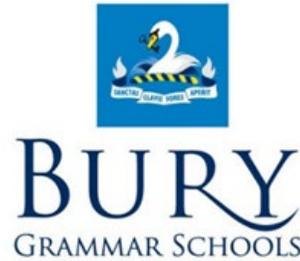


**Bury Grammar School Risk Assessment
for the return to on-site learning from 8th March 2021.**

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

Last Updated 21st June 2021



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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

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>Essential measures include:</p> <ul style="list-style-type: none"> • Hand sanitiser stations located at all entry and exit points around campus • One way systems • Increased ventilation of all areas around school • Visitor access to school restricted to essential visits only or by appointment • A requirement that people who are ill stay at home • Robust hand and respiratory hygiene to be promoted and followed • Enhanced cleaning arrangements • Active engagement with Lateral Flow Device Testing (LFD) <ul style="list-style-type: none"> ○ 3 onsite tests for secondary aged pupils who consent followed by 2 tests per week at home (From week beginning 8/3/21 until Easter holiday) ○ 2 tests per week at home for all staff who consent ○ There will be no testing of primary pupils • Social distancing to be maintained by staff and between pupils who are in different bubbles • Wearing of face coverings should continue where government recommendations stipulate this. As of May 17th pupils and students are still required to wear face coverings in school. They should continue to wear face coverings on public transport or dedicated school buses. This remains in place whilst Bury Council have requested this local measure. • As of May 17th staff are not required to wear face coverings in lessons whilst they can maintain social distancing. In other communal areas of the school (such as corridors) staff are still to wear face coverings. • Close contacts of positive cases must self isolate. • CEV pupils and staff to remain shielding but CV staff and pupils may attend school. <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>Everyone</p>	

	<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>Prevention: All staff, pupils and visitors must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. In specific circumstances: 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. 10) Adult visitors must have a negative LFD test within twelve hours of visiting the school. This measure would apply to visiting inspectors. The exception to this is an adult who has had a positive PCR test within the past 90 days and has no new symptoms of COVID 19. <p>Response to any infection: All staff and pupils must always:</p> <ol style="list-style-type: none"> 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice. 		
Testing	Home testing is being introduced for senior school pupils (11+).		

	<p>Pupils to be initially supervised whilst swabbing to make sure they are doing it correctly. This is why testing will initially take place on-site, at the asymptomatic test site (ATS) which is located at the Boys' School Hall.</p> <p>School will offer pupils 3 tests on-site, 3 to 5 days apart (min 3 days), upon their return.</p> <p>Testing on-site (via an ATS) initially is a condition of being able to transition pupils to test at home.</p> <p>Pupils should return to face-to-face education following their first negative test result.</p> <p>Pupils not undergoing testing should attend school in line with the phased return arrangements but will not be required to take the test.</p> <p>Testing is voluntary; however, we encourage everyone to participate in the asymptomatic testing programme.</p> <p>All staff, who consent, will not need to undertake testing in school but will be able to conduct their tests at home and will be asked to continue testing twice a week.</p>		
<p>Catching the disease from those who are unwell</p>	<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 another virus, such as a cold or flu – in which case it is still best to avoid contact 	<p>Everyone</p>	

with other people until they are better. Other members of their household can stop self-isolating.

- If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. In such a case the school will make contact with the local health protection team and follow their advice and also that contained within section 9 of the Government's advice to schools:

- [\[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools\]](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools):

- PHE North West

- Dr Melanie Sirotkin, Centre Director
5th floor
3 Piccadilly Place
London Road
Manchester
M1 3BN

- Telephone:0344 225 0562

- If a child is awaiting collection, they should be moved, to an isolation room where they can be isolated behind a closed door, the isolation room must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.
- In an emergency, call 999 if someone is seriously ill or injured or their life is at risk.
- Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should stay at home and arrange a 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)

- 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.
- HSW to inform FTs when child is permitted to return to school following an absence for COVID reasons

What is meant by a 'contact'

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes (either as a one-off contact or added up together over 1 day)
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Contacts of someone who has tested positive for COVID-19?

