

# Elstree School Contingency Plan and Risk Assessment

What are the Hazards?	Who might be harmed and how?	What are you doing already? (existing control measures)	Do you need to do anything else to control this risk (additional control measures) if numbers of positive cases were to rise or if there was a local outbreak?	Action by whom	Action by when	Done
Transmission of Covid-19	All persons on the school site	<p>Ensure good hygiene for all.</p> <p>Continue with hand-washing, hand sanitiser routines.</p> <p>Keep occupied spaces well-ventilated.</p> <p>Follow Public Health advice on testing, self-isolation and managing confirmed cases of Covid-19.</p> <p>Maintain appropriate cleaning regimes.</p> <p>Monitoring the amount of visitors on the school site.</p> <p>Adjusted drop-off and pick-up arrangements for children to minimise contact within the school</p> <p>Staff/ children may wear face masks in school (they must when using school transport).</p> <p>All adults and children (in Year 7 &amp; 8) to test twice a week until the end of September as per current government guidance.</p> <p>Music groups (wind) and choirs (Junior / Middle / Chapel) to follow current guidance</p>	<p>Follow all government / Public Health advice as directed</p> <p>Reintroduce the use of facemasks in school building for all adults and children in Year 7 &amp; 8.</p> <p>Enhanced cleaning regimes.</p> <p>Parents Meetings to return online.</p> <p>All adults and children (in Year 7 &amp; 8) to continue to test twice a week.</p> <p>Where possible keep your distance from the children (at least 2m).</p> <p>Return to bubbles (Early Years / Year 1 &amp; 2 / Year 3 &amp; 4 / Year 5 &amp; 6 / Year 7 &amp; 8)</p> <p>Assemblies / Church services to return to bubbles to restrict cross-contamination between bubbles.</p>	All staff	Constantly reviewed by SLT weekly	

			<p>Return to having lunch in three distinct bubbles and ensure greater social distancing in lunch.</p> <p>Return to one-way movement around the school site (in buildings and particularly in lunch).</p> <p>Return to bubbled break times (in set locations).</p> <p>Inter school sports matches in the prep school to be reviewed (match teas, parents, etc).</p> <p>Music groups (wind) and choirs (Junior / Middle / Chapel) to follow most up-to-date guidance.</p> <p>Restrict use of communal areas (staff Rooms, dining room, McMullen Hall, library, etc.)</p> <p>In Pre-Prep ask children to bring in their own personal equipment (e.g. pencil cases, etc.).</p> <p>In Pre-Prep sterilize frequently used toys, etc.</p> <p>Individual teachers/ teaching rooms to reintroduce risk-mitigation strategies.</p>			
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