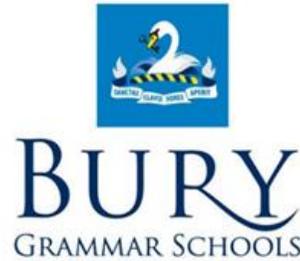


Bury Grammar School Risk Assessment

for the re-opening of School from 1st September 2020, in line with Government guidance for all pupils, in all year groups, to return to school full-time from the beginning of the autumn term.

Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff extremely seriously: this is our number one priority.

First published 17th August 2020



The health and safety of our pupils, staff and visitors to the school is of paramount importance as we begin the process of re-opening the School full time.

The aim of the risk assessment is to:

1. **Reopen:** To enable BGS to reopen to all pupils and staff full time from 1st September 2020.
2. **Reduce transmission:** To reduce the risk of transmission of the disease and to keep pupils and staff well.
3. **Reduce disruption:** To reduce the risk of BGS being disrupted through unmanageable levels of staff/pupil absence.
4. **Inspire confidence:** To enable the BGS community to have confidence that the school can reopen and keep pupils and staff safe.
5. **Protect education:** Enable the continuance of high-quality education.
6. **Safeguard:** Ensure all pupils and staff are safeguarded and that their welfare and safety, including mental health needs are met.

This risk assessment is based on the following key document

- <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

and has been supplemented by further advice and information from HM Government, Public Health England and professional associations: HMC, GSA, ASCL, ISC and ISBA. In addition, further guidance has been sought from the sporting governing bodies such as the FA, RFU and England Netball. All other school policies and guidance should be followed, and this risk assessment has particular regard for the following key policies: Health & Safety; Safeguarding, First Aid and Risk Assessment.

The following key principles underpin our risk assessment for the re-opening of the School:

1. An operational risk assessment which is agreed by the Trustees of Bury Grammar School as set out in Part 2 of the School's Health and Safety Policy.
2. We have carried out a COVID-19 risk assessment and consulted with employee representatives and shared the results with the wider community.
3. We have incorporated the essential measures as set out by the Government.
4. The risk assessment has incorporated all regulatory requirements as set out in the Commentary on the Regulatory Requirements September 2020.

A: General approach

Risk / Hazard	Control Measures	Responsible	Implementation date
<p>Coronavirus</p>	<p>Government guidance:</p> <p>Essential measures include:</p> <ul style="list-style-type: none"> • a requirement that people who are ill stay at home • quarantine arrangements for staff and pupils who have travelled out of UK to prescribed area are robustly enforced • 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 school wherever possible and minimise potential for contamination so far as is reasonably practicable <p>How contacts are reduced will include:</p> <ul style="list-style-type: none"> • 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 <p>The risk assessment will be monitored and reviewed on a weekly basis to ensure it is:</p> <ul style="list-style-type: none"> • effective • working as planned • updated appropriately considering any issues identified and changes in public health advice <p>System of controls</p> <p>This is the set of actions that BGS will take to enable the full reopening of school to all pupils and staff from 1st September 2020.</p> <p>Actions are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections that follow.</p>	<p>Everyone</p>	

	<p>Prevention:</p> <ol style="list-style-type: none"> 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 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) <p>Numbers 1 to 4 must be in place in all sections of the school, all the time.</p> <p>Response to a case of infection</p> <ol style="list-style-type: none"> 7) engage with the NHS Test and Trace process 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) contain any outbreak by following local health protection team advice <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>		
Quarantine	<ul style="list-style-type: none"> • Staff and parents are required to declare if they (staff or pupils) have travelled out of UK and are required to quarantine • Disciplinary action to be taken against any person who fails to abide by the strict quarantine rules 		
Catching the disease from those who are unwell	<ul style="list-style-type: none"> • Pupils, staff and other adults must not come into the school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days. • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home immediately and advised to follow ‘<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>’, which sets out that they must self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19). Other members of their household (including any children) should self-isolate for 14 days from when the symptomatic person first had symptoms. <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 	Everyone	

	<p>test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace. (This will be managed by the School Health Team)</p> <ul style="list-style-type: none"> • 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 normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Temperature testing of staff and pupils will not continue in line with Government advice. 		
<p>Transmission of the virus in school on way to or from school</p>	<p>General hygiene</p> <p>Hand washing</p> <p>Coronavirus (COVID-19) is an easy virus to kill with soap and running water or hand sanitiser. Pupils and staff must clean their hands regularly, including when they</p> <ul style="list-style-type: none"> • arrive at school, • after using the toilet, • when they return from breaks, • when they change rooms / buildings and • before and after eating. <p>Hand sanitiser stations are located at key points around the building to facilitate this.</p> <p>Respiratory Hygiene</p> <p>Pupils and staff must practice good respiratory hygiene and adhere to ‘catch it, bin it, kill it’ approach.</p> <p>Paper towels, disinfectant and hand sanitiser is readily available in every room and teaching room.</p> <p>Desks</p> <p>Where possible all pupil desks will face towards the front of the classroom.</p> <p>The process for removing public transport face coverings</p> <p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival to school (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings</p>	<p>Pupils and staff</p>	

in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

PPE

In the Senior School, face coverings should be worn by adults (staff and visitors) and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain.

It will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.

Some individuals are exempt from wearing face coverings. For example, people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability.

In case of local lockdown or if restrictions are put in place, face coverings should be worn by adults and pupils (in years 7 and above) in areas outside classrooms when moving around communal areas where social distancing is difficult to maintain such as corridors.

It is vital that face coverings are worn correctly and that clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings to avoid inadvertently increasing the risks of transmission.

