



**Date of Latest Update – 28 January 2022**

## **COVID-19 Risk Assessment for School – January 2022**

### **Introduction**

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload. This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

### **Rationale**

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents and students.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and student relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their students, parents and staff. The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?" For COVID-19 there are three important factors to take into account:

- a. state of knowledge - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. seriousness of likely injury – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for students that may be more vulnerable to COVID-19 than others.
- c. Cost and difficulty of taking precautionary measures - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

### **The School – States of Operation**

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

- |    |              |   |
|----|--------------|---|
| 1. | Fully Open   | Business as usual: no travel or trip restrictions.                      |
| 2. | Open         | Business as usual: with caveats – no visitors or trips.                 |
| 3. | Open T       | In transition: some teaching in school and some remotely.               |
| 4. | Open B       | In transition: with boarders and Open K (below).                        |
| 5. | Open K       | Key staff and vulnerable children in school. All other teaching remote. |
| 6. | Open R       | Teaching is all achieved remotely.                                      |
| 7. | Fully Closed | No one on site except residents, security and maintenance staff.        |

**From Wednesday 5 January, the School will be 'Open T', as some international boarders are unable to return at the start of term.**

## Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and students of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, students, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and students being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for students, parents and staff:

- M. What SD rules have the school decided? Are they different for various activities (play, games, drama, and music) and locations (classroom, outside) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and students? The range of PPE may include:
  - a. Masks;
  - b. Gloves;
  - c. shields (for face or lecterns, desk separators, staff desks);
  - d. Sanitisers (gel and tissues).
- O. Medical. Who has:
  - a. Pre-existing medical conditions and are they fully declared?
  - b. Have all vulnerable students, parents and staff been identified and recorded?
  - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
  - d. Come into contact with anyone tested positive to COVID-19?
  - e. Travelled where: other than home and school? (via app or written diary).
  - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- P. Have all adhered to the external socialising rules set by the school such as:
  - a. shopping;
  - b. parties;
  - c. games and play;
  - d. travel (other than home to school and return).
- Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

## Section 1 Overall Risk Assessment

Section	Issue / Risk	Control Measures	Outcome	Comment
1.	Government advice not being regularly accessed, assessed, recorded and applied.  Guidance changes regularly and may be lack of clarity	<p>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended almost daily. It is imperative that we keep up to date with the latest advice on COVID-19 (COVID-19) available at websites such as:</p> <ul style="list-style-type: none"> <li>• Schools: <a href="#">Safe working in education, childcare and children's social care</a></li> <li>• Reopening Schools: <a href="#">Actions for Schools during the coronavirus outbreak</a></li> <li>• Guidance for schools: <a href="#">Managing coronavirus (COVID-19) in education and childcare settings</a></li> <li>• Boarding: <a href="#">Guidance on isolation for residential educational settings</a></li> <li>• Covid Tests for School. <a href="#">Covid Tests for Schools.</a></li> <li>• Work and HSE: <a href="#">Working safely during the coronavirus (COVID-19) pandemic</a></li> <li>• NHS advice: <a href="#">Coronavirus: how to stay safe and help prevent the spread</a></li> <li>• Cleaning: <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a></li> </ul> <p>Nominated members of staff (Head, Deputy Heads &amp; DFO) to complete a regular review of the above and any other key information channels and feedback key points to SLT and key members of staff. Ensure that this risk assessment is reviewed and updated in line with any changes to the guidance.</p> <p>Develop action plans with clear targets and timelines to implement any changes to school operations, with regular monitoring by SLT and directing line managers to regularly review practice on site.</p>	<p>Advice and guidance are followed to ensure robust compliance</p> <p>Compliance is seen in practice.</p> <p>School practices and procedures remain up to date and compliant with the latest advice and guidance.</p>	<p>Scrutiny and agreement needed if &amp; when government guidance appears ambiguous</p> <p>Once initial RA is established, designated staff are responsible for amendments in the light of discussions and decisions</p> <p>Method statements for teachers and students to be established and shared – these are underpinned by RA</p>
2.	Communicating 'system of controls' (see explanation above) and how they are applied.	<p>The School has a robust communication strategy that communicates to governors, staff, students, parents and other members of the School community, including:</p> <ul style="list-style-type: none"> <li>• Social Media Posts</li> <li>• Emails to governors, staff, students and parents – Returning to School communication sent to all</li> <li>• Head's briefings and newsletters</li> <li>• Board of Governors Meeting &amp; Governors' Committees</li> <li>• Staff Conference before start of Spring Term to advise staff</li> </ul> <p>The Government have directed that all Schools should re-open In January. The School provided an onsite asymptomatic testing facility, so students are able to be tested in school using the government provided lateral flow tests.</p>	<p>The School procedures and decisions are communicated to governors, parents, staff and students to ensure all understand the procedures and expectations the School has put in place for best managing the risks posed by COVID-19.</p> <p>Updates to be provided, as required.</p>	<p>The School cannot eliminate risk, but the RA and good communications will allow the school to manage risks.</p>
3.	Assessments, procedures and other important matters to be reviewed and updated	<p>The School has a comprehensive Governing Board process that has clear sight of this Risk Assessment and hence feels appropriately informed regarding the safe return of the community to the School.</p> <p>SLT will be reviewing and monitoring the RA in light of practice and changing government or health guidance.</p> <p>Safeguarding Addendum and other policies related to Safeguarding have been sent to the Safeguarding Governor and approved at the Education and Welfare Committee.</p>	<p>The Governors are satisfied by the comprehensive risk assessment that the school has acted properly to meet its duty of care to parents, students and staff.</p>	<p>Governors reviewed RA 31 August 2020 following updated Govt guidance on 29 August.</p>

