



## COVID-19: risk assessment for staff, pupils, parents & visitors to the school premises

<p><b>Assessment conducted jointly by:</b></p> <p>Dr Tracy Johnson          Mrs Helen Wallis          Mr Philip Robinson          Mrs Diane White          Mrs Carol Bartle          Mrs Karen Titman          Mrs Lesley Wood          Mrs Kate Davison</p>	<p><b>Job title:</b></p> <p>Head          Head of Prep          Operations Manager          School Nurse          Head of Early Years          Deputy Head of High School          Head of Safeguarding          Bursar</p>	<p><b>Persons covered by this assessment:</b></p> <p>Staff          Peripatetic staff          Visiting coaches / instructors          Pupils          Essential contractors          Parents          Prospective parents          Prospective pupils</p>
<p>Date of assessment: 23.02.21</p>	<p>Last updated: 21.4.21</p>	<p>Next review: 28.4.21</p>

This risk assessment is written for the transition from 'Open K/EYFS' to 'Open' status with the status definitions being as follows:

- Fully Open     Business as usual: no travel or trip restrictions.
- Open            Business as usual: with caveats – limited visitors and day trips only.
- Open T         In transition: some teaching in school and some remotely.
- Open K/EYFS   Key staff, children of critical workers, vulnerable children, Nursery and pre-Reception children in school. All other teaching remote.
- Open K         Key staff and vulnerable children in school. All other teaching remote.
- Open R         Teaching is all achieved remotely.
- Fully Closed    No one on site except security and maintenance staff.



### Related documents

- [Gateways School Health and Safety Policy](#)
- [Gateways School First Aid Policy](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [The Health Protection \(Notification\) Regulations 2010](#)
- [Public Health England \(PHE\) \(2017\) 'Health protection in schools and other childcare facilities'](#)
- [DfE 28/8/2020 'Guidance for full opening: schools'](#)

Risk rating		Likelihood of Occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major</b> Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	<b>Severe</b> Causes physical injury or illness requiring first aid.	H	M	Low (L)
	<b>Minor</b> Causes physical or emotional discomfort.	M	L	L

In writing this risk assessment, the risk of the unmitigated spread of COVID-19 through the school community has been designated as Medium (M). This is based on the scientific evidence which shows that most people who contract COVID-19 experience a mild illness. Therefore the Likely Impact is assessed as Minor, with the Likelihood of Occurrence being assessed as Probable due to an assumed lack of control measures. The grid above combines these to produce an overall assessment of risk of Medium in those circumstances.

The aim of this assessment is to control the risk in order to achieve an overall risk assessment of Low by reducing the Likelihood of Occurrence to Remote.

This risk assessment will be regularly reviewed and updated in the light of changes to the guidance and experience within the school environment.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Regulatory matters	M	<ul style="list-style-type: none"> <li>Governors' approval is given for the full reopening of the school in light of this risk assessment</li> <li>Insurers are consulted regarding the full reopening of the school in light of this risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> </ul>	Chair of Governors Bursar	03.03.21 03.03.21	L
Policies and procedures	M	<ul style="list-style-type: none"> <li>All persons covered by this assessment are made aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>Health and Safety Policy;</li> <li>First Aid Policy;</li> </ul> These policies are made available on our website, via the Parent Portal or by request where necessary.</li> <li>All staff are made aware of their responsibilities under relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013;</li> <li>The Health Protection (Notification) Regulations 2010;</li> <li>Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities';</li> <li>DfE and PHE (2020) 'COVID-19: guidance for educational settings'.</li> </ul> </li> <li>The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. The School Nurse will deliver this training.</li> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li><a href="#"><u>Department for Education</u></a></li> <li><a href="#"><u>NHS</u></a></li> <li><a href="#"><u>Department of Health and Social Care</u></a></li> <li><a href="#"><u>Public Health England</u></a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Head & Head of Prep	03.03.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>- <u>West Yorkshire HPT</u></p> <ul style="list-style-type: none"> <li>• Staff are made aware of the school's infection control procedures in relation to COVID-19.</li> <li>• Parents are made aware of the school's infection control procedures in relation to COVID-19 via email and the parent portal – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to COVID-19.</li> <li>• Pupils are made aware of the school's infection control procedures in relation to COVID-19 via their form tutors and are informed that they must tell a member of staff if they begin to feel unwell.</li> <li>• Only essential visitors / contractors are permitted to attend the school site and all will be required to scan in using the NHS Test and Trace app.</li> <li>• Essential visitors / contractors are made aware of the school's infection control procedures verbally and on a printed sheet when they attend the school site.</li> <li>• Prospective parents may, by appointment, visit the school. During any such visits, there will be no contact with children currently at the school. Contact with staff will be conducted at 2m separation and only with those staff considered essential to the visit. Upon arrival visitors will be asked various health questions, their temperatures will be taken and they will be asked to 'check in' using the NHS Test and Trace app and to wash their hands before proceeding on the visit. They will also be required to wear a face covering during their visit. Visits will be conducted on quiet days and towards the end of the day to minimise the number of potential contacts.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>			