Full PPE is only needed in a very small number of cases, including where an individual becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.

Arrival at school

- Designated entry points for social bubbles for Primary pupils to minimise cross contamination between bubbles where practicable
- Hand sanitiser stations at all exits and entry points to building
- Bins at hand sanitiser stations which are regularly emptied, and contents disposed of safely.
- Cones in use to demarcate pedestrian access to Boys' Senior School

Assembly

- Remote assemblies - Pupils will watch in Form Rooms with Form Tutor
- Year group assemblies will be in the Hall for Y7-11 and the Sixth Form Centre for Year 12 and 13
- Strictly no mixing of year groups permitted

One-way systems

- One-way systems for movement around school have been put in place and must be strictly adhered to.
- Staff to supervise corridor movements between lessons

Timetable

- Timetable has been rewritten to minimise lesson changeovers from a 6 session day to a 3 session day. (1 session = 2 periods (100 mins))

Session changeover

- Brief corridor encounters have been designated low risk
- All staff to supervise session changeovers
- Pupils should not queue before entering classrooms unless they are waiting to enter the following areas:
 - Laboratory
 - Workshop
 - Food Technology room
 - Changing Room
 - Swimming Pool

Staggered entry to the Dining Room

- Rota in place for year group entry time to dinner hall
- Dinner halls zoned to separate bubbles

Breaktime arrangements

- Pupils to return to Form Rooms. Primary pupils will also have zoned outdoor play areas around School

	<ul style="list-style-type: none"> • Dining Room to be open to pupils on a specific day according to year group at breaktime, and entry will be staggered according to social bubbles at lunchtime • Packed lunches to be consumed in form rooms and extra cleaning to ensure rooms are clean. Primary pupils will be supervised with pupils using the Dining Hall • Increased supervision to be put in place • Strictly no mixing of social bubbles, sanctions will be strictly enforced were this to occur • Teaching and Support Staff may move between bubbles to ensure safe supervision of primary pupils • Zoned areas outside for social bubbles <p>End of day arrangements</p> <ul style="list-style-type: none"> • Pupils to exit buildings according to social bubble exit point where practicable • Pupils to use hand sanitiser before leaving under supervision of exit point staff • Staggered exit times as per lesson changeover times 		
<p>Contaminated frequently touched surfaces and toilets</p>	<p>Cleaning A cleaning schedule which includes:</p> <ul style="list-style-type: none"> • All classrooms to be decluttered to ensure all surfaces are as clear as possible to facilitate effective regular cleaning. Teachers are to ensure classrooms remain decluttered and pupil belongings are stored in lockers or taken home – there is no facility for pupil belongings to be left in classrooms overnight. • All litter to be put in the bins provided. • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned throughout the day • Desks should be wiped down after use (every classroom must have sufficient cleaning materials available to allow for this) • Shared equipment to be cleaned by pupils following use • Computers keyboards to be wiped down and adequate supplies of wipes available <p>Toilets</p> <ul style="list-style-type: none"> • Different groups do not need to be allocated their own toilet blocks but where this is possible BGS will put this in place • All toilets to be cleaned regularly throughout the day • Pupils must be encouraged to clean their hands thoroughly after using the toilet 	<p>Pupils and staff</p>	

	<ul style="list-style-type: none"> • Pupils may be released during lessons to use toilets, to minimise use during breaks and lunchtime • Boys in Girls' Senior School may use toilets in Sixth Form Centre <p>Changing rooms</p> <ul style="list-style-type: none"> • All changing rooms to be cleaned at breaktime and lunchtime i.e. in between PE/Games sessions <p>Outdoor areas</p> <ul style="list-style-type: none"> • Outdoor playground equipment to be more frequently cleaned. <p>Pupil equipment</p> <ul style="list-style-type: none"> • Pupils must limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. • Bags are allowed. • Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Hand sanitiser must be used before and after handling books/resources. 		
<p>Direct transmission of virus between individuals</p>	<p>Consistent social groups (bubbles) reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Senior School – social group is the year group. There should be no inter-year group activities for the time being (no assemblies or inter-year sport or extracurricular activities).</p> <p>Primary School – social group will be the year group (and by gender within junior boys and girls). This is because the difference in numbers is marginal (in some cases as few as two pupils) when comparing one year group of 1 class and a second year group which may be split into 2 classes. No assemblies will take place for the time being. Enrichment activities may go ahead in year group bubbles as set out in the Enrichment programme. Wrap Around Care may go ahead, pupils should be socially distanced in year groups where/if possible.</p> <p>General point to note:</p> <ul style="list-style-type: none"> • All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for 	<p>Pupils and staff</p>	

teaching in secondary schools and supervision including Breaktime and Lunchtimes for primary pupils.

- Where staff need to move between classes and year groups, they should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- Ideally, adults should maintain **2 metre distance** from each other, and from children (not required in the primary phase).
- In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.

