



Risk Assessment for Coronavirus

Updates are to be noted here:

Record of amendments		
Date	Version	Assessor
12.01.2021	V6	Bursar/Headmaster
05.01.2021	V5	Bursar/Headmaster
04.11.2020	V4	Bursar/Headmaster
09.11.2020	V3	Bursar/Headmaster
15.09.2020	V2	Bursar/Headmaster
12.09.2020	V1	Bursar/Headmaster

	Risk	Control Measures	Notes
		January 2021 lockdown	
1	Covid-19 asymptomatic testing of Y7 &8 children and staff not risk assessed	<p>The school will use the lateral flow test (LFT) for asymptomatic testing. Initial LFT will include two tests conducted between 3 to 5 days apart. Subsequent weekly testing. The testing team fully trained.</p> <p>Staff who tests positive in the LFT must immediately self-isolate and will be supplied with a PCR test kit.</p> <p>Staff identified as close contacts of a confirmed Coronavirus case are offered daily serial testing for 7 school days.</p> <p>Please see our risk assessment of Covid-19 asymptomatic testing</p>	Staff, pupils

		<p>SCHOOLS, RapidTesting <RapidTesting.SCHOOLS@education.gov.uk> email dated 5 January 2021 Anyone with a positive (PCR confirmed) Covid diagnosis in the last 90 days, is not required to do a routine lateral flow test (as clarified for Universities in December). However, if they are found to be contacts of a case, they need to either self-isolate or engage in daily serial testing.</p> <p>The testing does need to take place in schools and the tests cannot be taken home to complete.</p>	
2	Nursery and Critical Worker children working on site not risk assessed	<p>Enhanced social distancing and hygiene measures put in place. See the school's Infection Control Procedures.</p> <p>Asymptomatic testing of staff in place. See X above.</p>	Staff, pupils
3	Remote Learning	<p>Remote education to be made available to pupils self-isolating and not attending school.</p> <p>January lockdown – remote learning Critical worker children and vulnerable children in school are able to access the same remote lesson content but supervised on site.</p> <p>Deputy Head of Academic has overarching responsibility for the quality and delivery of remote education. See our Guidance on Home Learning with Dolphin School (available on our website, https://dolphinshurst.s3.amazonaws.com/uploads/document/Guidance-on-Home-Learning.pdf?t=1609872786)</p>	Staff, pupils
4	Staff Wellbeing	<p>Staff have been provided with Public Health England Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19).</p> <p>Staff have been provided with COVID-19 mental health link.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Staff receives sufficient breaks during the school day. Staff members with health concerns to speak with the Headmaster in the first instance.</p>	Staff

		<p>Staff meetings are held twice a week to keep in touch with staff. Headmaster regularly checks on staff via email, social media and text. Staff to be reminded of the counselling services provided by DAS (Counselling and Health and Medical Information Service helpline).</p> <p>Bereavement UK and the Childhood Bereavement Network provide information and resources to support bereaved pupils, schools and staff. Wokingham Borough guidance documents: Short Guidance – Sad Events Bereavement and Critical Incidents Bereavement Support Guidance emailed to staff. A member of staff has completed an online Bereavement training and is available to provide support.</p>	
5	Pupil Wellbeing	<p>Focused pastoral support in place.</p> <ul style="list-style-type: none"> - Place2Be-Coronavirus: wellbeing activity. - Regular contact made with pupils' parents/carers who are currently not attending the school. - Safeguarding Policy in place. - Staff report concerns about pupil behaviour/well-being via the usual routes (email, MyConcern), including Safeguarding. Pupils are a standing item on the agenda for staff meetings and this is another twice weekly opportunity to raise concerns and flag those pupils that subject/form teachers may be worried about. 	Staff, pupils
A.	Poor hygiene practice	<p>Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance.</p> <p>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands.</p> <p>Essential Visitors are permitted on to site. This includes Social Workers, Counsellors, supply teachers, peripatetic teachers etc. Permitted visitors must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Sufficient amounts of soap, clean water, paper towels and sanitisers are supplied in all toilets, wet areas, classrooms and kitchen areas.</p>	Staff, visitors, pupils, contractors, parents

