



## **September 2020 Risk Assessment**

### **Information for Parents / Carers: 24 September 2020**

**This is subject to ongoing change / review as and when guidance changes**

#### ***Please reinforce the following points regularly with your son / daughter***

- The importance of respecting their own and others' safety at all times
- The need to wash hands properly and regularly throughout the day with hand sanitiser or soap and water
- The 2 metre distance rule – 2m distance must be maintained from adults at all times
- The need to wear a face covering in school when moving from class to class and when in social areas or toilets any other situation where physical distancing cannot be maintained
- Face coverings should not be shared with others
- Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitizer that is available in every classroom and all around the school
- Make sure the face covering is the right size to cover the nose, mouth and chin. Please show your child how to wear the face covering properly, including not touching the front and not pulling it under the chin or into their mouth
- When the face covering is not being worn, it should be placed in a clean, sealed bag or container, e.g. a sandwich bag or tupperware. Pupils should avoid placing face coverings on surfaces, due to the possibility of contamination
- Re-usable face coverings should be washed after each day of use in school at 60 degrees centigrade or in boiling water
- Disposable face coverings must be disposed of safely and hygienically. Young people should not litter and should place their face coverings in the general waste bins in the social area
- The need to avoid crowding with other pupils, and to avoid any physical contact (hugging / touching / pushing) with other pupils
- The need to observe physical distancing and wear a face covering when in local shops and on public transport
- The need to avoid touching their face
- The need to sneeze or cough into a tissue (or their sleeve if they do not have a tissue) and then immediately bin the tissue and sanitise hands
- The need to sanitise hands on entry to the toilet area and to wash hands thoroughly with soap and water for 20 seconds after using the toilet
- That they must not share food or take food from anyone

- The need to inform a member of staff immediately if they feel unwell and start to display covid-19 symptoms (a new persistent cough / temperature / loss of taste or smell)
- The need to cooperate fully with staff and follow instructions at all times

### ***Arriving / departing school***

- Pupils should arrive between 8.45am and 8.55am; they should not arrive early unless they have pre-paid breakfast
- Those who have pre-paid breakfast may enter by their house door at 8.30am and have breakfast in the social area
- Pupils should enter school through their allocated house entry point and report straight to their first class
- Pupils will be asked to sanitise their hands on entry to the school
- Pupils should leave the school building and grounds by the nearest house exit point to their last class at the end of each day
- Parents should not drive into the school car park if dropping off / picking up

### ***Moving around the school***

- Face coverings should be worn by all\* young people when they are moving around the school
- Pupils must maintain a distance of 2 metres from members of staff at all times
- Pupils must follow the one-way system – this will be indicated by wall and floor markings
- Pupils must avoid crowding and direct contact with others when moving around the school
- Pupils must take care when entering / exiting classrooms / corridors / toilets to ensure that distancing is maintained from others who may be passing

*\* Unless the young person is exempt from wearing a face covering*

### ***In class***

- Pupils are encouraged to wear face coverings in class as physical distancing cannot be maintained in the majority of classes in Rosshall Academy
- Pupils must remain seated at their allocated desk and must refrain from moving desks / chairs
- Pupils must use only their own belongings / resources, must not share items, and must refrain from touching any other items unless they have permission from the teacher
- Pupils must take responsibility for clearing away the items they have used at the end of the lesson
- As practical lessons are reintroduced in all subject areas, all pupils must follow the safety guidelines set out by each subject

### ***Supported Study***

- Pupils must sign the register for their support study session
- Pupils should sanitise their hands on entry and exit to the classroom
- Pupils should remain at the one desk and a seating plan will be recorded
- Desks being used should be sprayed and wiped after use
- When in smaller groups, pupils should remain distanced (2m where possible)

### ***Other important information***

- Pupils must not attend school if anyone in the household has tested positive for Covid-19 or if they have been advised to self-isolate as a result of the Government's Track & Trace system
- Pupils must not attend school if anyone in the household has Covid-19 symptoms (a new persistent cough / temperature / loss of taste or smell)
- Repeated or deliberate failure to adhere to safety rules will result in pupils being removed from class and sent home
- Pupils should bring a bottle of water to school with them. Please note that pupils will not be able to refill water bottles in school
- It is helpful (though not essential) if pupils can carry tissues and a small bottle of hand sanitiser with them
- We would encourage pupils to bring their own snacks and packed lunch to school where possible
- Parents / carers should not arrive at the school to speak to staff without prior appointment. Communication will take place via phone as far as possible
- If you have any concerns or queries, please contact your son / daughter's Pastoral Care teacher by phone or email in the first instance