

Assessment: 21 June 2021

Next review: 30 June 2021

BGS Risk Assessment for Re-Opening after Covid-19 Closure

Assessed by: Two Governors appointed from the Board on 8 March 2021

Review dates: as dictated by issuing of new Government guidance

(PRR and BZS will each read all revised government guidance and will agree any necessary revisions to this document)

This Risk Assessment is to address the possibility of being infected with or transmitting Covid-19 during all of BGS's activity. Government advice (as of 01.03.21) states: The virus that causes Covid-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes or speaks. These droplets are too heavy to hang in the air. They quickly fall on floors or surfaces. The advice for schools is to stay alert and maintain safe social distancing <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing> and to employ effective cleaning <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

The Risk Assessment will follow the guidance in <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and adhere to the following essential measures:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.

How contacts are reduced will include:

- grouping children together in Year groups ("bubbles")
- avoiding contact between Year groups
- arranging classrooms with forward facing desks (year 3 up only in I&J)
- staff maintaining distance from pupils and other staff as much as possible.

Prevention will be enabled by:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, or who are awaiting the results of a COVID-19 test (even if asymptomatic), do not attend school
- cleaning hands thoroughly more often than usual
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- minimising contact between individuals and maintain social distancing wherever possible
- when necessary, wearing appropriate personal protective equipment (PPE).

All pupils and their parents / guardians will be informed and reassured of the measures in place to control the possibility of infection with or transmission of Covid-19. The changes implemented will be Equality Impact Assessed and proper consideration given for protected characteristics.

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SECTION 1- Identifying Hazards and Existing Precautions

What is the Task / Activity or Workplace Environment	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of harm Risk Rating Matrix Table 1	What Precautions are Already in Place to Either Eliminate or Reduce the Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? Risk Rating Matrix Table 1	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2
School buildings	Buildings and systems e.g. heating & water systems not functioning safely after period of closure	Staff, pupils, visitors	serious	<ul style="list-style-type: none"> • Existing PHE / Government guidance: https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak • At no point has BGS closed – it has always remained open for children of key workers. • The Facilities Team have continued to work every day. • All buildings and systems continue to be regularly cleaned and tested. • All toilets in blocks in use to be cleaned every two hours. • The Facilities Team have continued to run taps, flush toilets, and we have continued with essential maintenance regarding water and ACOPs L8 testing throughout. • Contract cleaners have always remained on site. • Deep clean undertaken for all rooms and blocks not being used. • Fire alarm tested weekly as per fire risk assessment guidance. • The Health and Safety Policy has been reviewed by the Bursar. 	possible	medium
Travel to and from schools	1) The potential for infection with Covid-19 by being near (under 2m) to an infected person who projects virus through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body.	Staff, pupils, visitors	major	<ul style="list-style-type: none"> • Public Health England (PHE) /Government Guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers • All staff and parents / guardians are encouraged to walk or cycle or drive and avoid public transport. • Sufficient bike storage for all who want to use them. • All car spaces are allocated. • Parents asked to adhere to pre-planned staggered drop off / pick up per year group, per area of BGS site. 	possible	high

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	2) Infecting others as above.					
Staffing allocation	As 1 and 2 above	Staff, pupils	major	<ul style="list-style-type: none"> • Current DfE advice: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings • Plans are in place in the event of insufficient staff being available. • Sufficient contingency staffing is in place if any staff become ill or for other reasons cannot attend work so that the bubbles could continue to come into school and such that the running of the School can continue. • Planning for contingency staffing is in place to cover all essential roles. • Contingency planning is in place in the event of a further lockdown. 	possible	high
Poor hygiene	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> • Existing good practices and Government advice: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings Adults https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Children https://www.nhs.uk/life-skills/self-care/going-to-the-toilet/hand-washing/ • Deep cleaning of whole site was undertaken after lockdown and since, for all rooms and blocks that have not been being used. • Bins with lids are provided in all classrooms. • Posters promoting good hygiene displayed in classrooms, corridors and toilets. • Everyone washes hands for a minimum of 20 secs at appropriate times (or uses hand gel as a temporary measure if handwashing must be delayed). • Maximum occupancy for toilets is displayed • Adjacent hand basins are not used in Senior School • Staff are always present to monitor queues for toilets – age dependent • Staff, pupils and parents frequently reminded about good hygiene. 	possible	high
Access to and egress from buildings	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> • Existing Public Health England (PHE) / Government Guidance on social distancing: 	possible	high

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				<p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</p> <ul style="list-style-type: none"> • Staggered drop off and pick up times communicated to parents / guardians. • Staff at gates / entrances to buildings to support start and end of school day. • Dedicated buildings and classrooms allocated to each year group as far as possible. • Dedicated play spaces allocated to each year group during breaks. • Internal doors propped open to minimise contact to door handles, etc. but closed at break, lunch and at the end of the day and if the fire alarm sounds unless to aid ventilation. • As far as possible one-way entrances and exits created to ease flow of people and where that is not possible such as physical dividers, posters are in place. Arrows show flow of people. • Where anyone has to wait, markings show 2m distancing. • All entrance and exit by pupils are monitored by staff. 		
Corridors	As 1 and 2 above	Staff, pupils	major	<ul style="list-style-type: none"> • Existing Public Health England (PHE) / Government guidance as above. • Dedicated buildings and classrooms allocated to each year group as far as possible. • As far as possible one-way routes created to ease flow of people and where that is not possible, everyone keeps to the left. Arrows show flow of people. Where a one-way system is not possible, a teacher will not let their pupils out until they can see that no other pupils from a different bubble are using the same corridor at the same time. 	possible	high
Playgrounds/ outside areas	As 1 and 2 above	Staff, pupils	major	<ul style="list-style-type: none"> • Existing Public Health England (PHE) / Government guidance as above. • Dedicated play spaces allocated to each year group (or bubble) during breaks. • Staggered break and lunch times for year groups (bubble). 	possible	high
Assemblies	As 1 and 2 above	Staff, pupils	major	<ul style="list-style-type: none"> • Existing Public Health England (PHE) / Government guidance as above. • No live assemblies will take place. 	improbable	no significant risk
Dining areas	As 1 and 2 above	Staff, pupils	major	<ul style="list-style-type: none"> • Existing Public Health England (PHE) /Government guidance as above. • Seating in the Great Hall is spaced out with no pupils or staff sitting facing each other. 	possible	High

				<ul style="list-style-type: none"> • Only pupils from the same year group (KW bubble) sit in close proximity. • Lunch times are staggered so that at any one time there is only one bubble present or, if more than one bubble they are well separated • Each bubble is seated separately from one another at a separation of more than 2m. • Access to Great Hall is one way in and out to avoid crossed paths. • Hand sanitiser dispensers located at the entrance and exit of Great Hall and must be used by everyone when entering and leaving. • No lunches will be eaten by pupils other than in designated lunch spaces – Great Hall and MacKinnon theatre (agreed alternatives). • Everyone can bring and use their own water bottle. • All tables and chairs are cleaned between year-group bubbles. 		
Classrooms	As 1 and 2 above	Staff, pupils	major	<ul style="list-style-type: none"> • Existing Public Health England (PHE) / Government guidance as above. • Dedicated buildings and classrooms allocated to each year group (KW bubble) as far as possible. • Unnecessary items removed from classrooms and other learning environments where they can be stored elsewhere, otherwise they will be stored in the classroom but without access to them. • Soft furnishings, soft toys and toys that are hard to clean are removed. • Each pupil will be allocated a place to sit. • All seats face the same direction in the classroom. • As far as possible tables are separated to promote social distancing in all classrooms • Classrooms are cleaned daily including all tables, chairs and other surfaces. They are also sanitised between each use. • When leaving a classroom and upon arrival at a different classroom, pupils will clean the surface of their table and their chair. • Every classroom has a lidded bin. • Every classroom has cleaning wipes and a box of tissues. 	possible	high
External providers, visitors and contractors	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> • Existing Public Health England (PHE) / Government guidance as above: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings 	Possible	high

