



RISK ASSESSMENT: Return to School September 2020

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Introduction

The Government issued guidance in early July 2020 requiring all pupils to attend school full-time from September. The guidance has been considered for the operation of Pitsford School and this risk assessment has been produced incorporating the following:

Summary Plan

The risk assessment will be reviewed on a fortnightly basis. Should any staff need to raise any issue that they feel need to be considered in respect to this risk assessment or directly relates the practical steps being taken to ensure Pitsford School is COVID-19 secure please email covid@pitsfordschool.com (this email address is for staff use only, any Covid-19 issues raised by either parents or pupils should be raised with the Headmaster in the first instance).

Pitsford School will provide the usual timetable of lessons in all subjects and all usual rules relating to behaviour will be in effect.

Pupils will return in 'cohort bubbles' which will consist of years:

- EYFS/J1/J2 (KS1)
- J3/J4/J5/J6 (KS2)
- Y7/Y8
- Y9/Y10
- Y11/VI Form

In the Junior School bubbles are based upon key stages, where in the Senior School upon their sport and activities. Each 'bubble' group will have an area of Pitsford School allocated to them and each form will have a fixed 'home' classroom for all lessons where that is possible. It is intended that Sciences, ICT, Art and Music will be in the relevant departments and arrangements will be made for pupils to move safely to those areas within the day.

Hygiene and cleaning protocols have been established to ensure safety, in accordance with the Government guidelines. This includes regular hand washing/sanitiser available in each classroom and wiping of desks before/after each lesson.

Cohort Bubbles - location

<u>Year Group</u>	<u>Classroom</u>
Kits	Early Years Classroom
Squirrels	Early Years Classroom
J1	J2 Classroom Early Years room 2 opposite for IWB use
J2	J2 Classroom Early Years room 2 opposite for IWB use
J3	J3 Classroom
J4	J4 Classroom
J5	J5 Classroom
J6	J6 Classroom
Year 7/8	Main School Classrooms 7-11
Year 9/10	Main School Classrooms 1-6
Years 11/VI Form	Wake Rooms 3, 4, Chapel and Pitsford Hall Classrooms

Toilets

There is no requirement to have separate toilet facilities for different cohorts but we are going to implement this where possible, apart from in the Sunley building.

<u>Group</u>	<u>Toilet</u>
Kits/Squirrels	Early Years Classroom
J1/J2	Key Stage 1 toilets
J3/J4/J5/J6	Key Stage 2 toilets – cubicles labelled for cohort groups
JS Staff	KS1 side of building - Visitors toilet
JS Staff	KS2 side of building - Disabled toilet
Year 7/8 Girls	Main School Girls Toilets
Year 7/8 Boys	Sports Hall Changing Room (accessed from Outside)
Year 9/10 Girls	Sports Hall Changing Room (accessed from Inside) and Ladies Toilet
Year 9/10 Boys	Main School Boys Toilets
Year 11/VI Form	Wake Toilets/ Library Toilet
All users	Sunley

Toilets used by multiple groups: Currently Sunley and Staff toilets will have enhanced and regular cleaning.

Pitsford School Routine

Junior School

Time	Activity	Group/Notes
8.00 - 8.20	Drop Off	For discussion – or pupils are dropped at 8.20 and come straight into classes
8.20 - 9.00	P1	Includes registration by class teacher / virtual assembly
9.00 - 10.10	P2	
10.10 - 10.30	BREAK	Bubbles to remain in specific zones
10.30 - 12.00	P3	
12.00 - 1.00	KS1 LUNCH	
12.15 – 1.15	KS2 LUNCH	
1.00 - 2.30	P4	Kits, Squirrels, J1, J2 - Includes registration by class teacher – see note about afternoon break
2.30 – 2.50	BREAK	Kits, Squirrels, J1, J2 – including a snack – NB could be flexible and child-led so taken slightly earlier break up a longer afternoon.
1.00 - 3.40	P5	J3, J4, J5, J6 – Includes registration by class teacher – option for J3 to have an afternoon break at a suitable time to aid transition from KS1 – KS2
KS1	End time 3.30	
KS2	End time 3.40	

Senior School

In order to have a full complement of lessons and allow correct distancing and separation procedures for lessons, lunch and break times, we have had to slightly extend the academic part of the Pitsford School day to finish at 4.25pm. This incorporates a 5-minute gap between lessons so teachers can move to their new group and set up, cleaning can take place where equipment has been used, and to allow a one-and-a-half-hour rotation through lunch for the groups. This is a temporary measure and we apologise for any inconvenience caused to your day. Pupils may be picked up at 4.25pm from the quad if they do not have an activity after school and 5.20pm if they do stay for an activity. Prep will also run as normal.

