

Version 17



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TORMEAD SCHOOL GUILDFORD

First half spring term 2021

COVID-19 RISK ASSESSMENT

Latest guidance:

<https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021>

Introduction and further explanation

January 2021 update.

Schools have been closed to all but children of critical workers and vulnerable children until at least 8th March. All pre-existing COVID measures will remain in place for children and staff in school with the addition of the offer of LFD twice weekly testing for asymptomatic staff. Daily testing of close contacts has been paused in line with Government guidance.

This risk assessment updates version 16 produced to incorporate a staged return to school and mass testing.

The risk assessment should be used alongside the government guidance below:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

<https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

In line with our usual risk management protocols, but specifically the guidance provided by the Government for the return of pupils and staff to school in September, Tormead has conducted a thorough COVID-19 risk assessment. The risk assessment is very closely based on the template provided by Surrey County Council on 5th January 2021, but reflects due consideration given to all recent Government announcements and the general heightening of risk across the country and more locally and the Guidance for the Opening of Schools published by DfE on 30th December and the most recent guidance from Surrey County Council. For almost all categories, the exact wording in the template forms the basis of the columns headed “recommended controls/ mitigation and protective measures”. There are a variety of ways in which we could have conducted and presented our risk assessment, but we have taken the view that adopting this structure best evidences that we have given proper consideration to all of the factors we have been asked to take into account and that, as a consequence, our management of risk is as effective as possible.

A risk assessment is always a working document, but this one is especially so. This version updates previous versions in the light of latest guidance, comments and further evaluation of risk. Changes from the previous version are shown in purple. It may, and likely will, be subject to review in the light of comments received and changing circumstances. The next formal review will take place on 26th February 2021. Further reviews will take place as necessary up to half term, with the frequency of reviews beyond that to be determined in the light of experience and circumstances at that time.

The risk which this risk assessment addresses is the spread of COVID-19 on school premises through direct transmission (for instance, when in close contact with those showing symptoms) and indirect transmission (for example, by touching contaminated surfaces). The working assumption is that, without controls and protective measures, this risk is likely to materialise and potentially serious. It also has the potential to affect a wide range of people: pupils, staff, visitors, contractors, friends and family members, health workers and the wider community, which provides additional rationale for the need for a robust approach to risk management. The government advocates for the

implementation of a hierarchy of controls to create an inherently safer system and to reduce the risk of transmission of infection to the lowest reasonably practicable level. When this is achieved, we have judged the remaining risk to be acceptable. The tables below outline how Tormead will implement the government’s recommended measures to the fullest extent possible, in a way that addresses the identified risk of transmission, works for the school and allows Tormead to continue to deliver a broad and balanced curriculum. The government’s recommended system of controls is grouped into ‘prevention’ and ‘response to any infection’. The same structure is adopted below alongside an explanation of the measures which Tormead is adopting.

<u>Part 1</u> <u>Awareness</u> <u>of and</u> <u>adherence</u> <u>to policies</u> <u>and</u> <u>procedures</u>	Recommended controls/Mitigation and Protective Measures	Tormead measures planned/ in place	Risk rating following action
1		School closure to all but children of critical workers and vulnerable children communicated to parents via Clarion 4.1.2021.	
1a	<ul style="list-style-type: none"> Health and Safety Policy has been updated in light of the COVID-19 advice 	A section has been added to the Health and Safety Policy, <u>the First Aid Policy and the Fire Safety Policy</u> and other policies reviewed. Guidance has been given to the relevant girls re the COVID-19 NHS app to ensure tracing is disabled when a phone is not on the immediate person of a	Acceptable

		pupil. Similar arrangements and guidance are in place for staff.	
2	<ul style="list-style-type: none"> All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy First Aid Policy (which includes infection control policies) Fire Safety Policy 	<p>Staff to be informed via:</p> <ul style="list-style-type: none"> Regular written communications from the Senior Team The offer of individual conversations (remotely) to discuss their concerns or questions Induction day INSET briefings A dedicated microsite for H&S practices when school returns on-site Staff will be asked to read and sign to say that they have read and understood the updated policies before the whole School return on 7th September. The infection control section of the First Aid Policy has been updated A senior school full staff meeting on 14th September (minutes circulated to support staff) reviewed key procedures. Staff and pupils have been reminded (early in the second half of Autumn term) of the appropriate means of wearing, storing and disposing of face coverings and of appropriate ventilation in occupied areas. 	Acceptable
3	<ul style="list-style-type: none"> All staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	As above	Acceptable

	<ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' 		
4	<ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus. 	<p>A dedicated microsite for staff, includes H&S practices for when school returns on-site.</p> <p>Induction day H&S briefing on the correct use of face coverings and good hand and respiratory hygiene from the School Healthcare Lead</p>	Acceptable
5	<ul style="list-style-type: none"> • The school keeps up to date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> - DfE; NHS; Department of Health and Social Care; PHE 	<p>A group of senior staff from across the school's main departments have been meeting regularly to review and discuss the guidance as well as consulting the advice from the GSA, ASCL, ISBA, the school's legal advisers (Farrer and Co) and our insurers.</p>	Acceptable
6	<ul style="list-style-type: none"> • Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and social media – they are informed that they must not 	<p>Regular updates to all parents over the summer holidays has been followed by a comprehensive 'Return to School' guide for parents and pupils. Parents will be provided with access to this risk</p>	Acceptable

	<p>send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 7 days [now extended to 10 days], if another household member develops coronavirus symptoms or if they are covered by any government isolation order (eg after overseas travel), this should be for 14 days. In these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance.</p>	<p>assessment. The Healthcare Lead (and alternate) will have a dedicated phone to provide individual advice to parents before School if necessary.</p>	
7	<ul style="list-style-type: none"> • Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell • Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff. 	<p>Prior to returning to school, pupils will be sent in August, a 'Return to School' guide that will include details of how the school plans to keep them healthy and safe and how they can play their part in this.</p> <p>Pupils will return (on a staggered basis in the case of Senior School) in September for an initial induction, that will include a H&S briefing on good hand and respiratory hygiene from the School Healthcare Lead.</p> <p>Posters will be displayed across the Junior and Senior schools with advice on good hand and respiratory hygiene and the key ways in which pupils can keep themselves and Tornead safe.</p>	Acceptable

