

**Appendix: COVID-19: Risk assessment**

<b>School name:</b>	Leicester Grammar School Trust	<b>Assessment conducted by – name:</b>	Stephen Jeffries		
<b>Covered by this assessment:</b>	Staff, pupils, contractors, visitors, volunteers, vulnerable people	<b>Assessment conducted by – job title:</b>	Director of Finance and Operations (DFO)		
<b>Assessment date:</b>	6/1/2021	<b>Review interval:</b>	Two weekly if required	<b>Date of next review:</b>	22/1/2021

Related documents	
<b>Trust/Local Authority documents:</b>	<p><b>Government guidance:</b></p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools</a></p> <p><a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></p> <p><a href="#">Safe working in education, childcare and children’s social care</a></p> <p><a href="#">Coronavirus (COVID-19) Collection: guidance for schools and other educational settings</a></p> <p><a href="#">Actions for schools during the coronavirus outbreak</a></p> <p><a href="#">Coronavirus (COVID-19): Education and childcare</a></p> <p><a href="#">COVID-19: cleaning in non-healthcare settings</a></p>

This risk assessment applies to members of staff, pupils, parents, volunteers and visitors to Leicester Grammar School, Leicester Grammar Junior School and Stoneygate School.

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

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

Risk	Control measures	Net risk (H/M/L)	Owner
1. Keeping up to date with the latest Government guidance	<p>The Trust keeps up-to-date with advice issued by, the following: Department for Education (DfE), NHS, Public Health England (PHE), Independent Schools Inspectorate (ISI), Independent Schools Council (ISC), Headmasters' and Headmistresses' Conference (HMC), Independent Schools' Bursars Association (ISBA) and Independent Association of Prep Schools (IAPS).</p> <p>All staff have been kept apprised of relevant Government guidance for COVID-19 and have received relevant training and guidance to help minimise the spread of infection.</p> <p>Government and DfE guidance for schools has changed and been updated frequently during the coronavirus epidemic. Risk assessments and health and safety advice are updated to follow the guidance and relevant changes communicated to staff, pupils and parents.</p> <p>Staff, parents and pupils have been made aware of the Schools' infection control procedures in relation to coronavirus.</p>	L	DFO
2. Infection Control	<p>Current Government guidance is being applied, and specifically the 9 PHE system of control measures set out in the latest Government guidance are in place as follows:</p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>The information below has been communicated to staff, pupils and parents:</p> <ul style="list-style-type: none"> <li>- Anyone with symptoms must remain at home and self-isolate for 10 days from testing positive. Anyone in their household needs to self-isolate for 14 days (including siblings).</li> <li>- Any pupil or staff member needs to go home immediately if they have symptoms. They should take a test as soon as possible. Siblings or any other member of the family will also have to go home.</li> <li>- A child with symptoms awaiting collection will be isolated and kept at a distance of 2m from the supervising staff member; well ventilated areas have been identified.</li> <li>- PPE will be used (mask/apron/visor) if this distance cannot be maintained or there is a risk of contaminated bodily fluids.</li> <li>- If the child uses the bathroom, it will be thoroughly disinfected before use by anyone else.</li> </ul>	M	DFO / school nurses

Risk	Control measures	Net risk (H/M/L)	Owner
	<ul style="list-style-type: none"> <li>- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people.</li> <li>- Routinely taking the temperature of pupils is not recommended by Public Health England as this is an unreliable method for identifying coronavirus (COVID-19).</li> </ul> <p>2. Clean hands thoroughly more often than usual</p> <ul style="list-style-type: none"> <li>- Regular handwashing / sanitising is promoted within the school day. It takes place as a minimum: when pupils, staff or visitors enter the school; at break; before and after lunch; before leaving school; whenever the toilet is used.</li> <li>- Sanitiser is available outside every classroom.</li> <li>- Additional toilet facilities have been sourced to reduce queuing and congestion.</li> <li>- Bathroom facilities are cleaned regularly during the school day.</li> <li>- Checks are scheduled during the day on stocks of hand sanitiser and steps are taken to ensure that there is sufficient supply in school.</li> </ul> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <ul style="list-style-type: none"> <li>- Posters are downloaded/made/bought that remind pupils and staff about the importance of the approach to handwashing and are displayed around the school, particularly by washbasins/ toilets and at entry/exit points.</li> <li>- Tissues and flip-lid bins are present in each classroom.</li> <li>- A schedule for bins to be emptied / disinfected is in place and is adhered to.</li> <li>- Pupils using public transport are reminded of the need to wear face coverings/masks.</li> <li>- Adult visitors are required to wear face masks and a stock of masks is held at each reception desk.</li> <li>- A stock of visors is maintained and made available for staff who cannot socially distance (for use if they are required to provide first aid to pupils with COVID-19 symptoms) and, in particular, for teaching of practical subjects where there is a health and safety imperative to interact more closely with pupils (e.g. Food and Nutrition, DT and sciences).</li> </ul>		