	<p>If you have been informed that you are a contact, self-isolate at home for 10 days from the date of your last contact with the person who has tested positive for COVID-19. Self-isolation means stay at home and do not leave the house for 10 days. It is very important that you follow this advice even if you feel well, as symptoms can take up to 10 days to appear from your last contact with the person who has tested positive for COVID-19. Self-isolating in this way will help protect your family, friends, the wider community and the NHS.</p> <p>If you think you have had contact with someone who has tested positive for COVID-19, but not been notified and advised to self-isolate.</p> <p>Contacts who need to self-isolate will be notified and advised accordingly by the NHS Test and Trace service. If you have not been notified, this means you do not need to self-isolate. If you are concerned that you may have symptoms of coronavirus, or you live with someone who has symptoms of coronavirus, follow the Stay at Home: guidance for households with possible or confirmed COVID-19.</p> <p>Contacts of contacts</p> <p>If you are a contact of a person who has tested positive for COVID-19, but you do not have symptoms, other people living with you do not need to self-isolate and should follow the general guidance. If you do develop symptoms of COVID-19, you should arrange to have a test to see if you have COVID-19 – visit NHS.UK to arrange or contact NHS 119 via telephone if you do not have internet access. If you live with other people, they will need to begin self-isolation at home while you wait for your test result. Follow the Stay at Home: Guidance for households with possible or confirmed COVID-19.</p> <p>Self-isolating at home for the 14-day period will help protect your family, friends and the NHS. Self-isolating at home in this way can also protect the most vulnerable in society, by reducing the chance of a second wave of COVID-19 in the wider community.</p> <p>Where individuals who are self-isolating are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p>		
<p>Transmission of the virus in school</p>	<p>General hygiene Hand washing</p>	<p>Pupils and staff</p>	

<p>on way to or from school</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 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 Where possible all pupil desks will face towards the front of the classroom.</p> <p>Teachers will maintain seating plans and have these ready to email to DPC should we receive news that a pupil has tested positive for COVID19 to enable close contacts to be identified.</p> <p>The process for removing public transport face coverings 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 in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>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 including in teaching rooms.</p>		
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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 the Primary School where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, staff should wear face coverings.

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.

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
- 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 • 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. 	<p>Pupils and staff</p>	

	<ul style="list-style-type: none"> • 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 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. <p>Movement around school</p>	<p>Pupils and staff</p>	

- 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 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

- Access on a day rota basis before school and at break & Lunch according to social bubble
- Access to consult Librarians at Library/LRC Desk and return or collect resources (see "Click & Collect below)
- Browsing of library shelves at the discretion of the Librarians
- Stationery Shop provision suspended (LRC)
- Resources to be returned at designated point and quarantined for 72 hrs before handling
- "Click & Collect": students and staff to use the reservation system on the Library catalogue or email librarians to request resources
- Textbook loans for departments suspended
- Librarians to be emailed with enquiries
- Use of library resources in classrooms to be encouraged - delivery, collection and quarantine to be organised by Librarians
- 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 provided at Staff Workstations
- Furniture layout adjusted to observe social distancing

	<ul style="list-style-type: none"> • 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 libraries • 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>. (DfE Helpline)</p> <p>Staff members and parents/carers must understand that they will need to be ready and willing to:</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, 	<p>All</p>	

	<p>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.</p> <ul style="list-style-type: none"> • 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 10 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 • Tranzcare to arrange additional cleaning of vehicles • Supervision at bus queue to be put in place after school • Senior pupils must use face coverings <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 	Pupils and staff	
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 	Pupils	

	<ul style="list-style-type: none"> • 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) • For pupils who are self-isolating, or shielding and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. • 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. 		
<p>Staff attendance</p>	<ul style="list-style-type: none"> • <u>Clinically extremely vulnerable</u> Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace. • <u>Clinically vulnerable staff</u> can attend school. 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 in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. • 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. • <u>Staff who are pregnant</u> - Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools. All pregnant women should take particular care to 	<p>Staff</p>	

	<p>practise frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of controls section of this guidance to minimise the risks of transmission.</p> <ul style="list-style-type: none"> • <u>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</u> - 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"> • We recognise the significant benefits of educational visits to our pupils' educational development, as well as their mental health and wellbeing. • From May 17th domestic (UK) overnight educational visits are permitted - <u>coronavirus: travel guidance for educational settings</u>. • From April 12th the school can resume non-overnight domestic educational visits. • International visits are currently not permitted. • 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 	AED	