8	<ul style="list-style-type: none"> The Staff and Volunteer Confidentiality Policy and Pupil Confidentiality Policy are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus. 	Contact with parents will be centralised to ensure confidentiality is maintained. All staff to be reminded of this during INSET briefings.	Acceptable
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<u>Part 2</u> <u>Prevention –</u> <u>unwell with</u> <u>COVID</u> <u>symptoms</u> <u>and hygiene</u>	Recommended controls/Mitigation and Protective Measures	Torme ad measures planned/ in place	Risk rating following action
a) <i>Minimise contact with individuals who are unwell with COVID-19 symptoms</i>			
1		In line with Government guidance, school is closed to all but pupils of critical workers and vulnerable children. All COVID protective measures remain in place including a first aid presence able to implement COVID protocols in the event of a suspected case. A suitable level of cleaning will be undertaken. Twice weekly LFD rapid testing will be offered to asymptomatic staff who are in school.	
1a	Staff, pupils and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or who has someone in their	The Return to School booklet for parents and other communications emphasises that pupils must only attend School when they are well.	Acceptable

	<p>household who does, or have tested positive in the last 7 days [now extended to 10 days], and anyone developing those symptoms during the school day is sent home.</p>	<p>In addition, communications will detail the current Government guidance regarding COVID-19 symptoms and periods of self-isolation following a positive test. The same information will be communicated to staff at INSET and via the microsite. Visitors to the School will be told this at the point of invitation and signs at the entrance of the site will serve as an additional point of reminder. The Estates and Facilities Manager has briefed all regular contractors to this effect.</p>	
2	<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days [now extended to 10 days] and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>	<p>Pupils or staff showing symptoms will be immediately assessed by the Healthcare Lead (or if unavailable another suitably trained individual) and if necessary, will move immediately to the COVID secure area of Wellbeing, after donning a face mask and gloves from the infection packs available in every room of the School and by using the route which takes them out the nearest exit and around the building, through as few communal areas and absolutely not through a different year group zone. It is understood that it may not be possible for face masks to be worn by very young pupils or those with a legitimate medical exception, in which case a rapid risk assessment would be undertaken (by the Healthcare Lead or alternate-) to identify</p>	Acceptable

	<p>For those beginning isolation on or after 30 July 2020, if they test positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p>	<p>additional measures that should be in place, such as corridor cleaning.</p> <p>The Healthcare Lead will immediately follow current PHE guidelines for reporting and contact, involving other key senior staff as appropriate, with the aim that the individual concerned will vacate School premises as soon as possible. All pupils will leave the room in question and thorough cleaning of the relevant areas will take place (see below). In the short term, the marquee (next to the Hall) has been allocated as an evacuation area for pupils while cleaning takes place. In addition, room allocation and use has allowed for this eventuality. Information re self-isolation will be re-iterated to students and pupils in the affected group. It is the responsibility of the Healthcare Lead to re-stock infection packs. If a pupil becomes unwell outside of lesson times, they must seek immediate help from staff nearby, taking care to respect social distancing.</p> <p>Any member of staff or pupil receiving an alert to self-isolate via the NHS app will leave the School premises as quickly as possible.</p>	
3	<p>If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the</p>	<p>A dedicated space has been allocated in Wellbeing which can be accessed from outside and is well-ventilated. Junior School pupils or</p>	<p>Acceptable</p>

	age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people.	staff will also be moved immediately to this area.	
4	If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.	A separate “red” zone bathroom has been allocated for this purpose, in close proximity to a COVID-secure area	Acceptable
5	Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance .	Once the Healthcare Lead has confirmed a possible COVID case, all pupils and staff in the vicinity of the person showing COVID symptoms will immediately wash or sanitise their hands for 20 seconds. The room will be vacated and thoroughly cleaned before further use, by the School’s contract cleaners (MAR), or Premises if MAR are otherwise occupied, wearing gloves and aprons and using their normal cleaning products and DISPOSABLE cloths – using “one site, one wipe in one direction”. All waste from the area (including cleaning cloths) will be double bagged, removed and stored securely and safely awaiting test results or until 72 hours have elapsed. Particular emphasis will be placed on cleaning the area around where the person with symptoms was located, and frequently touched and shared surfaces and objects, such as: door handles, light switches, window	Acceptable

		<p>controls or handles, work surfaces and chairs, remote controls and electronic devices.</p> <p>The wearing of a mask and gloves by the affected person minimises the need to clean communal areas they pass through, but note the exception above. They should nevertheless move promptly to the closest outside exit and travel around the building to the COVID secure room. Under no circumstances should a pupil pass through a different year group zone.</p>	
6	<p>PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <u>safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</u> guidance.</p>	<p>The person showing symptoms, will immediately don a face mask and gloves from the infection packs available in each room. A second pair is available for immediate use should that be necessary. In the case of very young children, this will not necessarily be possible, and all efforts should be made to assist that pupil to the Wellbeing centre as soon as possible. The Healthcare Lead (or alternate) will wear a mask, and if necessary a face shield, gloves and apron and make all possible efforts to ensure social distancing.</p>	Acceptable
7	<p>In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p>	<p>Normal School protocols will be followed for a life-threatening emergency as detailed in the First Aid Policy. First aid qualified staff have been updated on the latest guidance concerning the adaptations that should be</p>	Acceptable

		made to first aid treatments in the light of the pandemic. Again, this is detailed in the first aid policy. Pupils will be similarly briefed on inset days.	
8	Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.	The Healthcare Lead will provide reminder advice to staff and pupils in the vicinity of a person with COVID symptoms.	Acceptable
9	The Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance to be followed to clean the area.	See 5 above	Acceptable
10	Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy	This is covered in current School protocols and policies and there will be no change.	Acceptable
11	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings</u> guidance	If bodily fluid is visible, immediate cleaning will take place by MAR or Premises staff, using PPE to protect eyes, mouth and nose + gloves and apron	Acceptable
b) <i>Good hand hygiene practice</i>			

