

Risk Assessment: Enfield Grammar School

Date of assessment:	25 August 2020 (v7)	Persons undertaking the assessment:	Headteacher/Senior Leadership Team
Work Activity being assessed:	Risk Assessment for opening of the School in September 2020		
Risk Key:	Low	Medium	High

SCOPE OF OPERATION:

Full opening of School during coronavirus pandemic.

This COVID19: 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 and to ensure the School continues to operate in a safe way.

Those affected by the identified risks are staff, students, parents/carers 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/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

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.	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. PEEPS have been reviewed.	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 remain switched off and cordoned off. Water available free of charge at lunchtime.	Site Manager	
	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.	Headteacher	
	c) Ensure that the following members of staff are on site daily: <ul style="list-style-type: none"> • member of SLT • safeguarding officer • site staff • member of office staff • first aider 	School Business Manager Deputy Headteacher	
	d) Individual risk assessments of staff and students will be carried out as required.	School Business Manager Deputy Headteacher	
2. Lack of awareness of policies and procedures	a) All staff have regard to DfE Guidance for full opening : Schools	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.	Deputy Headteacher	

	e) The school communicates with parents via letter regarding any updates to school procedures, which are affected by the coronavirus pandemic.	Headteacher Deputy Headteacher	
	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 in advance of the School opening by letter and through full explanation on their first day back in school.	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.	Deputy Headteacher Governors	
3. 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 or left for 72 hours unless otherwise stated. Shared equipment will be kept to a minimum. Unnecessary sharing of equipment/resources will be avoided. Individual and frequently used items like pens will not be shared.	Teacher/Technician	
	d) The dining hall will be cleaned in between different groups using area for lunch.	Site Manager	
	e) Teachers will wash their hands and surfaces before and after handling students' books.	Teaching Staff	
	f) Bins emptied daily in accordance with government guidance. Lidded bins for all classrooms and offices which will be emptied as required. Secure place identified where waste can be stored for suspected cases until test result confirmed (at least 72 hours).	Site Manager Cleaning Staff	
	g) Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach.	Site Manager	
	h) Hand wash and paper towels in place in all toilets, which will be replenished by site staff daily.	Site Manager	
	i) 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	
	j) Additional cleaning staff will be onsite throughout the school day to clean frequently touched surfaces.	Cleaning Staff	

	k) The SBM arranges enhanced cleaning to be undertaken where required. Guidance can be found here .	School Business Manager		
4. Risk of transmission of virus at School	5.1 Guidance			
	a) Infection control procedures are communicated and adhered to as much as possible in accordance with the DfE and PHE's guidance	School Business Manager		
	b) Everyone will be asked not to come into school if they need to self-isolate under current guidance . Regular reminders will be given about this. Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. The School has a limited number of 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 until they can be picked up. Staff will be informed should there be a confirmed Covid-19 case at the school.	Headteacher SLT		
	c) Staff/students who experience symptoms of coronavirus are required to take a test as soon as possible.	All		
	d) 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 .	Headteacher School Business Manager		
	5.2 Unwell Pupils			
	a) Parents informed that any pupils who feel unwell must not be sent to School.	Deputy Headteacher		
	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. In the case of a symptomatic student who needs to be supervised before being picked up: <ul style="list-style-type: none">• If a distance of 2m can't be maintained, supervising staff will wear a mask/visor.• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron	Welfare Officer		

	<ul style="list-style-type: none"> • If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection. <p>Supervising staff will wash their hands thoroughly for 20 seconds 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>		
<p>c) Whilst in School, any pupil who displays signs of being unwell 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>	<p>SLT Welfare Officer</p>		
<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>	<p>SLT</p>		
<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>	<p>SLT Cleaning Staff</p>		
<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>	<p>SLT Cleaning Staff</p>		
<p>g) Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</p>	<p>Welfare Officer SLT</p>		
<p>h) If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will contact the <u>local health protection team</u>. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, records will be kept of:</p> <ul style="list-style-type: none"> • The students and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact means:</p> <p>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including:</p>			

