

Brookes UK

Health and Safety Policy



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Table of Contents

Rationale	2
Aims	3
Policy Guidelines:	3
Responsibilities:	3
Staff Training	5
H&S Arrangements	6
Appendix 1	13
Hazardous Materials Management Policy	13

Rationale

This policy deals with those aspects over which Brookes UK has control and covers safety associated with the building structure, plant, fixed equipment and services for which other officers of the school also have responsibility. It describes how the Proprietor discharges their responsibilities in respect of staff, pupils and visitors.

Key points:

- Pupils should be able to experience a wide range of activities. Health and Safety measures should help them to do this safely, not stop them.
- It is important that pupils learn to understand and manage the risks that are a normal part of life.
- Common sense should be used in assessing and managing the risks of any activity. Health and Safety procedures should always be proportionate to the risks of an activity.
- Staff should be given the training they need so they can keep themselves and children safe and manage risks effectively.

The Law:

- The main legislation covering this area is the Health and Safety at Work etc Act 1974 and regulations made under that Act. <https://www.hse.gov.uk/legislation/hswa.htm>
- The employer (the local authority, governing body or proprietor) is responsible for Health and Safety, though tasks may be delegated to staff.
- Employees have a duty to look after their own and others' Health and Safety.
- Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.

What does assessing and managing risks mean?

Health and Safety law requires the employer, Brookes UK, to assess the risks to the Health and Safety of staff and others affected by their activities. The terms risk assessment and risk management are used to describe the process of thinking about the risks of any activity and the steps taken to counter them. Sensible management of risk does not mean that a separate written risk assessment is required for every activity.

Brookes UK will always take a common sense and proportionate approach remembering that in schools risk assessment and risk management are tools to enable pupils to undertake activities safely and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork.

Some activities, especially those happening away from school, can involve higher levels of risk. For those which are annual or infrequent activities, a review of an existing assessment may be all that is needed. If it is a new activity, a specific assessment of significant risks will be carried out.

Brookes UK will not carry out a risk assessment every time pupils undertake an activity that usually forms part of the school day. For example taking pupils to a local venue which it frequently visits such as a swimming pool. Any risks of these routine activities should already have been considered when agreeing the school's general health and safety policies and procedures. A regular check to make sure the precautions remain suitable is all that is required.

Duties as an employer

Under the Health and Safety at Work Act etc. 1974, the employer in the school, currently the Proprietor, who is a member of the Brookes Education Group (UK) Board, must take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to school sanctioned activities on or off school premises.

Regulations made under the Health and Safety at Work etc. Act 1974 set out in more detail what actions employers are required to take. For example, the Management of Health and Safety at Work Regulations 1999 <https://www.legislation.gov.uk/uksi/1999/3242/contents/made> require employers to:

- Assess the risks to staff and others affected by school activities in order to identify the health and safety measures that are necessary and, in certain circumstances, keep a record of the significant findings of that assessment;
- Introduce measures to manage those risks (risk management);
- Tell their employees about the risks and measures to be taken to manage the risks;
- Ensure that adequate training is given to employees on health and safety matters.

Aims

The aim of this policy is to:

- Ensure that all reasonably practical steps are taken to ensure the health, safety and welfare of all persons using the premises;
- Ensure that all reasonably practical steps are taken to ensure the health and safety of staff, pupils and other supervising adults participating in off-site visits;
- Establish and maintain safe working procedures amongst staff and pupils;
- Make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Develop safety awareness amongst staff, pupils and other supervising adults;
- Formulate and implement effective procedures for use in the event of fire and other emergencies.

Policy Guidelines:

Responsibilities:

The maintenance of a healthy and safe school is the shared responsibility of the whole school community. More specifically, the Health and Safety Committee will recognise their responsibility under the Health and Safety at Work etc. Act 1974 as far as is reasonably practicable to:

- Provide plant equipment and systems of work, which are safe, and without risks to health.
- Make arrangements for handling, storage and transportation of articles and substances.
- Provide adequate training, information, instruction and supervision to enable all staff employed in the school and pupils to perform their work safely and efficiently.
- Promote the development and maintenance of sound safety, health and welfare practices.
- Maintain the premises in a condition that is safe and without risks to health and the maintenance of access to and egress from the premises.
- Provide and maintain a working environment that is safe, without risk to health and adequate as regards welfare facilities for staff, pupils and other supervising adults.
- Ensure sufficient funds are available to provide, as necessary, protective clothing/equipment to all staff employed in the school, for the safe use of machinery, equipment and substances.
- Maintain a close interest in all the health and safety matters insofar as they affect activities in the premises under the control of the school.