Movement around school

- Movement around site kept to a minimum and only for lesson changeover and staggered over 10 minutes.
- Primary staff may move between their bubbles in adjacent rooms, cross over of staff should be brief and momentary. Classes/year group bubbles not using adjacent classrooms should operate a systematic changeover system with assistance from support staff.
- Science - Boys enter Senior Girls' School via Main entrance. ~~Girls to use Hall entrance in Senior Boys' School~~ **Girls to use fire escape near SK as entrance/ exit point, supervised by staff**
- Food - Boys enter Senior Girls' School via Main entrance
- For lessons on the 'opposite site' (eg. girls being taught chemistry on boys' site) lessons to end 5 minutes early
- **Pupils to be told to knock and wait at doors to prevent entering and mixing year group bubbles**

Use of Library facilities

- A separate risk assessment is in place concerning the operation of the school libraries
- Access on a day rota basis according to social bubble
- Access to consult Librarians and collect resources from Library/LRC Desk only (see "Click & Collect below)
- No access before and after school except by Staff
- No browsing of library shelves

	<ul style="list-style-type: none"> • Stationery Shop provision to be suspended (LRC) • Use of desks/seating by Year 7 only during lesson time and at break/lunch • Resources to be returned at designated points and quarantined for 72 hrs before handling • “Click & Collect”: students and staff to email librarians to request resources • Textbook loans for departments to be suspended • Librarians to be emailed with enquiries • Use of library resources in classrooms to be encouraged - delivery, collection and quarantine to be organised by Library Staff • Remote library provision to be promoted through use of the Library Management System, Accelerated Reader and eResources in classrooms and at home • Librarians to be emailed with enquiries • Use of library resources in classrooms to be encouraged - delivery, collection and quarantine to be organised by Library Staff • Remote library provision to be promoted through use of the Library Management System, Accelerated Reader and eResources in classrooms and at home • Covid-safe notices to be displayed • Perspex Screens to be provided at Staff Workstations • Furniture layout to be adjusted to observe social distancing • Soft seating to be removed or designated out of bounds if difficult to clean • Thorough cleaning during and after every day of all surfaces, especially door handles, stair banisters, seating and tables • Staff work areas to be kept uncluttered to facilitate cleaning • Students and staff to wash hands/ use sanitiser before and after visiting library • Librarians to use sanitiser/wash hands frequently <p>Arrangements for the Sixth Form Centre</p> <ul style="list-style-type: none"> • The Sixth Form Centre will be open • L6th area – allocated to the Back Common Room • U6th Area – allocated to the Front Common Room • Staggered timings for Sixth Form Café according to social bubble 		
<p>Responding to a case of infection</p>	<p>The school understands the NHS Test and Trace process and how to contact their local <u>Public Health England health protection team</u>. Staff members and parents/carers must understand that they will need to be ready and willing to:</p>	<p>All</p>	

	<ul style="list-style-type: none"> • <u>book a test</u> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace • <u>Self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <u>testing and tracing for coronavirus website</u>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. School will carry a stock of home testing kits for those who have developed symptoms at school.</p> <p>The School should be informed immediately of the result of the 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 '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' 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. 		
Transport	<p>General Pupils, and staff are encouraged to walk or cycle to school if at all possible.</p> <p>School dedicated buses</p> <ul style="list-style-type: none"> • Pupils should remain in their social bubble and sit apart where possible • Pupils should use hand sanitiser upon boarding and/or disembarking 	Pupils and staff	

	<ul style="list-style-type: none"> • Transcare to arrange additional cleaning of vehicles • Supervision at bus queue to be put in place after school • Senior pupils must use face coverings whilst Greater Manchester is under local restrictions <p>Public transport</p> <ul style="list-style-type: none"> • Pupils / staff to only use if absolutely necessary • Face coverings to be worn • Pupils should use hand sanitiser upon boarding and/or disembarking 		
Attendance	<ul style="list-style-type: none"> • It is vital for all children to return to school. Pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc). • Parents have a duty to secure that their child attends regularly at school where the child is a registered pupil at school, and they are of compulsory school age • It is schools' responsibilities to record attendance and follow up absence • 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) • 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 school, as can those who have family members who are shielding. • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, the school will make provision for remote education. • Sixth Form pupils required to register at 8.40am and in every lesson but if they do not have a lesson in the afternoon will be able sign out and go home from 12.55pm. 	Pupils	
Staff attendance	<ul style="list-style-type: none"> • Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, we expect that most staff will attend school. • The risks to all staff will be mitigated significantly by the implementation of this risk assessment, including those who are extremely clinically vulnerable and clinically vulnerable. 	Staff	

	<ul style="list-style-type: none"> • Staff who are pregnant - As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for <u>clinically-vulnerable people</u>. • Staff who may otherwise be at increased risk from coronavirus (COVID-19) - Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <u>COVID-19: review of disparities in risks and outcomes report</u>. If people with significant risk factors are concerned, we recommend they discuss their concerns with SLT so that additional control measures may be considered to mitigate risk. 		
Catering	<ul style="list-style-type: none"> • Kitchens will be fully open for the provision of hot and cold lunches only from the start of the autumn term and must comply with the <u>guidance for food businesses on coronavirus (COVID-19)</u>. • Staff to be provided with grab bags to free up space in Dining Room and facilitate increased cleaning / social distancing. 	KM	
Educational Visits	<ul style="list-style-type: none"> • No domestic (UK) overnight and overseas educational visits are currently permitted - <u>coronavirus: travel guidance for educational settings</u>. • The school can resume non-overnight domestic educational visits. • This should be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. • The School should also make use of outdoor spaces in the local area to support delivery of the curriculum. • As normal, the 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, the 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. The school should consult the <u>health and safety guidance on educational visits</u> when considering visits. 	AED	
School Uniform	<ul style="list-style-type: none"> • Full school uniform is required by all pupils • Staff dress code to be adhered to 	Pupils and staff	