12	The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.	Mobile hand wash stations are positioned at all entrances, with additional sanitisers to be added to speed access to the building, and hand sanitisers are in each classroom. The importance of hand washing, the key times when handwashing is expected and the correct method will be explained and emphasised at induction day briefings and there will be regular reminders by staff throughout the school day and posters in key areas.	Acceptable
13	Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative.	In response to comments from parents, for hand sanitising where soap and water is not available, Disinfectant Clear 200 will be offered alongside- an 70% alcohol-based product, intended for use by the general public. In addition, pupils from Monday 14 th September will be required to bring their own sanitiser into School. Disinfectant Clear 200 will continue to be used for hand sanitising in science areas in line with CLEAPS guidance. Disinfectant Clear 200 will continue to be used for surface cleaning. Pupils will be cautioned against ingestion at induction day briefing. Sufficient, but not excessive quantities will be available in each room. Junior School pupils will be supervised as necessary.	Acceptable
14	The school will build hand washing routines into school culture, supported by behaviour	The visibility and positioning of hand washing stations acts as a reminder and sets an expectation. Pupils will be reminded at	Acceptable

	expectations set out in the school Behaviour Policy.	induction training, by staff at regular intervals, and by posters around the school. A commitment to regular and effective handwashing is not only encouraged but expected.	
15	Pupils arriving at school wearing a face covering are instructed not to touch the front of their face covering during use or when removing them. They immediately wash their hands on arrival, dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they take home with them, and then wash their hands again before heading to their classroom. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.	The correct wearing, removal, disposal and (if applicable) storage of face masks will form part of the conditions of use of the School coach service, will be covered in the pupil and parent 'Return to School' booklet, will be covered in Staff INSET briefing, pupil induction sessions, posters and regular reminders. Proper use of face coverings is not only encouraged but expected. In accordance with requests from the coach operators, face coverings will now be worn on transport to sports venues.	Acceptable
16	Sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitisers in classrooms and other learning environments.	Additional mobile handwashing units on entrances (with additional sanitisers to be added) and sanitisers in each classroom have been installed.	Acceptable
c) <i>Good respiratory hygiene</i>			
17	'Catch it, bin it, kill it' approach continues to be very important, suitable number of tissues and	Pupils are required to attend School with an adequate supply of tissues and an extra supply will be available in each room. Each room has	Acceptable

	bins available in the school to support pupils and staff to follow this routine.	a bin - a lid was not thought necessary given the pupil cohort. Good respiratory hygiene will be emphasised at inset briefing, induction training and with signage around the School providing a reminder.	
18	Younger pupils and those with complex needs are helped to follow this.	Junior School pupils will be sufficiently supervised to ensure procedures are correctly and completely followed	Acceptable
19	<p>Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u>.</p> <p><i>When an area moves to local restriction tiers 2, 3 or 4, in settings where pupils in year 7 and above are educated, face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. This does not apply to younger children or to those who are exempt.</i></p> <p><i>In the event of an area moving into local restriction tiers 2, 3 or 4, settings will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</i></p>	<p>None of our pupils fall into the category but will be kept under observation.</p> <p>Proper use of face coverings to be discussed at inset training for staff and pupils.</p> <p>In the light of the new requirement from DfE, face coverings are required in ALL indoor non-classroom, non-office areas of the Senior School, except for when eating lunch.</p>	Acceptable

d) <i>Enhanced cleaning</i>			
20	<p>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal</p> <p>More frequent cleaning of rooms and shared areas that are used by different groups</p>	<p>All such surfaces in classroom will be cleaned more regularly, and especially when there is a change of occupants, even if within the same year group bubble. MAR [supported if necessary, by Premises] will clean non classroom areas such as corridors, stairs, doorways etc more regularly than usual, with the cleaning regime subject to careful and constant monitoring and review by the Estates and Building Manager. Greater emphasis is placed on the need for very careful cleaning where areas are shared by different groups. This will be covered at inset training for staff</p>	Acceptable
21	<p>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</p>	<p>All hard to clean items and any superfluous items in all areas have been removed</p>	Acceptable
22	<p>Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</p>	<p>Year groups have individual toilets or toilet blocks. Toilets will be cleaned much more regularly throughout the day by MAR, with the cleaning regime subject to careful and constant monitoring and review. Inset briefing and reminders for pupils to clean their hands thoroughly after using the toilet. Staff will be expected to monitor the number of girls leaving lessons for the toilet, discouraging</p>	Acceptable

		excessive fluid intake. Break and lunch times have been staggered.	
23	The COVID-19: cleaning of non-healthcare settings guidance is followed.	Cleaning of all locations within the School will take place more regularly, with particular attention paid to frequently touched surfaces such as door handles, light switches, work surfaces, chairs, remote controls and electronic devices and on change of occupancy. The items listed above (at a minimum) will be cleaned on a group exiting a setting by the teacher (or another adult) spraying a light covering of Disinfectant Clear 200 on all the required areas, except at the end of the day, unless the room is to be used for another purpose, as cleaning will occur over night. The spray will surface dry, leaving no residue, but a supply of paper towels will be available should this be necessary. Pupils will dry their own desks and chair to avoid any possible contact contamination. Toilets and kitchen areas will be cleaned more frequently. Cleaning undertaken by MAR or Premises may use their regular cleaning materials or Disinfectant Clear 200 as appropriate. Cleaning undertaken by others will use Disinfectant Clear 200 which may be sprayed (with a light covering) and wiped or sprayed and left in well ventilated areas. When using cloths or paper towels, “one site, one wipe in one direction” approach is followed. Staff and	Acceptable

		pupils will be briefed accordingly on induction day. All “teacher” areas to be cleaned on arrival AND exit by the member of staff concerned. Keyboard covers have been sourced and will be available shortly to aid quick and effective cleaning of this item.	
24	Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers as set out in the School Lettings Policy/Contract.	In junior School, fixed outdoor play equipment may now be used on a rota (with use limited to a single year group per day), alongside strict hand-washing protocols. Other play equipment may be used subject to the same arrangements as for sports equipment. Any sports equipment is subject to frequent and meticulous cleaning in line with the current guidance of the relevant sport's governing body.	Acceptable
25	Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and Cleaning in non-healthcare settings guidance	See above.	Acceptable
26	Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.	New cleaning schedules have been agreed with MAR such that additional staff are available in School throughout the day. Appropriate COVID secure, COSHH compliant protocols were agreed in June for the Junior School re-opening and will be retained throughout the School site. Tornead will	Acceptable

		require on-going sight of MAR's risk assessments.	
27	The SBM (School Business Manager) arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email DfE-CovidEnquiries.COMMERCIAL@education.gov.uk	Discussions with MAR have been ongoing throughout the holiday and will continue to ensure the best and most appropriate cleaning regime is in place and that it is delivered consistently and as intended.	Acceptable
28	The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.	See above	Acceptable

