

Risk Assessment Update March 2021

Pupils return to school from **March 8th. Years 7-11 from Tuesday 9th after testing opportunity at school.**

We need to continue to be aware that though there is less virus around than in January it is more contagious than before Christmas because of the new variant.

All staff and pupils (whether they have had the virus or the vaccine or neither) should continue to maintain all the measures put in place in this RA to maintain being Covid secure.

All classes will be grouped in the same bubbles as before and as follows:

LS: R & Y1, Y2 & Y3

MS: y4, y5, y6, y7, y8 (every year group a separate bubble)

US Years 9, 10, 11.

Lunches will continue to be eaten in classrooms and breaks are staggered so bubbles don't mix.

Classes enter through designated doors in the mornings with clearly defined hand washing routines and should not mix with other pupils on the playground at the beginning or end of the day.

Please note that this RA will be shared with parents on the website.

RA New Updates

Testing of Staff: All staff are encouraged to register for twice weekly home testing (See separate doc to follow) to help identify those who may be pre or asymptomatic.

Testing of Pupils: In line with guidance all families will be offered home testing kits (but not from school). Secondary pupils and staff will be offered kits from school for twice weekly testing. School testing for secondary pupils: Monday 9th by appointment, Monday 8th, Friday 12th, Monday 15th during school(See separate protocol document to follow). NB only for those with consent form.

Risks and Mitigations

1. Surface contamination

- **Wiping Down:**

Pupils should wipe down their own surfaces and equipment at the beginning of each lesson (if they are in a different location, or returning to their own classroom after being in another classroom) and wiping down before leaving the room. This is the same as RA before, and consistency is important. Parents reminded to send lots of supplies in (parent letter)

Communal spaces eg the staff work area including print room equipment should be wiped down after use and perhaps before use (eg table area you are working at). Staff may wish to use their own pencil end or stylus for the printer/photocopier to avoid touching keypads if they prefer).

Toilets and Ladies: Please use gel or wash hands before and after using the toilet. Extra wipes provided for staff to wipe down flushes and seats (in that order). This is an enhanced guidance.

Staff Room. Please always wash hands before touching anything in the kitchen area and wash hands after eating. Please wipe down the kettle/microwave/ fridge door after use. Please avoid using crockery and cutlery and bring in your own. DO NOT LEAVE any washing up in the sink. Wash up any items thoroughly (not just a quick rinse). DO NOT use communal tea towels. Use blue paper for hands and kitchen paper for drying other things. These measures were in place last term, but we were not all consistent in following them.

If any sports or play equipment is to be shared between bubbles, these are to be wiped down after each session.

- **Handwashing/sanitising: 20 seconds**

Please remind pupils about a proper long hand wash (and proper drying) and proper rubbing when using gel/sanitiser.

Please remember about washing/geling hands at specific times eg PE and before they eat their snacks at break time.

2. Transmission through face to face contact.

- **Masks**

Pupils: All year 7-11 should be encouraged to wear facemasks in classrooms in corridors and communal areas as much as possible . **This is to mitigate against the more contagious strain of the virus and the aerosol particles that a classfull of pupils inevitably generates. This is a strict requirement but parents can ask for exemptions especially for asthma and ALPS. See wording in letter home.**

Pupils should **not be chatting in corridors and stairs.**

Pupils should not be eating on the stairs /corridors as they go out to break.

Pupils should not 'play' with their face masks. They need to be put away in their pockets or a plastic bag when not in use.

Pupils and staff should be reminded to bring a clean ideally reusable mask to school each day.

Please rehearse all of the above in different ways as appropriate during the various classes/bubbles. Please consider management of this and any possible sanctions for Middle and Upper School day.

Staff masks :

In years 7-11: staff should use masks when they are walking closer to pupils desks or working closely with a pupil, but do not need to if they are teaching from the front of the class or working at their desks.

In years 4-6: Teachers may like to wear visors so they can move amongst pupils more easily, but it is important for children to be able to see the teachers mouth when teaching.

There is no expectation of face covering in LS but visors may be worn for added mitigation of aerosols and droplets. All staff should retain 2m distance.

LSAs and reading volunteers across all classes: Those who are working closely with ALPS or other pupils should ideally wear a clear facemask. These will be sourced and supplied by school.

