

## Risk Assessment: Enfield Grammar School

<b>Date of assessment:</b>	January 2021 – v13	<b>Persons undertaking the assessment:</b>	Headteacher/Senior Leadership Team
<b>Work Activity being assessed:</b>	Risk Assessment for opening of the School during the Covid-19 Pandemic		
<b>Risk Key:</b>	Low	Medium	High

### SCOPE OF OPERATION:

Full opening of School during coronavirus pandemic.

This COVID-19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full opening of the School following the Christmas break and to ensure the School continues to operate in a safe way.

Those affected by the identified risks are staff, students, parents/carers, visitors and contractors.

Existing policies to apply alongside the actions within this document (but not limited to):

Health and Safety, Child Protection and Safeguarding, Positive Behaviour and Home/School Agreement.

### ASSOCIATED GUIDANCE:

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak - Schools COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak - Schools COVID-19 operational guidance - GOV.UK (www.gov.uk))

[HSE - Coronavirus/working-safely](#)

[HSE - New and Expectant Mothers](#)

[HSE - Protecting New and Expectant Mothers at Work](#)

[HSE - Coronavirus/Cleaning/Handwashing & Using Hand Sanitiser](#)

[HSE - Coronavirus/Cleaning/Bathrooms-toilets-washbasins](#)

[HSE - Respiratory-Protective-Equipment/Fit-Testing-Basics](#)

[HSE - Coronavirus / PPE Face Masks](#)

[HSE - Supply issues with PPE and working safely during the Coronavirus pandemic](#)

[HSE - Protect home workers \(Coronavirus\)](#)

[HSE - Coronavirus/Working Safely / Protect People](#)

[HSE - Coronavirus - Legionella Risks](#)

[HSE - Coronavirus / Equipment & Machinery / Air-Conditioning & Ventilation](#)

[NHS - 111 - COVID-19](#)

[NHS UK / Coronavirus / Latest NHS Info.](#)

[NHS / Coronavirus / Testing & Tracing](#)

[Nursing Times - Research - Paper Towels much more effective at removing viruses than hand dryers](#)

[Royal College of Obstetricians & Gynaecologists - Coronavirus Infection & Pregnancy](#)

[GOV.UK - Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK](#)  
[Royal College of Paediatrics and Child Health - COVID-19](#)  
[Chartered Institute of Building Services Engineers \(CIBSE\) - COVID-19](#)  
[Chartered Institute of Building Services Engineers \(CIBSE\) - Emerging from lockdown](#)  
[Chartered Institute of Building Services Engineers \(CIBSE\) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems \(HVAC\)](#)  
[GOV.UK - COVID-19 Response: Summer 2021](#)  
[GOV.UK - Government Collections - Coronavirus COVID-19 Guidance](#)  
[GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance](#)  
[GOV.UK - Guidance for Schools Coronavirus COVID-19](#)  
[GOV.UK - Publications - Guidance on Shielding and protecting Extremely Vulnerable Persons from COVID-19](#)  
[Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](#)  
[GOV.UK - Guidance / COVID-19 - Restrictions \(what-you-can-and-cannot-do - clinically-vulnerable-people\)](#)  
[GOV.UK - COVID-19: Guidance on Protecting People Defined on Medical Grounds as Extremely Vulnerable - GOV.UK](#)  
[GOV.UK - Government / Publications / COVID-19 Stay at Home Guidance](#)  
[GOV.UK - Government / Publications / Coronavirus - COVID-19 \(Asymptomatic testing in Schools and Colleges\)](#)  
[GOV.UK - Safe working in Education, Childcare and Children's Social Care, including the use of Personal Protective Equipment \(PPE\)](#)  
[GOV.UK - Government / Publication Stay-at-Home Guidance](#)  
[GOV.UK - NHS Test & Trace - How it works](#)  
[GOV.UK - Guidance / Coronavirus-COVID-19 - Getting tested](#)  
[GOV.UK / Government / Publication COVID-19-Decontamination in non-healthcare Settings](#)  
[GOV.UK - Guidance / Contacts PHE Health Protection Teams](#)  
[GOV.UK - Coronavirus Test](#)  
[GOV.UK / Guidance / Coronavirus - Safer travel guidance for passengers](#)  
[GOV.UK / Guidance / How to Quarantine \(when-you-arrive-in-England\)](#)  
[GOV.UK - Extra mental health support for pupils and Teachers](#)  
[GOV.UK / Government Publications / COVID-19 for food businesses](#)  
[GOV.UK - Government Publications - Health & Safety on Educational Visits](#)  
[GOV.UK / Government / Publications / Protection Measures for Holiday or After School Clubs and other out of school settings during the COVID-19 outbreak](#)  
[GOV.UK / Government / Publications / Coronavirus COVID-19 - Guidance on phased return of Sport and Recreation](#)  
[GOV.UK / Government / Publication / Supporting Pupils at School with Medical Conditions](#)  
[GOV.UK / Government / Publications / What Parents and Carers need to know about Early Years Providers and Colleges during Coronavirus \(COVID-19\) outbreak](#)  
[GOV.UK - Face coverings: when to wear one, exemptions, and how to make your own](#)

