

**Sylvia Young Ltd**

1 Nutford Place, London, W1H 5YZ

**Location: School building**

<b>Title :</b> Return to school 8.3.2021	<b>Date of Assessment :</b> 03/03/2021	<b>Risk Assessor :</b> Maggie Melville
<b>Risk Assessment Reference :</b> 51 A	<b>People involved in making this assessment :</b> Julie Martin, Steve Bell, Peter Thornton, Laurence Kavanagh, Maggie Melville, Frances Chave, Steven Baker, Sylvia Young, Alison Ruffelle, Mike Shelton (Director)	
<b>Task/ Process :</b> To take such steps as are reasonably practicable to restrict the risk of infection and contagion from Covid 19.	<b>People at Risk :</b> Employees, Contractors, Members of the Public, Volunteers, Students	

<b>Hazard : Infection</b> A person may be infected by Covid 19.
<b>Control Measures:</b>
1. Supply suitable PPE for staff where necessary.
2. There are 52 automatic hand sanitisers positioned around the building. There are also hand sanitisers outside the building. Staff and students are asked to hand sanitise for 20 seconds very thoroughly on arrival and to wash hands if possible.
3. Surfaces that are likely to be touched often, for example, banisters, switches, keyboards, lift buttons and so on will be cleaned regularly. Good practice suggests every three hours. Extra cleaners have been employed.
4. The building has been thoroughly cleaned and will be cleaned every evening out of hours.
5. Staff room keyboards, desks and tables will be cleaned regularly throughout the day.
6. Toilets will be cleaned regularly.
7. Management has liaised with our catering staff to confirm all necessary measures to protect staff and students are in place. See the CH and Co risk assessments.
8. Inform staff by sharing the information in this risk assessment with them before school opens and updating them at regular intervals via the weekly bulletin once we have returned.
9. Perspex protection at reception, in the vocational and school office and in front of the canteen counters.
10. Contact staff to check who may have health conditions that place them on the extremely vulnerable list held by the DHSS. Complete personal risk assessments for all vulnerable staff.
11. Contact parents with revised information about health and safety procedures.
12. Instruct visitors and contractors about the processes and procedures in place. Be Safe Guide.
13. Maintain social distancing for staff who share offices by planning work rotas and rearranging office space.
14. Have notices placed around the building to remind people to wash their hands regularly; to use the hand sanitisers regularly, to put the toilet seat down when flushing the toilet, to keep to the left when moving around the building and to maintain social distancing.
15. Track and trace any known cases of Covid 19 either in the school community or in their family group - assigned to our school nurse. Follow isolating guidelines as set out by the government.
16. Building maintenance checks completed before the start of term.

17. Put information notices around the building at strategic points for example, in classrooms and studios, at reception and in various offices.
18. Arrange for the students at full time school to operate in a lower school and upper school bubble, using separate staircases and toilets, with separate am, pm and lunch breaks. Maintain social distancing where possible within the bubble.
19. Where helpful tape floor to indicate where to stand for example at reception and for cordoning off the teacher's station in the classrooms.
20. Where it may still be possible to work from home for some office staff, give this consideration on a case by case basis.
21. Adhere to government guidelines regarding the control of coronavirus and review working practices regularly to ensure guidance is updated.
22. Work with contractors, volunteers, visitors, parents, guardians, students and staff to plan and implement mitigating measures. Be Safe Guide.
23. All relevant risk assessments and policies have been reviewed in line with coronavirus infection risk. Policies are available on the website.
24. To have an understanding that although we cannot eliminate the risk of infection from coronavirus entirely, we can work together as a community by following all guidelines and abiding by the advice given in this risk assessment
25. Teachers will be provided with a cleaning pack as a practical addition to classroom supplies in case of need. Students will be asked to wipe down their work station at the end of a class. Teachers should clean their own area and any other area where necessary.
26. Operate social distancing within the staff room by limiting number of staff at any one time. We can consider a booking system for computers and a timetable where staff have to leave their teaching room because it is occupied.
27. Toilets. Staff are asked to use the toilets on the second and third floor and in the first aid room only. the staff toilets at the back of the cafeteria will be for students in one bubble, the student toilets for students in the other bubble.
28. Staff will teach from the front of the class room in a clearly defined area. They will as far as possible not circulate amongst the students. If they do need to approach a student staff will wear masks.
29. There will be coat-hooks for students in their respective areas.
30. Students will take their bags into class. Teachers will not come into contact with the bags because they will be in a designated area.
31. Students will be encouraged to download and print material for classes, at home, where possible, to avoid cross contamination. Students will not be able to print at school. Staff will provide some non returnable pre-printed copies.
32. Air conditioning has been risk assessed independently and meets current government requirements. Confirmed as acceptable for use by Elite 02/03/2021. There are windows on the third and fourth floors and in the offices which should be kept open to provide outside air. Agreed by Peninsula.
33. Thermometer installed for temperature check on entering building.
34. Complete any additional personal risk assessments for vulnerable students.
35. In vocational classes ensure that students are not engaged in face to face activities. Students should work in lines rather than semi circles, side to side or back to back.
36. In singing classes students should only sing quietly. Class work will limit the amount of vocals at any one time in line with government guidance. Other activities than singing will be included in the curriculum. Students to wear a face shield.
37. In drama and singing students will be asked to learn the words to avoid the need for paper copies or scripts.
38. Additional support staff have been employed to assist with cleaning, lunch and break supervision and monitoring of movement around the school.
39. The school community has been involved in contributing to planning our safe return and will be regularly consulted.
40. Using the lift. In emergencies only. Use the wipes to clean the buttons. Students, staff or visitors with a PEEPS may use the lift. Adults should travel alone - a student with PEEPS should travel with a 'bubble' buddy and be monitored by staff. PEEPS held at reception.

41. No shared kitchen facilities available for staff.
42. No 'pen and paper' registration for staff or visitors. Reception staff to sign visitors in and out, staff to use online registration system. Students registered electronically Monday to Wednesday by their teachers Periods 1 and 5.
43. Where it can be managed safely there will be some SEN support.
44. Where possible take home used tissues and masks by keeping them safely in a plastic bag on your person. If necessary please use the pedal bins in classrooms and offices for this waste.
45. Students are asked not to bring any food into the building unless they have permission to bring a packed lunch for medical or other reasons.
46. If staff bring lunch into the building, they are asked to take home any food wrappers if possible. If necessary they are asked to use the pedal bins for this waste.
47. Be Safe Guides and Risk Assessment on website
48. Staff, contractors and visitors to wear masks in shared areas and where social distancing isn't possible.
49. Students to wear masks at all times except in dance, Year 6 academic lessons and singing where face shields are allowed, and when eating and drinking at breaks and lunch.
50. Lateral Flow Testing in place for students and staff from March 8th.

<b>Documents Associated with this Risk Assessment:</b>	
<b>Review Date :</b> 12/04/2021	<b>Reviewer :</b> Maggie Melville