Time	Activity	Group/Notes
8.40 - 9.20	P1	Includes registration by class teacher NOT FORM TUTOR
9.25 - 10.05	P2	
10.10 - 10.50	*P3	
10.50 - 11.20	*Break	Pupils to stay in zones unless their 'tuck day'
11.20 - 12.00	P4	
12.05 - 12.45	P5	
12.45 - 2.15	**LUNCH	3 half hour slots (Break/Lunch or Tutor/Year Group Assembly)
2.15 - 2.55	P6	Includes registrations by class teacher
3.00 - 3.40	P7	
3.45 - 4.25	P8	

**Break/ P3 may be swapped if timetable needs dictate ** Lunch arrangements will include a rotation of three half hour sessions*

A mixture of tutor time/ year group time/ house tasks. Main PSHE sessions will be Tuesday/ Thursday for PSHE. There will be no whole school assemblies.

Free play in zoned areas - pupils will continue to have access to hard standing areas and Pitsford School playing fields while weather permits.

Dress

Pitsford School is relaxing the dress code. Pupils can wear own clothes or school uniform and should focus on comfort and ease of washing. Our policy is to keep this simple: dark bottoms (tracksuit/jeans/cargo pants) and a T shirt/sweatshirt/hoodie. Clothes should be clean on each day and we advise that they are removed on return home. As changing rooms will not be in use, pupils should wear sports kit on PE/Games days. Early years teachers will give advance notice to parents should outdoor school clothing, e.g. waterproofs, if needed. Staff dress should be smart dress that upholds a professional standard while also being easily washable.

Despite being open to all pupils, the operation and structure of Pitsford School will be significantly different from our normal arrangements. We have had to comply with the guidance from the DfE, particularly the following directives:

- “The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals”
- “In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group”
- “All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable”
- “The curriculum remains broad and ambitious: all pupils (should) continue to be taught a wide range of subjects”

17.09.2020 Update – From 2 November 2020 all pupils have been informed that school uniform (excluding blazer) has been reinstated.

Summary of the Government Guidance of 2 July 2020

The Government issued guidance on 2 July 2020 setting out a plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

Following the wider opening of schools from 1 June 2020, the Government has reviewed the position and determined that the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running and they are clear about the measures that need to be in place to create safer environments within schools.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental to children's cognitive and academic development. This impact can affect both current levels of learning and children's future ability to learn, and therefore the Government wants to ensure all pupils can return to school sooner rather than later.

The Government considers the risk to children themselves of becoming severely ill from coronavirus (COVID-19) to be very low and there are negative health impacts of being out of school. School is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.

In relation to working in schools, whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.

Given the improved position, the Government considers the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and the 2 July guidance explains the steps schools need to take to reduce risks still further. As a result, it is expected that schools can plan for all children to return. This will be an important move back towards normal life for many children and families.

The Government is therefore asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance minimising any risks from coronavirus (COVID-19) by maximising control measures with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back. There are no plans at present to reimburse additional costs incurred as part of that process.

The measures set out in the 2 July guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out and maximise control measures, they can be confident they are managing risk effectively.

While the Government's aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.

The first section of this guidance sets out the public health advice schools must follow to minimise the risks of coronavirus (COVID-19) transmission. It also includes the process that should be followed if anyone develops coronavirus (COVID-19) symptoms while at school. This guidance has been developed with advice from PHE.

The public health advice in this guidance makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

The system of controls provides a set of principles and if schools follow this advice and maximise use of control measures, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

The system of controls provides a set of principles to help them do this and, if schools follow this advice and maximise use of control measures, they will effectively minimise risks.

Contacts:

PHE East Midlands Health Protection Team,
Public Health England,
Seaton House City Link,
Nottingham,
NG2 4LA

Phone: 0344 2254 524

Risk Assessment

This document provides a consideration of the risks applicable to Pitsford School and how we open to all pupils from September 2020.