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				<ul style="list-style-type: none"> No external providers or visitors welcomed onto site unless essential and then they do not encounter pupils or staff and attend when pupils are not on site Any contractors or providers are briefed by Facilities Team before coming on site and must show their own COVID-19 Risk Assessment All visitors are logged by Facilities or I&J / SS Reception staff. No parents / guardians are allowed into school buildings unless with explicit CLT permission. 		
Deliveries	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> Existing Public Health England (PHE) / Government general guidance as above: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings No deliveries welcomed onto site unless essential and then they do not encounter pupils or teachers. Anyone bringing deliveries are briefed by the Facilities Team. Signs direct all deliveries to the Facilities Office where they use the intercom or Catering deliveries can contact the Catering Manager. All visitors are logged by Facilities or I&J / SS Reception staff. 	possible	high
Cleaning	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> Existing Public Health England (PHE) / Government guidance as above: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings Cleaners are working between 8am and 7pm. The cleaners service each year group area throughout the day. The Greetings Room and any other room or equipment used by someone with symptoms is to be sealed for 72 hours and then deep cleaned before further use. Changing Facilities are cleaned after morning arrivals and at the end of the day. After each use the user sprays disinfectant spray. Toilets to be cleaned regularly and the cleaning logged. Doors, handles, surfaces, keypads, intercom and the like in high-use areas and communal surfaces to be cleaned frequently. All equipment cleaned after a Year group (KW bubble) has used it before it is used by another Year group (KW bubble) or left for 48 hours (plastic 72 hours). Contract Cleaners must show that they have a COVID-19 Risk Assessment which must be checked. 	possible	high

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				<ul style="list-style-type: none"> All cleaners at BGS from Contract Cleaners must demonstrate that they understand and carry out all aspects of the COVID-19 Risk Assessment. 		
Use of Changing facilities, showers and drying rooms	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings All changing facilities have had a deep clean before the start of term. Staff are encouraged to walk or cycle to work. If staff cycle to School, then provision for showering and changing will be made which involves disinfecting areas after use. Facilities must be notified. Pupils are not to use changing facilities other than when cycling. Pupils do not use showers. 	possible	high
Discovery of (or by) a person with Covid-19 symptoms	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings BGS Nurse or paediatric first aid trained staff on site whenever School is open. Clear guidance from BGS Nurse and the advice of DfE, Public Health (SW), Spottybook on Infectious diseases, BGS Policies, Infection Prevention society, Royal College of Nurses, NMC - Nursing and midwifery council and NASN - National Association of School Nurses (<i>COVID19 document</i>). The NHS Test and Trace process will be used and BGS will contact the local Public Health England health protection team. Staff and parents / guardians will receive communications so that they understand that: <ul style="list-style-type: none"> they must book a test if they are displaying symptoms staff and pupils must not come into the school if they have symptoms, or are awaiting the results of a Covid-19 test, and they must be sent home to self-isolate if they develop them in school. provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace. Pupils or staff who are deemed a close contact must self isolate as normal with their household for ten days. The school risk assessment for mass testing is available as an addendum to this policy. 	possible	high

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				<ul style="list-style-type: none"> • Parents and staff should inform the School nurse immediately of the results of a test: <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell / taste. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members within their household should continue self-isolating for the full 10 days. • If there is an individual with suspected COVID-19, clinical judgement will be used by our School nurse, the person will be kept over 2m away from everyone. If it is a child, the parent / guardian will be called to take the child home and advised to contact Test and Trace and to get tested. • When a pupil or staff member develops symptoms which are compatible with coronavirus, they will be taken to the Greetings Room. • As part of the national test and trace programme, if other cases are detected within the child or young person’s bubble or in the wider school setting, Public Health England’s local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group. • PPE is available for use in all first aid kits and, in I&J, in all classrooms and the school office. This is for use if there is someone with suspected symptoms in the room. • The Greetings Room has been equipped as a holding room for anyone with suspected symptoms. If it is used, then the Deputy Head (Pupils) office will be prepared. There will always be a room ready for another person. 		
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Emergency evacuations	As 1 and 2 above	Staff, pupils, visitors	major	<ul style="list-style-type: none"> BGS Specific evacuation plans: Fire Safety & Procedures Policy Incident Management Policy Evacuation procedures will adhere to social distancing recommendations. The guidance on using corridors and on arrival / exiting buildings will be followed but the nearest safe exit must be used On the first day of reopening all pupils will be told by their Form Tutor / Class teacher what to do in the case of the fire alarm sounding, including how to maintain social distancing from all other bubbles. A Fire evacuation drill will be carried out within the Half term. A Fire alarm test will take place every Wednesday at 16:45 but this is not a signal for an evacuation unless the alarm continues to ring. 	possible	high
Altered teaching protocols / curriculum	Stress	Teaching staff, pupils	major	<ul style="list-style-type: none"> Existing DfE guidelines: https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings Ongoing support provided from SLT, IJLT, line managers etc. Ongoing support and guidance from BGS Medical Team Ongoing support on Wellbeing and Mental Health from Deputy Head (Pupils), Assistant Head (Wellbeing) & Counsellors. All employees will be surveyed to understand any concerns about returning to School. Regular monitoring of workload and stress by surveys and / or observations by line managers will take place. 	possible	high
Working with pupils who are experiencing stress or trauma	Secondary and vicarious trauma:	All staff	major	<ul style="list-style-type: none"> Form Tutors will maintain the usual on-going pastoral oversight of all pupils. Ongoing support and guidance given from Deputy Head (Pupils), Assistant Head (Wellbeing), I&J Deputy (Pastoral). Ongoing support and guidance given from BGS Counsellors. All concerns about pupils logged in CPOMS. Guidance for children and parents communicated in weekly newsletters by Assistant Head (Wellbeing). 	possible	high
<p>NOTE: If the risk rating in any category above is either High, Very High, Medium or Low proceed to section 2 below. If the risk rating is No Significant Risk, no further action is required.</p>						

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Section 2 – ACTION PLAN – additional precautions