	<ul style="list-style-type: none"> • Clothes 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. 		
Extracurricular provision	<ul style="list-style-type: none"> • Wrap around care <ul style="list-style-type: none"> ○ will resume from 1st September but will be zoned according to social bubbles. • After school club in senior schools <ul style="list-style-type: none"> ○ to take place in zoned areas in the Hall ○ pupils sitting at desks facing forward ○ Restrictions on numbers ○ Time. 3.45-5pm • Extracurricular provision <ul style="list-style-type: none"> ○ Will be risk assessed to ensure there is no mixing between social groups and appropriate control measures are in place to mitigate risk of transmission ○ All such risk assessments should be authorised by Mr Dennis (Deputy Head – Extracurricular) ○ Equality of opportunity to be maintained wherever possible and where it cannot be maintained agreement must be sought and reasoning recorded in activity risk assessment 	AED	
Sciences	<p>A separate science risk assessment and detailed guidance for science teachers and technicians is available upon request from Mr Watts (Head of Science Faculty).</p> <p>In general:</p> <ul style="list-style-type: none"> • All advice and guidance as issued from CLEAPSS should be followed – click here for further details • Laboratories to have clear worksurfaces for pupils and teacher • Clutter must be removed to enable thorough cleaning to take place • Equipment to be thoroughly washed after use • Pupils to wipe down work areas after use • Pupils to maximise use of space available • Teacher to exercise 2m social distancing at all times <p>Teacher to conduct a COVID 19 risk assessment for every practical activity:</p>	Pupils and Science staff	

	<ul style="list-style-type: none"> • Is the practical necessary? Even necessary or ‘required’ practical may not go ahead if the risks of transmission of disease are too great • Is it possible to competently manage a practical activity safely with the teacher maintaining 2m social distancing? • Would a demonstration of the activity be sufficient? • Could the Scheme of Work be rearranged so that the practical takes place at a later date? 		
Physical Activity & Sport	<ul style="list-style-type: none"> • Pupils should be kept in consistent groups • Sports equipment thoroughly cleaned between each use by different individual groups, and • Contact sports avoided or if physical contact takes place then a separate risk assessment is required to mitigate risk of transmission • 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. <p>Refer to the following advice:</p> <ul style="list-style-type: none"> • <u>Guidance on the phased return of sport and recreation</u> and guidance from <u>Sport England</u> for grassroot sport • Advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> • Advice and guidance from individual National Governing Bodies, such as the Football Association and England Netball <p>The school is able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so.</p> <p>Changing facilities</p> <ul style="list-style-type: none"> • One class per changing room which is cleaned in between each lesson- At break time and lunchtime. 	Pupils and Sport staff	
Music	All Practice Rooms	Pupils and Music staff	

- Windows will be open at all times, where practicable. If not possible then consideration should be given to using an alternative venue.
- Pupils will stand on the other side of the room, by the entrance, thus enabling the required social distancing.
- Pupils to disinfect anything the pupil has touched at end of lesson.
- Pupils should wash their hands before and after their Instrumental lesson.
- Hand Sanitiser is available in each Practice Room.

Violin, Cello, Guitar

- Teachers and pupils will wear face coverings and/or visors throughout the Instrumental lesson if 2m social distance cannot be maintained.

Flutes, Clarinet, Oboe, Bassoon Saxophone,

- Pupils will be required to place a mat beneath their instruments, to catch condensation. This will be their own personal mat that they should bring to each lesson.

Brass

Brass (Trumpet, Trombone, Horn) will be taught in the large music room in the boys juniors - 4 metre distance adhered to.

- To be taught in a large music room in the Boys' Junior School with 4 metre distance adhered to

Percussion

- Pupils would be expected to provide their own sticks/batons – labelled clearly.
- The Instrumental teacher will be responsible for disinfecting department tools between pupils.

Piano

- Piano keys will be wiped down after use by pupils or staff.

	<p>Extracurricular Activities</p> <ul style="list-style-type: none"> • All Ensembles will adhere to social distancing • Stands will be wiped down and disinfected between rehearsals • Woodwind and Brass will also require personal mats to catch condensation • Brass will be a minimum of 4 metres from any other pupil. 		
<p>Drama</p>	<ul style="list-style-type: none"> • Group work: <ul style="list-style-type: none"> ○ Social distancing encouraged between pupils during group work. Distance between groups to be at least 2m. ○ Practical group tasks should be limited to an absolute maximum of 15 minutes (1 followed by a significant task or tasks which can be completed whilst social distancing (2 metres or more apart). No more than 2 practical group work sessions should be run per hour of teaching. • Resources: <ul style="list-style-type: none"> ○ Technical equipment should only be operated by the teacher where possible. If students are using technical equipment as part of their assessed work, the equipment should be wiped with antibacterial wipes between each student's use. ○ No sharing of items such as props or costumes. Where students need to have costumes or props, these should be the students own, and brought in and taken home after every lesson. ○ No sharing of scripts. These can either be projected or students to only use and keep their own copy to be brought in and taken home after every lesson. ○ Where chairs or stage blocks are used by students for practical group work, they should be either disinfected/cleaned thoroughly at the end of each lesson. (For KS4 and above). • Studio Management: <ul style="list-style-type: none"> ○ Background music and noise levels during group work kept at a low level to avoid voices being raised unduly. 		

