**North London Grammar School: COVID-19 Risk Assessment for the School opening in September 2020 (updated 23.06.2020)**

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| **Event title: Return to school in September following lockdown with Covid19 – Opening for all year groups across Prep and Secondary phases.**  This Risk Assessment is for the return of all students to school in September 2020, following lockdown. The ratio of students: staff in classrooms will be no more than 15:1 and 2m social distancing applied where possible. This Risk Assessment follows advice received from the Government and is reviewed weekly or daily as required. | Date of Event: Tuesday 1stSeptember 2020 at the earliest  Staff involved: All |
| **Note:**   * This document should be read in conjunction with document “NLGS Schools phased reopening plans due to COVID-19: Health and Safety” * This document will be updated regualarly in accordance with DfE guidance. |  |

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| **HAZARD** | page1image711122176**Who can be harmed?** | **Control Measures to reduce risk** | **Who is responsible** |
| **Contact with someone suffering from coronavirus**  Students/Staff showing symptoms of Coronavirus  COVID-19 Positive Test  **If a student/staff member becomes unwell with Covid19 whilst in the setting, call PHE on 0344 225 3861**  **(option 0 then option 1)**  **They will advise whether to close the school for deep cleaning.** | Staff, students, contractors, visitors | * Everyone will be asked not to come into school if they or anyone they live with is experiencing coronavirus symptoms, and instead follow official self-isolation guidance. Regular reminders will be given about this. * Anyone self-isolating with symptoms will be encouraged to access testing, and the school will help them do this. See document: NLGS Schools reopening plans due to COVID-19: Health and Safety” * If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk. * Students to be temperature checked * Arrange for students to go home as soon as possible * Affected staff member to be sent home immediately * Designated area to be only used for this purpose (glass office, ground floor) * First aid will be carried out in a separate area (Office area) * Students to wait for parents in a designated area * Staff looking after students in designated area to wear disposable face mask/gloves/apron and a face shield * Designated toilet to only be used for this area * Good ventilation needed – open windows where possible * Deep cleaning of this area needed regularly to avoid the spread of infection. * Double bagging potentially contaminated rubbish, tissues in case COVID-19 is confirmed. PHE guidelines on disposal if case confirmed. * Staff and cleaning company to follow guidance on how to correctly dispose of PPE when in contact with an actual or suspected case. * Cleaning staff should wear PPE when cleaning this area and PPE should be disposed of using the clinical waste bins. * Staff to be tested asap via School system of booking tests which is quick and efficient and results are sent to the school * Student to be tested by booking an appointment. Parent advised - A coronavirus test can be booked here:   https://www.nhs.uk/conditions/coronavirus-covid-19/ | HT  Personnel with staff HOD with students  First Aider, SLT |
|  |  | In the case of a symptomatic pupil who needs to be supervised before being picked up:   * If a distance of 2m cannot be maintained, supervising staff will wear a fluid-resistant surgical mask * If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron * If there is a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection * Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.   A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following decontamination guidance.  If a pupil or a staff member working with pupils tests positive for coronavirus, the rest of their pupil group will be sent home and advised to self-isolate for 14 days (as will any staff member who looked after them in school while they were symptomatic).  If other cases are detected at school, the local health protection team from Public Health England will be in touch to advise on appropriate action, such as asking more people to self-isolate. | HT, SLT |
| **Contact with coronavirus when getting to and from school** | Staff, students, contractors, visitors | The following link may be useful: https://extranet.dft.gov.uk/safer-transport-campaign/schools/  For pupils that will need to be dropped off and picked up, parents will be told through messages and signage:   * Their allocated drop off area * The protocols for minimising adult to adult contact [Please do not leave your car at any time and only use the entrance / exit signposted for use by parents] * Only one parent should attend * Not to gather at entrance gates or doors, or enter the site unless you have a pre-arranged appointment * Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. | HT, Site Team  SLT, staff and students |