<u>Part 3</u> <u>Prevention –</u> <u>minimise</u> <u>contact</u>	Recommended controls/Mitigation and Protective Measures	Tormead measures planned/ in place	Risk rating following action
1	<p>The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in ‘Bubbles’) and through maintaining distance between individuals. The balance between the Bubbles and social distancing is based on:</p> <ul style="list-style-type: none"> ○ Pupils ability to distance; ○ The layout of the school site; ○ The feasibility of keeping distinct groups separate while offering a broad curriculum <p>More information on groups can be found in COVID-19: Guidance for full opening</p>	<p>School is closed to all but children of critical workers and vulnerable children. A rota of supervisory staff will be drawn up, who will supervise the pupils in school as a bubble, in line with all existing protocols. All staff able to do so will work from home.</p> <p>All year groups will be bubbled, with strenuous efforts made to ensure no cross-year group contact within School. L6th and U6th are separate bubbles, although in a few cases, where absolutely unavoidable, this is achieved through considerable social distancing within a room. For the Senior School, lunch will take place in year group sittings either in the Dining Room or the Main Hall (which has been added as an extra venue). A served service has resumed with the addition of screens between pupils and the catering team. Packed lunches will now be eaten in dining venues. For Junior School, several year groups attend lunch together but considerable physical distancing from other year groups is in place. A extra-curricular activity will be single year group only, unless it is conducted via Zoom.</p>	Acceptable

		<p>All in person extra-curricular activities are subject to a separate COVID risk assessment to ensure controls remain robust. Junior School children will work in class bubbles and be based in allocated form rooms for almost all lessons. The exceptions (English and Maths for Years 5 and 6 and occasional drama lessons) are detailed elsewhere in the risk assessment. There will be 3 entrances/exits used in Junior School for arrival and dismissal to avoid group contact.</p> <p>The Senior School has been divided into “zones” which will be used only by two (or three in the case of Sixth Form) carefully selected year groups, and have separate entrances to the School site and the School buildings – see the ‘Return to School’ guide for details. Within the zones, many rooms have been allocated to single year groups, but where unavoidable, some are shared, and all are subject to strict cleaning regimes on change of occupants (irrespective of whether there is a change of year group). Groups have been allocated according to one very low movement group and one higher group. Within the zones, activities and movement is organised to as far as is possible, prevent any contact between year groups with staggered lesson finishing times, one-way systems and additional barriers. Within year groups, distancing between pupils is achieved as far as is possible and cleaning of objects and surfaces that could</p>	
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		<p>provide a means of transmission, either within the bubble or between bubbles, is frequent and thorough.</p> <p>To maximise the safety of pupils moving around the perimeter of the building, restrictions have been placed on the movement of staff vehicles at lesson changeover times and additional barriers have been erected in some areas. A precautionary reminder has been issued to staff on 16/10/2020.</p>	
2	<p>If staff or pupils cannot maintain distancing, particularly with younger pupils, the risk is reduced by keeping pupils in smaller class sized groups.</p> <ul style="list-style-type: none"> All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. 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>KS1 groups, where maintaining distancing will be the most challenging, are small. PPE will be provided for staff carrying out intimate care or for staff (in all settings) carrying out first aid where social distancing cannot be guaranteed.</p> <p>Movement of staff and pupils, staff and pupil interaction and classroom layout is organised to maintain strict distancing. All aspects of School life have been organised to maintain 2m distance if at all possible – eg designated zones in classrooms, separate and distanced work areas, virtual meetings if at all possible and staggered pupil movement between lessons.</p> <p>Relevant HODs to communicate to peripatetic staff the need to minimise contact and maintain as much distance as possible from other staff</p>	Acceptable

3	<p>Staff should only move between bubbles when absolutely necessary. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</p>	<p>Timetables and activities have been constructed to reduce staff movement to the lowest possible level, but especially in Senior School it is unavoidable, if we are to deliver the curriculum. Timing of lesson changeovers allows staff to move with the minimal risk of pupil or staff interaction and, where possible, staff entering the classroom after pupils have arrived. Staff areas of the classroom will be cleaned (by the member of staff) on arrival AND departure. The use of shared resources will be minimised. At ALL times, work rooms and other interactions are organised to ensure a minimum of 2 metre distancing.</p>	Acceptable
4	<p>Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <ul style="list-style-type: none"> • Adults should maintain 2 metre distance from each other and from children where possible. 	<p>All Senior School and Junior School staff have a dedicated workspace and computer for that day, with a minimum separation from others of 2 meters. Any wholly necessary 'in person' meetings will adhere to a strict 2 metre distancing, otherwise, where possible, meetings should remain 'remote'. Staff lunches and other refreshments will be provided on a "grab and go" basis for consumption in suitably socially distanced in staff work areas.</p> <p>Those staff concerned about their own health or of a member of their household have been invited to complete a Risk Factors survey and speak with the school Healthcare Lead, to discuss concerns and, where appropriate, have a risk</p>	Acceptable

		<p>assessment completed. This risk assessment will be continually reviewed and updated. Staff have been encouraged to contact the school Healthcare Lead regarding any concerns or changes in medical condition. As staff do this, we will agree individual risks assessment categories and implement appropriate measures. An example of this might include assigning a higher risk member of staff an individual office space to work in.</p> <p>Staff sharing cars have been asked to indicate this fact on the Staff Survey and reminders of Government guidance in these circumstances have been sent.</p>	
5	Pupils old enough should be supported to maintain distance and not touch staff and their peers.	The pupil and parent 'Return to School' guide will emphasise expectations regarding social distancing, as will INSET briefing. All will be re-enforced by signage and posters around the School. A 2-metre perimeter around teacher desks will be marked with tape. It is our clear expectation that pupils will adhere to this social distancing.	Acceptable
6	Classrooms and other learning environments are organised to maintain space between seats and desks where possible.	Desks and chairs are spaced as far as allows, consistent with maintaining pupil/ teacher separation of at least 2 metres.	Acceptable
7	Pupils are seated side by side and facing forwards, rather than face to face or side on.	Wherever possible, classrooms have been reconfigured to this seating arrangement. In a	Acceptable