Hazard to Control	Additional precautions to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.																											
Buildings and systems e.g. heating might not be functioning safely after period of closure	<p>All systems will be checked: heating, water safety, CCTV, kitchen, fire alarm and safety systems, gas, security, ventilation, fire exits etc.</p> <p>A deep clean will be needed following cleaning guidance.</p> <p>H&S Policy checked.</p> <p>Fire Alarm tested weekly on Wednesdays at 4:30pm.</p> <p>All tests, e.g. for Legionella, carried out as per H&S Policy.</p>																											
Air-conditioning system circulates virus present in school	<p>The check will follow https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>																											
Transmission of or infection with Covid-19 during travel to and from school or on coaches to/from Failand or on coaches for a School trip	<p>Pupils, parents and staff reminded: to wear face coverings on public transport and to avoid it if possible; to wear face coverings on coaches to/from Failand; there are staggered start times; there are different gates at which pupils should arrive; and all travel arrangements should avoid close mixing with pupils from other year groups. Where use of public transport is unavoidable everyone will be asked to follow PHE guidance: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Staggered start times to alleviate pressure on public transport as follows:</p> <table style="margin-left: 20px;"> <tr> <td>Years 5 and 6 arrive</td> <td>8:15 to 8:25</td> <td>at Junior School Gate</td> </tr> <tr> <td>Year 1 and 2 arrive</td> <td>8:20 to 8:30</td> <td>at Infant Gate</td> </tr> <tr> <td>Years 3 and 4 arrive</td> <td>8:30 to 8:40</td> <td>at Junior School Gate</td> </tr> <tr> <td>Reception arrive</td> <td>8:35 to 8:45</td> <td>at Infant Gate</td> </tr> <tr> <td>Senior School arrive</td> <td>7:45 to 8:30</td> <td>Y9 at PAC Door</td> </tr> <tr> <td></td> <td></td> <td>Y12 at Gate between SS and JS</td> </tr> <tr> <td></td> <td></td> <td>Y7 & Y8 at Middle Uni Road Gate</td> </tr> <tr> <td></td> <td></td> <td>Y10 & Y11 at Houses</td> </tr> <tr> <td></td> <td></td> <td>Y13 at top Uni Road Gate.</td> </tr> </table> <p>Staff who have a parking space must now drive onto the school site using the top University Road gate. The speed limit is 5mph. If their arrival time is after 08:10 then Junior School pupils might be waiting near to the gate by the John James Room and great care must therefore be exercised in that area and if necessary the car must stop and wait. If that causes any problems then those concerned should speak to the Senior School Receptionist who will arrange for someone to swap parking space with them.</p> <p>School Transport</p> <p>Pupils who travel to/from Failand on dedicated School coaches or who are on a coach for a school trip do not have to follow the same advice as for public transport whilst on School coaches, but arrangements for the coaches will include:</p>	Years 5 and 6 arrive	8:15 to 8:25	at Junior School Gate	Year 1 and 2 arrive	8:20 to 8:30	at Infant Gate	Years 3 and 4 arrive	8:30 to 8:40	at Junior School Gate	Reception arrive	8:35 to 8:45	at Infant Gate	Senior School arrive	7:45 to 8:30	Y9 at PAC Door			Y12 at Gate between SS and JS			Y7 & Y8 at Middle Uni Road Gate			Y10 & Y11 at Houses			Y13 at top Uni Road Gate.
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	<ul style="list-style-type: none"> • Teacher supervision will ensure that queuing to get on board and disembarkation will observe social distancing. A row between staff and pupils. • ‘group’ use by Year groups, including segregation on a single coach whenever possible; individual pupils will be separated if this is possible; if two or more bubbles share a coach then space will be kept between bubbles whenever possible; pupils from different bubbles will not sit in a double seat. • coaches will always be filled from the back first and emptied from the front – this prevents any unnecessary passing of pupils. • all windows and ceiling vents will be open throughout the journey. • additional cleaning of coaches and cleaning between groups. • distancing within the vehicle whenever possible. • orderly socially distanced queuing onto a coach. • use of hand sanitiser by everyone when embarking/disembarking. • use of face coverings for staff and pupils in Year 7 and above (unless medically exempt), so that staff can effectively monitor the pupils on the coach eg checking on all pupils’ use of seat belts and the wearing of face coverings. Everyone must attempt to sanitise their hands <ul style="list-style-type: none"> • before removing a face covering and after removing the face • covering. If it is a permanent one it should then be kept in such as a • plastic bag. If it is a disposable one then it must be placed • immediately into a lidded bin. <p>If a School minibus is used it will be cleaned as normal on all touch points by someone wearing PPE. Windows will be open to allow maximum ventilation. Driver and pupils are to wear masks (unless it obscures drivers view). There should be a row of seats left empty between driver and passengers.</p> <p>The School will see and agree the COVID Risk Assessment of any coach company providing transport. This will include appropriate controls between different bubbles using a coach.</p> <p>Additional temporary parking has been considered for staff but space for recreation has already been reduced by the provision of extra toilets and so no further parking areas are available. Medical needs of staff relating to parking should be communicated to HR.</p> <p>Extra bike racks will be provided if there is need for them.</p> <p>Staff are encouraged not to car share and to wear face coverings if they decide to do so. Being in a car share makes you a close contact.</p>
<p>Transmission of or infection with Covid-19 due to inappropriate staffing allocation and other staff-related matters</p>	<p>Staffing allocations include appropriate contingency in the case of such as staff illness: if needed Supply teachers will be employed. If staff are well enough to work from home then use will be made of Teams.</p> <p>No persons at all should enter the site if they have Covid-19 symptoms.</p> <p>All staff (including, Supply teachers, peripatetics, VMTs etc.) will log medical needs and discuss them with Deputy Head (Staff) / I&J Head / Head of HR prior to them entering the School.</p>

Contingency planning has been reviewed in the light of possible absence of key staff e.g. site manager/catering manager/Bursar. There is appropriate deputisation in place for all key staff.

Government guidance says that the relaxation of the shielding measures and the reduction in prevalence of Covid-19 means most of a school's workforce should attend. The risk to staff who were shielding etc. is mitigated by using all these controls in this Risk Assessment. To discuss issues around shielding and any staff who may be vulnerable please contact your line manager/HR.

Authorisation onto the School site will only be by Deputy Head (Staff)/ Facilities Manager / I&J Head. A log, including contact details will be kept at Senior School reception, Facilities Office, I&J Office. Apart from staff expected at work, everyone must sign in at one of these points and sign out on departure.

Staff must have read the risk assessment and agree to adhere to it before entering the site.

Recruitment: will follow the guidance at <https://teaching.blog.gov.uk/2020/05/29/recruiting-during-lockdown-how-we-did-it/> and <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

If interviews can be held effectively on Teams then this will be done; otherwise interviews on site will adhere to all guidance in this Risk Assessment.

Suitable and sufficient provision has been made for:

- first aid: nurse or first aider trained in paediatrics is always on site
- physical intervention: staff will follow the guidance in the revised positive handling policy An addendum to the current policy has been added and sent to staff via the school bulletin.
- emergency procedures response: Facilities Manager and/or Assistant Facilities Manager and/or a member of SLT is always on site.
- PPE readily available around the site.

Positive handling policy has been reviewed. An addendum to current policy is in line with updated advice.

Behaviour policies have been reviewed.

Safeguarding and Child Protection Policy has been revised.

All staff to be trained in the revised policy at the start of term.

Reminder that use of Teams with pupils must be recorded.

Reminder that even if communication becomes difficult, staff will never reveal their personal phone numbers or other contact details to any pupil.

All HoD and IJLT will have revised their risk assessments specific to the teaching of each individual subject in line with the principles contained herein. These will be discussed with Line Managers.

Implications of trauma which staff or pupils may have suffered have been considered: (See BCC 'Returning to Education Guidance').

For pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers an individual risk assessment will be carried out. Likewise, when a pupil is clinically vulnerable or a member of the same household is clinically extremely vulnerable.

It is accepted that social distancing cannot always be maintained during the teaching of younger pupils and the delivery of first aid, but physical contact will be kept to a minimum. Those administering first aid will wear PPE appropriate to the circumstances and will wash hands before and after and ensure the affected area is cleaned upon completion.

Alternatives to hugging upset children will be used - for example using, whenever possible, calming and reassuring words from a 2m distance or placing a hand gently on the child's back and washing hands as soon as possible. Staff should attempt to engage pupils whilst talking at a different height/level and stand next to them rather than in front of them.

See <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Staff will follow social distancing (2m distancing) guidance in offices/staff rooms/close working in rooms etc. Offices are enclosed spaces and doors and windows should be kept open for ventilation. More than one person can only use an office if at least 2m social distancing is maintained or face coverings are used by everyone. HoDs will communicate the maximum occupancy for every office.

In communal spaces, between users any communal surfaces, the door, keypad etc will be wiped down frequently.

Storage for staff clothes and bags – this will be in a room which is used by the individual staff member or on a shelf in JS and not in contact with the clothes or bags of anyone else.

There is always an emphasis on ensuring social distancing for everyone.

Staff will not share chairs with fabric coverings unless they are disinfected with a disinfectant spray between users.

No lone working is permitted at this time.

Pregnant staff will continue to have an individual risk assessment which will now include a COVID section. It is particularly important to adhere to the control measures outlined and their line manager should ensure that the relevant departmental risk assessment and working practices are reviewed in line with these. Their risk assessments will be reviewed in line with any changes to the government guidance.

Chairs must not be moved in the staff rooms. Social distancing in staff areas and at lunch is not optional as the 2m and no sitting face-to-face rule is for the safety of everyone.

The maximum occupancy of the Senior School staff room is one person sitting at each table and 6 people waiting to use the facilities.

Staff must exercise great care when using the corridor leading to the staff room in the Senior School. When entering and when passing the post table there is insufficient room to keep 2m separation and so staff must wait at a safe distance and avoid passing at a door or narrow point.

Staff will avoid non-essential trips within the buildings they are working in or around the BGS site.

Reduced maximum occupancy for lifts which are in use is 1 person at a time. Hand sanitiser is provided nearby for the operation of lifts. Use of stairs is encouraged.