All Staff will:

- Ensure that they have read the Health and Safety Policy.
- Fully support all Health and Safety arrangements.
- Take reasonable care of their own Health and Safety and that of others who may be affected by their actions.
- Ensure, as far as is reasonably practicable, that their classroom or office is safe.
- Ensure that there is no unsupervised access to workshops, science labs and that there are no poor safety measures e.g. regarding access to dangerous chemicals/cleaning fluids, no training or bare electrical wires etc.
- Use equipment safely.
- Ensure, as far as is reasonably practicable, that pupils use equipment safely.
- Report situations which may present a serious or imminent danger to the Principal.
- Report any defects and minor hazards to the Site Manager through recording in the file in the School Office.
- Report any concerns of abuse to pupils to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead.
- Complete an 'Accident / Incident / Investigation' form, available from the School Office, in the event of a significant accident.

The Principal will:

- Be responsible for the day-to-day implementation of school safety organisation.
- Develop a culture of safety throughout the school.
- Report accidents and incidents of violence to the Board on a half-termly basis.
- Liaise with outside agencies able to offer expert advice.
- Ensure that all staff fulfil their duties to cooperate with the policy.
- Formulate and coordinate safeguarding and health and safety procedures.

The Operations Staff Leader will:

- Review first aid, fire/evacuation and risk assessment procedures with relevant staff, on an annual basis or as and when necessary, reporting back to the Principal.
- Ensure relevant staff have access to appropriate training.
- Meet with the Site Manager on a regular (usually weekly) basis to manage site issues.

The Site Manager will:

- Conduct a half-termly site check with the Operations Staff Leaders
- Conduct a termly health and safety survey with the Principal
- Ensure that regular portable appliance testing (PAT) takes place every year.
- Report to the Principal and Operations Staff Leaders any defects and hazards that are brought to his notice.
- Ensure that everything received from suppliers (for direct school use), machinery, equipment, substances etc. is accompanied by adequate information and instruction prior to use.
- Test and record the fire bells and fire doors weekly.
- Test and record water temperatures and flush disused outlets on a monthly/weekly basis as required to comply with legionella prevention legislation.
- Inform the Principal and Operations Staff Leader whenever contractors are due to enter the school to undertake maintenance, service or works contracts.
- Maintain a record of hazardous substances used for cleaning and similar purposes (COSHH register <https://www.hse.gov.uk/coshh/basics/index.htm>).

The Health and Safety Committee

The H&S Committee comprising the Principal, Non-Teaching Staff Leaders, Site Manager, Subject Leader PE and Subject Leader Science will:

- Meet once at least every term to discuss H&SAW legislation.
- Review the school's arrangements for H&SAW including:
 - Responsibilities for educational visits, including pupils' behaviour;
 - Planning educational visits including risk assessments and first aid;
 - Supervision, including ratios and vetting checks (for example DBS checks for volunteers on overnight stays);
 - Preparing pupils including special and medical needs;
 - Communicating with parents;
 - Planning transport;
 - Checking insurance;
 - Arranging visits abroad including visa checking and emergency procedures.
- Review the school's training needs.
- Review any concerns/accidents/maintenance requirements.
- Maintain the policy making amendments as required by legislation/building and pupil and staff changes.

Subject Leaders will:

- Ensure staff and any other supervising adults are aware of any matters pertaining to Health and Safety in their particular curriculum areas (see also Subject Risk Assessments).

Pupils are expected to:

- Exercise personal responsibility for the safety of themselves and classmates.
- Observe standards of dress consistent with safety and/or hygiene.
- Follow the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- Use and not wilfully misuse, neglect or interfere with things provided for their safety.

Parents are expected to:

- Support the school in any health and safety matters reported to them.

Staff Training

Training must always be viewed as a constant requirement, based on the ability to recognise who requires it and when. New employees/entrants and supply staff will require either a level of awareness relevant to their task or a more in-depth training programme.