	<ul style="list-style-type: none"> ○ Any lessons specifically on voice projection should follow guidance for singing. (Space, adequate ventilation or outdoors if possible.) ○ Separate individual lesson tasks should be available for students who are distressed or anxious about completing group tasks. 		
Food technology	<ul style="list-style-type: none"> ● Unable to 2 metre distance from pupils due to safety implications - Teacher and TA to wear face shield during practical lessons. ● Pupils unable to face the front of classroom due to fixed workstations - all pupils individual work areas are a minimum of 1.5 metres apart. ● Shared equipment (knives, peelers etc) - are used by the individual pupil for the whole of the lesson, then washed and sanitised at the end of the practical. ● Sinks and worktops are washed down and sanitised after every lesson as a matter of course. 		
Estate	<ul style="list-style-type: none"> ● Staff and pupils to be encouraged to vacate school buildings at end of day to enable effective cleaning to take place. (Opening times 7am-5.30pm for all school except wrap around care until 6.30pm (Kindergarten only). ● Senior pupils to be discouraged from using after school club (ASC) unless absolutely necessary. ASC will finish at 5pm. ● Signage in place to remind persons to socially distance, follow one-way system and promoting good hand and respiratory hygiene to be retained ● One-way systems to be maintained ● All toilets and wash basins may return to use, with regular cleaning ● Good ventilation of all teaching rooms and offices to be promoted ● Office spaces with limited external ventilation to be used with reduced person capacity, door open and fan to aid ventilation ● All rooms to be fully ventilated at end of day ● Estate team to ensure hand sanitiser stations are regularly checked for stock, cleaning materials in teaching rooms replenished, bins emptied throughout the day 	Estate staff	
Remote education	<ul style="list-style-type: none"> ● Remote education plans to be in place for pupils who cannot attend school on account of COVID-19, such as those subject to individual self-isolation requirements or groups of pupils ('bubbles') who are required to isolate following confirmed cases of COVID-19. 	VL	

	<ul style="list-style-type: none"> Contingency plans are in place to enable teaching to continue during any temporary whole-school closures due to local lockdowns – see guidance below: [https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions] Tier 1 involves remaining fully open, as the government has been clear that ensuring schools and educational settings remain open should be prioritised over other areas when restrictions are considered. Tier 2 asks secondary schools to adopt a rota system and further education (FE) colleges to limit on-site attendance, whilst all other settings, including alternative provision (AP) and special schools, remain fully open. Tier 3 requires secondary schools and FE colleges to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups, other settings remain fully open. In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised. Tier 4 goes further to limit attendance to just vulnerable children and young people and the children of critical workers at all settings, excluding AP and special schools. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply. 		
<p>Lettings</p>	<ul style="list-style-type: none"> Lettings will resume in line with Government advice and covered by separate users' risk assessment All facilities will be thoroughly cleaned after external use and before BGS pupils use them. (See appendix re lettings). The following information will be provided to hirers: <p>COVID-19 Health & Safety notice to all hirers and participants.</p> <ul style="list-style-type: none"> We here at BGS take seriously the safety of all individuals who use our facilities. In response to the Government’s guidelines on COVID-19 we have changed some of our procedures at our sports facilities. We will: <ol style="list-style-type: none"> 1. Limit number of people who use our indoor facilities. 	<p>JS</p>	

	<ol style="list-style-type: none"> 2. Encourage social distancing at all times, in accordance with Government guidelines. 3. Insist that spectators in our sports hall viewing areas wear face masks 4. Increase our cleaning regimes: <ol style="list-style-type: none"> a. Door handles and rails and tables cleaned every hour b. Toilet areas cleaned before the start of the lettings session (before 6pm) c. All inside areas to be cleaned before the start of the lettings session (before 6pm). 5. Provide hand sanitizer stations, tissues, bins in clear view. 6. Keep changing rooms closed – all participants to arrive in kit (toilet facilities will be open). 7. Provide PPE for our staff. 8. Not offer any refreshments on site. 9. Provide clear signage. 10. Insist that all hirers bring their own equipment – balls, bats, racquets etc. None will be available from BGS. <ul style="list-style-type: none"> • In addition, all clubs hiring BGS’s facilities have confirmed in writing that they will adhere to all Government guidelines and their sport’s official guidelines relating to recreational sport, have provided a COVID-19 risk assessment that has been reviewed by the School and have confirmed that all club coaches have been trained in the club’s COVID-19 policies and procedures. Bury Grammar School has sent a copy of the School’s Risk Assessment to all hiring clubs for reference. • Bury Grammar School has the contact details of all clubs that hire our facilities. It is the responsibility of each club to ensure they adhere to the Government’s Track and Trace guidelines. 		
<p>Transmission of virus on transport to/from school</p>	<ul style="list-style-type: none"> • When staff and pupils travel, they should be encouraged to travel to work by the safest possible method, including driving alone, walking, cycling and public transport where you maintain a distance of 2 metres from others • If there is no option but to share a car with people who are not part of the same household, journeys should be shared with the same individuals and with the minimum number of people at any one time, wherever possible • Windows should be open, and passengers should face away from each other which may help to reduce the risk of transmission 	<p>Individuals</p> <p>Parents</p>	

	<ul style="list-style-type: none"> Private vehicles that are used by people from multiple households should be cleaned regularly using gloves and standard cleaning products with emphasis on handles and other areas where passengers may touch surfaces Parents reminded about the social distancing message regarding methods of transport Any unnecessary travel on coaches, buses or public transport should be reduced The School's travel contractor must ensure that social distancing can be maintained on the school services Cones to be used at the front of Boys' Senior School for pedestrian safety 		
Transmission of virus owing to arrival / exit to buildings presenting a 'pinch point'	<ul style="list-style-type: none"> Staggered arrival and exit times Designated entry and exit points Clear signage regarding social distancing Avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres between individuals wherever possible Clear protocols are in place for receiving deliveries Visitors to be made aware of School's COVID19 precautions Sneeze screens installed in school receptions Hand sanitiser or handwashing to be used on entering and leaving buildings Parents not permitted to enter buildings at start and end of day Parents made aware of drop off and pick up arrangements Ventilation to be increased Enhanced cleaning regimes in place. 	CJ	
Visitors	<ul style="list-style-type: none"> Essential visitors only to be allowed on to site Parents should email or phone where possible and should be discouraged from entering school buildings All visitors to report to Reception All visitors to be made aware of School COVID19 precautions. 	RN/RL/CJ	
Transmission of virus in Receptions	<ul style="list-style-type: none"> Reception area to be marked and signed to ensure social distancing Screens are in place to protect receptionist Marked area for parents to leave pupil possessions without Receptionist needing to handle All visitors sign in and out 	CJ	