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	<ul style="list-style-type: none"> <li>- Natural ventilation will be used where possible with open windows and some door wedges to enable classroom doors to be wedged open whilst the room is in use.</li> <li>- Where there is a lack of external ventilation, air purifiers have been sourced to improve air quality.</li> </ul> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents:</p> <ul style="list-style-type: none"> <li>- Additional cleaning resource has been obtained to enhance hygiene during the school day (e.g. between sittings at lunchtime).</li> <li>- The Trust's cleaning contractors deliver training to cleaning staff so they fully understand their role in preventing the spread of coronavirus.</li> <li>- Stock checks and stock control are maintained.</li> <li>- Site services team provides surface cleaning according to a daily schedule.</li> <li>- Pupils are asked to wipe their own desk before each lesson where they have moved between classrooms (this will not apply to EYFS and KS1 pupils).</li> </ul> <p>5. Minimise contact between individuals and maintain social distancing wherever possible</p> <ul style="list-style-type: none"> <li>- Pupils are organised in year group bubbles. In school, year groups are kept separate from each other wherever possible.</li> <li>- At Stoneygate, Years 10 and 11 comprise one Year group bubble. Otherwise, all other year groups are individual bubbles across the schools.</li> <li>- Each year group has its own distinct school entrance and exit routes to aid separation.</li> <li>- To ensure that pupils of different year groups do not mix with one another zoning by year group is being employed for form rooms, social areas and external areas.</li> <li>- For Leicester Grammar Junior School, Stoneygate School and Leicester Grammar School years 6 to 8, pupils will remain in form rooms for teaching wherever possible with some exceptions for practical and science subjects. Teachers will move to the classroom where the class is situated wherever possible to reduce movement.</li> <li>- To reduce the risk of increased isolation within a year group following a positive Covid case:</li> </ul>		

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	<ul style="list-style-type: none"> <li>- LGS Year 7-9 PE will be taught in form group bubbles.</li> <li>- LGS Year 8 subject options to be taught so that pupils are seated by form within classes</li> <li>- LGS Year 9 – subject options to be taught so that pupils are seated by form within classes</li> <li>- Pupils in Years 7-9 should remain with pupils from their own forms wherever possible at lunchtime / break</li> <li>- Homework room for Years 7-9 – pupils should sit with their own forms</li>   <li>- In Leicester Grammar School, years 9 to 13, form areas are zoned, however pupils will move around the school, with additional safety measures as follows: <ul style="list-style-type: none"> <li>o A two-weekly timetable is been used to increase the number of double lessons and to reduce the frequency of daily movement between subjects.</li> <li>o A one-way system is in place to reduce the number of passing points and to manage flow.</li> <li>o The beginning of break, lunch and the end of the school day will be staggered to reduce the interaction between year groups and lunchtime arrangements will be adapted to reduce mixing by rotating year groups and having separate locations.</li> </ul> </li>   <li>- All classrooms are adapted so that, for example, all desks face the front of the class (apart from EYFS). In certain areas Perspex shields have been added for additional safety.</li> <li>- Where it is necessary for pupils to be taught in specialist rooms – such as a science lab – then the space and equipment is thoroughly disinfected before a new bubble enters.</li> <li>- Finger print biometrics, for Year 6 and above on the LGS site, have been replaced with a card system for opening of doors and purchasing of food.</li> <li>- Lockers are only to be used by Years 9-12 for coats and sports equipment.</li> <li>- Pupils should bring their books to school in a rucksack rather than sports bag wherever possible. These bags will be carried during the day or placed in the Year group zones, particularly at lunchtimes.</li> <li>- In specific lessons where practical equipment may need to be used, such as in science labs or design technology workshops, these specialist learning spaces are built into cleaning staff</li> </ul>		

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	<p>rotas to reduce risk of contamination by thorough cleaning between bubbles. Pupils are instructed to clean some resources with wipes at the end of lessons where resources / spaces will subsequently be used by another bubble.</p> <ul style="list-style-type: none"> <li>- Pupils' books may still be handed in to teachers for marking. Staff wash their hands before and after handling pupils' books.</li> </ul> <p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p> <ul style="list-style-type: none"> <li>- DfE advice, consistent with new advice from the World Health Organisation says that schools should take additional precautionary measures in areas where the transmission of the virus is high.</li> <li>- These areas are defined as <a href="#">areas of national government intervention</a> and Leicester is one of these areas. Since a proportion of pupils and staff reside in or around the Leicester area, we will be applying the new guidance on face coverings for all pupils in senior school age groups (including the Prep class at LGS) from 1 September 2020.</li> <li>- All of these pupils must ensure they have a face mask with them at school. Masks will need to be worn by pupils and all staff (at each of LGS, LGJS and Stoneygate) when moving around the inside of the school unless pupils are within their respective year group zones.</li> <li>- From 2 December 2020, the Government is not recommending universal use of face coverings in schools. In the medium alert level, schools that teach Year 7 and above have discretion "to require face coverings for pupils, staff and visitors in indoor areas outside the classroom where social distancing cannot easily be maintained". This becomes mandatory for schools that teach Year 7 and above in high alert or very high alert areas.</li> <li>- The guidance confirms that children and young people aged 11 and over must wear a face covering when travelling on dedicated transport to secondary school.</li> <li>- For example masks are required when: travelling in a corridor to a lesson in a science laboratory (but not in the lesson where the pupils will be in a year group bubble); or travelling to the refectory at lunchtime (but not during lunch where sittings are staggered to ensure year groups do not mix). Our additional measures (as set out in the risk assessment) to reduce movement around school, such as separate year group zones, year group entrances and a two week timetable all reduce the time that pupils will need to travel inside school and therefore reduce the time when face masks are required.</li> </ul>		