Pitsford School must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Pitsford School should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out in the Government guidance.

The key principles within the Government guidance are as follows:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in Pitsford School wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on Pitsford School's circumstances and will (as much as possible) include:

- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks
- Staff maintaining distance from pupils and other staff as much as possible

All employers must protect their people from harm. This includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the education setting.

Schools have remained open to some pupils since 23 March, welcoming more pupils back from 1 June. Schools should therefore have already assessed the risks and implemented proportionate control measures to limit the transmission of coronavirus (COVID-19) for a limited number of pupils.

From the initial lock-down, Pitsford School remained open to the children of key workers and for vulnerable children. From 1 June, pupils in the Junior School returned to school and, for the last two weeks of term, pupils in Years 10 and 12 also returned to Pitsford School for some face to face contact before the end of term.

Control measures were already in place for the above and risk assessments were performed. These have formed the basis for the September 2020 return to school assessment, supplemented for the 2 July Government guidance.

The risk assessment has been performed in accordance with Department of Education guidance and the results are set out in the Appendix: COVID-19: Risk assessment.

Conclusion

The Government has determined:

- The prevalence of coronavirus (COVID-19) has decreased, the NHS Test and Trace system is up and running and they are clear about the measures that need to be in place to create safer environments within schools.
- Returning to school is vital for children's education and for their wellbeing.
- The risk to children themselves of becoming severely ill from coronavirus (COVID-19) to be very low and there are negative health impacts of being out of school.
- Whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics' analysis on coronavirus (COVID-19) related deaths linked to occupations suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. There is no evidence that children transmit the disease any more than adults.
- Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19), and the 2 July guidance explains the steps schools need to take to reduce risks still further.

This risk assessment has considered how Pitsford School should operate using the 2 July guidance, the Governors and Senior Leadership Team consider control measures set out to be appropriate within the guidance for the return to school from September 2020.

Mrs J. Harrop, Chair of H&S Committee

Dr C.G. Walker, Headmaster

Mrs R. Heard, Head of Junior School

Mrs S. Sherlock, Bursar

Date: 20 August 2020

Reviewed: 17 September 2020 – All amendments noted in Blue

Appendix: COVID-19: Risk Assessment

School name:	Pitsford School
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Assessment conducted by – name:	SS & JOE
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Covered by this assessment:	Staff, pupils, contractors, visitors, volunteers, vulnerable people
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Assessment conducted by – job title:	Bursar and Assistant Head
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Assessment date:	17/09/2020	Review interval:	Fortnightly from return to school	Date of next review:	01/10/2020
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Related documents	
Reference documents:	<p>Government guidance:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Safe working in education, childcare and children's social care</p> <p>Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</p> <p>Actions for schools during the coronavirus outbreak</p> <p>Coronavirus (COVID-19): Education and childcare</p> <p>COVID-19: cleaning in non-healthcare settings</p>

This risk assessment applies to members of staff, pupils, parents, contractors, visitors, volunteers and vulnerable people to Pitsford School.

The key principles under the Government guidance are: Ensuring appropriate infection control; reducing mixing of 'bubbles'; maintaining social distancing where possible and adapting school activities to reduce the risk of transmission.

The risks noted below have stated control measures in place. A net risk (after control measures) has been indicated, either High (further measures are recognised to be needed to mitigate the risk, likely to be higher inherent risk – further control measures likely to be needed urgently); Medium (moderate risk even after control measures, likely to be moderate inherent risk – control measures should be kept under review); and Low (control measures have reduced the risk, typically to an acceptable level).