We recommend that all staff wear face masks when moving around the school including on the ground floor or if they work in the print room.

This is an enhanced guidance for this term.

Please avoid having face to face meetings/chats without a mask in small offices. Even with a face mask, please keep chats in small office areas to a minimum. This is an enhanced guidance for this term.

Masks outside: Please wear a face mask if collecting classes at the beginning or end of the day or when speaking to parents or if you are on security duty

- **Distancing: at least 2m wherever possible.**

Years 7-11: Staff should make every effort to maintain 2m distance from pupils in classrooms and in all other areas. Staff are encouraged to wear a mask if getting near to pupils during lessons

Years 4-6: Staff should try to maintain distance as much as practical.

Wearing clear masks (LSAs) or Visors (teachers) may be helpful especially in some classes to ALPS or other considerations.

Lower School: Social Distancing is not a feature of Lower School between staff and pupils, but staff should maintain 2m social distancing with each other.

All adults: Every effort should be made to maintain 2m distancing between all adults at all times. Please ensure that meetings and extended conversations take place in a large and ideally well ventilated area as much as possible.

Seating plans in classes : Set up in September with 1-2 m between desks and seats.

As indicated above, staff should not have chats or mini-meetings in small spaces eg Admin office, print room etc. Use the foyer hall or and G19 as much as possible.

NB: The Computer in the print room has been moved to the foyer for ease of use in a larger space.

3. Transmission through contaminated air:

This is probably the most difficult risk to manage especially in cold weather. The role of aerosol particles which stay in the atmosphere even after people have left and can spread the virus in indoor

areas is now a significant factor to consider. The idea is to flush out stale air as often as possible ideally a few times an hour.

Ventilation in classrooms: Please open doors and windows for a few minutes at a time to create a circulation of air. In the lecture theatre/print room, make sure the fan is on. Please do this as often as possible. You may want to build it into your lesson planning perhaps every twenty minutes.

Ventilation in Corridors: leave windows partially open. In cold weather, open windows for 5 minutes after pupils have gone to break and again once they have returned.

Ventilation for Hall : If the hall is used for PE or wet breaks, side doors onto the allotment should be opened during and after activities to flush out air and prevent build of stale air.

Ventilation in the Print Room Admin block: Many of the doors to the admin office/ print room etc are fire doors and we cannot leave them chocked open all day. However we need to create a flow of air to circulate through the whole area as often as possible and therefore will need to regularly open windoors and fire doors to clear stale air during the day.

Transmission through visitors

We will continue to keep visitor numbers including parents as low as possible. All visitors will be asked to wear masks if it is agreed that they should be in school. Once government guidance permits, prospective parents may be offered a Vision Tour.

Test and Trace: Any agreed visitors need to be signed in and contacted in case of proximity infection.

Transmission through food and drink:

Pupils and staff should not share lunch or snacks. This includes Upper School mentor groups whilst infection rates are high.

If any Food is put on the staff room table, they should be individual portions.

Other Considerations

School trips/ Collapsed timetable days

Because of the virus being more easily transmissible, we will not plan any collapsed timetable days/ carousel activities or trips as they frequently require specific risk assessments to mitigate factors which may not be apparent. We expect that there will be a lot more scope for activities and trips after May half term.

Uniform enhancements

In cold weather pupils are encouraged to wear base layers and girls can wear tights and socks if needed.

MS and US pupils can wear their PE hoodies in addition to their school jumpers. On very cold days/weeks pupils may wear coats and scarves but not hats. Gloves should not be worn as they cannot be washed/sanitised and may spread germs.

On PE days, but they should wear jogging bottoms over shorts until Easter
Girls should wear jogging bottoms or their school skirts on top of shorts.

RA for specific departments

- **Lower School**

Wearing visors/face masks

All lower school staff must wear a visor or face mask in communal areas.

Optional use of a visor or face mask during classroom time. However if working within 2 metres of another adult please wear a face mask. Looking into clear face masks for LSAs in particular

Lower School Kitchen

One person at a time to use the kitchen.

Please wipe all surfaces and equipment after use.

Lower School Staff Toilet

Please sanitise hands before entering.

Wipe toilet handle and seat (in that order) with anti bacterial wipe after use.

Plan of work in case of bubble closure:

LS teachers will plan a new 2 week pack to be sent home in case of bubble closure.