	<p>are aware of wider advice on visiting indoor and outdoor venues. The school should consult the health and safety guidance on educational visits when considering visits.</p> <ul style="list-style-type: none"> • Transport to and from educational visits must be arranged so that pupils from separate bubbles do not sit in the same zone of a coach. Zones should be planned to be separated by at least one row of seats to keep bubbles discrete. • Staff should be planned to sit on a double seat without the requirement to sit next to another passenger. • Staff who are anxious or unwilling to travel on a coach should advise the trip leader in advance in order to plan for other staff to assist. • Face coverings should be worn throughout the entire journey in line with transport to and from school unless exceptions are in place. • It will be impracticable to maintain 2 metres distance on many journeys and the benefit of the journey is to be balanced against this practical issue. 		
School Uniform	<ul style="list-style-type: none"> • Full school uniform is required by all pupils • Staff dress code to be adhered to • 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. 	Pupils and staff	
Extracurricular provision	<ul style="list-style-type: none"> • Wrap around care <ul style="list-style-type: none"> ○ BGS should be working to resume all breakfast and after-school provision which is permissible in all tiers • 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) 	AED	

	<ul style="list-style-type: none"> ○ 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 <p>School Council</p> <ul style="list-style-type: none"> ○ Dedicated seating plan ○ Masks worn by all participants unless seated ○ Strict social distancing maintained ○ Hand sanitised on entry to the hall ○ Dedicated entry and exit point. 		
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> <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? 	Pupils and Science staff	
Physical Activity & Sport	<ul style="list-style-type: none"> ● Pupils will be kept consistent groups and sports equipment will be thoroughly cleaned between each use by different individual groups. 	Pupils and Sport staff	

- Outdoor sports will be prioritised where possible, and large indoor spaces will be used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.
- PE lessons can take place indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls.
- The school will work with external coaches, clubs and organisations for curricular and extra-curricular activities where it is satisfied that this is safe to do so.
- External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities.
- Team sports will resume but only in those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events.
- Competition between different schools will not take place until wider grassroots sport for under 18s is permitted.

Refer to the following advice:

- Guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England
- Advice from organisations such as the Association for Physical Education and the Youth Sport Trust
- Guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents
- Using changing rooms safely

Changing facilities

- One class per changing room which is cleaned in between each lesson- At break time lunchtime and after school.

Adult Spectators

	<ul style="list-style-type: none"> Managing control measures for spectators at sports fixtures is impractical at the moment (during step 3). Spectators are not permitted at school sporting fixtures unless they are necessary for the supervision of an under 18 year old 		
Music	<p>All Practice Rooms</p> <ul style="list-style-type: none"> 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. <p>Violin, Cello, Guitar</p> <ul style="list-style-type: none"> Teachers and pupils will wear face coverings and/or visors throughout the Instrumental lesson if 2m social distance cannot be maintained. <p>Flutes, Clarinet, Oboe, Bassoon Saxophone,</p> <ul style="list-style-type: none"> 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. <p>Brass</p> <p>Brass (Trumpet, Trombone, Horn) will be taught in the large music room in the boys juniors - 4 metre distance adhered to.</p> <ul style="list-style-type: none"> To be taught in a large music room in the Boys' Junior School with 4 metre distance adhered to 	Pupils and Music staff	

	<p>Percussion</p> <ul style="list-style-type: none"> • Pupils would be expected to provide their own sticks/batons – labelled clearly. • The Instrumental teacher will be responsible for disinfecting department tools between pupils. <p>Piano</p> <ul style="list-style-type: none"> • Piano keys will be wiped down after use by pupils or staff. <p>Singing</p> <ul style="list-style-type: none"> • Singing only to take place in larger well-ventilated spaces or outside • Singers should be at least 2m apart. With additional measures such as face coverings this can be reduced to at least 1m • Position performers back to back or side to side whenever possible • Wear face coverings wherever possible <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>Performances</p> <ul style="list-style-type: none"> • Music, dance and drama performances can resume in front of a live audience. This must be fully risk assessed and follow current government guidance with regard to social distancing and numbers at an event. 		
<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. ○ 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 		

	<p>sessions should be run per hour of teaching.</p> <ul style="list-style-type: none"> ● 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. ○ 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. 		
<p>Food technology</p>	<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. • 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] 	VL	
Lettings	<p>No lettings currently taking place</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>	JS	

	<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. 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. • 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. 		
Transmission of virus on transport to/from school	<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 	Individuals Parents	