Risk	Control measures	Net risk (H/M/L)	Owner
1. Keeping up to date with the latest Government guidance	<p>Pitsford School keeps up-to-date with advice issued by, the following: Department for Education (DfE), NHS, Public Health England (PHE), Independent Schools Inspectorate (ISI), Independent Schools Council (ISC), Independent Schools' Bursars Association (ISBA) and Society of Heads (SoH).</p> <p>All staff will be kept apprised of relevant Government guidance for COVID-19 and have received relevant training and guidance to help minimise the spread of infection.</p> <p>Government and DfE guidance for schools has changed and been updated frequently during the coronavirus epidemic. Risk assessments and health and safety advice are updated to follow the guidance and relevant changes communicated to staff, pupils and parents.</p> <p>Staff, parents and pupils have been made aware of Pitsford School's infection control procedures in relation to coronavirus.</p>	L	SLT
2. Infection Control	<p>Current Government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest Government guidance are in place as follows:</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.</p>	M	SLT

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>The information below has been communicated to staff, pupils and parents:</p> <ul style="list-style-type: none"> • Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings). • Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. Siblings will also have to go home. • A child with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member; well ventilated areas have been identified. • PPE will be used (mask/apron/visor) if this distance cannot be maintained or there is a risk of contaminated bodily fluids. • Everyone must 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 disinfectant after they have left to reduce the risk of passing the infection on to other people. • Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19). <p>2. Clean hands thoroughly more often than usual:</p> <ul style="list-style-type: none"> • Regular hand washing / sanitising will be promoted within the school day. It takes place as a minimum: when pupils, staff or visitors enter Pitsford School; at break; before and after lunch; before leaving school; whenever the toilet is used. • Hand sanitiser is available in every classroom. • Checks are scheduled on stocks of hand sanitiser and steps are taken to ensure that there is sufficient supply in school. <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach:</p> <ul style="list-style-type: none"> • Posters are downloaded/made/bought that remind pupils and staff about the importance of the approach to hand washing and are displayed around Pitsford School, particularly by washbasins/ toilets and at entry/exit points. • Tissues and flip-lid bins are present in each bubble area. • Pupils using school transport are reminded of the need to wear face coverings/masks. • Adult visitors may be required to wear face masks if not socially distancing and a 		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>stock of masks is held at each reception desk.</p> <ul style="list-style-type: none"> • A stock of visors is maintained and made available for staff who have known underlying health issues (for use if they are required to provide first aid to pupils with COVID-19 symptoms) and, in particular, for teaching of practical subjects where there is a health and safety imperative to interact more closely with pupils (Sciences). • Natural ventilation will be used where possible with open windows. <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents:</p> <ul style="list-style-type: none"> • Additional cleaning resource has been obtained to enhance hygiene during the school day (e.g. between sittings at lunchtime). • Pitsford School cleaning contractors deliver training to cleaning staff so they fully understand their role in preventing the spread of coronavirus. • Stock checks and stock control are maintained. • Pupils are asked to wipe their own desk before/after each lesson where they have moved between classrooms. <p>5. Minimise contact between individuals and maintain social distancing wherever possible:</p> <ul style="list-style-type: none"> • Pupils are organised in cohort bubbles. Pitsford School, cohort bubbles are kept separate from each other wherever possible. • Pupils will return in 'cohort bubbles' which will consist of: <ul style="list-style-type: none"> ▪ EYFS/J1/J2 (KS1) ▪ J3/J4/J5/J6 (KS2) ▪ Y7/Y8 ▪ Y9/Y10 ▪ Y11/VI Form • Each cohort bubble has its own distinct school entrance and exit routes to aid separation. • To ensure that pupils of different bubbles do not mix with one another zoning by cohort bubbles is being employed for form rooms, lunchtime, social areas and external areas. • Refer to section above for cohort bubbles and locations. 		