New technology, legislation, regulations and standards are all factors that determine a fresh approach to training requirements and indeed a re-training programme for existing staff. There are various categories of training requirements in school. They can be defined as induction training, informative/awareness training and specific "hands-on" training.

Induction Training

This will apply to new employees or transfer of employees to another department. They will need to be shown over the department, made aware of policies and procedures, fire precautions, first aid, risk assessments and welfare arrangements.

Informative/Awareness Training

A more in-depth approach, in-house training, showing staff what they must and must not do. Providing supervision until they gain an understanding of what is required. Making them aware of their tasks, providing written procedures and arrangements.

Specific Training

This is a "hands-on" training approach where it is recognised by the Board that employees will require an accepted level of competence to perform their tasks

H&S Arrangements

Accidents and Incident Reporting:

- Any pupil complaining of illness or who has been injured is sent to the School Office for the qualified First Aiders to inspect and, where appropriate, treat.
- All incidents, ailments and treatment are reported in the accident book in the school office.
- Parents are contacted if there are any doubts over the health or welfare of a pupil.
- In the event of a serious incident an ambulance is called and a member of staff accompanies the pupil to hospital. Parents are asked to go immediately to the hospital. It may be appropriate to transport a pupil to hospital without using an ambulance. All suitably insured staff are listed in the school office.
- If staff are concerned about the welfare of a pupil they should contact the School Office or Principal immediately. If a moderate or serious injury has been sustained, the pupil should not be moved.
- Staff should complete the accident book for employees if they sustain an injury at work. The book can be obtained from the School Office. An injured member of staff or other supervising adult should not continue to work if there is any possibility that further medical treatment is needed. The member of staff or other supervising adult concerned should seek medical advice without delay.

Administration of Medicines (also see First Aid Policy):

- Our trained First Aiders may be able to administer medicines for chronic or long-term conditions.
- Medicines are stored in a locked cupboard. Staff record the time medication is given and complete the record sheet.
- Parents must give written consent to authorise First Aiders to administer medication.
- Medication for asthma is stored in the classroom of the pupils. Pupils are supervised by a First Aider when taking their asthma medication.

Asbestos Management

Brookes UK does not have any asbestos issues on site. A survey and management plan was successfully activated in April 2013.

Control of Hazardous Substances (see Appendix 1)

The Site Manager completes a COSHH assessment sheet for substances in school, compiling and maintaining a list giving details of these substances. The Subject Leader Science is responsible for the safe storage and use of hazardous chemicals required for lessons.

Contractors

All contractors entering or working on School premises will be the responsibility of the Site Manager. It must be conveyed to all known contractors by letter, the point of contact at the School, the safe working arrangements and a copy of the elements of the school safety policy that apply to them.

The said person will also be responsible for setting out safe systems for maintaining the fabric of the buildings and making the Board aware of any specific problems, through the Principal.

Electrical Testing:

All items of portable electrical apparatus and equipment in use at the school are inspected and checked annually.

Evacuation of the Building:

- Fire exits are clearly labelled.
- Plans showing exit routes are displayed by the door of each classroom.
- Fire bells and fire doors are tested weekly by the Site Manager.
- A fire drill is practised once a term and reported by the Principal to the Corporate Governance Board.
- Fire appliances are checked annually.

First Aid Provision:

- The Principal is responsible for ensuring that there is an adequate number of qualified First Aiders in the school.
- First Aid is administered in the First Aid Room when possible
- Portable First Aid kits are taken on educational visits and are available from the School Office.
- A qualified First Aider will go on any educational visit.
- The Lead First Aider will ensure the maintenance of the contents of the first aid boxes and other supplies.
- All staff will be trained in any aspects of First Aid deemed necessary e.g. asthma, epilepsy, the use of an epipen.

Glazing Risks:

Since 1996, Regulation 14 of the Workplace (Health, Safety and Welfare) Regulations 1992 has made the requirement that every window or transparent or translucent surface in a wall, partition, door or gate should, where necessary for reasons of health or safety, be of a safety material or be protected against breakage of the transparent or translucent material; and be appropriately marked or incorporate features to make it apparent.

<https://www.legislation.gov.uk/ukxi/1992/3004/regulation/14/made>

Head Injuries:

Parents are informed of a head injury by telephone and a form which outlines the injury.