		few cases, desks face outwards. Where this is not possible (e.g. DT and HE) additional controls have been implemented such as screens.	
8	Large gatherings such as assemblies are avoided, and groups kept apart.	In Senior School year groups are kept separate within School in all circumstances, with the Sixth Form exceptions noted above. Large gatherings are avoided in all but exceptional cases, where a strict 2-metre distancing will be adhered to. In Junior School, indoor assemblies will be virtual.	Acceptable
9	<p>The timetable is revised to implement where possible:</p> <ul style="list-style-type: none"> • Plan for lessons or activities which keep groups apart and movement around the school site to a minimum • Maximise the number of lessons or classroom activities which could take place outdoors • Staggered assembly group • Break times (including lunch) are staggered so that all pupils are not moving around the school at the same time • Drop-off and collection times are staggered and communicated to parents • Parents' drop-off and pick-up protocols are planned and communicated so that they minimise adult to adult contact 	<p><u>For Senior School</u></p> <p>The School has been divided into 4 zones – Yellow zone for Y8/Y10, Green zone for Y9/Y11, Blue zone for Y7/ Y12 and Y13 (but Year 12 and 13 are treated as separate bubbles) and Red zone which is a shared area and may only be accessed for specific purposes and with enhanced controls in place to ensure no cross year group contact. Within each year group zone are single year group rooms, which are used whenever possible. In addition, there are rooms which when unavoidable are shared by the year groups in that zone. Cleaning takes place between any change of occupancy. Rooms in the shared “Red” zone are for specialist activities and include labs, music, drama, Library, Hall, Atrium, Art, DT, HE, Sports Hall, and changing rooms. These rooms will only be used when necessary to deliver a broad and varied curriculum (eg science lessons</p>	Acceptable

		<p>with a practical component) and staff are expected to cooperate creatively by planning and switching rooms to minimise to the lowest possible level the incidence of year group transition. These rooms will also be subject to cleaning between year group use and any shared items will be minimised and where unavoidable, will be cleaned frequently and meticulously (by the staff concerned) as appropriate for the activity in question.</p> <p>For Lower School, movement between rooms will <i>only</i> be for specialised lessons and occasional science practical lessons, maths and MFL. Out of necessity, movement will be more frequent for other year groups, but year groups have been “paired” in zones with one low movement group together with a higher movement group. This will minimise the risk of cross year group contact. In addition, lesson finish times are slightly staggered to avoid cross year group contact.</p> <p>Break times are staggered across the current break and Independent Study sessions, for both staff and pupils. Lunch is staggered across current pastoral sessions and lunch, with the School Hall providing an additional venue for lunch. For the most part, sittings will be by year group with in-year group social distancing expected as far as possible, stringent hand hygiene and pupils facing forward. Lunch is one</p>	
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		<p>example where Sixth Form Year group separation is achieved through strenuous physical distancing within a very large space. This is also the case for Junior School. There will be thorough cleaning between each sitting. Tormead will require on-going access to risk assessments of the catering providers.</p> <p>School finish times have been slightly staggered. School start times remain the same at present due to the high proportion of pupils using coach transport, but risk is acceptably minimised by the use of Zone-specific entrances to the School site and Zone group specific entrances to the School building.</p> <p>The parent Return to School booklet will contain information on the need to minimise adult to adult contact on drop off and collection and suitable signage will be placed outside of School as a reminder.</p> <p>Lessons will be held outside where possible and appropriate. A marquee has been hired to provide an outdoor venue.</p> <p><u>For Junior School.</u></p> <p>Almost all lessons will be delivered in allocated classroom bases, including Art, DT, Music and Science. One exception is Year 5 and 6 English and Maths where pupils will be split into sets but</p>	
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		<p>will remain within their Year group bubbles. Cleaning as detailed elsewhere will take place on change of use of the occupant of a desk.</p> <p>Lessons will be taken outside where possible.</p> <p>There will be staggered arrival and dismissal times for each class and three entrances/exits will be utilised to avoid class contact.</p> <ul style="list-style-type: none"> • Main Junior Entrance Hillier Road (5Y, 5X and Year 2) • Black Gate Entrance Cranley Rd,(Yr 4, Yr 3, R and Yr 1) • Entrance via Shackleton gate on Cranley Rd <p>Arrival will commence at 8.15 am. Dismissal will finish at 3.35 pm to avoid mixing with Senior School girls, unless girls are attending pre-booked aftercare, in which case a similar staggered schedule applies to avoid clashes. Each class will have an allocated arrival and dismissal time.</p> <p>Staggered lunch will be held in Senior School for Junior School pupils, with seating organised to ensure year group separation.</p> <p>In the light of experience, multiple year groups now have playtimes together outside, but in strictly segregated and separated areas, with access and exit controlled. For After Care, the</p>	
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		small number of girls re organised into venues by building with Reception and Year 4 in adjacent rooms, Year 3 and Year 6 in adjacent rooms and the same for Years 2 and 5.	
10	Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. And are seated at the same desk;	Where possible, pupils will remain seated at the same desk although this will vary by year group. There will be thorough cleaning of desks (and other items) on change of occupancy	Acceptable
11	Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> • accessing rooms directly from outside where possible • considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • staggering lunch breaks and pupils clean their hands beforehand and enter in the groups they are already in or pupils are brought their lunch in their classrooms • The number of pupils using the toilet at any one time is limited 	Rooms are accessed from the outside whenever possible, with zones having dedicated entrances. One-way systems and dividers are in operation where needed. Staggered breaks reduce the number of pupils using the toilets at any one time. Toilets are allocated to individual year groups.	Acceptable
12	The use of shared space such as halls is limited and there is cleaning between use by different groups;	The Senior School Hall will be used for lunch to provide further separation of year groups and some extra-curricular activities. Thorough cleaning will take place with each extra-curricular	Acceptable

		<p>activity subject to a COVID risk assessment to ensure controls remain robust.</p> <p>In Junior School, the Hall may be used for occasional activities such as drama and music, if this presents a lower risk than a classroom. Risk assessments for each activity must be in place.</p>	
13	The use of staff rooms and offices is staggered to limit occupancy.	Office space has been reallocated and re-organised and each member of staff given a dedicated workspace and computer, to ensure 2 metre + social distancing at all times. In the case of some part time staff, the allocated space is unique to them for that day. The Senior School Staff Room is closed, and the Junior School Staff Room use limited to ensure COVID protocols are not breached.	Acceptable
14	Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school's arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors.	Visitors to the School to be minimised and all to adhere to strict COVID measures. A record to be kept. Peripatetic staff may continue to visit School providing COVID-secure arrangements can be put in place, and overall risk suitably managed. This varies from activity to activity (given the requirements, dimensions of certain rooms and other risk factors) in which case remote lessons will continue if necessary. Enhanced requirements re distancing have been communicated.	Acceptable