Risk	Control measures	Net risk (H/M/L)	Owner
	<ul style="list-style-type: none"> • All classrooms are adapted so that, for example, all desks are socially distanced where possible and all desks face the front of the class. • Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space is areas will be cleaned down between bubbles by staff/pupils. • Cohort bubbles have been arranged to allow lockers being in the same zone, apart from Y11 lockers which are located in the Y11 common room which will be used for additional dining space. To limit the risk of infection, Y11 pupils will be limited access to their lockers at certain times. • Pupils should bring their books to school in a rucksack rather than sports bag wherever possible. These bags will be carried during the day or placed in the Year group zones, particularly at lunchtimes. • In specific lessons where practical equipment may need to be used, such as in science labs. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble. With other resources being quarantined for 72hrs as per guidance • Pupils' books may still be handed in to teachers for marking. Staff wash their hands before and after handling pupils' books. <p>6. Where necessary, wear appropriate personal protective equipment (PPE):</p> <ul style="list-style-type: none"> • DfE does not recommend the wearing of face masks within schools, by staff or pupils, unless for the reasons below. • Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE. • Gloves and aprons are provided for first aid. • Face masks are worn by pupils on Pitsford School buses. The masks are to be removed before entering Pitsford School and placed in a bag; the pupil is required to sanitise before entering Pitsford School. • Visors are available for staff where supervising a practical lesson and there is a need for closer contact with pupils for health and safety reasons. • Sufficient PPE is held and available to source by Pitsford School. • Staff with known underlying health issues can request to wear visors or masks, 		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>these requests will be sympathetically considered on a case by case basis.</p> <ul style="list-style-type: none"> • Adult visitors to Pitsford School are required to wear face masks where social distances cannot be maintained. <p>7. Engage with the NHS Test and Trace process:</p> <ul style="list-style-type: none"> • Senior Leadership Team understands the complexity of the arrangements for testing and self-isolation and ensures that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble. • Staff training for return to school includes information about the NHS Test and Trace process. • Visitors and non-contracted part time staff to Pitsford School are required to provide contact details to enable test and trace. • To enable consistent coverage, all visitors should report to Pitsford Hall to ensure all Track & Trace is processed accurately. <p>8. Manage confirmed cases of coronavirus (COVID-19) amongst Pitsford School community:</p> <ul style="list-style-type: none"> • Contact details for local Public Health England team and local authority health and safety team are readily to hand. • A clear process is in place for notifying the local health protection team and the local authority of any cases that test positive. • Parents are required to ensure tests are performed speedily and to report results to the Headmaster, Bursar or office. • All test results communicated to Pitsford School are provided confidentially. • A secure spread sheet is maintained to record all staff and pupils who are self-isolating who have tested positive. • The occurrence of positive cases in a particular bubble will be communicated to parents on a timely basis with advice as to any action needed in accordance with Test and Trace. <p>9. Contain any outbreak by following local health protection team advice:</p> <ul style="list-style-type: none"> • Pitsford School responds immediately to advice provided by the local health 		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>protection team.</p> <ul style="list-style-type: none"> • Guidance requires Pitsford School to take advice immediately from Public Health England to determine the actions to be taken on any positive test. • Actions may include testing to be performed at Pitsford School. • Any outbreak may give rise to particular bubbles being required to isolate away from Pitsford School. 		
<p>3. Ensure social distancing is managed effectively</p>	<p>Government guidance is being applied to reduce the risk of transmission of COVID-19 (coronavirus) to minimise contact between individuals and maintain social distancing wherever possible.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</p> <p>The guidance is that distancing and use of bubbles are not alternative options and both measures will help to reduce risk.</p> <p>As set out in the guidance, it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>For the Junior School, the emphasis is on separation of bubbles rather than enabling distancing. Classes will still mix but remain in cohort bubbles for break times, games lessons and for certain lessons. This degree of mixing is considered appropriate for educational purposes. For the older pupils there will be more expectation of distancing from each other within the bubbles where possible.</p> <p>For the Senior School, all pupils there will be an expectation for them to distance where possible. This may not always be over 1 metre in practice.</p> <p>For all age groups above the very youngest in Pitsford School, the expectation is that pupils will not be in skin-to-skin contact.</p>	<p>M</p>	<p>SLT</p>

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Whatever the size of the bubble, pupils should be kept apart from other bubbles where possible and older children should be encouraged to keep their distance within bubbles.</p> <p>All teachers and other staff can operate across different classes and bubbles in order to facilitate the delivery of Pitsford School timetable. This is particularly important for the Senior School. Where staff need to move between classes and bubbles, 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>In classrooms, staff should aim to remain 2 meters away from pupils where possible.</p> <p>Teachers/Pupil zones marked with boundary tape to ensure 2 metre distance is maintained.</p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintains distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.</p> <p>In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>For staff working with younger children, it is recognised within the guidance that it is not possible to distance effectively. The key measures for these staff are hygiene controls which are planned to reduce the risk wherever possible.</p> <p>Teachers in the Junior School can still work across bubbles if that is needed to enable a full educational offer.</p> <p>Common areas for staff within Pitsford School have been adapted to enable distancing with maximum room capacities in place.</p>		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Recreational areas within Pitsford School have been separated into zones for each cohort bubble.</p> <p>Outdoor learning is encouraged in the curriculum where possible.</p> <p>Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. dining hall, corridors).</p> <p>The Junior School will be eating separately, within the Junior School to increase space and timings for senior pupil's lunchtimes.</p> <p>Y11 common room is being used partially as an extension to the dining hall to increase space for lunchtimes.</p> <p>Large group meetings are not being held beyond cohort bubbles assemblies (i.e. a bubble).</p> <p>Large gatherings are not permitted.</p> <p>Parents should not gather in the quad or any other space.</p> <p>Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time.</p> <p>Activities that involve shared resources/equipment are avoided where ever possible.</p> <p>Appropriate signage is in place to protect reception staff so that they can remain at a distance of 2m from any visitors.</p> <p>Dining area layouts are configured to ensure separation of diners.</p> <p>SLT, Office, Premises and Finance staff who access the whole site in order to achieve their job responsibilities must ensure adequate social distance is observed at all times.</p>		