Head Lice:

- If eggs are noticed in a pupil's hair, a letter is sent home informing the pupil's parents.
- A general letter/email is sent to the parents of all pupils in a class if there is a case of head lice in the class.
- If live lice are noticed in a pupil's hair the parents are contacted by telephone and asked to collect him/her from class.

HIV:

- No person must treat a pupil who is bleeding, without protective gloves.
- Protective gloves are stored in the School Office/First Aid room with First Aid.

- Sponges and water buckets must never be used for first aid to avoid the risk of HIV contamination.

Hot Drinks:

It is recommended that staff should ensure that they only transport hot drinks around school using non spill cups. Hot drinks should not be transported when large numbers of pupils are moving around school. If a member of staff has a hot drink in the classroom s/he should ensure that a pupil cannot reach it and that it is in a safe position.

Legionella (safe drinking and water usage):

Legionnaires' disease is a type of pneumonia caused by a bacterium called Legionella pneumophila. People catch Legionnaires' disease by inhaling small droplets of water suspended in the air that contain the Legionella bacteria. Experience has shown that cooling towers, evaporative condensers and hot and cold water systems in a wide variety of workplaces present a risk of exposure to legionella bacteria.

Manual Handling:

Pupils, staff and any other supervising adults should only lift equipment and furniture within their own individual capability.

Movement around school:

- Pupils should walk around school in a sensible manner..
- No pupils should remain unsupervised in classrooms.

PE Equipment:

Gymnastic equipment is checked annually by an accredited contractor and repaired or removed as appropriate.

PE Safe Practice:

Guidance on safe practice in PE is detailed in the school's 'Guidelines for Safe Practice in PE', held by the subject leader.

<https://www.afpe.org.uk/physical-education/safe-practice-in-physical-education-school-sport-and-physical-activity/>

Playground:

Staff actively encourage pupils to play safely and discourage fighting or other rough games. Members of staff supervise the playgrounds during break times.

Safe Stacking and Storage:

Equipment should be stored at an appropriate level and position relative to its height, weight and bulk.

Seat belts:

We use coaches and minibuses only when seat belts are provided. We instruct the children to use seat belts at all times when the bus is moving.

School Security:

While it is difficult to make the school site totally secure, we will do all we can to ensure that the school is a safe environment for all who work and learn here. We review security measures regularly and draw upon the advice of experts (e.g. police officers, fire officers, architects and other consultants).

- We require all adult visitors who arrive in normal school hours to sign the visitors' book in the school office, and to wear an identification badge at all times whilst on the school premises.
- Teachers will not allow any adult to enter their classroom if the school visitor's badge does not identify them.
- If any adult working in the school has suspicions that a person may be trespassing on the school site, they must inform the Principal immediately. The Principal will warn any intruder that they must leave the school site straight away. If the Principal has any concerns that an intruder may cause harm to anyone on the school site, they will contact the police. This is particularly important given the nature of the Brookes UK site with its separated buildings.
- Gryphon House has a security camera system covering a number of areas of the school grounds. Two of the four entrances to Early Years rooms are secured by an electric switch system.

Slips, Trips and Falls:

It is unrealistic to expect pupils never to fall, especially at playtime. However, staff or other supervising adults should report any conditions considered hazardous e.g. uneven surfaces, holes, wet/slippery surfaces, worn carpet, trailing cables to the Site Manager.

Supervision of Pupils:

- Staff and other supervising adults should maintain good order and discipline, safeguarding their health and safety at all times.
- No pupil should be left unsupervised.
- Staff should be in class when pupils come into class in the morning.
- Staff should be punctual in collecting and returning pupils from pre-care, the playground and moving between lessons.
- The same duty of care applies when staff supervise pupils in after school clubs/activities.
- If a member of staff knows that they are unable to undertake a duty they should organise cover.
- If a parent fails to collect a pupil after school staff should make every effort to contact the parent. If a parent cannot be contacted by 5.30pm the staff member on aftercare duty will hand the student over to the care of the boarding house staff,

Trips abroad:

Brookes UK will need to comply with their duties under Health and Safety law when planning trips abroad. Any injury to or death of a member of staff or a pupil outside Great Britain may be subject to the law of the land in which the injury/death occurred.

The school could still be liable under civil law for injuries to pupils that happen abroad as a result of negligence on the part of the school or its staff.