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	<p>In general, we do not expect pupils to wear face masks in their classrooms during lessons. However, on occasions, teachers may need to leave their 'safe-zone' within the classroom for good reason, for example to direct a pupil for safety reasons in a food practical or to look at a pupil's work, and in such cases pupils may be asked to wear their masks for a short time and teachers should wear a face covering if they are outside of their zone for more than a few seconds.</p> <ul style="list-style-type: none"> <li>- If staff or senior pupils wish to wear face coverings at other times, they may do so.</li> <li>- For junior pupils, the Government guidance remains that coverings should not be worn. However any requests to wear face coverings in school will be treated sympathetically on a case by case basis.</li> <li>- Wherever possible masks should be of neutral colour and re-usable.</li> <li>- We will keep the policy regarding face coverings under regular review since we have the discretion to require face coverings in communal areas regardless of the status of Leicester as an area of national government intervention. In particular, should Government guidance change or the status of Leicester as such an area alter, we will perform further assessments as to the appropriateness of our policy.</li> <li>- Staff are supplied with PPE when supervising a pupil who has symptoms of COVID-19 (if 2m social distancing cannot be ensured) and for the provision of routine intimate care to pupils that involves the use of PPE.</li> <li>- Gloves and aprons are provided for school nurses.</li> <li>- Face masks are worn by pupils on school buses. The masks are to be removed before entering school and placed in a bag; the pupil is required to sanitise before entering school.</li> <li>- Visors are available for staff where supervising a practical lesson and there is a need for closer contact with pupils for health and safety reasons.</li> <li>- Sufficient PPE is held and available to source by the schools.</li> <li>- Adult visitors to the schools are required to wear face masks, however, if the (risk-assessed) activity for which the visitor is in school, necessitates it, a mask may be removed if distancing of over 2 metres is applied at all times (for example, for a visiting speaker).</li> <li>- Following a recommendation from Leicestershire County Council, all parents are required to wear a face covering when they leave their vehicles at pick up or drop off. Furthermore, all senior school pupils (including Year 6 prep. at LGS) and all staff members are required to</li> </ul>		

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	<p>wear a face covering at the start and the end of the school day in transit between school and their vehicles/buses.</p> <ul style="list-style-type: none"> <li>- LGS/LGJS open days to be replaced with individual visits and virtual open days.</li> <li>- All parents' evenings to be held virtually.</li> <li>- Engage with the NHS Test and Trace process               <ul style="list-style-type: none"> <li>o Senior Leadership Team understands the complexity of the arrangements for testing and self-isolation and ensures that staff and parents are fully aware of them. Special advice sheets are prepared in the event that a child is sent home with symptoms, for the parents of that child and other members of the bubble.</li> <li>o Staff training for return to school includes information about the NHS Test and Trace process.</li> <li>o Visitors to the schools are required to provide contact details to enable test and trace.</li> </ul> </li> <li>- Manage confirmed cases of coronavirus (COVID-19) amongst the school community               <ul style="list-style-type: none"> <li>o Contact details for the Department for Education and local Public Health England team are readily to hand. A clear process is in place for notifying the Department for Education of any cases that test positive.</li> <li>o Parents are required to ensure tests are performed speedily and to report results to the Director of Finance and Operations.</li> <li>o All test results communicated to the schools are provided confidentially.</li> <li>o A secure spreadsheet is maintained to record all staff and pupils who are self-isolating or who have tested positive.</li> <li>o The occurrence of positive cases in a particular bubble will be communicated to parents on a timely basis with advice as to any action needed in accordance with Test and Trace.</li> <li>o Advice from PHE is that pupils should remain in school wherever possible and therefore tracing of contacts is required on a case by case basis, rather than sending whole year groups into isolation. A protocol has been established whereby contacts are traced based on the following:                   <ul style="list-style-type: none"> <li>o Physical contact; Sharing a car;</li> <li>o Within 2 metres for &gt; 15 minutes; Within 1 metre for &gt; 1 minute.</li> </ul> </li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>- Contacts are traced by investigation. This comprises a discussion with the pupil/staff member who has tested positive, reviewing the 48 hour period before symptoms developed, or the positive test was recorded if asymptomatic. Lesson seating plans and reviews with subject teachers are also used to determine the list of contacts.</li> <li>- Contacts are then isolated from school as soon as practicable and are required to isolate for 14 days from the last point of contact. The period of isolation may increase if further members of the class/year bubble subsequently test positive.</li> </ul> <p>9. Contain any outbreak by following local health protection team advice</p> <ul style="list-style-type: none"> <li>- The schools respond immediately to advice provided by the local health protection team.</li> <li>- Guidance requires the Trust to take advice immediately from the Department for Education and Public Health England to determine the actions to be taken on any positive test.</li> <li>- Actions may include testing to be performed at the schools.</li> <li>- Any outbreak may give rise to particular bubbles being required to isolate away from school.</li> </ul>		
3. Ensure social distancing is managed effectively	<ul style="list-style-type: none"> <li>- Government guidance is being applied to reduce the risk of transmission of COVID-19 (coronavirus) to minimise contact between individuals and maintain social distancing wherever possible.</li> <li>- The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.</li> <li>- The guidance is that distancing and use of bubbles are not alternative options and both measures will help to reduce risk.</li> <li>- As set out in the guidance, it is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</li> <li>- For Leicester Grammar Junior School and the junior age groups at Stoneygate School, the emphasis is on separation of bubbles rather than enabling distancing. Individual forms provide further separation and this may enable only a subset of the year group to be</li> </ul>	M	Senior Leadership Team in each school