Risk	Control measures	Net risk (H/M/L)	Owner
4. Uniform	<p>Pupils can wear own clothes or school uniform and should focus on comfort and ease of washing. Our policy is to keep this simple: dark bottoms (tracksuit/jeans/cargo pants) and a T shirt/sweatshirt/ hoodie)</p> <p>We advise clothes should be clean on each day and our further advice that they are removed on return home. We recognised government advice, however to lower the risk of potential transmission the use of own clothes will increase washing frequency thus reducing risk.</p> <p>Changing rooms will not be in use so pupils should wear sports kit on PE/Games days.</p> <p>Early years teachers will give advance notice to parents should outdoor clothing, e.g. waterproofs, be required.</p> <p>Staff dress should be smart dress that upholds a professional standard while also being easily washable.</p> <p>Government guidance states: “School uniform - It is for the governing body of a school (or the academy trust, in the case of academies) to make decisions regarding school uniform. Some schools may have relaxed their uniform policy while only certain categories of pupils were attending. We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>We have discussed the situation with our uniform supplier, School Blazer. They have advised that all items of the uniform (including blazers) are washable.</p> <p>From 2 November 2020 all pupils have been informed that school uniform (excluding blazer) has been reinstated.</p>	L	SLT

Risk	Control measures	Net risk (H/M/L)	Owner
<p>5. There is a member of staff or pupil with suspected COVID-19 symptoms in school</p>	<p>Current Government guidance is being applied.</p> <p>Pitsford School engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19.</p> <p>Advice is sought from the local public health protection team and acted on according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate together with staff members who may have been in close contact as defined in the latest Government guidance (Families of staff/pupils without symptoms do not need to self-isolate unless the staff member/pupil develops symptoms). The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. 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.</p> <p>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>Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in their household has symptoms in accordance with the latest Government guidance.</p>	M	Bursar/First Aiders

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Procedures are in place to ensure that staff, pupils or visitors do not enter Pitsford School if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms/have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest Government guidance.</p> <p>Any staff/pupils that become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace.</p> <p>An isolation room and separate toilet have been designated to accommodate any suspected case in Pitsford Hall whilst they are waiting to be collected. First Aid boxes with PPE are placed around Pitsford School to provide immediate relief in circumstances of any sudden onset of COVID-19 symptoms.</p> <p>Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and, where this is not possible, they should wear suitable PPE).</p> <p>Staff and pupil absence related to COVID-19 will be monitored and carefully tracked so that no pupils or staff is accepted back into Pitsford School before the incubation timeline has elapsed as set out in the latest Government guidance.</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which include anyone involved in education or childcare, have priority access to testing.</p> <p>The Government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed</p>		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>symptoms at school, or staff that have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • If someone tests 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 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. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. 		
6. Site accessibility and transport	<p>Arrangements for dropping off and picking up pupils have been reviewed. After review, the existing start and finish times will be maintained, Pitsford School (junior and senior) are enabling staggered location drop off/pick-ups in terms of location as opposed to staggered timings.</p> <p>Parents have been told to avoid getting out of cars where possible and to avoid congregating on Pitsford School site.</p> <p>Supervision by staff supports the observation of social distancing rules when pupils get in and out of vehicles near Pitsford School entrances.</p> <p>The number of entrances and exits to be used has been maximised. Separate entrances/exits are used for different groups.</p>	M	SLT