	<p>Employees will not work face-to-face, but instead create opportunities to work side-by-side or facing away from each other where possible and at 2m separation whenever possible.</p> <p>Employees will carry out marking, lesson preparation and admin tasks alone in a classroom whenever possible or at home.</p> <p>Screens will be used to create a physical barrier between people where appropriate i.e. protective screening for staff in receptions and similar areas. These should be requested from Facilities.</p> <p>Break times are staggered to reduce pressure on the staffrooms; use of outside areas for breaks is encouraged, but staff must keep to social distancing regulations.</p> <p>Social distancing expectation in all staff changing facilities: maximum 1 in each Junior School shower room and maximum 2 in Catering Changing Room. There are individual cubicles in Barton's. Staff must spray disinfectant when they have used a shower/changing area and inform Facilities.</p> <p>Social distancing expectation in all staff toilet facilities: one in/one out per cubicle protocol to manage use. Staff will knock on the door of multi-use toilets before entering/leaving to ensure no other person is within 2m. No waiting inside the toilets Adjacent hand basins and urinals will not be used.</p> <p>The contingency planning to cover the absence of both Nurses is that, during any absence, there will always be paediatric first aid trained staff on site.</p> <p>The DfE guidance states that staff who are clinically vulnerable or extremely clinically vulnerable, together with any staff who live with those who are clinically vulnerable or extremely clinically vulnerable, can return to school in the autumn term, provided the school has implemented the system of controls outlined in the guidance (which BGS has). We urge any staff in any of these groups to discuss with us any concerns they have about returning to the school site. (in lockdown conditions new shielding rules may apply)</p> <p>With regard to the comparatively increased risk from coronavirus (COVID-19) to those from Black, Asian and Minority Ethnic (BAME) backgrounds, we suggest that as with those who are clinically vulnerable, or extremely clinically vulnerable, any staff with such backgrounds discuss with us any concerns they have about returning to the school site.</p>
<p>Transmission of or infection with Covid-19 due to poor hygiene/cleaning or other hygiene/cleaning related matters</p>	<p>Maintenance of good hygiene is essential: A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work-surfaces, door handles, intercoms, code pads, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Contract Cleaners must give BGS a copy of their COVID-19 Risk Assessment, which should take account of BAME employees, clinical vulnerability and awareness of symptoms.</p> <p>Contract Cleaners must demonstrate that their cleaners understand their Risk Assessment and the requirements of this Risk Assessment, including clinical vulnerability and awareness of symptoms.</p>

IMPORTANT: If you or someone in your home has a symptom(s) of COVID-19 (high temperature or a new, continuous cough or sudden loss of taste / smell) STAY AT HOME and Book a test or CALL 111 or visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<p>Contract Cleaners must introduce a system of signed confirmations of when an area has been cleaned and by whom.</p> <p>Contract Cleaners must confirm that their cleaning materials are of the quality needed.</p> <p>Good hygiene: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>For Junior pupils and above and staff, always keep 2m away from others as far as reasonably practicable. Minimum for children: My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.</p> <p>For short periods where 2m distance is not possible and when staff are supporting EYFS and Year 1 pupils, PPE is optional. For short periods where 2m distance is not possible, where staff are administering first aid: PPE is to be worn - fluid-resistant surgical face mask, gloves and apron should be worn by the supervising adult. If in close proximity staff should attempt to talk on a different level to pupils and stand next to rather than in front of.</p> <p>Washing/sanitising hands frequently must be done. Use soap and water for at least 20 seconds using hand-washing technique to be adopted as directed by NHS guidance. Use alcohol-based hand sanitiser only if soap and water is not available. Over 50 bowsters are to be positioned around the site to facilitate handwashing – cold water is fine for this purpose.</p> <p>All staff will promote and monitor adherence to “Catch it. Bin it. Kill it.”</p> <p>Hand washing / sanitising expected on entry to school; after break; before and after lunch; after sneezing or coughing; and on demand as necessary. Sanitiser is available at the entry / exit for all blocks / houses but it is not a substitute for handwashing whenever possible. Staff will watch carefully for any pupils touching their faces and will remind them about the transmission of the virus and send them to wash their hands.</p> <p>If anyone wears a face covering at any time then they will ideally wash their hands before removing it and after removing it and, if it is not disposable, store it in such as a plastic bag. If it is disposable/single use then it must be placed into a lidded bin and hands sanitised. Damp masks should be replaced with fresh ones.</p> <p>Pupils (in Year 7 and above) and staff should wear a mask in line with school expectations unless exempt on medical grounds when they should discuss with tutors/HoH includes:</p> <ul style="list-style-type: none">• when moving to/from any classroom inside any school building• on BGS coaches, as detailed above• in some staff areas if 2m separation is not always achieved e.g. in some departmental coffee areas. <p>Toilets for pupils are clearly labelled for maximum occupancy. Toilets can be used by more than one bubble – when possible not at the same time.</p> <p>Numbers using a toilet at any one time are restricted. For pupils the number allowed is on the toilet door.</p>

IMPORTANT: If you or someone in your home has a symptom(s) of COVID-19 (high temperature or a new, continuous cough or sudden loss of taste / smell) STAY AT HOME and Book a test or CALL 111 or visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

	<p>For staff – see above.</p> <p>Adjacent hand basins and urinals must not be used above Year 6. Posters will be up to remind of this.</p> <p>Avoid touching hands to face but if necessary clean before and afterwards.</p> <p>Cover your cough or sneeze with a tissue then throw it in the bin and close the lid. Have box of tissues available. If box of tissues cannot be reached in time cough into the crook of your arm.</p> <p>If a bin is seen as full, Facilities must be notified–by using the helpdesk accessed via Sharepoint</p> <p>Pupils and staff will be reminded that it is good practice to: Trim nails short, remove false nails, rings, bracelets and watches. Tie up long hair.</p> <p>BGS will need extra supplies of soap, hand sanitiser and paper towels - these will be securely stored and will be readily available to all staff when necessary, via the Facilities Office.</p> <p>For communal areas any cleaning staff can replenish supplies as needed.</p> <p>Talks will be delivered to all people on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing people of the known symptoms.</p> <p>Teachers and Teaching Assistants of children in Reception and Year 1 will support those who have trouble cleaning their hands independently. Where possible this is to be carried out at minimum social distance.</p> <p>Medical Centre</p> <ul style="list-style-type: none"> • Medical Centre located Opposite Senior School front door. • Phone Nurse directly (896) for any medical need. • If necessary, phone the local health protection team on 03003038162 • Greetings Room to be used for isolation of suspected cases of COVID-19. If the Greetings Room is used, then Deputy Head (Pupils) Office will be prepared as a second room. There will always be a room ready to receive another person. After use each room will be deep cleaned. <p>Treatment of those needing medical assistance in the Medical Room:</p> <ul style="list-style-type: none"> • Temperature will be taken. • Medical assessment through Q&A to establish suspected COVID-19. • Transferring to the isolation room. • Those with suspected COVID-19, clinical judgement will be used, individual will be 2m away from everyone, parent will be called to take the child home and advised to isolate for 10 days but call test and trace and use GP / 111 / emergency services as necessary. <p><u>Treatment of those needing medical assistance on the school site</u></p>
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- In the initial briefing, School Nurses will brief staff in school on what to observe and do regarding health care.
- Training session required for staff, which Nurse will deliver before the start of term.
- First Aid - anyone giving First Aid will need to wear PPE. All First Aid kits contain PPE. All classrooms and play areas have PPE available nearby.

Hand hygiene re-emphasis

- The awareness of this is to be increased in all staff and parent communications, through additional posters around the site and increased education to pupils throughout the time they are on site.

Classrooms

- Hand sanitiser dispenser in each classroom and office.
- Box of tissues in each classroom and office.
- Antibacterial wipes in each office and classroom.
- 2 lidded bins with lids in each classroom.
- More frequent cleaning rota implemented throughout whole site.
- Information posters displayed in every classroom, toilet, corridor and entrance hall(s).

Photocopiers

Photocopiers like all shared equipment must be cleaned before and after use. By each copier is a set of cleaning wipes, use one to wipe down the device as necessary, and use another at the end. This applies to both staff and pupil use of photocopiers, so a pupil is sent to collect printing, from any of the photocopiers, please remind them of these requirements.

Pens and other similar equipment

These must not be shared by either pupils or adults without disinfecting between users.

Paper

We encourage a reduction in paper-based processes and handouts for pupils, replacing these with digital no-touch forms of communication and electronic documents where possible.

Minimise the touching of paper and ensure pupils collect any handout from the front of a classroom as they enter – do not pass them round and do not take them to each pupil.

File paper is preferred to exercise books as the virus has a shorter life on paper compared with the cardboard covers on exercise books. If possible, if file paper has been used, it should be photographed on an iPad and given to the teacher in electronic form.

When possible we should follow the principles behind the Library and Information association guidance, which is 72 hours' quarantine for plastic covers and 24 hours' quarantine for cardboard and paper-backed books.