**LOCATION:**

Enfield Grammar School, Market Place, Enfield, EN2 6LN  
 Enfield Grammar School, Parsonage Lane, EN1 3EX

**WHEN DOES THE ACTIVITY TAKE PLACE:**

During the school day, Monday to Friday

Risk	Controls	Responsibility	Risk rating following action
1. Site is not compliant with monitoring/statutory checks	a) Site has been maintained throughout partial closure and all compliance checks/maintenance and inspections have continued to be carried out (as the site has not been fully closed). Continue to ensure that all premises compliance is up to date and completed as required.	School Business Manager Site Manager	
	b) Consideration given to premises lettings	School Business Manager	
	c) Continuous monitoring of the cleaning standards of school cleaning contractors and additional measures required with regard to managing the spread of coronavirus have been implemented with additional daily cleaning on both sites.	School Business Manager	
	d) Fire evacuation procedures have been updated and circulated to all staff. In the case of an emergency, fire evacuation takes precedent and social distancing does not need to be maintained if it is unsafe to do so.	Headteacher School Business Manager	
	e) Insurance cover is in place and clarification sought with regard to level of cover	School Business Manager	
	f) Drinking fountains are accessible and flushed weekly. Water is also available free of charge in lunch halls.	Site Manager/Catering Manager	
2. Insufficient staffing	a) Considerations given to the minimum staffing needed at any one time (and cover arrangements in case of staff absence/sickness). Staffing levels to be kept under constant review.	School Business Manager Deputy Headteacher	
	b) As far as possible minimise the use of daily supply teachers.	School Business Manager Deputy Headteacher	
	c) Ensure that the following members of staff are on site daily: <ul style="list-style-type: none"> <li>• member of SLT</li> <li>• safeguarding officer</li> <li>• site staff</li> <li>• member of office staff</li> <li>• first aider</li> </ul>	School Business Manager Deputy Headteacher	
3. Lack of awareness of policies and procedures	a) All staff have regard to DfE Guidance	School Business Manager	
	b) The school keeps up-to-date with advice issued by, but not limited to, the following: DfE, NHS, Department of Health and Social Care, LA	Senior Leadership Team	
	c) Staff understand school policies and controls in relation to infection control (by email)	School Business Manager	
	d) Parents are made aware of the school's response to suspected and confirmed cases of COVID-19 (including NHS test and trace, when required to carry this function out by the government)	Headteacher	