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	<p>impacted by isolation if a positive case is recorded. Forms will still mix for break times, games lessons and for certain classes. This degree of mixing is considered appropriate for educational purposes. Whether a form would be considered a separate bubble would depend on the circumstances as advised by Public Health England. For the older pupils there will be more expectation of distancing from each other within the bubbles where possible.</p> <ul style="list-style-type: none"> <li>- For Leicester Grammar School and the senior age groups at Stoneygate School, there is also an emphasis on separation of year groups, again on a form basis in the cases of Years 6 to 8. For all senior year groups there will be an expectation for pupils to distance where possible. This may not always be over 1 metre in practice.</li> <li>- For all age groups above the very youngest in the schools, the expectation is that pupils will not be in skin-to-skin contact.</li> <li>- Whatever the size of the group, pupils should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups.</li> <li>- The use of setting has been considered carefully in each of the schools and the approach adopted in each school will be kept under review.</li> <li>- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This is particularly important for the senior schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.</li> <li>- In senior school classrooms, hazard tape has been used to create a 'safe-zone' for teachers, 2 metres away from pupils. Staff should aim to remain within this area where possible (and pupils should not enter the area).</li> <li>- Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children.</li> <li>- In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> </ul>		

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	<ul style="list-style-type: none"> <li>- For staff working with younger children, it is recognised within the guidance that it is not possible to distance effectively. The key measures for these staff are hygiene controls which are planned to reduce the risk wherever possible.</li> <li>- Teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</li> <li>- Staff should keep 2 metres apart from other adults wherever possible.</li> <li>- Common areas for staff within the schools have been adapted to enable distancing with maximum room capacities in place.</li> <li>- The addition of extra toilet and handwashing facilities will improve the risk from different bubbles mixing in toilets. Additionally, the use of zones reduces the risk. Nevertheless, there will be an accepted risk of sharing of toilet facilities between bubbles and the key mitigation is increased cleaning protocols as well as personal hygiene and staff supervision.</li> <li>- Certain areas have been dedicated to year groups at Leicester Grammar School: Pavilion and Library/private study area (Year 13), Café, Porta-cabin and Library study area (Year 12), 6<sup>th</sup> form lounge (Year 11), Lower C wing (Year 10), Porta-cabin and Upper B wing (Year 9), Upper C wing front (Year 8), Upper C wing back (Year 7).</li> <li>- The playgrounds at Leicester Grammar Junior School and Stoneygate School have been separated into zones for each Year group bubble.</li> <li>- Outdoor zones have also been allocated for year groups in Leicester Grammar School, using the playground and grass at the rear of the school.</li> <li>- Outdoor learning is encouraged in the curriculum where possible.</li> <li>- Floor markings clearly demarcate social distancing measures in areas where queues may form (e.g. refectory, corridors).</li> <li>- St Nicholas' Hall in Leicester Grammar School is being used partially as an extension to the refectory to increase space for lunchtimes.</li> <li>- Large group meetings are not being held beyond Year group assemblies (i.e. a bubble).</li> <li>- Large gatherings are not permitted.</li> <li>- Parents should not gather in the car park or at the school gates and any parents exiting their vehicles should wear a face covering.</li> </ul>		

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	<ul style="list-style-type: none"> <li>- Restrictions are placed on the number of staff using staff rooms and communal working spaces at any one time.</li> <li>- Staff supervision levels are increased to assist pupils with remaining distanced where possible and in their Year group bubbles.</li> <li>- Activities that involve shared resources/equipment are avoided (apart from EYFS/KS1 where it is allowed within year group bubbles).</li> <li>- Appropriate signage and floor markings are in place to protect reception staff so that they can remain at a distance of 2m from any visitors.</li> <li>- Perspex screens are being used in certain areas to give staff further protection; this includes in the Refectory at Leicester Grammar School and servery at Stoneygate.</li> <li>- Dining area layouts are configured to ensure separation of diners. Tables/chairs are cordoned off where distancing is not possible.</li> </ul>		
4. Uniform	<ul style="list-style-type: none"> <li>- Full uniform is to be worn, including blazers and ties.</li> <li>- As with other aspects of our risk assessment and the measures we are taking to reduce the risk and spread of infection, we have been mindful of the need to strike an appropriate balance between these measures and our desire to provide as full an experience of education for our pupils as possible.</li> <li>- Government guidance states: <ul style="list-style-type: none"> <li>- It is for the governing body of a school (or the academy trust, in the case of academies) to make decisions regarding school uniform. Some schools may have relaxed their uniform policy while only certain categories of pupils were attending. We would, however, encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</li> </ul> </li> <li>- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</li> </ul>	L	Senior Leadership Team in each school