15	Classroom based resources, such as books and games, are used and shared within the Bubble; these are cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;	Hard to clean items and any non-essential items will be minimised, subject to providing a welcoming environment. All frequently touched surfaces to be cleaned as detailed above. Shared items to be minimised (even within bubbles) and cleaned as above or quarantined (e.g. in the case of library books or returned subject books) for 72 hours.	Acceptable
16	Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.	The Return to School booklet will detail the equipment expected in School each day. Pupils should minimise what they bring in. Lockers will not be available, and pupils should use a suitable bag for their belongings which allows them to wash or sanitise their hands appropriately as prescribed. Pupils will not be permitted to share or borrow resources if they have forgotten an item or borrow from school. Online resources will be used wherever possible and marking will take place online or will be organised to reduce as far as possible the risk of contact transmission	Acceptable
17	Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;	Pupils and staff will be expected to have their own items of equipment that are very frequently used – such as pencils and pens	Acceptable

<p>18</p>	<p>Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where not to ensure maximising distance between pupils and high levels of cleaning and hygiene. COVID-19: Guidance on phased return of sport and recreations.</p> <p><u>Schools in Tier 4 – Physical Education</u></p> <ul style="list-style-type: none"> • <i>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports clubs or activities before or after school, in addition to their regular PE lessons. Pupils should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups. Competition between different schools should not take place, in line with the local restrictions on grassroots sport.</i> • <i>Schools can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within their own system of controls. When it comes to playing team sport, schools can offer those with approved guidance listed in the DCMS <u>return to recreational team sport framework</u>, offering the activity in line with guidance. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not,</i> 	<p>A programme has been put together which seeks to ensure continuity where possible, but which fully reflects year group separation and the advice of national governing bodies re COVID secure arrangements for sport in schools. The sharing of equipment will be limited as far as possible and subject to frequent and meticulous cleaning. All shared areas will be cleaned thoroughly between use and transport arrangements will implement stringent COVID secure procedures such as more frequent hand-washing, thorough cleaning of the vehicle between use and separation of year groups. Outdoor activities will be prioritised over indoor and where in indoor takes place, distancing will be maximised. Contact activities will be avoided at the current time. All such activities will be subject to a separate COVID risk assessments.</p> <p>Suitable and robust protocols for managing a suspected COVID case off-site will be in place, including the means to sanitise a minibus for return transport to School.</p> <p>In the light of 5th November guidance, weekend extra-curricular activity ceased immediately but will resume once lockdown ends has now resumed. PE and extra-curricular activity will take place in line with government guidance, with Junior School only activities for w/c 4th January. Remaining extra-curricular activities will continue</p>	<p>Acceptable</p>
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	<p><i>maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. Where open, external facilities, including other schools' facilities, can also be used in line with government guidance for the use of, and travel to and from, those facilities and schools' own systems of controls.</i></p>	<p>on site for the time being, as for many families, they provide a crucial childcare function. This arrangement will be kept under review to ensure consistency with local schools and reduce uncertainty and difficulty for working parents and carers.</p>	
19	<p>Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u></p> <ul style="list-style-type: none"> • <i>Schools in local restriction tier 3 and 4 areas should not host performances with an audience.</i> • <i>Where schools are unable to put on live performances to parents, they may wish to consider alternatives such as the use of live streaming and recording, subject to the usual safeguarding considerations and parental permission.</i> • <i>Schools in other local restriction tier areas planning an indoor or outdoor performance in front of an audience should follow the latest advice in the <u>DCMS performing arts guidance</u>, implementing events in the lowest risk order as described. If planning an outdoor performance they should also give particular</i> 	<p>Lesson content has been revised to exclude high risk activities. For extra-curricular activities, in cases where the risk is higher, stringent measures such as social distancing, playing outside if possible and positioning other than face to face will be implemented. Instruments will not be shared, except for piano, where a cleaning regime will be in place, and drums, where girls have their own sticks. There will be no cross-year group activities. All activities will be subject to a separate COVID risk assessment. In Junior School, lesson content is being revised to exclude high risk activities or sharing of instruments, unless robust controls can be put in place.</p>	Acceptable

	<p><i>consideration to the guidance on delivering outdoor events.</i></p> <p>The current advice is against domestic (UK) overnight and overseas educational visits at this stage see <u>coronavirus: travel guidance for educational settings</u>.</p> <p>In the autumn term, schools can resume non-overnight domestic educational visits. These trips should include any trips for pupils with SEND connected with their preparation for adulthood (for example, workplace visits, travel training etc.). This should be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. Schools should also make use of outdoor spaces in the local area to support delivery of the curriculum. As normal, schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, schools will need to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <u>health and safety guidance on educational visits</u> when considering visits.</p>	<p>There are no trips currently planned. Should trips go ahead in future, in line with existing policies, any such Trips are thoroughly risk assessed and require sign off from a member of SLG in line with the visits policy.</p>	
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	<p>Schools should work closely with any external wraparound providers which their children and young people may use, to ensure that as far as possible they can be kept in a group with others from the same bubble they are in during the school day. Where it is not possible, or it is impractical, to group children in the same bubbles as they are in during the school day, schools and external providers may need to group children with others from outside their school day bubble and / or from a different school. This may happen, for example, if only one or two children are attending wraparound provision from the same school day bubble and / or where multiple schools are attending provision. If schools or external providers need to do this, they should seek to keep children in small, consistent groups with the same children each time, as far as this is possible. Settings should also read the local restriction tiers guidance to find out what tier their area is in and the additional restrictions that apply. Currently, schools can continue to offer all before and after-school educational activities and wraparound childcare in all local restriction tiers.</p>	<p>No extra-curricular provision is running at present</p>	
<p>20</p>	<p>Ventilation. Latest guidance includes a new “prevention” control which must be in place</p>	<p>Mechanical ventilation will continue to be set to achieve maximum ventilation. In cooler weather, windows will be open just enough to provide constant background ventilation and more fully</p>	

	at all times – “8) <i>Always keeping occupied spaces well ventilated.</i>	during breaks to purge the air in the space. Internal doors should be open where possible. External doors will be open where it is safe, and they are not fire doors. High level windows should be used in preference to low level to reduce drafts and furniture rearranged to avoid direct drafts. Heating will be used to ensure comfort levels are maintained in occupied spaces. Regular CO2 readings will continue to be taken to check air quality and temperature readings to ensure sufficient levels of comfort. Pupil are allowed to wear home clothes	
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<u>Part 4</u>			
<u>Prevention – PPE</u>	Recommended controls/Mitigation and Protective Measures	Tormead measures planned/ in place	Risk rating following action
<i>Where necessary, wear PPE</i>			
1		All protocols remain in place for PPE	
1	The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only	Additional PPE as detailed above will be worn for cleaning of a suspected COVID area or cleaning of spillages. Masks, visors and gloves will be worn	Acceptable