	e) The school communicates with parents via letter regarding any updates to school procedures, which are affected by the coronavirus pandemic.	Headteacher Deputy Headteachers
	g) Students are made aware of the school's procedures in relation to suspected COVID-19 cases via their class teacher and are informed that they must tell a member of staff if they begin to feel unwell.	Deputy Headteacher Class Teachers
	h) All parents are made fully aware of the school's Covid-19 measures and the expectations of pupils (by letter and school website)	Headteacher
	i) Students are made aware of the School's expectations during the Covid-19 pandemic and are reminded of these through daily notices.	Headteacher Deputy Headteacher
	j) Behaviour policy, CP policy and Home/School agreement during partial opening amended and all staff, parents/carers and students to be made aware of this by email (where required in case of partial school opening only).	Deputy Headteacher Governors
	k) Staff to be reminded about H&S when working from home should another lockdown be introduced. DSE self-assessment to be sent to staff as required if staff working from home for a long period of time. Links for staff: <a href="#">HSE - Protect home workers (Coronavirus)</a> <a href="#">HSE - Coronavirus/Working Safely / Protect People</a>	School Business Manager
4. Cleaning of site is inadequate, leading to increased risk of transmission of coronavirus	a) Enhanced cleaning schedule implemented throughout the site, following government guidance. Contact points and toilets will be cleaned regularly throughout the day.	School Business Manager Cleaning Staff
	b) Thorough cleaning of teaching rooms will be carried out daily when students have left the site.	Cleaning Staff
	c) Shared equipment will be cleaned between groups. Shared equipment will be kept to a minimum.	Teacher/Technician
	d) Teachers will wash their hands and surfaces before and after handling students' books.	Teaching Staff
	e) Bins to be emptied regularly. Secure place identified where waste can be stored for suspected cases until test result confirmed (at least 72 hours).	Site Manager Cleaning Staff
	f) Hand wash and paper towels in place in all toilets, which will be replenished by site staff daily.	Site Manager
	g) Hand sanitiser units placed at entrance to all classrooms and communal areas. These are to be used by staff and students when entering areas. Site team to check gel levels daily as part of locking up procedure and refill as required.	Site Manager

5. Risk of transmission of virus at School	<b>5.1 Guidance</b>		
	a) Infection control procedures are communicated and adhered to as much as possible in accordance with the DfE and PHE's <a href="#">guidance</a>	School Business Manager	
	b) Staff/students will be asked <b>not</b> to come into school if they need to self-isolate under current guidance: <a href="#">When to self-isolate and what to do - Coronavirus (COVID-19) - NHS (www.nhs.uk)</a>  Anyone self-isolating with symptoms will be encouraged to access <u>testing</u> and engage with the NHS Test and Trace process.  The School has a limited number of PCR testing kits that will be issued to symptomatic staff or students (their parents as under 18) if they are unable to get to a testing site.  If a symptomatic person comes into school, they will be sent home immediately or isolated from students/staff until they can be picked up.  Staff will be informed of Covid-19 cases at the school.	Headteacher SLT Welfare Officer	
	c) Close contacts of confirmed cases are requested to carry out LFT tests for 7 days and are able to attend school.	All	
	d) Staff/students who experience symptoms of coronavirus are required to take a test as soon as possible and isolate as required in line with government guidance.	All	
	e) Staff and students are informed of the symptoms of possible coronavirus infection, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus by email and daily notices.	Headteacher School Business Manager	
	f) In line with government guidance mass testing will take place in January 2022 prior to students returning to school following the Christmas break.  Home testing kits are issued regularly to students and offered to all staff (as received from government). Staff and students should undertake twice weekly home tests.  Students and staff have are regularly reminded of the importance of home testing to help keep the School community as safe as possible.	Headteacher School Business Manager	
	<b>5.2 Unwell Pupils</b>		
a) Parents informed that any pupils who feel unwell must <b>not</b> be sent to School.	Deputy Headteacher Welfare Officer		

	<p>b) If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be picked up. The conference room at the upper and the bunker at the lower will be used as designated holding rooms. 999 will be called if they are seriously ill or injured or their life is at risk.</p> <p>In the case of a symptomatic student who needs to be supervised before being picked up:</p> <ul style="list-style-type: none"> <li>• If a distance of 2m can't be maintained, supervising staff will wear a mask</li> <li>• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron</li> <li>• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection.</li> </ul> <p>Supervising staff will wash their hands thoroughly after the pupil has been picked up.</p> <p>If there are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p>	Welfare Officer SLT	
	<p>c) Whilst in School, any pupil who displays signs of Covid-19 is immediately referred to the Welfare Officer and isolated in the designated room. PPE to be worn as a precaution. Pupils displaying symptoms of coronavirus do not come into contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe and visible at all times. The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</p>	SLT Welfare Officer	
	<p>d) If Welfare Officer is unavailable, member of SLT to ensure that unwell pupils are moved to designated room whilst they wait for their parent/carer to collect them.</p>	SLT	
	<p>e) The isolation room will be thoroughly cleaned before re-use. The area must not be used until 'cleared' by a member of SLT.</p>	SLT Cleaning Staff	
	<p>f) If unwell students are waiting to go home, they are instructed to use the staff toilet if required and then this area must be closed and thoroughly cleaned. These toilets must not be used until cleaning has taken place and 'cleared' by an SLT member.</p>	SLT Cleaning Staff	
	<p>g) Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p>	Welfare Officer SLT	
<b>5.3 Travelling to/from School</b>			
	<p>a) Pupils are encouraged to walk and cycle to school, using public transport only where this is not possible. Pupils who need to take public transport will be reminded to adhere to government guidance via daily notices and letters home.</p>	Deputy Headteacher	