		<p>Pupils are supervised by staff where necessary when washing their hands to ensure it is done correctly. This will be demonstrated regularly along with hygiene expectations by the class teacher.</p> <p>Pupils are able to use hand sanitiser (younger children under the supervision of a member of staff). Children to only have access to hand sanitisers from a dispenser.</p> <p>Pupils are discouraged from sharing cutlery, cups, food, stationery items, equipment.</p> <p>Lower School – recommended to bring own stationery Middle & Upper School – compulsory to bring own stationery</p> <p>The School Cleaner carries out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</p> <p>Additional cleaning will take place throughout the day of all touch points including door handles, tables, toilets etc by the caretaking team.</p> <p>All classes to have cleaning kits to clean tables, touch points etc throughout the day.</p> <p>The Bursar will arrange enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local Health Protection Team (HPT).</p>	
B.	Ill health	<p>Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, high temperature, loss of, or change in, their normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</p> <p>Children who display symptoms of coronavirus whilst in school will have their temperature taken immediately using a non contact thermometer.</p> <p>Any pupil or member of staff who displays signs of being unwell, coronavirus (COVID-19) symptoms, have a cough, fever, or has a loss of, or change in, their normal sense of taste or smell (anosmia), or difficulty in breathing, and believes they have been exposed to coronavirus should seek immediate medical advice. They are advised to follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms and only book a test if symptoms manifest.</p>	Staff, visitors, pupils, contractors, parents

Staff and their families can book the test online. Further details can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If a pupil displays symptoms whilst in school. The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff. Unwell pupils who are waiting to go home are kept in the first aid room where they can be isolated behind a closed door, and with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them in the first aid room, move them to an area which is at least 2 metres away from other people.

If unwell pupils and staff are waiting to go home, they are instructed to use the Meadow disabled toilets to minimise the spread of infection. The toilet will be put out of use and tapped closed until the toilet is able to be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

Areas used by unwell staff and pupils who need to go home will be appropriately cleaned once vacated. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk. They are also requested to get the pupil tested and inform the school immediately upon receiving the results.

Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk. They are advised to follow the <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

C.	Confirmed Case of Covid- 19	<p>All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested.</p> <p>Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>If a staff member or pupil 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. 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 self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>As soon as the school becomes aware of a confirmed case of Covid-19 we will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.</p> <p>The advice service 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. If, following triage, further expert advice is required the adviser will escalate the school’s call to the PHE local health protection team.</p> <p>The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 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">• 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)• proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual• travelling in a small vehicle, like a car, with an infected person	
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D.	Spread of infection	<p>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the bodily spillage procedure, using PPE at all times.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be communicated to children through class assemblies, PSHE.</p>	Staff, visitors, pupils, contractors, parents

		<p>Younger children and those with complex needs are helped with their respiratory hygiene and staff may need to wear PPE.</p> <p>Bodily spillage kits are available in the first aid room.</p> <p>Cleaning kits are available in all classrooms.</p> <p>Parents are asked not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. Parents encouraged to take their child for a test.</p> <p>Parents/staff to inform school immediately if they test positive for Covid -19.</p> <p>Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period). Parents encouraged to take their child for a test if they have symptoms.</p> <p>Parents/staff to notify the school if their child/they have an impaired immune system or a medical condition that means they are vulnerable to infections. As individual RA will need to be completed.</p> <p>The school, in liaison with individuals' medical professionals where necessary, reviews the needs of pupils/staff who are vulnerable to infections.</p> <p>Pupils are encouraged to wear clean clothes each day where possible.</p> <p>Pupils required to come into school in PE kits on the day they will be doing PE.</p> <p>Pupils to only bring coats, water bottles, bags with essential items and lunchboxes into school. No unnecessary items.</p>	
E.	Poor management of infectious diseases	<p>Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</p> <p>Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headmaster or Bursar.</p> <p>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</p> <p>The Headmaster or Bursar is informed by pupils' parents immediately once a pupil has tested positive for coronavirus.</p>	Staff, visitors, pupils, contractors, parents