	<ul style="list-style-type: none"> a. Being coughed on, b. A face-to-face conversation, or c. Unprotected physical contact (skin-to-skin) <p>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</p> <p>Travelling in a small car with an infected person</p> <p>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p>		
5.3 Travelling to/from School			
	a) Pupils are encouraged to walk and cycle to school, using public transport only where this is not possible. Pupils must not car share with other families/pupils. Pupils who have cycled must leave their bikes in the designated area. Parents to be informed by letter. Pupils who need to take public transport will be referred to the government guidance by letter.	Deputy Headteacher	
	b) Students wearing non-disposable face coverings will be expected to bring a plastic bag to keep these in during lessons. If masks need to be disposed of, they must be put in a covered bin.	Students	
	Students will remove their masks as they enter their classrooms/dining hall, place in their sealed bag and sanitise their hands.		
	c) Staff must not car share in order to maintain social distancing.	All Staff	
	d) 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	
	e) Bikes are to be locked in the designated area in the School playground.	Site Staff PE Technician	
	f) School staff will patrol vicinity of School to encourage students to go straight home and maintain social distancing.	SLT	
5.4 Visitors to the School			
	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 and enter the office on a one-in-one-out basis.	Parents/Carers Office Staff	
c) No visitors will be permitted to the School, other than essential contractors to deal with urgent works who will ensure that they meet social distancing requirements whilst on site. The premises team will accompany these 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	
5.5 Staff		
a) All staff offices will have cleaning spray available to keep their work areas as clean as possible during the school day.	Site Manager	
b) Printers - operate on a one-in-one-out basis to keep 2 metre distance. Cleaning wipes available at printers for touch points which all staff will be required to use. Signs will be clearly visible.	School Business Manager	
c) Staff to be reminded that they should continue to ensure that the clear desk policy is implemented to enable effective cleaning of classrooms and offices.	Headteacher School Business Manager	
d) Staff to be reminded to wash their hands with soap regularly for no less than 20 seconds. Handwashing guidelines are here . Posters on display.	Headteacher School Business Manager	
e) PPE kits issued to all staff who are on-site (to be kept at school in teaching room or office where based) for use in emergencies where social distancing is not possible (e.g. medical emergency). These will include gloves, mask, apron and hand gel) and staff will sign to say that they have received this.	School Business Manager	
f) Staff kept fully aware of any changes to procedures/plans via email.	Headteacher SLT	
g) Staff encouraged to use a tissue or elbow to cough or sneeze and ensure that they use lidded bins for tissues ('catch it, bin it, kill it')	Headteacher School Business Manager	
h) Staff who choose to wear a face covering (mask/visor) will be permitted to do so. Disposable masks should be disposed of in a covered bin. Staff should ensure that they sanitise their hands after handling their masks and keep their mask in a sealed bag when it is not being worn.	Staff	
i) Where students work is to be marked, this work should be completed on paper and handed in. The teacher will keep the work for 48 hours before marking. Once marked, work returned to student after a further 48 hours. Teacher to clean surfaces where work has been marked and ensure that they wash their hands before and after marking. Work must be glued into students books.	Teachers	
5.6 Students		