Facilitation of Test and Trace

- The School needs to be able to account for all staff and pupils and to know with whom they have come into contact and when they were present on site.
- Staff are encouraged not to leave the school site unnecessarily during the working day and if they do so then to avoid places where 2m social distancing might be difficult. They may leave for wellbeing purposes.
- Staff must sign in and out, giving times, with either School receptionist.

- Sixth Formers are encouraged not to leave the school site during the school day and if they do so then to avoid places where 2m social distancing is difficult. They must also not mix with students from any different bubble. They are not to leave site during a lock down.
- If Sixth Formers do leave the site they must be aware their contact details and groups may be given to Test and Trace if needed.
- Any visitors (including parents) or deliveries who come inside to the main site or to Failand will have their details logged for Test and Trace and be reminded of not entering the site if they, or anyone in their household or in their support bubble have Covid-19 symptoms or are awaiting test results (unless the test is part of a vaccine trial or a NHS trial etc),

Transmission of or infection with Covid-19 due to congestion during access to and egress from buildings

Where possible we have signs to show one route for entering each building and separate one for exiting. Entry and exit doors are clearly signed.
Buildings and rooms allocated to Year groups as follows:

Year Group	Location	Oversight from 7:45
I & J	no change	I&J rota
Y7	downstairs in PAB	DJW
Y8	URB	OLC
Y9	upstairs in PAB	LG
Y10	Martin's & Barton's	SEC
Y11	Leighton's & Caldicott's	BSF
Y12	Science labs and JCR	JSH
Y13	J16 & Norwood's	DJS & RLD

Some staff will be at gates/entrances to buildings to oversee start and end of school day.

Staggered arrival times to alleviate congestion and to facilitate handwashing:

Years 5 and 6 arrive	8:15 to 8:25	at Junior School Gate
Year 1 and 2 arrive	8:20 to 8:30	at Infant Gate
Years 3 and 4 arrive	8:20 to 8:40	at Junior School Gate
Reception arrive	8:35 to 8:45	at Infant Gate
Senior School arrive	7:45 to 8:30	Y9 & Y12 at PAC Y7 & Y8 at Middle Uni Road Gate Y10 & Y11 at Houses Y13 at top Uni Road Gate

Infant and Junior pupils will leave the School site at the gate through which they entered.

At the end of the day Senior School pupils will not go back to Form Rooms or anywhere else on site – unless they attend something like a music group/collect and iPad (Year 7) – but will depart through the nearest gate, observing Social Distancing as they will be leaving through the same gate as other bubbles.

Where anyone has to wait, they will adhere to 2m distancing or stay in their bubble

Areas for use at break and lunch are allocated as follows:

Year Group	Location
I & J	no change
Y7	The astro area
Y8	URB tarmac
Y9	Tarmac outside 1532
Y10	Outside Martin's & Barton's
Y11	Outside Norwood's & Leighton's
Y12	Roof of DT Centre
Y13	Tables outside SFC and top of bank outside science and tables outside Admissions

Internal doors are propped open to minimise contact to door handles etc but are closed at break, lunch, the end of the day and if the fire alarm sounds. If the door is a fire door they must be closed by a member of staff whenever they leave the room.

At entrances and exits:

Wash (if not available sanitise but wash as soon as possible) hands on arrival and departure from each building.

Use automatic doors where available.

Avoid having to touch surfaces where possible, if necessary use elbows.

Keep number of visitors as low as possible.

Advise parents / guardians of need to minimise numbers of people in building before school opens. Parents / guardians are not allowed beyond the Senior School or Junior School front door.

Notices to inform of protocols - No persons should enter the site if they, or anyone in their household or in their support bubble have Covid-19 symptoms or are awaiting test results (unless the test is part of a vaccine trial or a NHS trial etc), 2m distance, hand washing/ sanitising etc.

All people are encouraged to stay on site once they have entered it and not leave site unless absolutely necessary during the day to minimise potential of transmission of Covid-19.

Use screens to protect reception staff.

Transmission of or infection with Covid-19 due to corridor congestion

Whilst brief passing in a corridor is low risk, use social distancing guidelines of 2m minimum distance between people whenever possible. Pupils (in Year 7 and above) and staff must wear face coverings when in any corridor/stair well. Always keep left in corridors. Never stop to chat to someone passing. Minimum for children: My Personal Space (my outstretched arm) plus your Personal Space (your outstretched arm, not touching) equals social distance.

	<p>Use visual reminders of the 2m distance e.g. on floors and walls.</p> <p>Use one-way circulation systems where possible with arrows indicating direction. This includes Sports Hall, Science Wing, Great Hall, SFC.</p> <p>Staggered use of corridors; especially at start and end of day and before and after break and lunchtime.</p> <p>It is preferred that no two year groups should be in a corridor at the same time unless it is one-way or has a physical divider but use of masks mitigates this risk if it does occur.</p>
<p>Transmission of or infection with Covid-19 due to poor arrangements in Great Hall and JCR for eating</p>	<p>The catering kitchens will comply with PHE guidelines.</p> <p>Food and drink will only be consumed by pupils in the Great Hall, MacKinnon theatre, J16, Library or in classrooms/other agreed outdoor space BZS 24/9</p> <p>Lunch times staggered to reduce congestion and contact and to allow cleaning between groups.</p> <p>No tuck shop will be available at break.</p> <p>Great Hall Hand sanitiser must be used on entrance and exit - everyone has to use it.</p> <p>Y7 pupils and above and staff will be asked to bring their own drinking bottle from home, which is not to be shared. They will not have water available in Great Hall.</p> <p>All persons will sit as near 1 metre apart as possible from each other whilst eating, will not face anyone else and will avoid all physical contact. Reconfigure seating in Great Hall to accommodate safe spacing with seating only one side of each table and clear demarcation of a set of tables per bubble. In Great Hall Senior School bubbles will be in one at a time and for I&J bubbles will be kept separated. That allows for safe separation when sitting at lunch. Reception children have their own set of tables for each bubble. Tables and chairs will always be cleaned by Catering staff before use by any other person.</p> <p>Catering provided will be pre-prepared and wrapped food - each sitting of each day in GH will now use cutlery on a trial basis</p> <p>Drinking water for I&J pupils will be provided by Catering staff and enhanced cleaning measures of the fountains and taps will be employed by cleaning staff</p> <p>All rubbish and waste will be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating will be thoroughly cleaned at the end of each day, including chairs, tables and door handles.</p>

	<p>Payments will be taken by contactless methods wherever possible. If cash is used then the person taking the cash will wear disposable gloves to reduce the risk of spreading the virus and/or have the cash put in a see-through bag the cash can be checked without handling it.</p> <p>JCR May now be used to consume food in socially distanced bubbles Hand sanitiser available on entrance and exit and everyone has to use it.</p> <p>Sixth formers will be asked to bring their own drinking bottle from home, which is not to be shared.</p> <p>Catering provided will be pre-prepared and wrapped food only - crockery, eating utensils, cups etc. that require washing will not be used.</p> <p>Drinking water will be provided via a water dispenser (for using with bottles and cups only) but it must be wiped before being used.</p> <p>Payments within school should use contactless methods wherever possible. If cash is used then the person taking the cash will wear disposable gloves to reduce the risk of spreading the virus and/or have the cash put in a see-through bag the cash can be checked without handling it.</p> <p>Staff Rooms Catering staff will regularly clean surfaces and equipment. Kettles, fridges etc. will be thoroughly cleaned by Catering staff every day.</p> <p>When a kettle or the coffee machine has been used it must be wiped using one of the anti-bacterial wipes.</p> <p>Staff to have their own mug and individually clean and take it from the staff room or put it into the dishwasher – nothing at all should be left in or near the sinks.</p> <p>Anything that has been used e.g. mug, plate, cutlery must be placed by the user in the dishwasher or washed and taken away. Nothing whatsoever must be left on a surface, in a sink or in a draining rack.</p> <p>Coffee and hot water will be available at break in Great Hall. Social distancing must be observed. Staff must take their own mug. They must not stay to chat in Great Hall as catering staff need to prepare for lunch.</p>
<p>Transmission of or infection with virus in playgrounds/ outside areas</p>	<p>As a minimum My Personal Space + your Personal Space (without touching) = social distance to be observed wherever possible for Year 3 and above.</p> <p>Staggered use of outdoors and the spaces within –each Year group and bubble have dedicated space.</p> <p>Staggered use of outdoors and the spaces within has been scheduled. E.g. staggered break and lunchtimes.</p> <p>Playground toys in the Infant and Junior School will become part of the bubble arrangement in the same way as other resources are. A set of toys will be allocated to a bubble for all playtimes (with the exception of Friday lunchtime). They will then be quarantined for 72 hours and moved to the next year group. The outdoor play equipment will be included. Pupils will continue to sanitise/wash before and after their playtimes.</p>