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		<ul style="list-style-type: none"> <li>• Pupils registered to join the school in the near future will be invited to take part in a short induction visit. During this visit, they will be required to follow the same guidelines as our current pupils.</li> <li>• Privacy is maintained at all times - this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> </ul>			
Hygiene practice	M	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils and staff to wash their hands frequently throughout the school day.</li> <li>• Posters are displayed in the immediate vicinity of handwashing stations reminding pupils and staff to wash their hands using detergent and warm water for at least 20 seconds.</li> <li>• Pupils and staff will be required to wash their hands upon arrival in the morning and before and after eating. They will also be required to sanitise their hands before entering / exiting a school building</li> <li>• Posters are displayed around the school reminding pupils and staff to practice good respiratory hygiene practices when coughing / sneezing.</li> <li>• Hygiene trays will be placed in all areas which are accommodated during the first phase of full reopening. The hygiene trays will contain: <ul style="list-style-type: none"> <li>- Small alcohol-based hand sanitiser (containing &gt;60% alcohol) dispensers. Pupils and staff are encouraged to use these when handwashing is not possible.</li> <li>- Disinfectant spray dispensers for the cleaning of equipment and hard surfaces. These shall only be used by staff to spray the surfaces and the pupils will wipe with paper towels.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>		03.03.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>- Alcohol (&gt;60%) wipes for the cleaning of equipment and hard surfaces.</li> <li>- Large rolls of paper towels for the cleaning of equipment and hard surfaces.</li> <li>- A supply of biodegradable bags for the disposal of used tissues before disposal into lined bins.</li> <li>- Boxes of tissues for the "catch it, bin it, kill it" approach to good respiratory hygiene.</li> <li>• Large alcohol-based sanitiser (containing &gt;60% alcohol) containers will be held centrally for the refilling of the smaller pump dispensers.</li> <li>• Large alcohol-based sanitiser (containing &gt;60% alcohol) dispensers are located at the entrance to all school buildings. Pupils and staff are encouraged to use these when entering and leaving the buildings.</li> <li>• Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <i>guidance</i>.</li> <li>• Sufficient amounts of liquid soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.</li> <li>• Pupils, where necessary, are supervised by staff when washing their hands to ensure it is done correctly.</li> <li>• Pupils / staff do not share cutlery, cups or food.</li> <li>• Pupils do not share general equipment such as pencils, pens etc.</li> <li>• Any equipment that pupils need to share eg specialist scientific equipment is thoroughly cleaned between uses and pupils are required to wash their hands after using such equipment.</li> <li>• All soft furnishings, soft toys and items that are hard to clean will be removed and stored securely.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>	Head & Head of Prep		