	<p>needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 	<p>by the Healthcare Lead (or others providing essential first aid) when social distancing cannot be ensured. A mask and gloves will be donned immediately by any person showing COVID symptoms, with the possible exception of very young pupils or those with a legitimate medical exception.</p> <p>In senior school, staff and pupils will be required to wear face coverings in all indoor non classroom non office areas. Staff and pupils may choose to wear face covering in other areas school if they wish, but this is not a general requirement. In these instances, staff and pupils would be expected to accommodate the needs of others in our Community, such as wearing of face coverings that allow lip reading should that be applicable.</p>	
2	<p>Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection and follow SCC PPE guidance.</p>	<p>This guidance will be implemented.</p>	<p>Acceptable</p>

<u>Part 5</u> <u>Prevention –</u> <u>Response to</u> <u>Infection</u>	Recommended controls/Mitigation and Protective Measures	Tormead measures planned/ in place	Risk rating following action
<i>a) Test and trace</i>			
1 Mass testing	Mass testing in line with the government’s programme to minimise risks of transmission from asymptomatic individuals and also to limit time away from school for close contacts by offering daily testing for 7 days.	<p>Mass testing due to start as detailed below has been paused in light of the Government announcement of school closures. Twice weekly testing will be offered to asymptomatic staff necessarily working on site.</p> <p>Daily testing of close contacts has been paused by the Government. Positive tests need no longer be confirmed by PCR tests before self-isolation commences.</p> <p>Mass testing of pupils will begin on 6th January for Years 11 and 13 and then rolling out to the remainder of the Senior School, with each participating pupil receiving two tests before returning to school. Parents have been sent details, consent forms and privacy information on 1st January. School staff will be offered weekly tests. Tormead will also offer daily tests for 7 days to close contacts of confirmed cases.</p>	Acceptable

		Testing has been thoroughly risk assessed (see separate document) and complies to relevant guidance.	
1a	<p>NHS Test and Trace process to be followed and understand how to contact their local Public Health England health protection team. Staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • 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 • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) 	<p>Communication with parents regarding mass testing set out the implications and the requirements associated with such testing.</p> <p>The 'Return to School' guide will set out clear expectations of the School regarding pupils and family members showing COVID symptoms, the requirements for isolation, test and trace, and information to be provided to the School. The same will be explained to staff at inset briefing and on the Tormead COVID micro site. All will accord fully with latest PHE advice. The Healthcare Lead will follow all the latest guidance if a case is suspected and will communicate promptly with all relevant parties, involving senior leaders at Tormead. Confidentiality will be respected as far as is possible.</p> <p>A Clarion has been sent to parents regarding pupil use of the NHS COVID-19 app. Guidance has been given to both staff and relevant pupils regarding when to disable tracking.</p> <p>Arrangements have been put in place to allow orderly dismissal of year groups should this be necessary during the school day following notification of a positive case.</p>	Acceptable

	symptoms or someone who tests positive for coronavirus (COVID-19)	A specific confidential COVID email address has been created to enable the timely communication of relevant information. In addition staff and parents have been given a COVID emergency contact number to notify positive test results. Covid@tormeadschool.org.uk and 07908 704816	
2	A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.	We will require symptomatic cases to go to the local test centre and obtain the first available appointment. Tormead is reviewing on an on-going basis any refinements to protocols that may be necessary if access to testing continues to be problematic. Tormead will be implementing mass testing as per the government's guidance for asymptomatic cases in Senior School pupils and staff – Testing will be offered as detailed above to asymptomatic senior school pupils and staff	Acceptable
3	The school will ask parents and staff to inform them immediately of the result of the test: <ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating. If someone test 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 7 days [now	This information will be included in the Return to School booklet. It is our clear expectation that these protocols will be followed in order to protect the integrity of the COVID security of our School community	Acceptable

	extended to 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. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should continue self-isolating for the full 14 days.		
<i>b) Managing confirmed COVID-19 cases</i>			
4	Flowchart school response to suspected or confirmed COVID-19 cases to be followed for suspected or confirmed cases.	All the latest Government guidelines will be followed for suspected or confirmed cases as detailed above	Acceptable
5	If someone has attended the site tests positive for COVID-19, the local health protection team will be contacted by the school.	Acknowledged.	Acceptable
6	The health protection team will provide guidance to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.	Acknowledged and the Healthcare Lead has a dedicated mobile to enable such communication to be as efficient as possible.	Acceptable

7	<p>Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Travelling in a small vehicle, like a car, with an infected person 	<p>On receiving advice from the DfE helpline or health protection team, as appropriate, Tormead will take appropriate action for anyone who has been in close contact with the person who has tested positive</p> <p>The parent Return to School booklet will make clear these arrangements</p>	Acceptable
8	<p>Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</p>	<p>Meticulous seating plans will be kept and adhered to wherever possible.</p>	Acceptable

9	Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	The plans for remote learning made last term have been updated and are ready to be rolled out in the event of part or all of the School being closed. Detailed arrangements are also in place for individual girls self-isolating or part or whole year groups and also staff. Plans are kept under constant review and amended and adapted to enable the best possible provision. Remote learning will be offered to all year groups from 6 th January and from then on as detailed in the government's guidance.	Acceptable
<i>Contain any outbreaks</i>	If two or more cases are confirmed within 14 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.	Tormead will adhere to all instructions from the local health protection team and DfE helpline and implement without delay any additional action if an outbreak is suspected, including the use of a mobile testing unit Tormead will adhere to the latest CONTAIN guidance regarding the four levels of restrictions for educational settings in areas subject to local restrictions.	Acceptable
10	Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.	Acknowledged and Tormead will immediately adhere to any advice given from the DfE helpline from the local health protection team	Acceptable
11	In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in	Acknowledged and Tormead will immediately adhere to any advice or requirements from the local health protection team- DfE helpline	Acceptable

	contact with the person who tested positive.		
11	Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.	See above	Acceptable
11a Attendance	<p><i>The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</i></p> <p><i>Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</i></p> <p><i>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</i></p>	All staff able to work from home are doing so. The only pupils in school are those in the designated categories	Acceptable
11b	<i>The advice for pupils in local restriction tiers 1 to 3 who remain in the clinically extremely vulnerable group is that they</i>	See above	Acceptable