<p>Transmission of or infection with Covid-19 due to congestion in assemblies</p>	<p>No live assemblies will take place.</p> <p>If there are assemblies, they will be available via Microsoft Teams / Google Drive / YouTube broadcast teachers'/pupils' devices but the frequency will be assessed depending on available resources.</p> <p>The only time when pupils from more than one year group will be in the same room is for lunch and then the year groups will be clearly segregated.</p>
<p>Transmission of or infection with Covid-19 due to classroom congestion and other matters in classrooms</p>	<p>Staff are to maintain a safe distance between each other (over 2 metres) wherever possible (and never be at a distance of less than a metre for more than a minute or at a distance of less than 2m for over 15 minutes (over the course of a day) without wearing PPE. Pupils must be encouraged to do the same. In particular in the senior school, pupils in the classroom should always avoid close face-to-face contact (being at a distance of less than a metre for over a minute) with anyone. Pupils and staff in the senior school are to wear face coverings in line with school expectations unless medically exempt which they should discuss with their tutor/HoH until advice from the DfE changes. Staff may remove masks at a 2m distance if a pupil in that class has a SEND which mitigates the DfE advice. Please check you class on SIMS to remind yourself of these needs.</p> <p>I&J staff should wear masks when walking the school site indoors.</p> <p>In classrooms children above Year 2 should be sat side by side, not facing each other, Staff should stay at the front of the room unless with their class bubble in JS.</p> <p>At the start of a lesson pupils in Years 7 to 11 will stand behind their chair (except in subjects like science and DT) when the teacher arrives so that the teacher can check on achieving maximum social distancing for their particular class.</p> <p>Maintaining 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Which of the two measures used, maintaining distancing and keeping groups separate, will be dependent upon the year group of children concerned and the space available in the buildings.</p> <p>Bubbles should be kept apart, not share rooms/spaces or resources as far possible. (Bubbles during Key worker club may be a mix of year groups but will NOT exceed the size of a year group)</p> <p>Always use SIMS to keep a simple record of children and staff in each group, where they go and who they have contact with in school.</p> <p>If staff spend more than 1 minute within 1 metre of a pupil or adult or spend more than 15 minutes within 2 metres of a pupil or adult (over the course of a day) they must keep a note of this in case the pupil or adult tests positive for COVID.</p> <p>See 'full-opening' guidance from DfE dated 22 February 2021</p>

Strict hygiene rules are to be implemented with all staff to do the following:

- Wash hands on entry.
- Use alcohol-based hand sanitiser regularly.
- Wash hands every hour.
- Wash hands if face is touched (but avoid wherever possible and if needed wash hands first).
- Wash hands upon entering/leaving a building and upon leaving a toilet.
- All hand contact surfaces to be cleaned throughout the day.

Only use cleaning products supplied by the school.

Equipment: Ensure all equipment used is cleaned daily or more often when used.

- Individual and very frequently used equipment such as pencils, pens, rulers should be kept and used by one person only.
- Sports, art, DT and science materials should be cleaned between different bubbles' uses or left out of use for 48hours (72 for plastics), however whenever possible this should happen even between classes from within the same bubble.
- Equipment brought from outside school should be kept to essentials only. Resources such as books should be taken home only if they are essential to home learning and should be isolated as with other shared equipment upon return and hands washed after handling.

Staff to staff interaction;

- Staff should only complete work activities that cannot be completed at home.
- Teachers should only complete work tasks which cannot be completed at home.
- No physical contact with anyone e.g. hugging or shaking hands
- No close contact activities (must be at 2m distance).

Members of the same "team" (e.g. Senior School Department, CLT, Catering Team) must be in "bubbles" overseen by Line Manager – if the whole of a team mix with each other then if one person develops COVID we would be in danger of losing the whole team.

Activities and resources: all resources to be cleaned after use (including computers).

Use of School computer rooms

Due to the meticulous cleaning requirement of shared equipment each school computer room can only be use by a single bubble. Pupils below year 10 will not have access to any computer room during this period of time (they will complete work for such as computing on their iPads). The following computer rooms are available for booking for their designated year group in the normal way (priority booking has been provided to subjects with an explicit curriculum need):

Year 10: MG1

Year 11: Pople Room

Lower Sixth: J8

Upper Sixth: J7

After using any computer room, in addition to the normal cleaning requirements, pupils must also wipe down their keyboard and mouse, using the wipes provided.

Use of Department IT Resources

	<p>The same meticulous cleaning requirements are in place for use of department IT resources, between use by different bubbles. Therefore, any of these resources (sets of laptops, iPads, Bluetooth keyboards) can only be assigned for use by a single year group bubble. It is possible to switch using them from one bubble to another, however the equipment must be left for 72 hours between use or cleaned meticulously by a member of staff. Following any use of equipment, it must be wiped down in the normal way, even if it is going to be used by pupils in the same bubble.</p>
<p>Transmission or infection with Covid-19 during school activities</p>	<ul style="list-style-type: none"> • Music lessons involving singing, chanting, playing wind instruments - reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible. A limitation on numbers is determined by the size of venue and ventilation available. Positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, ensuring good ventilation and reducing the maximum number depending on ventilation, considering using screens and other barriers. • PE and Games: Keep consistent groups, clean equipment between groups, follow the guidance of governing bodies as referenced in the DFE guidance.(Contact between pupils is permissible in a sporting context in line with guidance from National Governing Bodies.) Use outdoors as a priority but if not available use the maximum distance possible indoors. Consider the likelihood of accidents occurring and necessitating close contact with pupils. • Use of indoor sand trays is possible but will be kept to use by just one bubble. • Such as Modelling/Playdough should not be shared. Make individual pots of dough and have individual paints. • Timetabled Activities for the Sixth Form will be in year group bubbles and hence alternate weeks for the two year groups. Year 7 and 8 activities options will be modified to comply with all aspects of this risk assessment. • After School provision until 6:00pm in the Senior School will continue. This will be held in Great Hall to enable social distancing between bubbles. Pupils will sanitise their hands on arrival. A register will be kept each day to facilitate Test and Trace if needed. <p>No School visits are allowed at this time. For guidance see External Visits Coordinator if a visit is to be considered.</p>
<p>Transmission of or infection with Covid-19 by external providers, supply teachers, visitors and contractors</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and they will read and comply with signs in reception regarding necessary hygiene and will be briefed by Facilities Manager / Assistant Facilities Manager.</p> <p>No persons should enter the site if they or anyone in their household or support bubble have Covid-19 symptoms; or if they are awaiting the result of a test unless the test is part of a vaccine trial or a NHS trial etc). The receptionists will specifically question every visitor and Facilities will question every contractor.</p> <p>All visitors will be discouraged and will be urged to make contact by phone or on-line.</p> <p>Any contractor must produce their own COVID-19 Risk Assessment, including clinical vulnerability and awareness of symptoms.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (at least 2 metres).</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entering the site. • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.