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		<ul style="list-style-type: none"> <li>Cleaners are employed by the school to carry out daily, thorough cleaning and waste disposal routines that follow national guidance and are commensurate with robust infection control processes.</li> <li>Cleaning checklists are displayed in relevant areas of the school indicating the time of day that the facility was last cleaned.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>			
Social distancing	M	<p>Guidance from the Department for Education acknowledges that social distancing is going to be difficult to maintain within a school environment, but Gateways understands and supports the notion of social distancing. Gateways further understands and accepts the Department for Education and Public Health England's advice that children under the age of 11 do not need to socially distance from one another but that they do need to socially distance from their teacher. Teachers must also socially distance from one another and from pupils unless the children they are working with are very young.</p> <ul style="list-style-type: none"> <li>All persons covered by this risk assessment will be reminded of the desirability of maintaining a social distance from others whenever reasonable to do so.</li> <li>Posters will be displayed around the school reminding everyone of this.</li> <li>Drop off and collection areas will be spread throughout the site to avoid congestion.</li> <li>Year groups will be allocated specific arrival / departure doors to use in order to reduce congestion.</li> <li>Visual indicators will be marked on the ground at 2m intervals outside the entrances to school buildings to show parents and pupils where they should wait during drop off / collection times.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Head & Head of Prep	03.03.21	M



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Only 1 parent per family group will be allowed to attend the school site at any one drop off / collection time.</li> <li>• Should family travel arrangements be such that both parents must travel in the same car when dropping off or collecting their child / children, only 1 parent may leave the car to effect the drop off / collection of said child / children.</li> <li>• Year groups will form 'bubbles'. Pupils will remain in these bubbles for as much of the school day as possible.</li> <li>• Other 'bubbles' will be required for transport and wraparound care facilities for example.</li> <li>• Desks within classrooms will be spaced as far apart as possible whilst accommodating the class group. Desks will face forward.</li> <li>• Pupils will remain in their allocated teaching space as much as possible and staff will move between teaching rooms in order to minimise traffic flow around the site.</li> <li>• Pupils will have allocated positions within their teaching spaces and these positions will be the same each day.</li> <li>• Classrooms will be well ventilated throughout the day. Class groups will be assigned a classroom base for the majority of their lessons to minimise contact with children not in their bubbles. When moving to specialist teaching rooms a safe social distance will be maintained and teaching staff will be in situ to receive them into the specialist room thereby minimising queuing on corridors.</li> <li>• Lockers will not be used. Pupils will bring a named schoolbag to school and this will remain in situ in their teaching base throughout the school day and overnight. All their belongings will be kept in this bag as much as possible.</li> <li>• Each class group will be allocated a zone within the grounds which is for their exclusive use at play and break times.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>			

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		<ul style="list-style-type: none"> <li>• A one way system will be implemented across the school site to minimise contact between different 'bubbles' of pupils. Where this is not possible, we will ensure that only one group of children are moving through an area at any one time.</li> <li>• Lunch times will be staggered to minimise the chance of pupils coming into contact with other children not in their 'bubble'.</li> <li>• The Dining Room will be zoned to create 3 separate areas – 2 eating areas with a buffer zone in between. The Dining Room will be well ventilated throughout the day.</li> <li>• Breakfast service and tuck shop provisions will not resume initially.</li> <li>• The outside space available to us will be utilised as much as possible for the purposes of teaching as an appropriate social distance is easier to maintain in an outdoor environment.</li> <li>• In the case of very young children, parents will be asked to ensure that their child arrives at school having had a generous application of an all-day sun cream if the weather warrants it. In the case of older children, parents will be asked to send their child to school with a small bottle of sun cream which they can reapply themselves regularly throughout the day if necessary.</li> <li>• When not teaching, teaching staff can use the staff room which is set up to accommodate the required social distance.</li> <li>• If using the school transport to and from school the following measures will be implemented: <ul style="list-style-type: none"> <li>○ All persons over the age of 11 will be required to wear a face covering whilst on the minibus;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>			