	<ul style="list-style-type: none"> • 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 • 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. 	RP	
Visitors	<ul style="list-style-type: none"> • Visitors should only come on site if there is a sufficient benefit to balance the risk • 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/RP	

	<ul style="list-style-type: none"> All adult visitors to have had a negative LFD test result before entering the school site, an exception to this is where an adult visitor has had a positive PCR test in the past 90 days and is not displaying new symptoms of COVID 19 		
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 Visitors must be asked if they are suffering symptoms and if they are must not be permitted entry to school. 	RP	
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 RP	
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 <p>• 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</p>	Heads	

	<p>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.</p> <ul style="list-style-type: none"> 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. 		
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	<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 	Heads / SLT	

staff shortage due to illness	<ul style="list-style-type: none"> • Counselling services for pupils to continue and meet needs which are expected to have increased 		
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; • 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. 	RL/RN	
Transition Days	<ul style="list-style-type: none"> • These can take place where they follow the guidance and measures contained within this risk assessment and follow government guidance • A separate Risk Assessment has been drawn up for these to ensure the overarching Risk Assessment is followed. 		

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>Clinically Extremely Vulnerable (CEV) pupils</p>	<p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> • have symptoms or have had a positive test result • live with someone who has symptoms or has tested positive and are a household contact • are a close contact of someone who has coronavirus (COVID-19) • Shielding advice has been paused nationally from 31 March. All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. <p>Online learning will be provided where pupils are unable to attend school due to public health advice</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 • Individual academic support plans for those who have struggled during the period of remote learning in the Summer Term 	<p>DHP</p>	
<p>Starters and Leavers</p>	<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 	<p>SG / RL / RN</p>	
<p>Attendance</p>	<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 	<p>DHP/ HOYs</p>	

	<ul style="list-style-type: none"> • 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 assignments. • 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 		
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 • 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. 	Individuals/ HST	
Pupil and Parent Anxiety	<ul style="list-style-type: none"> • Parental communication prior to reopening regarding plans and new procedures in place in school, including pupil behaviour expectations 	All staff	

	<ul style="list-style-type: none"> • 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 • 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 		

	<ul style="list-style-type: none"> 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"> Team sports will resume but only in those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Risk assessments for each activity will be signed off by AED Sport competitions between different schools or colleges will not take place until wider grassroots sport for under 18s is permitted Saturday Sport training activities will resume from 8th March onwards Pupils will be encouraged to take part in available enrichment activities before, during and after school PE, sport, music, dance and drama lessons will continue in line with the current guidance 	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 	DHP	

	<ul style="list-style-type: none"> 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 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 	All Staff	

	<ul style="list-style-type: none">• Form tutor/ class teacher first port of call for support. Pastoral team mindful when monitoring use of sanctions are rewards.		
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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, loss of smell/taste or continuous 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, apron and face covering to be worn 	RP/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 as necessary 	HR	

Staff over 70 years of age	<ul style="list-style-type: none"> Line manager/HR to conduct a risk assessment of the individual and put in place additional control measures. 	Line Manager	
Pregnant member of staff	<ul style="list-style-type: none"> Pregnant women are not classified as CEV, and therefore will still be able to come into work, unless their doctor / midwife advises otherwise. Line manager/HSW to risk assess and put in additional controls if needed. 	Line Manager	
Staff member classified as clinically extremely vulnerable	<ul style="list-style-type: none"> Shielding advice has been paused nationally from 31 March. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace. CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the Joint Committee on Vaccination and Immunisation. Discuss situation with Line Manager and Vice Principal 	Affected staff	
Staff member classified as clinically vulnerable	<ul style="list-style-type: none"> Clinically vulnerable staff can return to school. 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. 	Affected staff	

	<ul style="list-style-type: none"> • 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 		
Staff member lives with someone who is clinically vulnerable including someone who is pregnant	<ul style="list-style-type: none"> • Discuss situation or concerns 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 /concerns 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	
Quality Assurance	<ul style="list-style-type: none"> • Lesson observations/quality assurance to continue. • Staff conducting lesson observations must take care to: <ul style="list-style-type: none"> • maintain social distancing • Refrain from pupil discussions or file review during observations • Keep behind the ‘teacher marker line’ 		