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	<ul style="list-style-type: none"> <li>- We have discussed the situation with our uniform supplier, School Blazer. They have advised that all items of the uniform (including blazers) are washable.</li> <li>- It is more complex for the Sixth form at Leicester Grammar School where uniform is not worn. However, the use of suits and other garments should be rotated where possible and there is no additional requirement to increase the frequency of dry-cleaning, for example.</li> <li>- In Leicester Grammar Junior School and Stoneygate School younger age groups, pupils will wear uniform every day and change into sports kit at school in the classrooms as usual.</li> <li>- For Leicester Grammar School and Stoneygate School senior year groups, pupils will wear sports kit on games and PE days to avoid changing in close proximity and because the kit is very easily washable.</li> <li>- Parents are advised to wash items of uniform regularly, but not with any methods different from normal.</li> </ul>		
5. There is a member of staff or pupil with suspected COVID-19 symptoms in school	<ul style="list-style-type: none"> <li>- Current Government guidance is being applied.</li> <li>- The school engages fully with the NHS Test and Trace process and staff and parents understand and act on their obligations under NHS Test and Trace to get tested if they show symptoms of COVID-19.</li> <li>- Advice is sought from the local public health protection team and acted on according to the result of the test. If the test is positive this may mean sending other pupils in the bubble home to isolate together with staff members who may have been in close contact as defined in the latest Government guidance (Families of staff/pupils without symptoms do not need to self-isolate unless the staff member/pupil develops symptoms).</li> <li>- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>- The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools</li> </ul>	M	DFO / school nurses

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	<p>must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person <ul style="list-style-type: none"> <li>- Staff, pupils and parents have been briefed regarding the need to self-isolate with symptoms or if anyone in their household has symptoms in accordance with the latest Government guidance.</li> <li>- Procedures are in place to ensure that staff, pupils or visitors do not enter the school if: they have COVID-19 symptoms/ live with someone who has COVID-19 symptoms / have been told to self-isolate by a healthcare professional until it is safe to do so according to the latest Government guidance.</li> <li>- Any staff/pupils who become unwell at school must be isolated immediately and sent home as soon as possible with arrangements made for them to take a test under NHS Test and Trace.</li> <li>- An isolation room and separate toilet have been designated to accommodate any suspected case both at the Leicester Grammar site and Stonegate School whilst they are waiting to be collected.</li> <li>- First Aid boxes with PPE are placed around the schools to provide immediate relief whilst keeping the pupil in their bubble during the initial assessment.</li> <li>- Arrangements are in place for staff supervision of any pupil displaying COVID-19 symptoms (2m distancing should be observed and, where this is not possible, they should wear suitable PPE).</li> </ul> </li> </ul>		

Risk	Control measures	Net risk (H/M/L)	Owner
	<ul style="list-style-type: none"> <li>- Staff and pupil absence related to COVID-19 will be monitored and carefully tracked so that no pupils or staff are accepted back into school before the incubation timeline has elapsed as set out in the latest Government guidance.</li> <li>- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</li> <li>- The Government aim to ensure it is possible to get a test through a wide range of routes that are locally accessible, fast and convenient.</li> <li>- As required by DfE, the NHS Covid App has been recommended for use within school for staff and pupils over the age of 16. Where the App provides contact tracing which is clearly contrary to the school's own tracing process for Covid-19, such cases may be reviewed with PHE to consider whether the App notification should be followed.</li> <li>- During September, all schools were provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</li> <li>- Schools should ask parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>• 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.</li> <li>• if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep selfisolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> </ul>		

Risk	Control measures	Net risk (H/M/L)	Owner
6. Site accessibility and transport	<ul style="list-style-type: none"> <li>- The number of entrances and exits to be used has been maximised. Separate entrances/exits are used for different groups.</li> <li>- In Leicester Grammar Junior School, pupils will enter and exit school through their own classrooms where possible and through different doors for each year group. These will be advised to parents. Walkways to the entrances will be signposted clearly.</li> <li>- EYFS enter through the main gates into EYFS playground and into their classrooms. Year 1 enter through the emergency EYFS gate and via the external door at the end of the Year 1 corridor. Year 2 enter through the external Learning Zone doors.</li> <li>- Year 3 enter through the playground toilet door and use the main staircase. Year 4 enter through the double playground doors and use the refectory stairs.</li> <li>- Year 5 enter through the playground toilet doors and use the main staircase. Year 6 enter through the fire exit next to the Learning Zone and use the back staircase.</li> <li>- In Stoneygate School, pupils will enter and exit school through separate entrances where possible with clear signposting of the expected routes in and out of school at each of the buildings.</li> <li>- In Leicester Grammar School Year 6 (prep.), Year 8 and Year 13 will enter through the main school entrance.</li> <li>- Years 7 and 10 will enter at the back of the school through separate doors to the C-wing.</li> <li>- Year 9 will enter at the back of the school into B-wing.</li> <li>- Year 11 will enter at the front of the school on the right-hand side into H-wing.</li> <li>- Year 12 will enter at the side of school at the 'table-tennis entrance'.</li> <li>- Outside doors are used to access classrooms directly where these are available, particularly in Leicester Grammar Junior School and Stoneygate School junior age groups.</li> <li>- Arrangements for dropping off and picking up pupils have been reviewed. After review, the existing start and finish times will be maintained other than the following staggering at Leicester Grammar School:</li> <li>- Years 6/7/8 leave at 3.45pm; Years 9/10 leave at 3.50pm; and Years 11-13 leave at 3.55pm.</li> <li>- Pupils will be escorted to holding zones at the end of the school day at Leicester Grammar School. These zones will be as follows:</li> </ul>	M	DFO