Violence to Staff:

The purpose of the policy is to set out our policy and procedures to prevent, manage and respond to work-related violence. The Principal and Board support this policy and will not tolerate any instances of work-related violence, including verbal abuse, to staff. No member of staff will be blamed for an instance of work-related violence caused by a guest, contractor, parent or member of the public. All employees have the right to be treated with consideration, dignity and respect. This policy applies to all staff working on our premises including all contractors and delivery personnel.

Reporting injuries and accidents:

Serious work-related injuries to a member of staff or a pupil must, by law, be recorded and reported. The employer is responsible for this, but staff may be asked to prepare the report.

What, how, where and when to report is explained on the HSE website at <http://www.hse.gov.uk/riddor/index.htm>.

Brookes UK will report:

- deaths
- major injuries
- over-3-day injuries – where an employee is away from work or unable to perform their normal work duties for more than 3 consecutive days where there is an accident connected to the work activity which causes injury to pupils
- members of the public or other people not at work and they are taken from the scene of an accident to hospital
- specified dangerous occurrences – where something happens that does not result in an injury, but could have done.

The requirements are found in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). <https://www.hse.gov.uk/riddor/>

Adventure activities using licensed providers:

When planning an activity that will involve caving, climbing, trekking, skiing or water sports, Brookes UK will check that the provider holds a licence as required by the Adventure Activities Licensing Regulations 2004. <https://www.legislation.gov.uk/uksi/2004/1309/contents/made> These regulations apply to adventure activities that take place in England, Scotland and Wales but these arrangements may be subject to change in the future. The School Bursar should also be consulted prior to booking any such activity so that the particulars of the school's insurance policy can be checked.

School staff driving the school minibus:

School staff can drive the school minibus - Please see Minibus Policy

On Site Vehicle Movement:

Staff should take adequate care and attention when driving around the school, and observe speed limits and one-way systems. The car park area is small and additional hazards may appear or not be seen. Where possible an additional staff member should advise and guide drivers especially when reversing. Speed should be kept to an absolute minimum at all times.

Staff Wellbeing and Occupational Health:

A Staff Wellbeing Policy has been developed to ensure our employees and pupils are not subjected to unnecessary stress while at the school. It will achieve this by ensuring the demands and pressures of the school environment do not become too great, so that the harmful or potentially harmful mental and physical feelings and reactions known as 'stress' are avoided.

The severity of the stress will depend on the differences between the demands and our ability to satisfactorily respond to them and also our perception of the possible consequences of failing to do so. It may also be affected by our fitness and resilience at the time.

For further details please refer to the Staff Well Being Policy.

Working at Height:

Falls from over 2m result in major injuries and, along with slips, trips and fall accidents, are one of the main causes of injury in any business. Brookes UK recognises this fact and undertakes to keep risks to a minimum by providing. Appropriate and safe access equipment, training and safe systems of work in this area.

For further details please refer to the Working at Height Risk Assessment.

Parental consent to off-site activities:

Written consent from parents is not required for pupils to take part in the majority of off-site activities organised by a school (with the exception of nursery age children) as most of these activities take place during school hours and are a normal part of a pupil's education at school. However, parents should be told where their child will be at all times and of any extra safety measures required.

Written consent is usually only requested for activities that need a higher level of risk management or those that take place outside school hours. The School Office has prepared a "one-off" consent form which the school can ask parents to sign when a child enrolls at the school. This will cover a child's participation in any of these types of activities throughout their time at the school. These include adventure activities, off-site sporting fixtures outside the school day, residential visits and all off-site activities for nursery schools which take place at any time (including during school holidays or at the weekend).

Monitoring

The Health and Safety Policy will be monitored on an ongoing basis by the Health and Safety Committee. Checks will be made regularly with an inspection being made of all areas of the School followed by a report.

There will be a full review every twelve months to establish whether any major changes or additions need to be made to ensure that the document is fully up to date and correctly reflects the activities.

Appendix 1

Hazardous Materials Management Policy

Rationale:

This policy establishes a framework whereby the school can manage hazardous materials in a responsible manner while maintaining teaching and learning opportunities.