a) Lunch will be provided onsite Year groups will have a designated lunch area and will be served at different times. There will be more take away options available so that students can eat outside.	Deputy Headteacher	
b) Year groups will have designated toilets in their zones. Those on duty in designated areas will 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	
c) There will be no breakfast provision on either site.	Catering Manager	
d) Pupils are informed of how to maintain good levels of personal hygiene by their teacher during registration.	Deputy Headteacher Class Teacher	
e) Pupils reminded to wash their hands with soap after going to the toilet for no less than 20 seconds. Handwashing guidelines are here .	Deputy Headteacher Class Teacher	
f) There will be no group assemblies or large gatherings of any kind (with the exception of the first week when single year groups are on site).	SLT	
g) Parents/students to be informed of school safety protocol regarding social distancing, hand washing, travelling to and from school and to adhere to government guidance when travelling to and from school.	Deputy Headteacher	
h) Students encouraged to use a tissue or elbow to cough or sneeze and use lidded bins for tissues ('catch it, bin it, kill it')	Deputy Headteacher	
5.7 Teaching Rooms/Corridors/Offices		
a) Students will be in year group zones and will have designated areas of the school to minimise contact with other year groups.	SLT	
b) Classroom layouts will be adapted to ensure that teaching staff are able to maintain social distance when positioned at their desks.	Site Manager	
c) Students placed in seclusion/first call will be separated into year groups to protect the year group bubbles. Behaviour policy has been adapted accordingly and communicated to staff.	Deputy Headteacher Duty Manager	
d) Student support and behaviour support rooms have been re-designed to support social distancing.	Site Manager	
e) Clear signage and colour coded corridors will be set up to that the year groups zones are clearly visible.	Site Manager	
f) Pinch points and bottle necks are identified and managed.	SLT	
g) Appropriate duty rotas and levels of supervision are in place.	Headteacher Deputy Headteachers	
h) Alcohol-based sanitiser (that contains no less than 70% alcohol) is used by students each time they enter their classroom/halls and upon leaving the site.	All students	

	i) Coats will be placed on the back of chairs and bags under the table. A water bottle clearly labelled can be placed on their table.	All students	
	j) Students must ensure that they have their own equipment and must not share their equipment with other students.	Headteacher Teachers	
	k) Any movement around the school will be in single file, using the “on the left” school rule. This will be fully supervised and floor markings/signage will be displayed throughout the school to help students remain in the correct “zone”.	SLT	
	l) SLT/Duty Manager to be situated on their allocated corridor to ensure rules in place are adhered to and to support staff as required.	SLT Duty Managers	
	m) Staff to maintain social distancing when in communal spaces such as offices and staff rooms. Staff rooms have been reconfigured to encourage social distancing. Staff to ensure that they wash their hands before or after using shared equipment and/or wipe with sanitiser. Signs will be placed in communal areas to remind staff.	All Staff	
	n) PPE kits will be available in all rooms for use in case of emergency.	Site Manager	
	o) Safety posters to be displayed in all areas about handwashing, social distancing and COVID symptoms.	Site Manager	
	p) Corridor doors to remain open to reduce touch points and increase air ventilation. Fire safety latches to be used as required.	Site Manager	
	q) Rooms and offices in use to be ventilated as much as possible.	Site Manager	
	r) The library will remain closed for the loaning/returning of books. If books are returned to School they are to be placed in the designated box and not unpacked for 72 hours.	Librarian Office Staff	
5.8 Toilets/Kitchens			
	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. Hand dryers will be turned off.	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 kitchen areas are to operate on a one-in-one-out basis to ensure social distancing.	All Staff	
5.9 General			
	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) No overnight trips will take place. Educational visits will be assessed on a case by case basis with the trip organiser.	Headteacher	
--	---	-------------	--

	5.10 Arrival/Departure/Playground		
	a) Year groups will be allocated specific gates to use to gain entry to the school site. At the entry point to the school, students will be required to apply hand gel and remove masks. Students will remain in their allocated outside space until form time where they will then make their way to the designated year zone.	SLT HoDs Duty Manager	
	b) Entry and exit of lessons facilitated by SLT/Duty Managers.	SLT Duty Managers	
	5.11 First Aid		
	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 only 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 pupil's symptoms to Welfare Officer. The Headteacher and SBM must be informed.	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	
	h) PPE protocol to be issued to all staff to ensure safe use and disposal.	Headteacher School Business Manager	
	5.12 Deliveries		
	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	
	c) Staff must not get personal deliveries to the School.	All Staff	