	b) Students are expected to follow government guidance outside of school.	Students	
	c) Staff will be encouraged to walk and cycle where possible and avoid public transport. Where public transport cannot be avoided, staff will be reminded to follow government guidance on safe travel.	Headteacher	
<b>5.4 Visitors to the School</b>			
	a) Parents/carers should not enter the school grounds. All queries should be dealt with by phone. Where this is not possible, appointments will be given on a case by case basis before or after school.	Office Staff	
	b) If parents/carers are on site, they must observe social distancing rules, wear a face mask and enter the office on a one-in-one-out basis.  Parents/carers are required to take a lateral flow device (LFD) test before attending a school meeting/event.	Parents/Carers Office Staff	
	c) Visitors to the school will be kept to a minimum. All visitors must ensure that they meet social distancing requirements and wear a face mask whilst on site in communal areas.  Visitors and contractors are required to take a lateral flow device (LFD) test before attending a school event/meeting.  Masks can be removed for sessions as long as social distancing can be maintained. Where social distancing (from staff and students) is not possible a mask must be worn whilst onsite.  The premises team will accompany contractors and ensure that all areas visited are cleaned. Where possible, contractors will only be on site outside of school hours.	Office Staff Site Staff	
<b>5.5 Staff</b>			
	a) As restrictions have been eased, the Government are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance.  Individuals may choose to limit the close contact they have with those they do not usually meet with in order to reduce the risk of catching or spreading Covid-19, particularly if they are clinically extremely vulnerable and if Covid-19 disease levels in the general community are high. It is important to respect and be considerate of those who may wish to take a more cautious approach as restrictions are lifted.	CEV staff	

	Risk assessments to be completed as required to mitigate the risks of CEV staff. CEV staff are no longer required to shield in line with government guidance.		
	b) For pregnant staff, a discussion must take place and a risk assessment carried out with the Line Manager and SBM. <a href="https://www.gov.uk/government/consultations/coronavirus-covid-19-advice-for-pregnant-employees">Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</a>	School Business Manager Staff	
	c) All staff should wear a mask in communal areas and whilst teaching if social distancing cannot be adhered to.	All Staff	
	d) Staff to maintain social distancing as much as possible.	All Staff	
	e) The two main school offices will have screens in place to protect staff from visitors and those directly opposite	Site Staff	
	f) Printers - cleaning wipes available at printers for touch points which all staff will be required to use.	School Business Manager	
	g) Staff should continue to ensure that the clear desk policy is implemented to enable effective cleaning of classrooms and offices. Cleaning wipes/sprays are available from the office to facilitate cleaning of work stations more regularly.	Staff Site Manager	
	h) Staff to wash their hands with soap regularly for no less than 20 seconds. Handwashing guidelines are <a href="#">here</a> . Posters on display.	Headteacher School Business Manager	
	i) Staff kept fully aware of any changes to procedures/plans via email.	Headteacher SLT	
	j) Staff encouraged to use a tissue or elbow to cough or sneeze ('catch it, bin it, kill it')	Headteacher School Business Manager	
	k) Teacher to clean surfaces where work has been marked and ensure that they wash their hands before and after marking.	Teachers	
	l) Teaching Staff to ensure that they allow enough time to pack away and be ready to move on the bell to the next lesson	Teaching Staff	
<b>5.6 Students</b>			
	a) All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.		
	b) Students are expected to wear a face mask in communal areas of the School and during lessons (following government guidance) unless they are medically exempt.	All Students	
	c) Lunch will be provided onsite. Year groups will be served at different times to minimise the mixing of year groups as much as possible.	Deputy Headteacher	
	d) Those on duty should ensure that toilets are not overcrowded. Teachers to ensure that only one student is permitted to leave their class at a time to use the toilet.	SLT Duty Managers	