	<ul style="list-style-type: none"> Repeat regularly the hand washing / sanitising. <p>Site inductions are to be carried out including social distancing principles (2m separation).</p> <p>Before leaving, the contractor is to notify the Facilities staff of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Keep a record of who visits the main school site, when and where they went and include a contact telephone number. Receptions have appropriate forms to be filled in by everyone who is not an employee or pupil. These will be kept for 21 days and then destroyed. A QR code for the form is also available.</p> <p>A similar system to be implemented at Failand</p>
<p>Transmission of or infection with Covid-19 during deliveries</p>	<p>Deliveries will need to be scheduled; ringing ahead to warn of imminent arrival by drivers will be asked for.</p> <p>Drivers must wash or sanitise their hands before unloading goods and materials.</p> <p>Drivers should leave packages at Senior School Reception – school staff not to approach delivery staff. Receptionist to email staff to ask them to collect parcels. The receptionist will not touch the parcels.</p> <p>Delivery staff delivering for Catering can enter the building by the Catering door, but they cannot enter the kitchen area.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste into bags and containers - to be kept secure at all times in closed containers.</p> <p>Waste collections to be made when the minimum number of people are on site (i.e. after or before normal opening hours).</p>
<p>Transmission of or infection with Covid-19 due to inadequate cleaning</p>	<p>Continue to follow Government guidance.</p> <p>Now, different bubbles do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet. Extra toilets to be installed by SFC to aid access.</p> <p>Deep clean the Greetings Room and any other room used to hold anyone with symptoms after it has been sealed for 72 hours. Likewise, for any equipment used by such a person.</p> <p>Extra supplies of soap, hand sanitiser and boxes of tissues are securely stored. Hand sanitiser is not to be made by the school (CLEAPSS).</p> <p>A reliable on-going supply of sanitisers and soap is established.</p>

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Cleaning protocol is as follows:

- Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, handrails, desks, chairs, phones, light switches intercoms and door/gate keypads, lift button panels, window handles, taps, sinks, shared keyboards & mice, etc.
- Toilets, including toilet flushes and door locks will be cleaned after morning arrival, after break, after lunch and at the end of the day.
- Classrooms to be cleaned at break or lunch breaks and at the end of the day.
- Hand towels and soap are to be checked and replaced as needed by the Facilities Manager and cleaning staff as appropriate.
- Changing facilities will be cleaned after morning arrivals and at the end of the day. Staff will use disinfectant spray or wipes after changing. No personal clothes or belongings should be stored in a changing cubicle/room.
- Staff gym is in use Mon/Wed/Fri bookable via C Ashcroft.
- Only cleaning products supplied by the school are to be used.
- Lidded bins will be used throughout with liners inside. These are emptied daily.

IT support protocol is as follows:

- **Support Requests:**

Requests for IT support are made via email (helpdesk@bgs.bristol.sch.uk) or telephone 891 (or 01179339891). Pupils should not visit the IT office under any circumstances, if they are not able to request support via email, they should ask their class teacher/form tutor to email on their behalf. Where possible remote support will be provided, if this is not possible a member of IT will go to the person.

- **Support Visits:**

- If a visit is required to resolve an IT issue social distancing guidelines will be followed.
- If the issue is with a pupil's laptop or iPad the member of IT services will knock on the classroom door and ask the pupil to leave the room whilst the issue is being looked at, to make social distancing easier.
- If the visit requires the member of IT services to enter the room to look at the teacher's device, or a fixed fitting, the teacher is responsible for ensuring that they, and the pupils in the class, remain the necessary 2m away whilst the work is completed.

- **IT Support - Cleaning of Equipment**

All members of the IT support team will be provided with surgical gloves and the necessary cleaning equipment to clean any devices that they are required to support. On arrival to a support request it is expected that they use gloves whilst completing an initial clean to sterilise the device, and then clean it again once support is completed, before it is returned to the user.

General Cleaning of IT equipment.

- Staff using classroom-based equipment or the two computers in M6 (i.e. fixed computers) will be provided with cleaning wipes to clean equipment as appropriate. Where any device is only used by a single user, we recommend that keyboards and mice are cleaned at the beginning and end of every day. Shared devices must be cleaned between any use.
- Staff and pupils who are carrying a laptop to and from school will be given access to wipes to use to clean the device. It is expected that these will be cleaned prior to use by anyone else.
- Pupils using school iPads/laptops that are left in school will use a cleaning wipe on collection and return of the device to the charging station. For younger pupils, staff will provide assistance when required.

Use of telephones

	<p>Staff are encouraged to use Teams to make as many of their internal phone calls as they can. School phones should only be used when calling somebody with a dedicated phone, not a department number. Shared phones can be used to make calls, but should be cleaned, using the wipes provided, prior to and after use. Anyone who would like to use their mobile rather than a school phone can call any school phone by dialling 01179 339 followed by the extension number. Mobile phone contracts with inclusive minutes will not be charged for these calls.</p> <p>Inbound Calls: Any inbound calls to the school will only be transferred to dedicated phones (ie people with direct numbers, or office numbers where colleagues will answer on their own phone), never to department lines. Messages will be taken and passed via email to any colleagues who can only be reached via a shared phone.</p> <p>Outbound Calls Colleagues can use shared school phones for outbound calls in the normal way. They are asked to use one of the provided cleaning wipes to clean the phone both prior to and after making the call. Colleagues who would prefer to use their own mobile phone to make any calls are strongly advised to withhold their mobile phone number prior to doing so.</p>
<p>Transmission of or infection with Covid-19 during use of changing facilities / showers / drying rooms</p>	<p>All changing facilities have experienced a deep clean before the start of term.</p> <p>Enhanced cleaning of all facilities introduced: after morning arrival time, throughout the day if they are in use and at the end of each day. Facilities must be notified when changing facilities have been used. Staff will also use a disinfectant spray before they leave a shower/ changing room. No personal clothes or belongings should be stored in a changing cubicle/room.</p> <p>Other showers/changing facilities will be brought into use if there is need.</p> <p>Based on the size of each facility, determine how many people can use it at any one time to maintain social distancing of two metres:</p> <ul style="list-style-type: none"> • Maximum 1 in each Junior School shower / changing room at any one time. • Maximum 2 in Catering Changing Room at any one time. • Individual showers in Barton's. • Sports Centre changing rooms will be used with social distancing. The showers will not be used by pupils at this time. <p>Suitable and sufficient rubbish bins in these areas with daily removal and disposal are provided.</p> <p>The only pupils to use a changing room will be those who cycle and their changing rooms in the Sports Centre will be clearly labelled. With a reminder to observe social distancing.</p>
<p>Transmission of or infection with Covid-19 during discovery of (or by) a person with Covid-19 symptoms</p>	<p>If a person displays symptoms - a high temperature, persistent cough and / or loss of or change to smell / taste they should:</p> <ul style="list-style-type: none"> • Notify the School Nurse. School Nurse will contact I&J Head/ Deputy Head (Staff)/ Deputy Head (Pupils) immediately if required. I&J Head/ Deputy Head (Staff)/ Assistant Head (Operations) will contact PHE SW HPT on 0300 303 8162 and make a list of the contacts that person has had – direct close contacts, proximity contacts and contact while travelling in a car. See: Government guidance at the top of this document.