Revision History Log

Date	Changes/Additions	By whom
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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
18.9.20	Seating plan requirement for lessons to enable close contacts to be identified in the case of a COVID positive result	DC
25.9.20	Info re close contacts added Info re what to do if you've been in contact with someone who has tested positive for COVID19 HSW to inform FTs when child is permitted to return to school Staff absence for COVID reasons to be communicated with HSW to allow for monitoring Screens to be put in place for Librarians	DC
1.10.20	Advice re contacts of contacts added Library risk assessment updated	DC
8.10.20	No additions made	DC
15.10.20	School Council arrangements added	DC
5.11.20	Incorporated additional advice re 5 th November 2020 guidance from HM Government: <ul style="list-style-type: none"> • Advice re CEV staff and pupils • Advice re pregnant staff • After school clubs must cease for the time being 	DC
12.11.20	Advice re lesson observations added	DC
28.11.20	<ul style="list-style-type: none"> • The following sentence has been added to the section on managing positive cases: "Where individuals who are self-isolating are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support". • Pupils who are extremely clinically vulnerable are expected to come into school, in all three tiers, unless they have been advised specifically by their GP or clinician not to attend. • Staff who are extremely clinically vulnerable can also come back into school again. Schools in Tier 3 may "wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour". 	DC

	<ul style="list-style-type: none"> • The government continues to advise against overseas educational visits, and overnight domestic visits. This advice will be reviewed in February. • All breakfast and after-school provision can resume • No music or drama performances with an audience. • Outdoor sports should be prioritised where possible, but schools can hold PE lessons indoors if necessary, within their own system of controls. • For info....The previous four-tier contingency plans for schools, released as part of the Contain Framework, are being replaced by an updated contingency framework. This has not yet been published. 	
10.12.20	<ul style="list-style-type: none"> • References to a separate risk assessment and soft seating out of bounds has been removed from the Libraries section of the RA. Browsing of library shelves at the discretion of the Librarians. 	DC
3.1.21	<ul style="list-style-type: none"> • Mass testing in planning phase for staff and pupils - more updates to follow • School under Tier 4 restrictions • staff who are pregnant • use of face coverings • clinically extremely vulnerable pupils • clinically extremely vulnerable staff • wraparound provision and extra-curricular activity • physical activity in schools 	DC
4.1.21	<ul style="list-style-type: none"> • All measured reviewed and remain in place • KWP bubbles to be set up and to be covid secure • References to Tier system to remain despite being under national lockdown in anticipation of a return to tier system when lockdown eased • LFD testing to begin for KWP pupils and in-school staff 	DC
1.2.21	<ul style="list-style-type: none"> • LFD testing increased to twice weekly for in school staff 	DC
8.2.21	<ul style="list-style-type: none"> • All control measures reviewed and remain in place 	DC
26.2.21	<ul style="list-style-type: none"> • use of face coverings in classrooms for secondary age pupils and staff • mandatory attendance expectations in different school phases • current expectations for clinically extremely vulnerable pupils and staff • curriculum expectations • Exams • Testing arrangements 	DC
12.3.21	<ul style="list-style-type: none"> • Emphasising the use of face coverings in classrooms for secondary age pupils and staff is recommended but not mandatory 	DC

28.4.21	<ul style="list-style-type: none"> Update of measures for CEV, CV pupils and staff. In line with government guidance updated on 6.04.21 	AED
12.05.21	<ul style="list-style-type: none"> Update following government announcement of movement to step 3 of roadmap on May 17th 2021. Pupils no longer required to wear face masks in and around school Visiting adults to have had a negative LFD test result before entering school 	AED
14.05.21	<ul style="list-style-type: none"> Local restrictions requested by Bury Council instruct pupils and staff to still wear face masks in communal areas where social distancing is difficult Pupils should still wear face coverings in class and staff should wear face coverings in class where social distancing cannot be maintained Additional singing measures explicitly placed in risk assessment Transition day reference made explicitly to follow risk assessment and government guidance Adult spectators at sporting fixtures 	AED
26.05.21	<ul style="list-style-type: none"> Amendments to Educational Visits section made in order to address coach travel and benefits of educational visits LFD requirement for visiting adults clarified. No LFD test required for visitors who have had a positive PCR test within the past 90 days, is no longer self-isolating and is not displaying symptoms of COVID 19. 	AED
20.06.21	<ul style="list-style-type: none"> Addition of statement regarding transition evenings having a separate risk assessment to ensure they follow overarching measures. 	AED

Bury Grammar School takes its commitment to ensuring the safety of all pupils and staff

extremely seriously: this is our number one priority.