	e) Pupils are informed of how to maintain good levels of personal hygiene by their teacher during registration.	Deputy Headteacher Class Teacher	
	f) Pupils reminded to wash their hands with soap after going to the toilet for no less than 20 seconds. Handwashing guidelines are <a href="#">here</a> .	Deputy Headteacher Class Teacher	
	g) Assemblies will only take place in year groups and online where possible.	SLT	
	h) Students encouraged to use a tissue or elbow to cough ('catch it, bin it, kill it')	Deputy Headteacher	
<b>5.7 Teaching Rooms/Corridors/Offices</b>			
	a) Seating plans must be prepared for all lessons and form time. Staff must ensure that seating plans are adhered to and that any changes to seating plans are recorded and kept. Seating plans must be provided for all cover lessons	Teaching Staff Cover Supervisors	
	b) Classroom layouts have been adapted to ensure that teaching staff are able to maintain social distance when positioned at their desks.	Site Manager	
	c) In the event of a lockdown, where critical worker students/invited students are on site, they will be in separate IT rooms with dedicated staff to avoid mixing of year groups. Each year group will form their own bubble to help minimize contact/mixing. Staff will supervise students on a rota basis.	Deputy Headteacher	
	d) In the event of a lockdown, support staff will work on a rota basis to minimize number of staff onsite.	Headteacher School Business Manager Deputy Headteacher	
	e) Alcohol-based sanitiser is used by students and staff each time they enter their classroom/halls.	All students	
	f) Students must ensure that they have their own equipment and must not share their equipment with other students.	Headteacher Teachers	
	g) Any movement around the school will be in single file, using the "on the left" school rule. Signage will be displayed throughout the school.	SLT	
	h) Staff to maintain social distancing as much as possible. Staff to ensure that they wash their hands before or after using shared equipment and/or wipe with sanitiser.	All Staff	
	i) Safety posters to be displayed in all areas about handwashing, social distancing and COVID symptoms.	Site Manager	
	j) Corridor doors to remain open to reduce touch points and increase air ventilation. Fire safety latches to be used as required.	All Staff	
	k) Rooms and offices in use to be ventilated. Please see COVID Advice – COVID-19 Schools Advice No. 5 – Ventilation and Air Conditioning Version 2. Follow guidance on heating ventilation and air conditioning (HVAC)	All Staff	

	<u>Chartered Institute of Building Services Engineers (CIBSE) Coronavirus - SARS and Heating Ventilation and Air Conditioning Systems (HVAC)</u> The School is awaiting the delivery of CO2 monitors		
	l) Library: Staff to make use of any digital resources for pupils. Limited number of pupils can attend the library at any one time. Pupils encouraged to drop the returning items in a collection box/trolley.	Librarian	
<b>5.8 Toilets/Kitchens</b>			
	a) Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas.	Site Manager	
	b) Staff must not share crockery or cutlery with other members of staff and must ensure that the staff room kitchens are kept clean using the products provided.	All Staff	
	c) Staff must ensure that their crockery/cutlery is washed after use.	All Staff	
	d) Staff to ensure social distancing as much as possible and masks to be worn unless eating/drinking.	All Staff	
<b>5.9 General</b>			
	a) H&S walkabout conducted by SLT member regularly to ensure compliance with school policy with rapid response where breaches are found.	SLT	
	b) Risk assessment approved by Governors and shared with all staff and parents/carers and available on the School's website.	Governing Body	
	c) Educational visits will be assessed on a case by case basis with the trip organiser.	Headteacher Deputy Headteacher	
<b>5.11 First Aid</b>			
	a) Where possible, students will be asked to administer their own first aid to minimise contact with staff.	All students	
	b) First aid to be administered by allocated members of staff using PPE if social distancing cannot be maintained. If possible, first aid to be administered side to side and not face on. Thorough cleaning of hands and surfaces to take place after student is treated.	Welfare Officer	
	c) Staff are vigilant and report concerns about a student's symptoms to Welfare Officer.	All Staff	
	d) Students must only be sent to medical when they are unwell. They must not be sent for any other reason as the medical room must be kept as clear as possible.	All Staff	
	e) Welfare Officer reports immediately to Headteacher/SBM about any cases of suspected coronavirus, even if they are unsure.	Welfare Officer	