Risk	Control measures	Net risk (H/M/L)	Owner
	<ul style="list-style-type: none"> <li>- Years 7/8/10 separately on the playground area; Years 12/13 separately in Year 12 portacabin; Year 9 in their porta-cabin. Year 11 on the grass at the side of the portacabin.</li> <li>- All staff and senior pupils (including Year 6 prep.) are required to wear a face covering at the start and end of the school day between school and their vehicle and vice versa.</li> <li>- Parents have been told to avoid getting out of cars where possible and to avoid congregating at the school entrances; masks are required to be worn where exiting vehicles.</li> <li>- Supervision by staff supports the observation of social distancing rules when pupils get in and out of vehicles near the school entrances.</li> <li>- All visits to the school should be risk assessed and restricted appropriately.</li> <li>- Procedure is in place for receptionists to check that no one enters the school who has COVID-19 symptoms or lives with someone who has COVID-19 symptoms.</li> <li>- School doors will be open where possible and pupils at Leicester Grammar School senior will have new ID cards which open the doors hands-free (Biometric access has been suspended).</li> <li>- School buses are in use with the following approach taken: <ul style="list-style-type: none"> <li>- Increased size of vehicles for various routes to increase distancing on vehicles.</li> <li>- Largest route has been split into two routes.</li> <li>- Pupils to sit in year group/class groupings wherever possible.</li> <li>- Use of face coverings for children over the age of 11.</li> </ul> </li> <li>- Ausden Clark will be performing additional cleaning of vehicles; they have an antibacterial fine mist spray system and this will be used before and after a school run.</li> <li>- The buses will have hand sanitiser for pupils to use on entering the vehicle.</li> <li>- On leaving the buses at school, pupils will be required to sanitise on entry to school.</li> <li>- Duty staff at school will supervise a queuing and boarding system at the end of the day.</li> <li>- Recommendations are made to pupils to avoid using public transport where possible.</li> <li>- Parents should try to avoid giving lifts to other pupils and take precautions if no choice.</li> <li>- Government guidance includes examples of precautions: sit as separately as possible, open windows if possible, wear masks. The risk is lower if the passengers are from the same year group bubble.</li> </ul>		

Risk	Control measures	Net risk (H/M/L)	Owner
7. Mental health concerns for staff and pupils due to COVID-19	<ul style="list-style-type: none"> <li>- If parents of pupils with significant risk factors are concerned, schools are recommended to discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.</li> <li>- Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).</li> <li>- Schools should bear in mind the potential concerns of pupils, parents and households who may be anxious about returning and put the right support in place to address this.</li> <li>- The 2 December guidance states: "The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December at all local restriction tiers unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting." It also says: "All staff can continue to attend school in all three local restriction tiers," although schools may wish to discuss flexibilities with clinically extremely vulnerable staff in very high alert areas, such as staggered start times to reduce travel during rush hour.</li> <li>- Wellbeing/mental health issues are discussed with pupils during PSHE/assemblies and at other appropriate opportunities.</li> <li>- Age-appropriate websites/resources are provided for pupils. Staff direct pupils to these resources and are open to discussing them.</li> <li>- Staff are directed to useful websites and resources that they might find helpful themselves.</li> <li>- Line managers stay in touch regularly with staff and check that they are well.</li> <li>- Staff briefings and training focus on wellbeing.</li> <li>- Appropriate work plans are agreed with staff and support is provided where necessary.</li> <li>- If staff are working from home, owing to COVID-19 isolation, they will help to provide remote learning for any pupils who are similarly not at school.</li> <li>- Staff are considered as individuals and managed accordingly. Wellbeing and work-life balance are promoted with all staff.</li> <li>- The school has access to trained staff who can deliver any bereavement counselling and support.</li> </ul>	M	Pastoral team

Risk	Control measures	Net risk (H/M/L)	Owner
8. Current policies and procedures have not been adapted/updated to take account of COVID-19 impact	<ul style="list-style-type: none"> <li>- The fire evacuation process has not changed; social distancing guidelines should be followed once clear of the buildings and at assembly points.</li> <li>- Staff and pupils have been briefed on any new evacuation procedures, including when to disapply the one-way and no-entry signs within the buildings.</li> <li>- Safeguarding policy was amended following lockdown and will be subject to annual update in September.</li> <li>- SEND provision will not be adversely affected by the revised approach to school operation. Schools are required to ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</li> </ul>	L	Senior Leadership Team in each school
9. Staff shortages due to absence may compromise operational safety	<ul style="list-style-type: none"> <li>- The health status and availability of every member of staff is regularly updated so that deployment can be planned.</li> <li>- Senior staff members are briefed on each other's roles in order to avoid any single point of failure.</li> <li>- Sufficient cover/supply staff are available.</li> <li>- Roles have been reallocated to cover any critical functions where appropriate. Staff have appropriate competences and training to fulfil their roles.</li> <li>- Staff have been trained /briefed across disciplines to avoid any single points of failure.</li> <li>- There are sufficient qualified first aiders to cover the numbers of staff and pupils on site.</li> <li>- The risk is reduced owing to the size of staffing across the three schools in the Trust.</li> </ul>	L	DFO
10. Staff or pupil vulnerability to COVID-19 and attendance	<ul style="list-style-type: none"> <li>- It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</li> <li>- The majority of pupils will be able to return to school but a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</li> <li>- 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</li> </ul>	L	Senior Leadership Team in each school, including pastoral teams and

