

# The Royal Grammar School

## Safe System of Work

Health & safety procedures during Covid-19 emergency

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This document sets out the measure that RGS has put into place to deal with the return of pupils into school. It is based on the Government's document Coronavirus (Covid-19): Guidance for full opening: schools (7<sup>th</sup> August 2020).

The school will implement all reasonable measure to ensure the safety of staff and pupils. Staff should ensure that they are familiar with this document and the procedures set out herein. If you have any questions, please contact your line manager in the first instance.

The procedures set out in this system of work will, along with Government guidance, be kept under review and may be changed in light of new information/guidance.

A key part of the measures to prevent infection is personal hygiene. Staff and pupils should wash their hands frequently for 20 seconds using soap and water. Hands should be dried using disposable paper towels. Use of wash areas and toilets should be managed to ensure that a 2m distance can be maintained.

### **Infection Protection & Control:**

Infection is spread when in close contact with someone who is coughing or sneezing and/or by contact with contaminated surfaces. Measures we are implementing include:

Minimising contact with people who are unwell or who have someone who is unwell in their household;

Increased personal hygiene, washing hand more frequently than usual. Use hand sanitizer where possible. Help should be available for children who are not able to clean their hands independently;

Use the 'catch it, bin it, kill it' approach to respiratory hygiene;

Cleaning frequently touched surfaces with anti-bac wipes, bleach or other detergents;

Minimising personal contact as set out below.

## **Social Distancing:**

We would request that parents dropping children off do not enter the school premises but leave their children at the main entrance door. Only one parent/carer should attend.

In order to accommodate the expected numbers of children (1320) in the school and at the same time maintain as close to a 1m distance as is feasible, in Junior School students will be clustered by class and in Senior School by year group, although within each year group lessons will be on an individual class basis. Groups of classrooms have been set up around the school to achieve this.

In Junior School where possible the same teacher will lead each cohort every day. In Senior School teachers will move between classes

Children should be kept in their groups. These groups should remain the same, and not be mixed, at all times of the day and on subsequent days

Break times will be managed to ensure that children stay in their groups, the children in these groups should stay the same.

If necessary, to maintain adequate social distance, break times/lunch breaks will be staggered.

Where possible each group should be allocated an area of the playground for their sole use.

Play equipment will not be used and the equipment will be taped off to prevent access.

We will look to ensure that the use of shared spaces is prevented or, at least, kept to a minimum.

## **PPE:**

The use of PPE, over and above what would normally be used at work, in educational settings is not currently recommended.

The school can provide washable face coverings for staff and pupils, recognising that these serve to reduce transmission amongst the community rather than protect the wearer. The school will require coverings to be worn in communal areas following the latest local authority recommended guidance

Should people choose to wear them, it will be the responsibility of the individual to name and look after their own face coverings, as well as washing them prior to the start of each new day.

Further guidance may be issued on this if Government advice changes.

## **Cleaning:**

Cleaning has a major role in infection control.

Janitorial support will be present in school all day. Their role during the day will be to continually clean high contact surfaces such as door handles, toilets, light switches, etc.) whilst classes are in progress. At lunchtime the cleaning staff will undertake a surface clean of classroom areas.

The main 'clean' will take place in the evening when all staff and pupils have left the premises to prepare of the following day.

Teaching staff should ensure that they undertake 'light' cleaning throughout the day. Anti-bac wipes will be available for wiping down hard surfaces and items of equipment (toys, books, desks, IT equipment).

All bins containing tissues, paper towels, etc. should be emptied regularly throughout the day.

## **Circulation around school:**

Where possible one-way systems will be introduced making use of both indoor and outdoor areas.

Where it is reasonable to do so, doors will be kept open to minimize contact with hard surfaces. Doors to be closed at night.

Children will not move around the school for lessons.

For further specific information, refer to the document

"Coronavirus (Covid-19): Guidance for full opening: schools"

Which can be downloaded at :-

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