	f) Schools keep pupils and parents adequately updated about any changes to procedures as necessary (by letter and school website).	Headteacher	
	g) The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.	All Staff	
	<b>5.12 Deliveries</b>		
	a) Office staff to ensure that deliveries are wiped down and that they wash their hands after unpacking.	Office Staff	
	b) Delivery point identified to limit access to the School.	Finance Officer	
	<b>5.13 Meetings</b>		
	a) Meetings with parents should be held over the phone if possible. Where this is not possible, parent meetings must take place before or after school and are by appointment only. Where social distancing is not possible or staff are not able to be onsite for meetings, these can be held remotely (see section above). Governors meetings will continue to be held remotely.	All Staff	
	b) Department meetings will take place on-site and social distancing should be observed as much as possible. Where this is not possible and where staff have agreed, some staff may join meeting remotely.	HoDs SLT	
6. Increased risk of infection due to mutations of coronavirus	a) To safeguard the health of the teaching workforce and keep as many staff and students in school and college as possible, the Government have made <u>rapid lateral flow tests available</u> to schools.  Staff and students should undertake twice weekly home tests.	Headteacher School Business Manager	
7. Students' behaviour on return to school does not comply with school rules and Covid-19 protocols	b) Students will be made aware of the school rules and procedures and the importance of following these rules. Ensure expectations are clear.	All Staff	
	c) Staff to model behaviour	All Staff	
	d) School's behaviour policy amended and sent to all parents with an explanatory note to make the changes clear.	Deputy Headteacher	
8. Difficulty contacting parents in an emergency	a) All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.	Office Manager	
	b) Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.	SLT Welfare Officer	
	a) Staff have access to counselling through local services	School Business Manager	

9. Staff and student wellbeing adversely affected by pandemic	b) Online wellbeing resources and circulated to staff	School Business Manager	
	c) Headteacher encourages “open door” policy for all staff	Headteacher	
	d) Line managers are proactive in discussing wellbeing with the staff that they manage including their workload.	Line Managers	
	e) Staff training to be delivered via INSET, HoDs and departmental meetings.	SLT	
	f) Weekly student inclusion meetings will be held.	Deputy Headteacher	
	g) Home visits are carried out, as required, following government guidelines on social distancing.	Deputy Headteacher	
	h) Wellbeing/mental health is discussed regularly through form time and delivered via the Wellbeing Team.	Deputy Headteacher Wellbeing Co-ordinator Learning Mentor Teaching Staff	
	i) There is access to designated staff for students who want to talk to someone about their wellbeing/mental health.	Deputy Headteacher Wellbeing Manager	
j) Online resources made available for all students to access in the event that they are required to isolate.	Deputy Headteacher		

#### Music Lessons and Peripatetic Lessons

1. Transmission of Covid-19 when entering and leaving the music department	<ul style="list-style-type: none"> <li>Students and staff to use hand sanitiser when entering the classroom.</li> </ul>	Teacher	
2. Transmission of Covid-19 when in music lessons	<ul style="list-style-type: none"> <li>Students are seated in rows and not facing each other.</li> <li>Teacher to maintain 2m social distancing from students as far as possible.</li> </ul>	Teacher	
3. Transmission of Covid-19 when using musical keyboards	<ul style="list-style-type: none"> <li>Students to use hand sanitizer before and after use.</li> </ul>	Teacher Students	
4. Transmission of Covid-19 when singing, or playing wind or brass instruments	<ul style="list-style-type: none"> <li>As per guidance, singing must only be completed by a maximum of 15 people (including adults)</li> <li>Timetabled lessons will not include singing or playing wind/brass instruments.</li> <li>Pupils must all face the same direction</li> <li>Pupils must maintain a minimum of 2m distance between each other</li> <li>The teacher, who is likely to be facing the performers, must be at least 3m from the front row.</li> <li>The room must be well ventilated, performing outside is preferable.</li> <li>Pupils playing wind or brass instruments must use their own instrument.</li> <li>Instruments must not be shared</li> </ul>	Music Teacher	
5. Transmission of Covid-19 using classroom instruments	<ul style="list-style-type: none"> <li>All equipment must be used solely by one person for each session and cleaned by staff regularly.</li> </ul>	Music Teacher	