<p>School nurse will contact parent/guardian if the person with symptoms is a pupil.</p> <p>All involved will avoid touching anything.</p> <p>The person is to go home immediately (children accompanied by their parent / guardian) or be kept in isolation until that is possible.</p> <p>We expect pupils with any of the symptoms of COVID-19 to be kept at home, and tested for COVID-19 before returning to school. If a pupil develops symptoms during the school day, then a parent will be asked to collect them immediately. In the case where a parent chooses to drop off a child at school who continues to present with symptoms and who has not already tested negative for COVID-19, the child may be excluded from school pending the results of such a test.</p> <p>Whilst waiting for test results, all 'contacts' with the suspected case will be monitored in School for symptoms, and anyone showing such symptoms will be sent home for testing.</p> <p>All other persons are to maintain a safe distance from an affected individual.</p> <p>If the person needs to cough or sneeze this should be into a tissue which is then put into a lidded bin, or if they do not have a tissue, cough and sneeze into the crook of their elbow.</p> <p>If the person is a pupil, PPE will be worn by the adult supporting them as they await collection. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 meters cannot be maintained.</p> <p>The person with symptoms must then follow the guidance on self-isolation of 11 days (the day of onset of symptoms plus 10) and not return to school until their period of self-isolation has been completed.</p> <ul style="list-style-type: none">• They should be advised to get tested - Contact NHS online 111 or call 119.• If their test is positive they should follow the government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection• If their test is negative and they still have symptoms they could have flu like symptoms and so should stay away to avoid infecting others until symptoms cease and they feel well again.• The names of pupils and staff who test positive for coronavirus should be kept confidential, unless it is essential to protect others.• Areas occupied and equipment used by the person who has tested positive are to be isolated for 72 hours and then thoroughly cleaned (wearing PPE) and disinfected. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
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	<ul style="list-style-type: none"> A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks in School. <p>Use the Flowchart for confirmed cases. Contact DfE on 0800 046 8687 use option 1</p>
Transmission of or infection with Covid-19 during emergency evacuations	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Staff can override one-way systems to evacuate as quickly as possible but social distancing will still be observed in as far as possible.</p> <p>At assembly areas a 2m separation will be observed between Infant bubbles and a 2m separation between all other pupils and staff will be observed as far as available space permits.</p> <p>After an evacuation event, social distancing principles must be adhered to as people move back to classrooms or office spaces.</p> <p>Pupils to be briefed on what to do for an emergency evacuation in the area of School they are occupying.</p> <p>Fire Evacuation Drill to be carried out to remind pupils and staff on site of the protocols and to demonstrate social distancing expectations (2m apart).</p>
Injury due to inadequate DSE (Display Screen Equipment) set-up	<p>Carry out proper assessments for staff working in new areas/home etc.</p> <p>If you have concerns over screen time etc. please contact HR.</p>
Secondary and Vicarious Trauma	<p>Make relevant managers/staff aware of risks.</p> <p>Conduct training in terms of signs and symptoms and what to do.</p>
<p>Pupil becomes isolated/anxious/develops mental wellbeing concerns</p> <p>Poor E-safety and increased use of online resources leads to hazards experienced</p>	<p>Continue to make consistent contact with pupil and family</p> <p>Review and revise e-safety policies and teaching</p> <p>https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers</p> <p>https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</p>
Pupil's loss of education and wellbeing	<p>Remote learning must happen at all times when learning would be undertaken if a pupil was in school.</p> <p>Consider access to home learning https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources</p> <p>Access to: https://get-help-with-tech.education.gov.uk/about-bt-wifi</p> <p>Consider how to support SEND in the return to full school attendance https://www.sendgateway.org.uk/training-events.html</p> <p>https://covid.minded.org.uk/</p> <p>Healthy child programme: https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning</p>

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	<p>DfE coronavirus helpline: Telephone 0800 046 8687 Email DfE.CoronavirusHelpline@education.gov.uk</p>
<p>Plans for further home-working and lockdown affecting areas in which pupils and/or staff live.</p>	<p>The following applies to pupils in Years 3 to 13:</p> <ul style="list-style-type: none"> • The day before pupils and staff take all that they need home with them. • Parents are told to expect all lessons at home to be on Teams. • Pupils are told to expect all timetabled lessons to be on Teams. • Staff are told to deliver all timetabled lessons on Teams. <p>For Infant pupils there will receive a combination of Teams and pre-recorded lessons.</p> <p>Form Tutors contact pupils every day to check on their wellbeing and get a reply from every pupil or they telephone the home.</p> <p>Form Tutors complete a daily registration</p> <p>ICT support is available for home working.</p> <p>Site is secured – only staff with explicit permission from Deputy Head (Staff) / I&J Head are allowed together with CLT and Facilities staff (reception phones are forwarded to Facilities Office).</p> <p>When staff are on site to teach they will be allocated a specific room to use. They must be the only member of staff to use that room. Staff on site will follow all the above protocols on hygiene and distancing. Staff who use a room are responsible for making it COVID secure and cleaning it regularly.</p>

COVID-SPECIFIC RISK ASSESSMENT SWIMMING

SECTION 1- Identifying Hazards and Existing Precautions

This section details the hazards and what is already in place to control them. Add or remove and then describe further control measures you will undertake in Section 2.

What is the Task/Activity or Workplace Environment You Are Assessing?	What Hazards Are Present or May Be Generated?	Who is affected or exposed to hazards?	What is the Potential Severity of Harm (Risk Rating Matrix Table 1)?	What Precautions are Already in Place to Either Eliminate or Reduce The Risk of an Accident Happening (Existing Controls)?	What is the Likelihood of harm occurring? (Risk Rating Matrix Table 1)?	What is The Risk Rating (See Note Below & Risk Rating Matrix Table 2)
Swimming in Bubbles	1. The potential for infection with Covid-19 by being near (under 2m) to an infected person who transmits infection through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body. 2. Infecting others as above.	Staff, pupils	Major	Children are in bubbles at school and off site in Failand. Social distancing from University Pool staff and BGS staff /TAs. Children encouraged not to touch each other or each other's possessions. Catch it, bin it, kill it reminded and children reminded not to touch their faces if possible.	Possible	High
Walking to the university pool		Staff, pupils	Major	Ensure pupil walk in way they are socially distanced from other pedestrians.	Possible	High

Travel to Henbury pool on coach	1. The potential for infection with Covid-19 by being near (under 2m) to an infected person who transmits infection through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body. 2. Infecting others as above.	Staff, pupils, driver	Major	Masks to be worn by adults sitting at the front of the bus and the driver. Children are to fill the seats at the back of the bus. Front seats to be left empty.	Possible	High
Use of University Pool / Henbury facilities	1. The potential for infection with Covid-19 by being near (under 2m) to an infected person who transmits infection through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body. 2. Infecting others as above.	Staff, pupils	Major	Changing rooms to be wiped down after previous persons used them / before BGS.	Possible	High
Test and trace capability at University pool / Henbury	As 1 and 2 above	Staff, pupils	Major	Registers of pupils taken on every session, before leaving school. Children are with adults all the time while at the pool.	Possible	High
Procedure at Swimming Pool if someone is unwell	As 1 and 2 above	Staff, pupils	Major	Use of first aid room on poolside so pupils isolated Parents contacted and collected from the pool	Possible	High
Use of pool equipment (floats / woggles/ life vest etc)	The potential for infection with Covid-19 by transferring virus from a surface to inside body	Staff, pupils	Major	Plenty of equipment available so it can be rotated. If items cannot be quarantined, they must be dipped in anti-bacterial water before	Possible	High

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Weak / non swimmers needing holding	<p>1. The potential for infection with Covid-19 by being near (under 2m) to an infected person who transmits infection through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body.</p> <p>2. Infecting others as above.</p>	Staff, pupils	Major	<p>Any pupil not grade 3 (ie not able to swim 5m unaided) ideally to wear a life vest to avoid need to be touched / held.</p> <p>Only teachers in bubble to enter the water</p> <p>Pupils drilled as to reaching rescues (pole to side) to avoid personal contact</p>	Possible	High
Walking to the university pool	<p>1. The potential for infection with Covid-19 by being near (under 2m) to an infected person who transmits infection through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body.</p> <p>2. Infecting others as above.</p>	Staff, pupils	Major	Ensure pupil walk in way they are socially distanced from other pedestrians.	Possible	High
NOTE: If the risk rating is either High, Very High, Medium or Low proceed to section 2. If the risk rating is No Significant Risk no further action is required.						

Section 2 - ACTION PLAN: what additional precautions the department has to put in place

What is the Hazard you need to control?	What additional precautions do you need to either eliminate the risks or to reduce the risk to: at least the MEDIUM RISK RATING or ideally the LOW RISK RATING.	Who is Responsible For Implementing These Controls?	When Are These Controls to be Implemented (Date)?	When were these controls implemented (Date)?
<p>1. The potential for infection with Covid-19 by being near (under 2m) to an infected person who transmits infection through airborne droplet transmission (e.g. cough) or by transferring virus from a surface to inside body.</p> <p>2. Infecting others as above.</p>	<p>Children to stay in year group bubble throughout journey and time at the pool.</p> <p>No contact with staff at the pool except in emergency (lifeguards), only swimming teaching staff who will be socially distanced.</p> <p>Coach to be cleaned before and after the journey for Henbury journey.</p> <p>Hand gel to be applied after leaving the coach and before eating. Hand gel before leaving the pool site.</p> <p>University / Henbury toilets to be cleaned prior to our arrival and afterwards.</p> <p>Handwashing on return to school before lunch.</p> <p>Children discouraged from touching each other at all times.</p> <p>Staff to avoid touching the children and vice versa. If First Aid treatment is to be administered, appropriate PPE will be used.</p>	<p>Swimming teachers / staff</p>	<p>April 2021</p>	<p>April 2021</p>

RISK RATING MATRIX

(Notes to aid completion of the Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work	High Likelihood	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days).	Possible	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Improbable	So unlikely that probability is close to zero

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability

	High Likelihood	Possible	Improbable
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

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