**North London Grammar School reopening due to COVID-19: Health and Safety as at 23rd June 2020**

This document has been written following government guidance and will be reviewed weekly or daily as required. This document provides a quick guide summary of the more detailed NLGS COVID-19 risk assessment and it is advised that this be read in conjunction with that document.

NLGS will continue with on-line education for Years 6 and 10, as per our email to parents on 1st June 2020, up until the end of the summer term. In addition, there will be virtual ‘face to face’ meetings with Year 10 students and parents, as part of the school’s virtual home visits.

**School Opening**

The school will open in the new academic year (September 2020) as a fully functioning and operational school for all students. We will continue to follow government guidance on reopening of schools and make the necessary amendments to our risk assessment.

**Classrooms/Teaching**

All classrooms will have a maximum of 15 students, sitting 2m apart and 2m apart from the teacher, where possible. Only 15 chairs will be available and each student will have their own allocated double desk for the session/lesson within their allocated zoned area of the school. 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. Doors will remain open to minimise unnecessary touch. Areas not in use will be locked down and not in use.

Areas in use will be well ventilated by opening windows or using ventilation units. Doors will be propped open, where fire safety and safeguarding will not be compromised, during teaching. However all doors must be closed on exit.

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 student using it.

Teachers may need to switch between groups if subject specialism is needed.

**Cleaning**

The school will have had a deep clean over the summer period and there remains a daily cleaning service. The number of daytime cleaners will be increased to provide more regular cleaning during the day, such as cleaning 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. Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.

Where students move between classrooms within their allocated zones, these will be cleaned prior to further use. The school is cleaned each evening following the standards set out by the government guidance.

**Social Distancing – Students/Staff**

To maintain social distancing at all times, students will be

1. Allocated the school entrance/exit they may use
2. Allocated a zoned area of the school/classroom and the route to take to get there (including identified stairwells)
3. Access classrooms directly from the outside where possible
4. Allocated a desk within the each classroom within their zoned area
5. Allocated which toilet/washroom facilities they may use. This will be managed to avoid overcrowding.
6. Allocated zoned area they may go to for any break period
7. Corridors will have a one way system where possible or a divider down the middle to keep groups apart
8. At break time, students will remain in their allocated ‘social bubble’
9. There will be no catering service and all food/drink must be brought in from home
10. It will be recommended that talking face to face is avoided where possible and then at a distance. If possible, adults will sit side by side for discussions and maintain 2m
11. There will be no assemblies
12. There will be no extra curricular activities on site
13. The use of lifts will remain non accessible to students.

**Hand washing**

Hand sanitisers will be available in every classroom, office and communal areas and on entry/exit to the school.

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

Pupils will be encouraged to learn and practise these habits in lessons and by posters put up across the school.

**Break periods**

During break periods, students will be allocated a zoned area. They must stay 2m apart and must not go into another zoned area. They 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.

**Office and Reception area**

Staff within the office and reception area will maintain social distancing of 2m. Screens have been provided as an extra precaution.

**Visitors are asked to refrain from attending the school, if possible.**

**Visitors to the school must make an appointment via reception before attending site** to avoid unnecessary queues. Students and staff must not use reception unless it is essential to do so.

2m social distancing will be maintained with clear signage and mats on the floor to serve as a reminder. Visitors are advised to bring their own refreshments if needed.

Reception will have a screen to minimise risk along with hand sanitiser and anti-bacterial cleaning materials.

Sign in procedures will be changed to ask visitors about their health over the past two weeks prior to attending the school.

Sign in/out for visitors will be carried out by the receptionist.

**Supply Teachers**

Confirmation will be sought from the supply agencies, should there be a requirement of a supply teacher to attend the school. Each supply teacher will be required to adhere to the school procedures. We only envisage using supply teachers in the case of an emergency.

**Contractors, Maintenance and Suppliers**

Confirmation will be sought from contractors, maintenance and suppliers of the health status of their employees. Each visitor will be required to adhere to the school procedures whilst on site.

**Meetings**

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.

**Canteen**

The canteen will be closed in September and provision reviewed regularly.

**Travel to and from school**

Students and staff are encouraged to walk and cycle to school where possible to do so. If travelling by car, the government advises that this be with household members only. Travelling by public transport is advised as a last resort and to avoid public transport at peak times where possible. Please follow government guidance on travelling on public transport. 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.

**School Bus**

The school bus service will adhere to social distancing rules. It may be necessary to provide additional buses and/or staggered start times to avoid overcrowding.

**Facemasks/coverings and gloves**

Please follow government guidance where it states that wearing facemasks/coverings and gloves when using public transport are recommended but, neither are required in a school setting. Teachers will have the option to wear face masks. However, both items are allowed to be worn in school, if that is the personal preference of an individual, and may be worn in all areas. It is the responsibility of the individual to supply these items. 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, if they wish to remove them at any time.

**How to make a face covering**

If you wish to make your own face covering then the following link may be useful:

https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how- to-wear-and-make-a-cloth-face-covering

**First Aid**

Qualified First Aiders will be on site each day and they have PPE to wear when administrating First Aid.

**Illness**

Staff and students who are ill, whether this is suspected COVID-19 or not, must not attend school.

**COVID-19 Testing – Students/Parents**

Anyone with symptoms of coronavirus is now eligible to book a test. Anyone experiencing a new, continuous cough; high temperature; or a loss of, or change, in their normal sense of smell or taste (anosmia) should book a test.

A coronavirus test can be booked here:

https://www.nhs.uk/conditions/coronavirus-covid-19/

**COVID-19 Testing – Staff and their household**

As a key worker you are eligible for priority testing and this can be done via the Self-referral test booking route:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**COVID-19 Positive Test**

If a person with coronavirus symptoms comes into school, 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.

**Students/Staff with underlying health conditions**

The school will continue to adhere to government guidance with regard to students and staff with underlying health conditions. As is the case in ‘normal circumstances’, we will be mindful of the particular needs of students and staff with different protected characteristics or who appear to be in particular at-risk groups.

We will continue to assess individual students and members of staff who may be at increased covid-19 risk and put reasonable adjustments in place, especially for those students and staff with serious medical conditions and staff with caring responsibilities.

H. Fatih Adak

Headteacher

23.06.20