6. Transmission of Covid-19 whilst using computer equipment	<ul style="list-style-type: none"> <li>• Keyboards/mice will be cleaned regularly.</li> </ul>	Music Teacher	
7. Transmission of Covid-19 in peripatetic lessons, extra-curricular and band sessions	<ul style="list-style-type: none"> <li>• All above guidance applies to the use of instruments and equipment.</li> <li>• Peripatetic staff to commence 1-1 lessons in specified rooms. All rooms will be well ventilated and screens will be in place to separate the teacher from the student.</li> <li>• No instruments can be lent to students or shared between students.</li> <li>• Students to use hand gel entering/leaving class.</li> <li>• Student instruments must be clearly labelled and handed to the music office before registration on the day of the music lesson. The instruments will then be kept in the relevant music room to avoid using a shared music storage space.</li> <li>• Pupils and staff will adhere to the guidelines for using equipment as listed above.</li> </ul>	Music Teacher Music Secretary	
<b>PE Lessons, Extra-curricular Sport and Fixtures</b>			
1. Transmission of Covid-19 when entering and leaving PE areas	<ul style="list-style-type: none"> <li>• Students and staff to use hand sanitiser when entering areas and classrooms.</li> <li>• Students to enter/leave changing areas in single file.</li> </ul>	PE Teachers	
2. Transmission of Covid-19 when in PE lessons	<ul style="list-style-type: none"> <li>• Teacher to maintain 2m social distancing from students as far as possible.</li> <li>• Sports will be played in line with government guidance.</li> <li>• The activities carried out in PE lessons will be kept under review to ensure that PE lessons are suitable and in line with government guidance.</li> <li>• Staff to ensure that they use hand gel when opening/locking the 3G pitch.</li> <li>• PE lessons to take place outdoors as much as possible. Where this is not possible, large indoor spaces to be used i.e. sports hall with adequate ventilation.</li> </ul>	PE Teachers	
3. Transmission of Covid-19 when using PE equipment	<ul style="list-style-type: none"> <li>• Equipment will be cleaned regularly.</li> <li>• Pressure cleaning sprays are available to aid the cleaning of equipment.</li> </ul>	PE Teachers/Technician	
4. Transmission of Covid-19 during extra-curricular sport sessions	<ul style="list-style-type: none"> <li>• Fixtures to be kept under review in line with government guidance.</li> </ul>	PE Teachers Headteacher	
<b>Art, DT and Science Lessons</b>			
1. Transmission of Covid-19 when using art and DT equipment	<ul style="list-style-type: none"> <li>• Equipment will be cleaned regularly.</li> </ul>	Head of ADT Head of Science	
	<ul style="list-style-type: none"> <li>• Practical food lessons to be planned in accordance with the Food and Nutrition guidance that has been published for Schools.</li> </ul>	DT Teacher (Food)	
	<ul style="list-style-type: none"> <li>• Minimise the risk of contamination by: <ul style="list-style-type: none"> <li>- Washing all equipment after use (by hand or dishwasher) and leave to dry.</li> <li>- Wash all fabrics e.g. tea towels.</li> <li>- Clean work stations after use including all machinery, knobs/dials/buttons, oven handles, cupboard handles and taps.</li> <li>- Ensuring students wash their hands regularly.</li> </ul> </li> </ul>	DT Teachers Science Teachers Technicians	

	<ul style="list-style-type: none"> <li>• Ensure that sanitising gel is available in all of the DT and science rooms.</li> </ul>	Site Manager	
2. Risk of injury when using equipment in line with guidelines	<ul style="list-style-type: none"> <li>• Teachers to ensure that students wash their hands prior to using heat as hand sanitiser is flammable.</li> </ul>	Science Teachers	
<b>ICT Lessons</b>			
1. Transmission of Covid-19 when using computer equipment	<ul style="list-style-type: none"> <li>• Regular cleaning of equipment to be carried out by IT staff.</li> <li>• Teachers to maintain social distancing as much as possible whilst teaching.</li> </ul>	IT Teaching Staff IT Manager	