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>No non-essential visitors are admitted to Pitsford School without a prior appointment.</p> <p>Procedure is in place for receptionists to check that no one enters Pitsford School that has COVID-19 symptoms or lives with someone who has COVID-19 symptoms.</p> <p>Pupils to fill the buses from the back, to reduce the number of interactions and pupils to leave the buses from front to back.</p> <p>Face coverings are required for all pupils using busses (including children over the age of 11).</p> <p>The buses will have hand sanitiser for pupils to use on entering the vehicle.</p> <p>On leaving the buses at school, pupils will be required to sanitise on entry to school and we will have a mask removing/bagging protocol.</p> <p>Duty staff at school will supervise a queuing and boarding system at the end of the school day.</p> <p>Parents should try to avoid giving lifts to other pupils and take precautions if there is no other choice. Government guidance includes examples of precautions: sit as separately as possible, open windows if possible, where masks. The 'risk' is lower if the passengers are from the same year group bubble.</p> <p>Staff on duty are issued with COVID resources to ensure that all pupils have the required PPE.</p>		
7. Mental health concerns for staff and pupils due to COVID-19	<p>If parents of pupils with significant risk factors are concerned, Pitsford School is recommended to discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</p> <p>Pitsford School should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a</p>	M	Deputy Head/Head of Junior School

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>leave of absence, is unable to attend because of sickness, etc.).</p> <p>Pitsford School should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities.</p> <p>Line managers stay in touch regularly with staff and check that they are well.</p> <p>Appropriate work plans are agreed with staff and support is provided where necessary. Staff are considered as individuals and managed accordingly.</p> <p>Wellbeing and work-life balance are promoted with all staff.</p> <p>All staff was informed of a telephone counselling service we have on the recent training days.</p>		
<p>8. Current policies and procedures have not been adapted/updated to take account of COVID-19 impact</p>	<p>The fire evacuation process has not changed; social distancing guidelines should be followed once clear of the buildings and at assembly points.</p> <p>Safeguarding policy was amended following lockdown and will be subject to annual update in September.</p> <p>SEND provision will not be adversely affected by the revised approach to school operation. Pitsford School is required to ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling</p>	<p>L</p>	<p>SLT</p>

Risk	Control measures	Net risk (H/M/L)	Owner
	specialist staff from both within and outside the school to work with pupils in different classes or year groups.		
9. Staff shortages due to absence may compromise operational safety	<p>The health status and availability of every member of staff is regularly updated so that deployment can be planned.</p> <p>SLT are briefed on each other's roles in order to avoid any single point of failure.</p> <p>Sufficient cover staff are available.</p> <p>There are sufficient qualified first aiders to cover the numbers of staff and pupils on site.</p> <p>Staffing of classes will be kept under daily review to maintain correct staffing levels and ratios, with contingency plans reviewed by SLT as required.</p>	L	SLT
10. Staff or pupil vulnerability to COVID-19 and attendance	<p>It is vital for all children to return to Pitsford School to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>The majority of pupils will be able to return to Pitsford School but a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</p> <p>Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to Pitsford School, as can those who have family members who are shielding. Read the current advice on shielding.</p> <p>If rates of the disease rise in local areas vulnerable children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</p>	L	SLT

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to Pitsford School (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</p> <p>https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people</p> <p>Where a pupil is unable to attend Pitsford School because they are complying with clinical and/or public health advice, schools should be able to immediately offer them access to remote education.</p> <p>From 1 August, wider Government policy on going to work changed, with employers given more discretion about where staff work. Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working. It is anticipated that all staff will be based in Pitsford Schools from September, unless there are exceptional reasons.</p> <p>If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, the senior leadership team will discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p> <p>Clinically vulnerable staff can return to Pitsford School in September. While in school they should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and, where this is not possible, avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</p>		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the advice, which applies to all staff in Pitsford School. A separate risk assessment for pregnant women will be conducted should it become required.</p>		
11. Risk of local lockdown and impact on continuity of education	<p>Whilst the Government has stated its ambition not to repeat the national lockdown from March 2020, there is a risk of local lockdowns. These local lockdowns may have the potential to result in school closures in full or in part.</p> <p>The Government requires schools to develop remote education so that it is integrated into school curriculum planning. Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.</p> <p>All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</p> <p>The experience of the national lockdown has increased the expertise of Pitsford School to provide on-line and other remote teaching and learning.</p> <p>Pitsford School will continue to use Firefly to deliver distance learning ensuring continuation of education.</p> <p>Teachers will continue to receive training in delivery methods for remote teaching and learning.</p>	M	SLT
12. Catering	The Government guidance expects that kitchens will be fully open from the start of the Autumn term. Pitsford School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19).	L	Bursar/Catering Manager