| **First Aid**  • Reception   * Medical Room | First Aiders Students/Staff | * First aid administration at NLGS is in the normal First Aid area, at the back of the office * First aid that can be given maintaining the 2m social distancing guidelines can be carried out without the use of PPE. (e.g. giving out paracetamol or providing students with a plaster for them to self-administer). * If 2m social distancing cannot be maintained, and first aiders need to physically carry out first aid tasks, then PPE should be worn. * Ensure that gloves are used and disposed of in the clinical waste bins after each student. * Wear protective aprons and dispose of in the clinical waste bins after each student. * First Aiders to wear face masks and face protection visors and these can be re-used. Each first aider will have their own personal face protection visor. * Face masks must:   + Cover both nose and mouth   + Not be allowed to dangle around the neck   + Not be touched once put on, except when carefully removed before disposal   + Be changed when they become moist or damaged. * Treatment area to be cleaned down after each casualty. * Hand sanitisers to be available in this area to be used by students and staff as required. | First Aiders |
| **Fire procedures** | Staff, students, contractors, visitors | * Students/staff will be directed to separate bespoke areas to avoid cross contamination and over crowding. If the government requires the use of social bubbles wherever possible, areas will be labelled to identify where each social bubble will congregate * Students will need to congregate within their social bubble * Staff and students will be made aware of the new fire evacuation procedures and which muster point to use, as a priority at the start of day 1 * Fire drills will only occur if the HT believes it is safe to do so * In an emergency, social distancing does not need to be adhered to if it is unsafe to do so. * Where social distancing is not adhered to this must be recorded if needed for tracing. | HT SLT |
| **Reception**  • Visitors  • Lates  • Deliveries | Staff, students, contractors, visitors | * Hand sanitiser on the wall outside reception by the door and on the reception desk * Sign in procedures: Receptionist wil sign in/out visitors and the screen will be wiped after each use * Staff and students advised to avoid reception and only use if essential * See further school phased guidance * Hand sanitisers will be provided for students entering through the dining hall. * Parents advised that they must contact reception in advance if they wish to come into school and will need to book an appointment * Hand sanitisers in reception area and all visitors to be asked to use them when entering the school. * Receptionist will sign in/out all visitors to avoid unnecessary contact and relevant lanyard provided (which has not been used for at least 3 days) * Plastic guards to be installed around Reception desk * No hot desking by staff in school * Gloves and masks to be provided * Anti-bacterial wipes to be provided to clean the desk after every visitor * Staff and contractors not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups. | Site Team HT, Admin and Office Team |
| **Spreading infection due to excessive contact and mixing in meetings** | Staff, students, contractors, visitors | * Where possible, all meetings will be conducted by telephone or using Microsoft Teams. This includes meetings with staff, parents, visitors and governors. * Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing,for example, the dining hall. * Meetings with parents/public to take place in dining hall to avoid limited contact with the site and any possible cross contamination. To be cleaned down after each use. | HT, SLT |
| **Spreading infection through contact with coronavirus on surfaces** | Staff, students, contractors, visitors | * Detailed risk assessment and routine to be established by Site manager * Government advice for cleaning of non-medical centres, which includes regularly cleaning frequently touched surfaces using standard cleaning products (e.g. bleach, detergent) * Cleaners to follow government guidance on social distancing at all times * Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste – every 2 hrs per day. * Cleaning staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent), including: door & window handles, bannisters, light switches, bathroom facilities (including taps and flush buttons), classroom desks/tables, reception desks, teaching and learning aids, computer equipment (including keyboards and mouse), and telephones to be cleaned down every day and throughout the day every hour, if possible. * Increase cleaners during the day – if possible add an additional daytime cleaner so we have at least 2 in each school (all day time cleaners to have safeguarding training as per school policy) * Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. * Areas of the school not in use will be shut off to make cleaning more manageable. * Any equipment that is shared will be cleaned between groups of children using it and multiple groups won’t use it simultaneously. * Shared rooms will be cleaned between different groups using them. * If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following decontamination guidance. * Cleaning supplies will be topped up regularly and monitored to make sure they are not close to running out. * Teachers will wash their hands and surfaces before and after handling pupils’ books. | SLT, Teachers  SLT, Site Team, HT, Site Team Teachers |