	5.13 Meetings		
	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. Governors meetings will continue to be held remotely.	All Staff	
	a) Staff showing symptoms of the virus to be given sufficient time off to recover following illness in addition to the guidelines on self-isolation.	School Business Manager	
	b) Current government guidance to be applied as appropriate.	Headteacher School Business Manager	
	c) Vulnerable students and staff ('clinically vulnerable' to coronavirus) to be individually risk assessed and given safest possible roles. Those vulnerable staff who are able to continue to work from home should do so (support staff). Medical advice to be sought as appropriate.	Headteacher School Business Manager Welfare Officer	
5. Students' behaviour on return to school does not comply with school rules and Covid-19 protocols	a) Students will be made aware of the school rules and procedures and the importance of following these rules. Ensure expectations are clear. This will be reinforced throughout the school day by staff and through posters and floor markings.	All Staff	
	b) Staff to model behaviour	All Staff	
	c) Break times and lunch times to be supervised	SLT Staff on duty	
	d) School's behaviour policy to be amended and sent to all parents with an explanatory note to make the changes clear.	Deputy Headteacher	
6. 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	School Business Manager	

7. Staff and student wellbeing adversely affected by pandemic	b) Department meetings will take place on-site and social distancing must be adhered to. Where this is not possible and where staff have agreed, some staff may join meeting remotely.	HoDs SLT	
	c) Online wellbeing resources and circulated to staff from Nuffield Health	School Business Manager	
	d) Headteacher encourages “open door” policy for all staff	Headteacher	
	e) Line managers are proactive in discussing wellbeing with the staff that they manage including their workload.	Line Managers	
	f) Staff training to be delivered via INSET, HoDs and departmental meetings.	SLT	
	g) Weekly student inclusion meetings will be held onsite and social distancing must be adhered to. Where this is not possible and where staff have agreed, some staff may join meeting remotely.	Deputy Headteacher	
	h) Home visits are carried out, as required, following government guidelines on social distancing.	Deputy Headteacher	
	i) Wellbeing/mental health is discussed regularly through form time and lessons.	Deputy Headteacher Wellbeing Co-ordinator Learning Mentor Teaching Staff	
	j) There is access to designated staff for students who want to talk to someone about their wellbeing/mental health.	Deputy Headteacher Wellbeing Co-ordinator Learning Mentor	
k) Online resources made available for all students to access.	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"> • Students enter via door nearest to their zone. • Students are dismissed via the door leading to their zone to avoid crossing into other year zones. • Students and staff to use hand sanitiser when entering the classroom. 	Teacher	
2. Transmission of Covid-19 when in music lessons	<ul style="list-style-type: none"> • Students are seated in rows and not facing each other. • Rooms will be cleaned when there are different bubbles using them consecutively. • Teacher to maintain 2m social distancing from students as far as possible. 	Teacher	
3. Transmission of Covid-19 when using musical keyboards	<ul style="list-style-type: none"> • Students will have an allocated keyboard which only they are allowed to use for the duration of the lesson. • Keyboards will be cleaned regularly during the day. 	Teacher Students	
4. Transmission of Covid-19 when singing, or playing wind or brass instruments	<ul style="list-style-type: none"> • As per guidance, singing must only be completed by a maximum of 15 people (including adults) with all pupils being part of the same bubble • Pupils must all face the same direction • Pupils must maintain a minimum of 2m distance between each other 	Music Teacher	