	<ul style="list-style-type: none"> • Visitors must be asked if they are suffering symptoms and if they are must not be permitted entry to school. 		
Transmission of virus in offices	<ul style="list-style-type: none"> • Staff to be allocated dedicated departmental office space or classroom area • Hot desking is prohibited • Enhanced cleaning regime / cleansing wipes to be made available • Shared equipment (Art/Music/Science) should be wiped down cleaned by pupils / staff after use • Meetings should be conducted on Microsoft Teams where possible. 	Line managers / HoDs KL CJ	
Pupil /staff member lives with someone who is unwell with symptoms of COVID-19	<ul style="list-style-type: none"> • Family member to be tested • Self-isolate for 14 days (or until negative test confirmed) • Inform school • Health Support Worker to maintain record. 	All	
Confirmed case of COVID-19 at school	<p>Pupil / staff member confirmed case:</p> <ul style="list-style-type: none"> • School to inform Public Health England • Pupil / staff member to isolate according to government guidelines • School to be informed • HSW to maintain record <ul style="list-style-type: none"> • Where the child, young person or staff member tests positive, the rest of their class/group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. • As part of the national test and trace programme, if other cases are detected within the child or young person's cohort or in the wider school, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group as guided by Public Health England. 	Heads	

First Aid cover	<ul style="list-style-type: none"> • First Aid cover in place at all times whilst pupils are on site • HSWs to ensure there is adequate cover in place • Ensure that there is adequate first aid cover available throughout the day by planning for HSWs not being available owing to dealing with possible COVID19 related issues. 	KR/LA	
Fire alarm	<ul style="list-style-type: none"> • Social distancing to be maintained where possible during evacuation but remember most significant risk during evacuation is fire so social distancing can be compromised • Social distancing to be maintained at assembly point where risk from fire is negligible. 	All Staff	
Mental Health	<ul style="list-style-type: none"> • Leadership to promote mental health & wellbeing awareness to staff and pupils during the Coronavirus outbreak and will offer whatever support they can to help • Pupils and staff should expect clarity concerning expectations • Workload of teachers to be impact assessed when changing routines or expectations • Those with ongoing health difficulties / other personal issues can access the appropriate support as usual • The mind.org.uk website provides information, support and guidance and includes a wellness action plan template which may be helpful • Leadership appointment of colleague responsible for staff welfare and mental health to be made 	Heads RL/RN	
School (re-closure) due to COVID-19 local epidemic or staff shortage due to illness	<ul style="list-style-type: none"> • COVID-19 planning group to meet regularly to assess risk • Parental Communication Plan to be established • Remote working to replace face to face teaching • Counselling services for pupils to continue and meet needs which are expected to have increased 	Heads / SLT	
Safeguarding	<ul style="list-style-type: none"> • The school should ensure they can access advice from a trained DSL during periods of closure or remote working or if the usual DSL were to be unavailable for any reason such as illness. • The school should ensure their safeguarding arrangements cover the safety of pupils while using online learning; 	RL/RN	

	<ul style="list-style-type: none">• The safeguarding policy to incorporate any updated advice from the LA about local arrangements, for example, to cover staff shortages at the LA, such as temporary changes to contact details or referral thresholds;• The school should consider how contact will be maintained with pupils who are not yet able to return to school.		
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B: Pupils

Risk / Hazard	Control Measures	Responsible	Implementation date
<p>Increased demand on pastoral support for pupils, not just those identified as vulnerable prior to school closing but other pupils who have found remote learning/ being at home difficult</p>	<ul style="list-style-type: none"> • FT/HOY/HST/Counsellor support • Pastoral programme heavily focussed on well-being and resilience • Signpost pupils via appropriate channels to health professionals • Make use of helpful online resources available • School to work closely with the school nursing services to support the health and wellbeing of pupils - school nurses as leaders of the <u>healthy child programme</u> can offer a range of support including: <ol style="list-style-type: none"> 1) support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues 2) support for pupils with additional and complex health needs 3) supporting vulnerable children and keeping children safe 	<p>DHP/ HOY/ FT</p>	
<p>Increased likelihood that there will be some pupils who were not previously identified as vulnerable who may make a disclosure on return to school</p>	<ul style="list-style-type: none"> • Remind all staff on steps to follow following a disclosure from a pupil in September Inset • Staff to report concerns promptly to the DSLs and record on CPOMS. 	<p>DHP/ DSLs All Staff</p>	
<p>Increased demand on pastoral team/ Health team</p>	<ul style="list-style-type: none"> • Form Tutor first port of call to help relieve demands on HOY/ Pastoral Team • Regular pastoral meetings and 1:1 with HOY to support them due to likely increased demands • Health Support Team- PPE equipment required- masks/ gloves/aprons • Communication between office/ Health Support Team to monitor pupil attendance relating to illness to ensure self-isolation measures being followed when needed • Use of Mental Health Ambassador Programme/ Be Safe Ambassadors/ Well-being programme to support pupils 	<p>DHP</p>	