| **Spreading infection due to touch, sneezes and coughs**  **Hand Washing & General hygiene**  • Classrooms • Communal areas  • Offices | Staff, students, contractors, visitors | * Hand sanitisers and wipes will be available in every classrooms, office and communal areas and on entry/exit to the school. * Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they are not close to running out. * Staff to remind students at the start of each day the importance of hand washing and the need to use tissue for coughs and sneezes and to immediately bin these * Students to be temperature checked during first 30 mins of arriving at school * Lidded bins, with foot pedal for extra protection to be emptied throughout the day * On arrival at school students/staff to wipe shoes on mats that have been sprayed regularly with anti-viral cleaning products.   Everyone in school will:   * Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands * Clean their hands on arrival, before and after eating, and after sneezing or coughing * Clean their hands with hand sanitiser on arrival to every lesson * Be encouraged not to touch their mouth, eyes and nose * Use a tissue or elbow to cough or sneeze, and use bins for tissue waste * Students will be encouraged to learn and practise these habits in lessons and by posters put up across the school * No more than 2 students in the toilet area at any one given time.   Posters around the site to remind/advise students and staff about the importance of hand washing, what to do with coughs and sneezes. | Site Team  Teachers SLT  Site Team SLT |
| **Spreading infection due to excessive contact and mixing between pupils and staff in classrooms** | Staff, students, | * Follow Government advice, up to a maximum of 15 students in any classroom * Where possible all classrooms of 55m2 or over to be used only * Only 15 students in each classroom, desks marked to show where students are allowed to sit * Students allocated their own desk to work at each day, as per the seating plan provided * Student desks cleaned down after each lesson if there are room changes within the day (not expected and to be avoided in planning where possible) * Desks will be arranged in rows similar to an examination style layout. There will be no group work. * All classrooms will have hand sanitisers to be used on entry and exit. * Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding wouldn’t be compromised. * Teachers will wash their hands and surfaces before and after handling pupils’ books. * The amount of take-home resources will be limited, and the sharing of stationery and other equipment will be prevented where possible. If shared equipment is used, it will be cleaned thoroughly between each group using it. * Teachers may need to switch between groups if subject specialism is needed. * Teachers may choose to wear face masks during the day, not during teaching. * Teachers to use their own normal whiteboard pens to avoid cross contamination. * Teachers to sanitise, using the hand gel or antibacterial spray provided, the IWB pens provided before and after use. Teachers to use the IWB pens rather than touch the IWB screen with hands to avoid cross-contamination * Teachers may, if they prefer, use their own classroom IWB pens and take them from room to room to avoid cross- contamination. * No hot desking * Cleaning of the IWB screens requires specialist cleaning fluid so as not to damage the screen. If cleaning the IWB board Screen - Please do not clean the screen unless using cleaning material provided specifically for the IWB. * Teachers should keep their bags locked away in the staff room * Students will need to leave their bags in lockers and only take what they need for multiple lessons, where possible * Teachers will not work with students on a 1-1 basis * There will be no group work * Students will not share resources * Teachers will not give students written feedback, whilst the student is working on their book, nor give verbal feedback close up * All seats will be individually allocated * There will be no lining up and students will enter the classroom, maintaining 2m distance, where possible * All clutter in the classroom is to be removed, including on/below the teacher’s desk * No personal items to be brought in from home * All students to come into school with a clean uniform. * Staff to leave at the end of the day to facilitate the cleaning at the end of the day. | SLT, Teachers  SLT, Site Team, Cleaners  Site Team Site Team  All staff  Teachers Teachers  SLT Teachers |
| **Spreading infection due to excessive contact and mixing between pupils and staff around the school**  **Social distancing**   * Classrooms * Corridors * Communal spaces * Entry/exit site | Staff, students, contractors, visitors | Follow Government advice. To maintain social distancing at all times, students will be   * Allocated the school entrance/exit they may use * Allocated a zoned area of the school/classroom and the route to take to get there * Access classrooms directly from the outside where possible * Allocated a desk within the each classroom within their zoned area * Allocated which toilet/washroom facilities they may use. This will be managed to avoid overcrowding. * Allocated zoned area they may go to for any break period * Corridors will have a one way system where possible or a divider down the middle to keep groups apart * There will be no catering service and all food/drink must be brought in from home. * It is recommend that talking face to face is avoided where possible and to do so only when at least 2m apart. If possible, sit side by side for discussions and maintain 2m. * The use of lifts will be continue to not be used * Classes (students and staff) allocated to a specific zone/area within the school and to remain in that zone/area to stop interaction between different groups in different zones to reduce cross-contamination. * Floor Markings on entry/exit to the site Staggered entry and exit to facilitate social distancing * Communal areas zoned and students directed into each zone | SLT,  Site Team  HT, Site Team |