	<ul style="list-style-type: none"> • The teacher, who is likely to be facing the performers, must be at least 3m from the front row. • The room must be well ventilated, performing outside is preferable. • Pupils playing wind or brass instruments must use their own instrument and adhere to same social distancing rules as singers. • Instruments must not be shared 		
5. Transmission of Covid-19 when using electronic equipment such as amplifiers/leads etc	<ul style="list-style-type: none"> • Amplifiers must be set up by a member of staff prior to the session (member of staff must sanitise hands before and after set up) • Any cables or guitars used are to be used solely by one person • When is used, it must be placed in a quarantine area where it must be unused by anyone else for at least 72 hours or thoroughly cleaned. • Cleaning with any kind of fluid or wipe is likely to damage the equipment in the long term so quarantine is the best option 	Music Teacher	
6. Transmission of Covid-19 using classroom percussion and ukuleles	<ul style="list-style-type: none"> • All equipment must be used solely by one person and then must be placed in a quarantine area for 72 hours • All equipment must then be left unused for at least 72 hours before be able to be used by pupils from another bubble. 	Music Teacher	
7. Transmission of Covid-19 whilst using computer equipment	<ul style="list-style-type: none"> • Students will be allocated a PC, maintaining a distance where possible. • Students must not face each other and must sit side by side. • Keyboards will be cleaned regularly during the day. 	Music Teacher	
8. Transmission of Covid-19 in peripatetic lessons, extra-curricular and band sessions	<ul style="list-style-type: none"> • All above guidance applies to the use of instruments and equipment. • 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. • No instruments can be lent to students or shared between students. • Students to use hand gel entering/leaving class. • 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. • Extra-curricular music activities must only contain pupils from a single year group bubble. • Pupils must register their intention to attend year band sessions via email to Ms Penfold in order to ensure that student numbers are manageable and meet requirements above. • Pupils and staff will adhere to the guidelines for using equipment as listed above. • Peripatetic staff must remain in their allocated room for the duration of their teaching, with the exception of comfort breaks. 	Director of Music	

PE Lessons, Extra-curricular Sport and Fixtures

1. Transmission of Covid-19 when entering and leaving PE areas	<ul style="list-style-type: none"> Students and staff to use hand sanitiser when entering areas and classrooms. PE classes will be allocated a classroom in their year zone where they will get changed for PE lessons, supervised by their teacher from the doorway. 	PE Teacher	
2. Transmission of Covid-19 when in PE lessons	<ul style="list-style-type: none"> Classrooms will be cleaned when there are different bubbles using them consecutively. Teacher to maintain 2m social distancing from students as far as possible. Contact sports will be avoided The activities carried out in PE lessons will be reviewed to ensure that PE lessons are suitable and in line with government guidance. Staff to ensure that they use hand gel when opening/locking the 3G pitch. 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. 	PE Teacher	
3. Transmission of Covid-19 when using PE equipment	<ul style="list-style-type: none"> Equipment will be cleaned between lessons before it is used again if different year group bubbles are sharing equipment. Regular cleaning of equipment during the school day. Pressure cleaning sprays will be available, upper and 3G to aid the cleaning of equipment. Additional equipment to be purchased as required so that year groups do not need to share as far as possible. 	PE Teacher/Technician	
4. Transmission of Covid-19 during extra-curricular sport sessions	<ul style="list-style-type: none"> There will be no fixtures for the first half term and this will be kept under review. 	PE Teacher	
Art, DT and Science Lessons			
1. Transmission of Covid-19 when using art and DT equipment	<ul style="list-style-type: none"> Any equipment, which needs to be shared by different bubbles/year zones, will be cleaned in between use or left for 72 hours between uses. 	Head of ADT Head of Science	
	<ul style="list-style-type: none"> Additional equipment to be purchased so that all year zones have their own equipment in each room that is used for art lessons. 	Head of ADT	
	<ul style="list-style-type: none"> Lessons to be planned (and practical lessons planned and scheduled) to ensure the safe use of equipment ensuring that there is enough equipment for all students. 	Head of ADT Head of Science	
	<ul style="list-style-type: none"> Practical food lessons to be planned in accordance with the Food and Nutrition guidance that has been published for Schools. 	DT Teacher (Food)	
	<ul style="list-style-type: none"> Minimise the risk of contamination by: <ul style="list-style-type: none"> Washing all equipment after use (by hand or dishwasher) and leave to dry. Wash all fabrics e.g. tea towels. NB. Additional tea towels to be purchased as required ensuring they are used once only before washing. Clean work stations after use including all machinery, knobs/dials/buttons, oven handles, cupboard handles and taps Ensuring students wash their hands regularly. 	DT Teachers Science Teachers Technicians	

