumental teacher. · Students must remember to bring their own instruments and books. Teachers will not be able to share equipment. · Students should wear their masks when walking from their subject lesson to their instrumental lesson · All instruments must be left in the teaching room where the lesson is taking place and must be taken home at the end of the day. Instruments must not be left in school overnight. Students will be allowed to go to this room at the start and end of the day. <p>Communication with staff and students - Due to trying to keep movement around the school to a minimum, all instrumental timetables will be posted on the NHGS Instrumental google classroom. Both students and staff will have access to this.</p>	Acceptable	RAP	RFH	Timetables Record of communications	Weekly
21. Lift	There is a lack of ventilation in the lift and as such it should only be used when absolutely necessary. It should only have a single occupant when in use (unless a student has to be supervised)	Moderate	ESC	ESC	Communication to colleagues	Weekly