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>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. Read the current advice on shielding.</p> <ul style="list-style-type: none"> <li>- If rates of the disease rise in local areas, such as in the Leicester lockdown over the summer, vulnerable children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.</li> <li>- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</li> <li>- Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, schools should be able to immediately offer them access to remote education.</li> <li>- Most school-based roles are not ideally suited to home working and schools may expect most staff to return to work in settings. Some roles, such as some administrative roles, may be conducive to home working. However, it is anticipated that all staff will be based in school unless there are exceptional reasons (during term time in particular).</li> <li>- If staff are concerned, including those who may be clinically vulnerable, clinically extremely vulnerable or at increased comparative risk from coronavirus, the school leadership teams will discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</li> <li>- Clinically vulnerable staff can return to school in September. While in school they should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing. This provides that ideally, adults should maintain 2 metre distance from others, and, where this is not possible, avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</li> </ul>		school nurses

Risk	Control measures	Net risk (H/M/L)	Owner
	<ul style="list-style-type: none"> <li>- People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>- Pregnant women are in the 'clinically vulnerable' category, and are generally advised to follow the advice, which applies to all staff in schools. A separate risk assessment for pregnant women will be conducted.</li> </ul>		
11. Risk of local lockdown and impact on continuity of education	<ul style="list-style-type: none"> <li>- Whilst the Government has stated its ambition not to repeat the national lockdown from March 2020, there is a risk of local lockdowns as has been seen in parts of Leicester over the summer. These local lockdowns may have the potential to result in school closures in full or in part.</li> <li>- The Government requires schools to develop remote education so that it is integrated into school curriculum planning. Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.</li> <li>- All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</li> <li>- The experience of the national lockdown has increased the expertise of each school to provide on-line and other remote teaching and learning.</li> <li>- High quality webcams have been sourced to increase the quality of home-streaming of lessons where required.</li> <li>- Teachers will continue to receive training in delivery methods for remote teaching and learning.</li> </ul>	M	Senior Leadership Team in each school
12. Catering	<ul style="list-style-type: none"> <li>- The Government guidance expects that kitchens will be fully open from the start of the Advent term. School kitchens must comply with the guidance for food businesses on coronavirus (COVID-19).</li> <li>- The school caterers, Sodexo, will be providing lunches for pupils from September.</li> <li>- Sodexo has performed a risk assessment for operating its kitchens.</li> <li>- Perspex shields will be used at the servery in the schools.</li> <li>- Snacks and breakfasts will not be provided at break times, to reduce the risk of mixing of year group bubbles.</li> </ul>	L	DFO / Sodexo

Risk	Control measures	Net risk (H/M/L)	Owner
	<ul style="list-style-type: none"> <li>- At lunchtimes, pupils will have staggered lunches with additional space at Leicester Grammar School site using St Nicholas' Hall.</li> <li>- Leicester Grammar Junior School lunches will commence 15 minutes earlier than usual to increase the time for pupils to move through the Refectory.</li> <li>- Stoneygate will operate with staggering of sittings and a slightly extended period for lunches.</li> <li>- Year 13 will eat at the Pavilion, with café style facilities provided by Sodexo which will be open from 9am until 5pm.</li> <li>- Year 12 will eat at the Café, which will be open from 9am until 5pm, or take-out to the Year 12 porta-cabin zone.</li> <li>- Years 11/10/9/8/7 will eat in the Refectory on 4 out of 5 days per week. The fifth day (by rotation) will require a home packed-lunch. This rotation enables a reduction in numbers in the Refectory.</li> <li>- The remaining four year groups will have staggered lunches at 1pm, 1.10pm, 1.25pm and 1.35pm using the two zones (Refectory and St Nicholas' Hall) with cleaning of tables between sittings.</li> <li>- No buffet-style salad bars or unpackaged items, such as loose items of fruit, will be available. All such items will be pre-packaged.</li> <li>- Cutlery will be provided individually to reduce the risk of contamination.</li> <li>- LGS staff lunches will comprise a pre-ordered sandwich/salad selection, delivered to communal areas (to include a separate staff marquee alongside the Refectory).</li> <li>- LGJS staff are able to access hot food when attending the Refectory with pupils, however distancing rules need to be adhered to.</li> <li>- Biometrics will not be used in the Leicester Grammar Refectory. Instead senior pupils (and Year 6 in the Junior School) will have cards to be scanned at the tills.</li> <li>- The Café at Leicester Grammar site will not be available to Year groups other than Year 12 at any times and is not available for staff or parental use.</li> </ul>		
13. Educational visits	<ul style="list-style-type: none"> <li>- The Government currently continues to advise against domestic (UK) overnight and overseas educational visits.</li> <li>- No overnight school trips are therefore planned for the Advent term.</li> </ul>	L	DFO/ Trips coordinators