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Pitsford School catering staff will be providing lunches for all pupils and staff from September.</p> <p>Face visors will be used at the servery in the school.</p> <p>Tuck will be provided at break times, both from the dining hall and delivered to some cohort bubbles via a trolley service.</p> <p>At lunchtimes, Senior School pupils will have staggered lunches in the dining hall and the additional space of the year 11 common room.</p> <p>Junior School pupils will take lunch in specific rooms in the Junior School. This will minimise risk from mixing cohort bubbles.</p> <p>Senior School lunches will run from 12:45 until 14:15 in three 30 min slots to allow each cohort bubble to have lunch separately. This also allows a wipe down of all tables and chairs in between sittings.</p> <p>No buffet-style salad bars or unpackaged items, such as loose items of fruit, will be available. All such items will be pre-packaged.</p> <p>Cutlery will be provided as normal, this presents no significant increase in risk as pupils and staff will sanitise hands upon entry of dining room.</p> <p>Duty staff and pupils must wear masks when queuing inside for lunch, ensuring social distances are maintained.</p>		
13. Educational visits	<p>The Government currently continues to advise against domestic (UK) overnight and overseas educational visits.</p> <p>No overnight school trips are therefore planned for the Autumn term.</p> <p>In the Autumn term, Pitsford School can resume non-overnight domestic educational</p>	L	SLT

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>visits. 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. Any proposed trip will be considered on a case-by-case basis. Pitsford School should make use of outdoor spaces in the local area to support delivery of the curriculum.</p> <p>As normal, Pitsford School 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, Pitsford School 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. Pitsford School should consult the health and safety guidance on educational visits when considering visits.</p>		
14. Co-curricular provision	<p><u>Sport and PE</u></p> <p>Pitsford School have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with Government guidance for the use of, and travel to and from, those facilities.</p> <p>Pitsford School should refer to guidance on the phased return of sport and recreation and guidance from Sport England and advice from organisations such as the association for PE and the Youth Sport Trust.</p> <p>Pitsford School is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that it is safe to do so. Pitsford School should consider carefully how such arrangements can operate within their</p>	L	SLT/Director of Sport/Director of Music

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>wider protective measures.</p> <p>For the first half of the Autumn term, it is planned for no contact sport to be played, in accordance with guidance. Summer sports will be the core activities, cricket, tennis and athletics.</p> <p>No fixtures are planned</p> <p>A separate risk assessment has been prepared for this area.</p> <p><u>Music</u></p> <p>Government guidance notes that there may be an additional risk of infection in environments where there is singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <p>Pitsford School should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</p> <p>Music lessons will be delivered via zoom ensuring that social distancing and safeguarding rules are adhered to at all times.</p> <p>Further more detailed DfE guidance is awaited to enable the Pitsford School to determine the exact provision. Any musical activity across year groups is not expected to take place.</p> <p>A separate risk assessment has been prepared for this area.</p>		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p><u>After-School Activities</u></p> <p>Pitsford School will be providing after-school activities and prep. with pupils retained in the cohort bubbles wherever possible.</p> <p>It is noted by the Government that this could be logistically challenging for Pitsford School, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where child-minders are picking up/dropping off pupils.</p> <p>Pitsford School should consider how to make such provision work alongside their wider protective measures, including keeping children within year group bubbles where possible. If it is not possible to maintain bubbles being used during the school day, Pitsford School should use small, consistent groups.</p> <p>Parents are advised to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.</p>		
15. Hiring / staff use of facilities	<p>Given the complexity of applying the Government guidance from September, Pitsford School will be prioritising school-run activities over the hiring of facilities.</p> <p>The school gym will not be in use (and will not be available to staff).</p>	L	SLT