| Break/lunch times | Staff, students, | * No lunch times provided on phased return, students dismissed at lunch time * 20 mins outside break provided and staggered to minimise interaction between each group of 15 students within each zone * Zoned areas to be marked out/separated and made clear to students/staff * Outside areas designated to each class of 15 students * Students will remain in their social bubble * Hand washing on entry/exit * Students will be supervised at all times to ensure mixing between groups does not occur, and they will be reminded about the rules throughout the day. | HT,   HT, SLT HT, Site Team  SLT |
| Toilets/Washrooms  • Staff  • Students  • Visitors | Staff, students, contractors, visitors | * Designated toilets for staff to use within each zone * Daytime cleaners to regularly clean throughout the day and deep clean at night * Regular checks of soap throughout the day * Facilities only to have a limited number of students in them at any one time – number dependent on the toilet block. Staff to supervise. No more than 2 students in the toilet area at any one given time. * Visitors to be designated one toilet within the ground floor toilet facility | HT, Site Team |
| Outdoor recreational areas:   * MUGA * Outdoor area at back | Staff, students, | * Areas to be zoned with groups directed to each zone to maintain social distancing and to limit any inter-group interaction * No games that involve items that requires students to touch, e.g football, tennis, badminton and table tennis due to cross contamination. | HT, Site Team All staff  All staff |
| Assemblies | Staff, students | * No assemblies to be held during first half term. |  |
| Staff work areas:  Staffroom Staff meetings | Staff | * Staff use of staff room and office will be staggered to limit occupancy. * Staff not working with pupil groups will be asked to maintain 2m distances from each other and from the pupil groups. * Staff to work in isolation where possible by using their own office or own classroom (if not used for teaching). * Staff to only use the staffroom if it is essential to do so, no socialising * Staff advised to avoid staff workroom if possible as a working space, work from home or in normal classroom. If used, then staff should not work opposite each other, but where possible side by side, or back to back. * Arrange area for staff to work 2m apart * Staff meetings via MT -Where this is not possible, essential meetings will be conducted outside, or in a room large enough to allow for social distancing. * Ensure wipes and antibacterial spray is available to clean down kettles/microwave and all kitchen services and appliances. | HT, all staff |
| Office | Staff, students | * Staff use of the office will be staggered to limit occupancy. * Office should be well ventilated, with doors and windows open where possible * Prop doors open where possible, unless it is a fire door – DO NOT prop fire doors open. * Meetings to only take place in office if 2m can be adhered to. * No hot desking | HT, all staff |
| **No respect of social distancing and/or of protective measures in place** | Staff, students, | * In the eventuality of students persistently not adhering to this Risk Assessment then parents will be contacted and students will be isolated and expected to wait in designated area/or be sent home. * All staff/students expected to follow the school behaviour policy as normal including the addendum for COVID-19 * Staff on duty to wear PPE if it is deemed necessary to positively handle a student for their or others safety | HT, SLT. |
| **Individuals vulnerable to serious infection coming into school**  Staff | Staff  page15image715422144page15image715422560 | * Follow Government advice for “extreme clinically vulnerable”, “clinically vulnerable” and “Shielding” for staff team * Staff in the “Extremely Clinically Vulnerable group” should discuss with HT the best options for working at home. * Staff in “clinically vulnerable” advised to work from home but can attend school if they wish to and social distancing is maintained. To be discussed and agreed with HT and individual risk assessments carried out as required. * Staff in the “shielding” group are advised to attend work and follow social distancing and risk assessments in place. To be discussed and agreed with HT and individual risk assessments carried out as required. * SLT to monitor staff absence and arrange cover. | HT |
| **Individuals vulnerable to serious infection coming into school**  Student Attendance | Students | * Follow Government advice for “extreme clinically vulnerable”, “clinically vulnerable” and “Shielding” for students/households * Attendance monitored as normal for DfE in times of COVID-19 * Attendance to be monitored as normal for safeguarding and for tracing of students * Safeguarding procedure to be followed as per school policy * Non attendees to be contacted daily. | HT, SLT, HOD |
| **Individuals vulnerable to serious infection due to their special educational needs and disabilities** | Students | * Health Care Plans updated and provision provided for SEN students as appropriate | SENCO |
| **Spreading infection due to the school environment** | Staff, students, contractors, visitors  page16image654470432page16image654471136 | * Checks to the premises will be done to make sure the school is up to health and safety standards before reopening. * Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. | HT, Site Team |