Risk	Control measures	Net risk (H/M/L)	Owner
	<ul style="list-style-type: none"> <li>- At present, the only trip, where funds have been received from parents, still to be reviewed is the Leicester Grammar School ski trip scheduled for Easter 2021. This trip will remain under review until the end of Advent term, whereupon a decision will be communicated to parents.</li> <li>- In the Advent term, schools 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 COVID-secure measures in place at the destination.</li> <li>- Schools should make use of outdoor spaces in the local area to support delivery of the curriculum, such as Forest School.</li> <li>- As normal, schools 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, schools 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. Schools should consult the health and safety guidance on educational visits when considering visits.</li> <li>- Where school minibuses are used, there is a risk that the staff and pupils on the vehicle will be subject to contact tracing should anyone on board test positive for Covid-19.</li> <li>- DfE guidance from 2 December is that schools are still advised not to take pupils on domestic overnight visits, though this will be reviewed in February 2021 with the possibility that such visits could resume at Easter.</li> </ul>		

Risk	Control measures	Net risk (H/M/L)	Owner
14. Co-curricular provision	<p>- Sport and PE</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with Government guidance for the use of, and travel to and from, those facilities.</p> <p>The 2 December guidance states that schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Sports whose national governing bodies have developed guidance under the principles of the Government's guidance on team sport - and have been approved by the Government - are permitted.</p>	L	Senior Leadership Team in each school, including heads of sport / games / PE / Music etc.

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Schools should refer to guidance on the phased return of sport and recreation and guidance from Sport England and advice from organisations such as the association for PE and the Youth Sport Trust.</p> <p>Schools are able to work with external coaches, clubs and organisations for curricular and extracurricular activities where they are satisfied that it is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>We continue to offer after-school activities, recognising their importance for our pupils' well-being and happiness, and to support our parents; they are part of our educational provision and our extended school day. We are also employing the same preventative measures as for all other aspects of your child's education during the pandemic. Updated DfE guidance confirms that these activities may continue throughout this second lockdown period "to enable parents or carers to work, seek work, attend education or training, and for the purposes of respite care (for vulnerable children)." We have been asked by DfE to pass on this advice, on the understanding that parents fall into one of these categories if their children are involved in after-school activities; our assumption is that the first reason ("work") is the most applicable.</p> <p>For the first half of the Advent term, it is planned for no contact sport to be played, in accordance with guidance. Summer sports will be the core activities, cricket, tennis and athletics.</p> <p>No fixtures will be played in the Advent term.</p> <p>Swimming will be phased back into the timetable gradually using guidance from Swim England.</p> <ul style="list-style-type: none"> <li>- Music</li> </ul> <p>Government guidance notes that there may be an additional risk of infection in environments where there is singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p>		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Any musical activity across year groups is not expected to take place.</p> <ul style="list-style-type: none"> <li>- Breakfast / after-school provision</li> </ul> <p>Schools are encouraged to consider resuming any breakfast and after-school provision, where possible, from the start of the Advent term.</p> <p>The schools will therefore be providing after-school activities and prep. with pupils retained in the year group bubbles wherever possible.</p> <p>It is noted by the Government that this could be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, where parents are using multiple providers, or where childminders are picking up/dropping off pupils.</p> <p>Schools should consider how to make such provision work alongside their wider protective measures, including keeping children within year group bubbles where possible. If it is not possible to maintain bubbles being used during the school day, schools should use small, consistent groups.</p> <p>Parents are advised to limit the number of different wraparound providers they access, as far as possible. Where parents use childcare providers or out of school activities for their children, schools should encourage them to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. As with physical activity during the school day, contact sports should not take place.</p>		

Risk	Control measures	Net risk (H/M/L)	Owner
	<p>Parents should collect Year 7 and 8 pupils from outside the front of the school. A member of staff will be on hand to receive parents, who will not be able to enter the school building. Year 6 (Prep.) pupils will remain in their classroom, CG1 for Homework Room. Parents will be required to call a mobile number on collection and will need to remain outside the school building.</p> <p>The late bus to Leicester will continue to be in operation (subject to the protocols noted above regarding sanitisation and mask-wearing). In addition, a new late bus to Market Harborough is to be offered.</p> <ul style="list-style-type: none"> <li>- Clubs</li> </ul> <p>After school clubs will be offered where the activity is considered to be in accordance with the Government guidance. The clubs will not operate across year groups.</p>		
15. Hiring / staff use of facilities	<p>Given the complexity of applying the Government guidance from September, the schools will be prioritising school-run activities over the hiring of facilities.</p> <p>A return to the school sites for activities such as swimming lessons/clubs, Lemon Jelly, hockey, martial arts etc. will be assessed on a case-by-case basis with phasing over time to reduce the risk.</p> <p>We will ensure no cross-over between school and non-school use initially, by limiting hirers to weekends and later in the evenings.</p> <p>The Leicester Grammar school gym will be available for limited use by staff initially with an extension to use by senior pupils on a risk assessed basis from November 2020.</p>	L	DFO