Objectives:

- The School requires that all persons who are responsible for the use of hazardous materials meet or exceed legal requirements with respect to the procurement, handling, storage, transportation and disposal.
- The School shall ensure that the activities carried out within their area of responsibility comply with legislation
- Deficiencies shall be brought to the attention of the next level of administration for attention or corrective action.
- Employees and students must follow safe work practices and procedures.
- Students and visitors must follow safe work practices and procedures

Procedures for Hazardous Materials Management:

- Consideration must be given to substituting less harmful materials for those that are known to be hazardous at the time of acquisition.
- Hazardous materials should be purchased in quantities small enough that they do not have to be stored at the school over specified time periods.
- Hazardous materials can only be ordered by authorised employees
- Each department using hazardous materials must develop or adopt procedures that include:
 - Acquiring minimum quantities only
 - Safe and secure storage
 - Removing out-of-date materials from inventory
 - Inspection of time sensitive materials
 - Appropriate labelling
 - An ongoing current inventory of hazardous materials
 - Training of faculty, staff and students
 - Proper use of personal protective equipment, emergency spill and decontamination
 - Compliance with school procedures for disposal

Disposal of Hazardous Waste:

- All materials designated for disposal shall be properly labelled as waste and packaged in containers suited to the type of waste. The containers shall be tightly sealed and in good condition and disposed of in accordance with relevant legislation where necessary.
- All containers shall be properly labelled with the name of the material, its chemical class and the quantity.
- Hazardous waste of different classes shall not be mixed in the same container.

Operational Responsibilities:

- The school is responsible for the safe handling and disposal of hazardous waste from the point of generation to final treatment.
- The school recognises its responsibility to act with due diligence where hazardous materials are concerned.

- Where hazardous materials are used, they shall be identified, evaluated and controlled to minimize risk. Hazardous materials shall be ordered only in quantities required and shall be stored in appropriate areas.
- Hazardous materials shall only be used in facilities appropriately and adequately equipped to control personnel exposure. Personal protective equipment shall be worn wherever it is required. Appropriate antidotes and spill response materials will be kept in close proximity to locations where hazardous materials are used.
- Hazardous materials shall be stored in an approved manner – this includes cleaning materials that are supplied for and used by the cleaner.
- A current up to date inventory of hazardous materials shall be kept and any relevant COSHH information will be displayed. <https://www.hse.gov.uk/coshh/>
- The staff will report all incidents/accidents involving hazardous materials to their immediate supervisor and the Principal within 24 hours of occurrence.

Employees/pupils/visitors who have not received appropriate training and specific hazard information, or who cannot be competently supervised, shall not use or handle hazardous materials.

Appendix 2

Covid - 19:

- No person must treat a pupil who requires first aid, without wearing PPE supplied.
- PPE is stored with First Aid equipment.
- Social Distancing Practices:
The following social distancing measures will be implemented:
 - Increased cleaning of classroom surfaces, including desks and handles, will be carried out.
 - Pupils and staff will be encouraged to frequently wash their hands with soap and water for at least 20 seconds.
 - Class sizes will be kept to a safe number by rearranging classrooms to ensure seating positions are two metres apart.
 - Arrival and departure of pupils will be staggered.
 - Parents will not be allowed to gather at the school gates. When parents need to drop off or collect their children at the school gates, they will be asked to wait by their cars with the children until a member of staff collects/calls for them to come to the gate. Everyone will be required to keep at least 2 metres apart at all times.
 - Breaktimes, lunchtimes and the movement of pupils around the school will be staggered as appropriate to avoid large groups of pupils gathering.
 - The playground and fields will be open so pupils are able to go outside during their break times and lunchtimes; however, they will be required to follow social distancing guidelines. Each group of children/ staff will be assigned a designed outdoor space on the playground/fields or tennis court. These groups will not be allowed to mix.
 - Pupils will be required to follow social distancing guidelines when participating in PE and sports activities. The activities will be carefully chosen by the teacher to ensure pupils can adhere to social distancing guidelines.
 - Pupils will not mix with others that are not in their class or group. We refer to each group as a 'bubble'. From drop off to pick up members of each bubble group (students and teachers) will not mix with other bubble groups.
 - Each bubble group will have a designated indoor and outdoor space and toilets for their specific use.
 - The number of pupils in a class will be kept to a minimum, depending on staffing requirements.
 - Assemblies will not be held in large groups; however, class teachers may hold assemblies with the pupils in their class.