		<p>Staff inform the Headmaster or Bursar immediately once a pupil has tested positive for coronavirus.</p> <p>The Bursar monitors the cleaning standards of school cleaning and discuss any additional measures required with regards to managing the spread of coronavirus with the school cleaner and caretaking team.</p>	
F.	Lack of communication	School to keep staff, pupils and parents adequately updated about any changes in relation to guidance/procedures around coronavirus	Staff, visitors, pupils, contractors, parents
G.	Disruption to the running of the school and exams	The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.	Staff, pupils, parents
H.	Emergencies	<p>Staff to ensure emergency contact details are up-to-date, including alternate emergency contact details, where required.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency.</p> <p>The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. Gloves, aprons and masks should be worn when dealing with a medical emergency where 2M's distance cannot be observed.</p> <p>All staff made aware of the new guidance from the UK Resuscitation Council around the changes to CPR practices.</p> <p>All staff advised to watch the link below video.</p> <p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	Staff, pupils, parents
I.	Managing Entrance and Egress	<p>Year groups to arrive and depart from school at different times.</p> <p>Only one member of a family to drop off children (unless families have no alternative than to bring siblings).</p>	Staff, pupils, parents

		<p>Staff asked to maintain 1M + distance when arriving and leaving the building and whilst in the building.</p> <p>Staff asked to maintain 1M + distance when receiving and dismissing pupils. Cones/floor markings will be used to support parents and staff for distancing upon handovers.</p> <p>It may not be possible for younger children to SD but SD will be encouraged where possible for the older children.</p> <p>Parental queries will be dealt with over the phone or via email where possible. Not at the beginning and end of the school day.</p>	
J.	Class sizes and layout	<p>Classes currently have no more than 25 children.</p> <p>Children to sit at the same seat and desk facing forward where possible.</p> <p>A one-way system to be introduced in all classrooms and in corridors where possible</p> <p>Rooms to be accessed directly from outside where possible.</p> <p>Doors onto corridor only to be used to access toilet facilities.</p> <p>Tables, touch points to be cleaned throughout the day by TA/Teacher.</p> <p>Water bottles to be kept on tables where possible. EYFS to store bottles apart.</p>	Staff, pupils
K.	Social Distancing	<p>Staff and children reminded to stay 1M + apart where possible. Signage displayed on playground and around school. Markers/tape to be used where needed.</p> <p>Children to only mix in in their consistent groups. Children and staff to stay away from other people and groups where possible.</p> <p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable (Y3 to Y8). 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.</p> <p>Children will spend break in their designated outdoor area.</p> <p>Children to bring in their own packed lunches and will eat their lunch in their form rooms.</p>	

		<p>Limiting the number of children who use the toilet facilities at one time.</p> <p>Contact sports avoided.</p> <p>Contact with Office based staff where possible to be via emails/phone calls. If this is not appropriate arrange a specific time to meet so social distancing can be ensured.</p> <p>Following Tier4 lockdown announcement on Saturday 19 December:</p> <p>(We do not have corridors or communal areas at the school, and lunch is taken in classrooms. All classrooms lead directly to outside or one well-ventilated stairwell from the two upstairs classrooms in the Meadow Building.)</p> <p>Years 7 & 8</p> <ul style="list-style-type: none"> • Children must wear facemasks when moving between lessons or in the hall at morning break time • Children will receive reminders about stricter Social Distancing <p>Staff</p> <ul style="list-style-type: none"> • Are asked to have with a mask with them when on site. They should wear a mask in the Basilica corridor to the common room and in the common room itself (unless eating or drinking). • Staff should return to their base or classroom for their breaks or lunch and should not loiter in the staff room to socialise with other members of staff. • Staff reminded to be extra vigilant in terms of Social Distancing in the corridor and the common room. 	
L.	Sharing of Resources	<p>Classrooms have access to their own resources.</p> <p>Equipment not needed to be removed where possible.</p> <p>Stationery</p> <p>Lower School – recommended to bring own stationery</p> <p>Middle & Upper School – compulsory to bring own stationery</p>	