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		<ul style="list-style-type: none"> <li>○ All pupils will be required to hand sanitise prior to boarding the minibus and again prior to departing the minibus;</li> <li>○ Pupils will be spread out as much as possible whilst on the minibus;</li> <li>○ Socially distanced queues will be formed prior to boarding the minibus;</li> <li>○ Orderly disembarkation routines will be implemented;</li> <li>○ The minibuses will be subject to enhanced cleaning prior to all journeys.</li> <li>● Wraparound care will operate but only for those parents for whom is it an absolute necessity as it will involve mixing of pupil bubbles. As a result of this, the activities during such sessions will be designed to be as socially distant as possible whilst still allowing the children to engage with each other and with staff.</li> <li>● Peripatetic music lessons will operate but teaching staff will wear face visors and will teach side on to the pupil maintaining a separation of at least 1m. The separation will be maintained at 2m for singing and wind instrument lessons.</li> <li>● Peripatetic drama lessons will operate with groups being made up from their usual teaching bubbles and a 1m separation maintained at all times.</li> <li>● The Library will only be used for timetabled lessons and for 6<sup>th</sup> form when their study rooms have reached safe capacity. Tables will be arranged to maintain a 1m separation and all pupils will sit facing the same direction.</li> <li>● Learning support provision will resume with a safe social distance being maintained between the staff member and the pupil/s. When work needs to be scrutinised at a closer</li> </ul>	<ul style="list-style-type: none"> <li>● Yes</li> <li>● Yes</li> <li>● Yes</li> <li>● Yes</li> <li>● Yes</li> </ul>			

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		distance, this may be done from behind the pupil and for a duration of less than 15 minutes.				
PPE	M	<ul style="list-style-type: none"> <li>• As per the guidance issued by the DfE, the wearing of PPE is not expected by pupils or staff in schools generally.</li> <li>• Appropriate PPE (medical grade masks, visors, plastic aprons, gloves) is available for anyone attending to someone with symptoms similar to those associated with COVID-19.</li> <li>• Pupils in Lower 3 will be expected to wear face coverings when moving about in High School buildings and during classes taking place in High School where a 2m separation cannot be maintained within the classroom.</li> <li>• Pupils in Upper 3 upwards will be expected to wear face coverings when moving around the school site and during all classes where a 2m separation cannot be maintained between individuals.</li> <li>• All High School staff will be expected to wear face coverings when moving around the school site and in all situations where a 2m separation cannot be maintained between themselves and others.</li> <li>• All Prep School staff will be expected to wear face coverings when moving around the school site and in all situations where a 2m separation cannot be maintained between themselves and other adults.</li> <li>• Peripatetic music staff will wear face visors and will teach their pupils with a minimum separation of 1m and from a side-on perspective with the pupil facing 90° away from them.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>			L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Illness within the school community	M	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible COVID-19 infection, e.g. loss of sense of taste / smell, a new and persistent cough, difficulty in breathing and high-grade fever, and are expected to keep themselves up-to-date with national guidance about the signs, symptoms and transmission of COVID-19 via <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></li> <li>• Parents are asked to check that their child displays none of these symptoms before leaving the house to come to school.</li> <li>• By arriving at school, parents / pupils / staff are confirming that their child / they are not experiencing any of the recognised symptoms, nor have they knowingly come into contact with anyone suffering from any of the recognised symptoms during the last 14 days.</li> <li>• Any pupil or member of staff who develops signs of being unwell during the course of the school day will be immediately removed to the designated isolation area (The Garden Room) and referred to the School Nurse who will attend to them in the isolation area wearing appropriate PPE.</li> <li>• Where the School Nurse is unavailable, an alternative member of staff with First Aid Training will attend to the pupil / member of staff in the isolation area wearing appropriate PPE.</li> <li>• The isolation area is properly ventilated and set-up to ensure that pupils / staff are a minimum of 2m apart at all times.</li> <li>• A toilet area is designated for use by these pupils / staff which is not used by other pupils / staff and which is geographically located to minimise the opportunity of</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>	Head & Head of Prep	03.03.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<p>contact between the unwell pupil / member of staff and other pupils / members of staff.</p> <ul style="list-style-type: none"> <li>• The parents of an unwell pupil will be informed as soon as possible of the pupil's symptoms by a relevant member of staff.</li> <li>• The parents will be expected to collect the pupil and remove them from the school site as soon as possible.</li> <li>• A member of staff who becomes ill during the course of the school day will be assisted to leave site as soon as possible.</li> <li>• If the pupil / member of staff displayed symptoms consistent with COVID-19 then they will be required to: <ul style="list-style-type: none"> <li>○ Pupils - Book an NHS test for COVID-19.</li> <li>○ Staff – Book an NHS test for COVID-19 or to take a school provided lateral flow test for COVID-19.</li> <li>○ Remain off school until the results of the test are known.</li> <li>○ If the test is negative they may return to school when they feel better.</li> <li>○ If the test is positive then they should remain off school for a period of at least 10 days and until they feel completely recovered, whichever is the longer.</li> <li>○ In the event of a positive test, the local health protection team (HPT) will be notified and their advice followed.</li> <li>○ Any 'close contacts' identified by the HPT will be asked to self-isolate for 14 days.</li> </ul> </li> <li>• Areas used by unwell pupils / staff who need to go home will be thoroughly cleaned once vacated.</li> <li>• Any pupils who are off school for COVID-19 related reasons will be supported with academic work such that they do not fall behind in their studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>			