<p>Workforce</p>	<p><i>should continue to attend school unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting.</i></p> <p><i>Shielding advice is currently in place in tier 4 areas, and so all children still deemed clinically extremely vulnerable are advised not to attend school.</i></p> <p><i>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</i></p>		
<p>11c Testing</p>	<p><i>Lateral flow device (LFD) tests are better at identifying people who are the most infectious, and so they act as an additional part of the armoury to reduce the risk of virus circulating in your school by finding people without symptoms who are carrying more virus. It is very important that you continue with all the protective measures you have put in place to reduce the risk of transmission at school. Information for testing can be found at <u>Mass asymptomatic testing in specialist settings - GOV.UK (www.gov.uk)</u></i></p>	<p>All protective measures detailed in this risk assessment are operating at Tormead</p>	

Emergencies			
13	All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.	A request for contact information to be confirmed to be sent as part of the parent Return to School booklet, emphasising the importance of all parents having in place arrangements that allow their daughter to be collected promptly in the event of any medical emergency. The School Office to make a thorough check that up to date information has been received from all families. Parents, and if unavailable, emergency contacts, to be contacted immediately in the event of COVID symptoms and as soon as possible in the case of other illness or injury where the pupil cannot return to lessons promptly. Parents should understand that emergency contacts may be required to self-isolate if the pupil tests positive for COVID	Acceptable
14	Parents are contacted as soon as practicable in the event of an emergency.	This is an important part of our COVID security and will be done without delay	Acceptable
15	Pupil alternative contacts are called where their primary emergency contact cannot be contacted.	As above	Acceptable
16	The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.	The first aid policy has been updated and all first aid emergencies are managed in line with the First Aid Policy.	Acceptable

Part 6 Managing school transport	Recommended controls/Mitigation and Protective Measures	Tormead measures planned/ in place	Risk rating following action
1		The school coach service will not run during the period of school closure	
1a	Parents and pupils are encouraged to walk or cycle to their education setting where possible;	The 'Return to School' guide advises transport to School in line with latest Government advice, including the use of face coverings on public transport. The School coach service will be run strictly in accordance with the latest Government guidance, with the relevant measures communicated clearly to parents via Clarions and the Return to School booklet. These measures are under constant review but currently include the compulsory wearing of face coverings, social distancing where possible, year group separation on the coach as far as possible, stringent hand hygiene and cleaning of the vehicle between use, social distancing between the driver and passengers and a moratorium on drivers working when showing COVID symptoms. Tormead School will require sight of the risk assessments from the coach company on an on-going basis.	Acceptable

2	Parents and pupils are discouraged from using public transport, where possible particularly during peak times;	The latest guidance is included in the 'Return to School' guide	Acceptable
3	For more information on home to school transport, please refer to SCC guidance in safer working for home to school transport.	Acknowledged	Acceptable
4	Where possible, transport arrangements are organised to cater for any changes to start and finish times;	School opening times are unchanged, but School transport providers have accommodated the slightly staggered leaving time. Arrangements are in place for COVID-secure waiting areas.	Acceptable
5	Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;	This has been communicated to our transport providers	Acceptable
6	Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;	Done In line with a request from the coach company, pupils will now wear face coverings on trips to sports venues.	Acceptable
7	Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for	Details of school transport arrangements to be included as part of 'Return to School' guide for parents. No changes to transport times for our coach	Acceptable

	instance, to agree pick-up and drop-off times).	contractor, but dialogue has been ongoing with them in the course of re-opening planning.	
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Part 7			
Safe re-opening of the site	Recommended controls/Mitigation and Protective Measures	Tormead measures planned/ in place	Risk rating following action
1		Essential building checks and maintenance will continue during school closure.	
1a	Fire and other emergency procedures are reconfigured and extinguishers and fire detection and alert systems are fully tested and up to date	Fire evacuation routes have been revisited to ensure the safest route(s) are still available to the occupants of the building. New pupil assembly points will be allocated in line with allocated outside space. This will form part of INSET day briefing for both pupils and staff. The fire alarm system has been tested as scheduled and is fully functional. The required full School evacuation drill will be carried out in accordance with statutory requirements, with full and proper consideration given to COVID security.	Acceptable
2	Gas supply and appliances are appropriately maintained, tested and safe	All appliances, including gas appliances have been serviced routinely, repaired and maintained in accordance to Government Regulations	Acceptable
3	Air handling units are maintained, tested and entirely fit for purpose	In accordance with current Chartered Institute of Building Service Engineers Covid-19 guidelines (see	Acceptable

		<p>link below) we have disabled all recirculating systems to ensure maximum levels of fresh air at all times. The mechanical ventilation systems will provide more fresh air than a naturally ventilated room with opening doors and windows. Current advice regarding air conditioning is to run it alongside the fresh supply air systems to help ensure there are no areas of stale air in the spaces. These principles will be adopted in all School buildings fitted with air handling equipment</p> <p>Building and systems checks will be completed 5 days prior to re-occupancy and performance closely monitored by the Estates & Facilities Manager.</p> <p>All Ventilation will be operated in accordance with the CIBSE Covid Guidance: https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p> <p>Handheld CO2 detectors have been sourced allowing for daily checks of air quality in each of the internal rooms.</p> <p>Any staff with concerns about the effectiveness of the AHUs should report these promptly to the Estates and Buildings Manager.</p>	
4	All electrical testing is up to date	Fixed Wiring Testing and PAT Testing has been completed and supplies have been serviced	Acceptable

		routinely, repaired and maintained in accordance to Government Regulations.	
5	All legionella tests are up to date	Weekly flushing of the hot and cold-water systems has been routinely conducted throughout the closure of the school, along with monthly temperature testing.	Acceptable
6	Waste protocols have been updated in line with COVID requirements	MAR Cleaning Services have amended their Waste Disposal Procedure to comply with the Government Regulations of disposing of any COVID-19 related medical cleaning and or equipment.	Acceptable
7	Pest control is up to date	All baited traps and high-risk areas have continued to be routinely inspected and replaced where necessary, which is documented in the pest control folder	Acceptable
8	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Minibuses will be furnished with emergency packs, cleaning packs consisting of hand & surface sanitiser and cloths. Deep cleans of the minibuses will be carried out, if there is a suspected COVID-19 case.	Acceptable

SIGNED

Helen Davies – Bursar

David Boyd - Head

DATE 29th January 2021

Review due Friday 26th February 2021