		<p>Items used infrequently to be shared across year group. Paints, pencil crayons etc. These resources should be rotated where possible.</p> <p>Shared resources should be disinfected at the end of the everyday where possible.</p> <p>All classrooms to have their own first aid and cleaning materials. All staff are given a set of PPE each.</p> <p>Wet play games are not to be used.</p> <p>Sports equipment to be thoroughly cleaned between each use.</p> <p>Other shared equipment (keyboards) to be cleaned thoroughly between each use</p>	
M.	Shared spaces	<p>Classrooms will be shared between year groups from Year 3 to Year 8.</p> <p>Assemblies for each consistent group to take place in the hall.</p> <p>Hands to be washed/sanitised before entering and leaving the hall for PE/drama/music.</p> <p>The school site does not allow for different year groups being allocated their own toilets. The toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.</p> <p>Shared entrances/exits will be cleaned on a regular basis.</p> <p>Staff ensure children sanitise their hands before and after using the play equipment. Children to be regularly reminded.</p> <p>Cleaning kits to be available in all areas, out of sight of children for regular cleaning of equipment for example, photocopier, telephones, computers etc.</p> <p>A maximum of 10 staff can access the common room at breaks and lunchtimes.</p>	
N.	Visitors	<p>There will be no unnecessary visitors allowed access into buildings.</p> <p>Statutory/essential Service visits will where possible be conducted at the beginning or end of the school day.</p>	

		<p>Meeting with other professionals will take place virtually where possible. Meetings that are unable to take place virtually such as social worker visits, visitors must wash their hands with soap or alcohol-based sanitiser (that contains no less than 60 percent alcohol) and follow infection control procedures in accordance with the DfE and PHE's Guidance at regular intervals, including when they enter and exit the building. Further guidance on hand washing can be found at https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Supply staff, peripatetic staff, Speech and Language specialists, etc able to visit school and work with different groups of children.</p> <p>Advisors are able to visit school if they cannot fulfil their duties online.</p> <p>All visiting staff reminded to remain 1M + from other staff and children where possible.</p>	
O.	Physical Environment/ Ventilation	<p>Ventilate all spaces using natural ventilation where possible. Open windows, prop open doors where possible.</p> <p>Employers must, by law, ensure an adequate supply of fresh air in the workplace and this has not changed. Good ventilation can help reduce the risk of spreading coronavirus.</p> <p>Stand alone fans maybe used.</p> <p>Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans, desk fans or opening windows. https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>Bins to have bin liners in them for ease of emptying. Gloves to be worn when emptying bins. Hands to be washed after emptying.</p> <p>Lidded pedal bins in all rooms and toilets.</p> <p>Caretakers to clean frequently touched areas mid-morning and mid-afternoon, including all door handles.</p>	Staff, pupils
P.	Staff unable to work	<p>From 1 August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly, current advice on shielding.</p>	