	<ul style="list-style-type: none"> • Individual academic support plans for those who have struggled during the period of remote learning in the Summer Term 		
Starters and Leavers	<ul style="list-style-type: none"> • Continue to follow guidance set out in the Schools Admissions Policy, Safeguarding Policy and Keeping Children Safe in Education 2020 • New starters inducted into forms/ buddy system- led by HOY • Follow Child Missing in Education (CME) procedures and staff to be alert of potential signs and indicators of specific safeguarding issues which can quite often be linked to missing episodes in education 	SG / RL / RN	
Attendance	<ul style="list-style-type: none"> • School to resume taking attendance register • Continue to monitor attendance carefully and address poor or irregular attendance • Continue to follow up with parents/carers when pupils are not at school • The School will inform the local authority of any pupil who fails to attend school regularly, or who has been absent without the school's permission/reason for a continuous period of 10 days or more • School will continue to liaise/inform social workers where children with a social worker do not attend • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, they will immediately be offered access to remote education via SMHW and TEAMS. • Engagement in remote learning by those not attending school will be monitored closely by Subject teachers and the pastoral team. • Where pupils are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised and they will receive additional pastoral support to support their academic studies 	DHP/ HOYs	
Pupil displaying COVID-19 symptoms	<p>As per main risk assessment and:</p> <ul style="list-style-type: none"> • All pupils will have access to testing, if symptomatic 	Individuals/ HST	

	<ul style="list-style-type: none"> • Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 • School will carry a stock of home testing kits for those who have developed symptoms at school. • Pupils aged 11 and under will need to be helped by their parents/carers if using a home testing kit • If they test negative- pupils can return to school when well enough to do so • If they test positive - a test and trace approach will be taken. • Public Health England will advise on the appropriate course of action, and the relevant group of people with whom the individual has mixed closely, should be sent home and advised to self-isolate for 14 days. • A face mask should be worn by the supervising adult of the symptomatic pupil if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. 		
<p>Pupil and Parent Anxiety</p>	<ul style="list-style-type: none"> • Parental communication prior to reopening regarding plans and new procedures in place in school, including pupil behaviour expectations • The pastoral team will quickly identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them • If parents of pupils with significant risk factors are concerned, school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. • Pastoral support in school for anxious pupils via Form Tutor/ Head of Year/ School Counsellor • Refer if needed for external support • Signpost pupils via appropriate channels to health professionals 	<p>All staff</p>	

	<ul style="list-style-type: none"> • Make use of helpful online resources available • Staff to support those pupils who appear to be behind/ have struggled to learn remotely – individual pastoral or academic support plans • Key messages regarding resilience and organisation given to pupils and parents and the need to recognise that it will take time for pupils to readjust to coming back to school. • Pupils given clear guidelines and expectations of behaviour and conduct in school 		
Social Distancing/Social Bubbles emotional Impact	<p>Clear expectations and guidelines for pupils - age appropriate</p> <p>Use of PSHE/ form time sessions lessons to reinforce key messages</p> <p>Increased supervision of pupils throughout the school day, particularly at break times, lunch times and lesson change over times</p> <p>Signage to remind pupils regarding staying safe/ hygiene and remaining in social bubbles.</p>	DHP/ HOYs/ FT and CAH/Class Teachers	
Difficult home life due to COVID 19 and ongoing Fallout – health/ financial pressures/ unemployment	<ul style="list-style-type: none"> • Reinforce availability of support for pupils in and outside of school and be mindful when issuing sanctions and rewards. 	DHP/ HOYs/ FT and Class Teachers	
Pupil exposure to adversity and trauma including bereavement	<ul style="list-style-type: none"> • The school recognises that pupils will return to school having been exposed to a range of adversity and trauma including bereavement • Additional pastoral support provided to pupils • Signposting to services such as educational psychologists, social workers, and counsellors • Ensuring provision for pupils who have SEND is in place (continued support was offered during partial school closure) and recognise there may be potential impacts on pupil behaviour. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. • If required, school will work with local services (such as health and the local authority) to ensure the services and support are in place for pupils. 		

Pupil readjustment to being back in school	<ul style="list-style-type: none"> • Recognise that it is going to take time to get back to anywhere near the 'old normal' and support those who are struggling with adjusting to new routines and procedures in place at school • Ongoing support - FT/ HOY/ Health Team/ Pastoral Team- Refer if needed for external support • Signpost pupils via appropriate channels to health professionals • Make use of helpful online resources available • Continuation of remote and in school counselling service. 	All staff	
Involvement in enrichment activities	<ul style="list-style-type: none"> • Pupils encouraged to take part in available enrichment activities • Sporting activities will follow government guidelines and guidance set out by individual governing bodies and risk assessments for each activity will be signed off by Alan Dennis • Physical Education lessons to continue to take place and will be strictly non-contact and will not involve more than any one social bubble/individual class in a single space • Outdoor sports will be prioritised where possible, and large indoor spaces used, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene • A set of equipment will be allocated to each class which will not be shared with any other group and cleaned after use • Only equipment that can be easily cleaned will be used in lessons • PE changing rooms will only be used by one class at any one time and will be deep cleaned in between each class- at break time and lunchtime 	AD / RLN	
Pupil expectations/ Behaviour	<ul style="list-style-type: none"> • Form periods used to reinforce expectations • Initial returning brief- new school routine and procedures in place- including behaviour expectations • Golden Rules' Posters in form rooms, along corridors and all student areas- library, canteen etc. • Sanctions applied in line with school policy if standards fall below that which we expect • The pastoral team will work with those pupils who may struggle to reengage in school and are at risk of being absent and/or 	DHP	

	persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.		
Registers	<ul style="list-style-type: none"> • Normal iSAMS procedure will resume (AM registration during morning form period and PM registration during period 5 lesson) 	Class Teachers/ FT/DHP	
Potential Increase in safeguarding concerns	<ul style="list-style-type: none"> • Staff reminded/ briefed on the meaning of 'safeguarding culture' during September inset and regular updates given by DSLs • Priority always given to the interests of pupils • School to continue to develop positive working relationships and partnerships with local safeguarding agencies and officials • Online Safety reinforced to pupils and staff- Key messages regarding standards and expectations reinforced by FTs and HOYs during FT and 'year group assemblies' and covered in pastoral scheme of work • Follow procedures set out in the school behaviour policy, anti-bullying policy and e-safety policy • Support needed for pupils whose friendships may have broken down/ feel isolated and alone. Pupils reminded of support networks in school and pastoral scheme of work to cover relevant issues/ topics. 	DSLs/DHP/ HOYs	
Parental Concerns- Academic Progress	<ul style="list-style-type: none"> • Recognition that parents are going to have concerns about their children's progress and are likely to be much more invested in education • Pupil progress clearly communicated to parents through summer reports. Reassurance offered by school and close monitoring of pupils through academic intervention and support given if needed. 	All staff	
Sense of Loss	<ul style="list-style-type: none"> • Staff to recognise that pupils 'mourning' something they feel they should have- prom/ exams/ school trips/ sports day • Form tutor/ class teacher first port of call for support. Pastoral team mindful when monitoring use of sanctions are rewards. 	All Staff	

C: Staff

Risk / Hazard	Control Measures	Responsible	Implementation date
Staff member unwell	<ul style="list-style-type: none"> • Do not attend work • Consider seeking a test depending on symptoms • Keep in touch with their line manager (LM) and HR. 	DC/IL	
Staff member becomes unwell during the working day	<ul style="list-style-type: none"> • Report to HSW • Inform HR/LM/AC • Go straight home if displaying high temperature, cough. 	All staff/LA/KR	
Staff member concerned for personal safety	<ul style="list-style-type: none"> • Speak with line manager in the first instance • Consider discussing anxieties with the Vice-Principal and Senior Teacher (Staff welfare). 	All staff/DC/IL	
Handling medical waste	<ul style="list-style-type: none"> • Gloves and mask to be worn 	CJ/Caretakers	
Dealing with someone who is unwell	<ul style="list-style-type: none"> • Dynamic risk assessment • Practice social distancing (if possible) • Move to dedicated isolation room • If displaying symptoms of COVID-19 then full PPE to be worn (gloves, apron, mask, visor). 	LA/KR	
Staff rooms	<ul style="list-style-type: none"> • SD to be robustly enforced between staff • Staff room seating areas to be reconfigured to support SD • Staff are able to use staff room to eat lunch as long as social distancing rules are adhered to • Numbers of staff permitted into reprographics to be limited to 3 • Hand sanitiser is available • Enhanced cleaning regime • Shared phones to be wiped down before and after use. Wipes to be provided in locations where phones are shared. 	All staff	
BAME staff	<ul style="list-style-type: none"> • Undertake the BAME risk assessment through HR and put in place extra control measures 	HR	
Staff over 70 years of age	<ul style="list-style-type: none"> • Line manager to conduct a risk assessment of the individual and put in place additional control measures. 	Line Manager	

<p>Pregnant member of staff</p>	<ul style="list-style-type: none"> • Pregnant women are in the ‘clinically vulnerable’ category, and are generally advised to follow the advice, which applies to all staff in schools. • Line manager to risk assess and put in additional controls if needed. 	<p>Line Manager</p>	
<p>Staff member classified as clinically extremely vulnerable</p>	<ul style="list-style-type: none"> • Those who are clinically extremely vulnerable can return to school in September 2020 provided the school has implemented the system of controls outlined here. • In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace. • Discuss situation with Line Manager and Vice Principal • Individual risk assessment to be put in place by HSW 	<p>Affected staff</p>	
<p>Staff member classified as clinically vulnerable</p>	<ul style="list-style-type: none"> • Clinically vulnerable staff can return to school in September. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact, and maintaining social distancing. • 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. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Discuss situation with Line Manager and Vice Principal • Individual risk assessment may be considered 	<p>Affected staff</p>	

Staff member lives with someone who is clinically vulnerable including someone who is pregnant	<ul style="list-style-type: none"> • Discuss situation with Line Manager • They can attend work • Always observe SD rules. 	Affected staff	
Staff member lives with someone who is clinically extremely vulnerable	<ul style="list-style-type: none"> • Discuss situation with Line Manager • They can attend work • Always observe SD rules. 	Affected staff	
Professional conduct	<ul style="list-style-type: none"> • Staff to be reminded about the expectations for them to act as role models in their professional and personal lives and not to act in a way that may cause a reasonable person to question their professionalism including how they practice COVID19 control measures and abide by government national and local controls 	All staff	

Revision History Log

Date	Changes/Additions	By whom
29/8/20	Local lockdowns and face coverings Advice re positive and negative tests Further advice on tier 1-4 provided 6th form common rooms clarified Brass clarification provided re location of lessons Controls in Drama provided	DC
11/9/20	Computer keyboards and wipes Pupils to be told to knock and wait at doors to prevent entering and mixing year group bubbles Boys in Girls' Senior School may use toilets in Sixth Form Centre Transport - Senior pupils must use face coverings whilst Greater Manchester is under local restrictions Cones in use to demarcate pedestrian access to Boys' Senior School	DC

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Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff extremely seriously: this is our number one priority.