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		<ul style="list-style-type: none"> <li>Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy.</li> <li>In the event of multiple confirmed cases within the school community the instructions issued by the local HPT will be followed.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>			
Minimising the spread of infection	M	<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately using appropriate infection control procedures and PPE at all times.</li> <li>Pupils / staff will be instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in small waste bags and then into lined bins.</li> <li>Pupils / staff will be instructed to wash their hands after they have coughed or sneezed.</li> <li>Parents will be informed via letter / email / this risk assessment not to bring their children to school or on the school premises if they show signs of being unwell and / or believe they have been exposed to COVID-19.</li> <li>By sending their child / children to school each morning, parents are confirming that they have not displayed any of the following symptoms since they were last in school: <ul style="list-style-type: none"> <li>A loss of sense of taste or smell</li> <li>A new and persistent cough</li> <li>A higher than normal temperature</li> </ul> </li> <li>By sending their child / children to school each morning parents are also confirming that, to the best of their knowledge, nobody in their household has had contact with</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Head & Head of Prep	03.03.21	L

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		<p>anyone confirmed or suspected of having COVID-19 within the last 14 days.</p> <ul style="list-style-type: none"> <li>• All staff will be tested for COVID-19 prior to their first day back in school either by in-person testing or via the use of a home testing device. Testing will be via a lateral flow device.</li> <li>• All staff will then be provided with home testing devices and will be expected to test themselves twice weekly thereafter.</li> <li>• All pupils from L3 upwards will be tested for COVID-19 prior to their first day back in school. Lateral flow tests have been provided to the school for this purpose.</li> <li>• Testing of all pupils from L3 upwards will then be conducted on site twice more.</li> <li>• Once all pupils have been tested 3 times on site, all pupils will be given home testing devices and will be expected to test themselves twice weekly from that point onwards.</li> <li>• Appropriate social distancing will be maintained wherever possible on the school site.</li> <li>• Pupils and staff are required to wear school uniform / business wear at school.</li> <li>• To minimise the need to change during the course of the day, pupils will attend in Gateways Sports Kit on the days they have PE or a games afternoon. CCF cadets will continue to attend in their CCF uniform on Tuesdays.</li> <li>• During periods of colder weather, discrete additional layers will be permitted given the need to keep windows etc open as much as possible. Ideally these layers will be base layers worn under the official school uniform / games kit / business wear.</li> <li>• The transfer of items from home to school and vice versa will be eliminated as much as possible with homework being set and assessed online as much as possible.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>			



Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>• Pupil mobile phones will be collected in from pupils in years 7 – 9. These pupils will need to have a named, re-sealable bag into which they can place their phone. The bag containing the phone will then be placed in the Form Box as usual and the pupil will be required to sanitise their hands. The box will be taken to the Admin Office area. Once there, the bags will be sprayed with an antibacterial / antiviral fogging spray and the box will be sealed until the end of the school day. Should a pupil need to collect their phone during the school day because they are leaving the school site early, they must first sanitise their hands and then retrieve their bag containing their phone. The spraying process will be repeated on the remaining bags and the box resealed once the phone has been collected. There will be no other access to these mobile phones during the course of the school day. Pupils are therefore asked to only bring a phone to school if they use a school or public bus service.</li> <li>• IT suites will only be used for timetabled lessons. The equipment will be sanitised between classes and the suites will be locked outside of lesson time.</li> <li>• No overnight visits will take place.</li> <li>• Non-overnight visits will only take place where they are deemed to be essential to the given curriculum.</li> <li>• The wearing of face coverings will take place as previously described.</li> <li>• Parents will be encouraged to limit the number of settings their child attends. If it is necessary for a child to attend more than one setting i.e. a childminder, the system of controls will be worked through collaboratively to address any risks and enable joint delivery of appropriate childcare.</li> </ul>	<ul style="list-style-type: none"> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> <li>• Yes</li> </ul>			

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>Parents will be advised that it is not appropriate to engage in lift share arrangements with multiple households.</li> </ul>				
Management of infectious diseases	H	<ul style="list-style-type: none"> <li>Staff are vigilant and report concerns about a pupil's / member of staff's symptoms to the School Nurse.</li> <li>The school is consistent in its approach to the management of suspected and confirmed cases of COVID-19.</li> <li>Social distancing measures are implemented as much as possible and PPE is worn where possible.</li> <li>The Operations Manager will monitor the cleaning standards of the school's cleaning contractor and discusses any additional measures required with regards to managing the spread of COVID-19.</li> <li>Pupils and members of staff will be subject to the same control procedures in the event that they display any symptoms commensurate with COVID-19.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Head & Head of Prep	03.03.21	L
Quality of communication	M	<ul style="list-style-type: none"> <li>All staff now have a legal obligation to inform the Head of they need to self-isolate because of self / household or other contact reasons.</li> <li>The School Nurse will report any cases of suspected COVID-19, immediately to the Head, or to another member of the Leadership Team in the event of the Head being unavailable.</li> <li>The Head, or another member of the Leadership Team, will contact the Department for Education (DfE) on their helpline (0800 0468687) to report any confirmed cases of COVID-19 amongst the pupil or staff population.</li> <li>The school will put in place any actions or precautions advised by the DfE.</li> <li>The school will keep pupils, staff and parents adequately updated about any changes to infection control procedures as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Head & Head of Prep	03.03.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Condition of premises	M	<ul style="list-style-type: none"> <li>The Operations Manager will ensure that the school buildings are safe to return to before the school reopens to all pupils and staff.</li> <li>In the event of the Operations manager being unavailable, the Head (or another member of the Leadership Team) will nominate an alternate to act in his absence.</li> <li>Any hazards will be reported to the Head as soon as possible and issues will be resolved prior to the reopening of the school to all pupils and staff.</li> <li>The Head will ensure that the school reopens only when it is safe and advisable to do so, in line with local and national advice and with the full support of the Board of Governors and the school's insurers.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Head, Head of Prep & Operations Manager	03.03.21	L
Emergencies	M	<ul style="list-style-type: none"> <li>All emergency contact details for pupils and staff are known to be up-to-date, including alternative emergency contact details, where required.</li> <li>Pupils' parents / guardians and staff members' next of kin will be contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' / staff members' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> <li>All staff and pupils in school are made aware of their new fire evacuation routes if they are being accommodated in different parts of the school to usual. In the event of a fire, the nearest fire exit will be used regardless of the one way system as fire is the greater immediate risk.</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> <li>Yes</li> </ul>	Head & Head of Prep	03.03.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> <li>In the event of a person requiring first aid or there being a fire hazard which requires a close response, the need to maintain a social distance will be disregarded.</li> </ul>				