		<p>You may still be at risk of severe illness if you catch coronavirus, so continue to take precautions. If you are extremely clinically vulnerable or clinically vulnerable or live with someone who is clinically vulnerable you should wash your hands regularly, avoiding touching your face and keep 2 metres away from people outside of your household or bubble wherever possible and at least 1 metre with protective measures in place.</p> <p>The majority of pupils and staff will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> · 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) <p>If rates of the disease rise in local areas, 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.</p> <p>Staff members who refuse to return to work will be dealt with on a case by case basis in conjunction with HR advice.</p> <p>Individual Risk Assessments put in place for those members of staff who require them.</p> <p>Individual Risk Assessments put in place for children who require them</p> <p>Staff who wish to may wear face coverings must seek the Headmaster's permission.</p> <p>Consideration is taken around staff who are considered to be more at risk, for example BAME, gender.</p>	
Q.	First aid provision	<p>Plenty of first aiders on site.</p> <p>Plenty of paediatric first aiders on site.</p> <p>Full PPE in first aid.</p> <p>All staff provided with their own set of PPE.</p> <p>Lidded bin and bags provided for disposing of PPE if required and all waste from classrooms.</p>	Staff, pupils
R.	Peripatetic music teachers	<p>Individual lessons should be held in rooms that can be ventilated. Open windows or doors open where possible to keep room ventilated.</p> <p>Peripatetic teachers and pupils should keep 2m apart where possible and minimise time spent within 1 metre of anyone where possible. Very close proximity to allow the teacher to demonstrate fingering etc should be brief. It may not be possible to socially distance from younger pupils.</p>	Staff, pupils

		<p>Each room is also supplied with a hand sanitising gel bottle. There is also a lidded bin for disposing coronavirus related waste.</p> <p>The school will provide an anti-bacterial disinfectant spray and j-cloths in the music teaching rooms for cleaning work surfaces. The disinfectant spray is kept out of sight/reach of the pupils.</p> <p>Individual lessons only.</p> <p>If instruments are used by more than one person, meticulous cleaning is necessary.</p> <p>Plastic piano and electronic keyboard to be sanitised with disinfectant wipes (unplug electronic equipment first).</p> <p>Please see also our Instrument & Vocal Teaching Covid-19 Guidance & Risk Assessment.</p>	
S.	Face Masks	<p>The school will not be promoting the use of face masks by children. Staff and children who wish to wear face coverings in lessons are required to seek the Headmaster's permission.</p> <p>Following updated guidance from DfE on 4 November 2020:</p> <p>See Section K on Social Distancing</p>	Staff, pupils
T.	Education day visits	<p>Protective measures:</p> <p>Visiting Group</p> <p>Keep children within their consistent group</p> <p>Transport</p> <p>All non-staff drivers are required to wear a mask whilst driving.</p> <p>PPE (masks, aprons, gloves, visors) and anti-bacterial sprays will be stocked in the school vehicles.</p> <p>Staff, pupils and drivers to sanitise their hands before boarding the school vehicles.</p> <p>Destination</p> <p>Staff to ensure that COVID-secure measures are in place at the destination. (see venue RA if available/applicable)</p> <p>Children to move in groups of 6 or less where possible (staff pupil ratio will be lower for younger children).</p> <p>Parent helpers</p> <p>Only parents of the group visiting can join the group. Trip leaders should only bring the minimum number of parent helpers necessary to assist them.</p>	Staff, parents, pupils

		<p>Parents should be made aware of the school procedures:</p> <ul style="list-style-type: none"> • meet the school group at the destination • wear a mask when indoors • have lunch away from the school group and observe social distancing with other parent helpers 	
U.	Premise Management	<p>Statutory checks and essential building servicing to continue.</p> <p>All Planned Preventative Maintenance is ongoing.</p> <p>Servicing/checks to be completed where possible when staff and children are not in school.</p> <p>Reassurance from providers that the appropriate social distancing and hygiene practices will be adhered to at all times whilst on site.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p> <p>Breakdown of services/machinery will be assessed on a case by case basis.</p>	Staff, pupils
V.	Site security is compromised by new arrangements	<p>Normal security standards will apply, doors which may be used for drop-off/pick up should then be closed during the school day (and locked if not fire doors).</p> <p>Additional ventilation via open doors and windows should not occur in unoccupied parts of the site.</p>	Staff, pupils
W.	Insurers and / or brokers not updated with school's amended plans	<p>Bursar seeks regular advice from the school's insurance broker.</p> <p>Bursar informs insurers the school's amended plans through the insurance broker.</p> <p>Insurers approval is always obtained before implementing amended plans.</p>	School