4.	Reminding and checking staff and students are complying with hygiene and SD rules	<p>The scientific and government advice is to emphasise good hygiene, social distancing (SD) to prevent the spread of COVID-19. In addition, the school has a clear system for managing people who are unwell or have to self-isolate (See Section 2).</p> <p>Brief staff and students on the need to:</p> <ul style="list-style-type: none"> <li>• wash or sanitise their hands regularly.</li> <li>• good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it').</li> <li>• avoid touching their face (and especially the eyes, nose and mouth).</li> <li>• One way system in the main school corridors.</li> <li>• From 21 and 28 January, the Government recommend that face coverings should <u>not</u> be worn in classrooms and in communal areas by staff and students. There is a small spike in Covid infections amongst some year groups and therefore to mitigate this risk the School will be asking all to continue wearing face masks in communal areas and in classrooms for the affected year groups. This has been communicated to staff and students and is the subject of ongoing review.</li> <li>• The School will use live streaming or Teams rather than involving affected year groups in assemblies or Mass.</li> <li>• Posters in key locations are displayed to remind staff and students of good hand and respiratory hygiene practices.</li> </ul>	Adoption of good hygiene practices reduce the risk of any contamination or spread of the virus.	
5.	Sufficient supplies of hygiene materials and location	<p>Review stocks of cleaning substances and equipment, and PPE weekly and purchase additional stocks if required.</p> <p>Review location of hygiene material.</p> <p>The Domestic Services Team will monitor daily the supply of handwashing and drying facilities, also deploying hand sanitising gel to suitable areas around the site.</p>	The School has adequate hygiene materials that are suitably deployed around the site.	
6.	Cleaning regime - re-assessed / revised inc high risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces	<p>Review cleaning regime (e.g. consider areas of the school remaining in use, location of frequently touched objects and surfaces, suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning.</p> <p>Routine cleaning and disinfection of frequently touched objects and surfaces, especially key entry points and toilets – DS efforts to focus on this. Where appropriate doors will be propped open to reduce touch points; all will be encouraged to avoid using their hands-on door surfaces if possible</p> <p>Cleaning staff to be provided with suitable PPE (i.e. disposable gloves as a minimum).</p> <p>Classroom kits will be supplied with sanitiser, tissues, wipes and gloves.</p> <p>The School has purchased fogging equipment and high use areas such as minibuses will be fogged regularly.</p>	There is a robust cleaning system in place to maintain a safe working environment.	Everyone has a part to play in maintaining good hygiene practices and the cleaning regime supplements this.
7.	High risk areas - regularly monitored (including boarding areas) for hygiene	<p><b>Flexi boarding will be suspended for the first 2 weeks then continue in Spring Term, but this will be kept under review.</b> These students will be kept in the same boarding house as would be customary for their year group, but they will have separate facilities from full boarders, using different corridors, bathroom facilities etc.</p> <p>Medical Centre: strict hygiene rules applied and monitored by medical staff.</p> <p>Procedures established if staff or students become unwell or develop Covid symptoms.</p> <p>Separate RA produced for quarantine house (saved in Covid Folder RA).</p>	School is alert to high risk areas and careful practices are maintained by relevant staff.	
8.	Contingency plans for the transition to full opening (or re-closing) including rapidly sharing decisions.	<p>SLT have mobile phones to enable rapid communication.</p> <p>Methods of rapid communication to the school community including social media platforms, Teams, website and iSAMS communication to parents, students and guardians.</p>	Careful planning means the school is ready to adjust its plans if needed and can communicate these quickly.	Appropriate school staff available to initiate communications.
9.	Identification and reassessment of all the risks	This RA provides the basis for identifying risks and the mitigation measures put in-place.	Reviewed on an ongoing basis and has details of the measures taken	

			to safeguard the health and well-being of staff, students and visitors to the school.	
10.	Visitors	<p>Visitors to the premises will continue; albeit consideration given to any amendments required to adhere to Government guidance. It is recommended that visitors evidence a negative lateral flow test. Visitors will be by appointment only and will be reminded of the School's SD and hygiene procedures. Reception has a separate stock of lanyards which will be disinfected after each use. The School will assess whether the professionals need to attend in person or can do so virtually.</p> <p>The School will manage other visitors to the site, such as contractors, and deliveries. The School has a dedicated delivery site for post and parcels below Reception, which can better manage this process and avoid people entering the reception area.</p> <p>The public right of way through the school will be managed by onsite caretakers and grounds staff to ensure the public adhere to the path.</p> <p>Entry to the site controlled via a comprehensive security system, door access and CCTV. This will be enhanced by increased patrols by senior staff and the caretaking team. There is improved signage on school entrance gates, reception etc. to advise that we are a Covid secure site.</p>	Government guidance adhered to at all times	

## Section 2 - Students and Staff

Section	Issue / Risk	Control Measures	Outcome	Comment
1	Identification of Students and Staff with underlying health conditions	The School will take steps to identify those staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19. All staff will have completed a questionnaire to identify any health issues.	The School will be assured that staff and students are well and able to return to work and any health issues are identified and managed.	
2	Shielding and vulnerable people	<p>The School will discuss any concerns individuals, including those who may be clinically vulnerable or at increased risk from COVID-19, may have around their particular circumstances. The School will reassure staff about the protective measures in place and carry out a specific Individual Risk Assessment with them, if appropriate.</p> <p>Those who may be at comparatively increased risk from COVID-19 can return to school in January as long as the system of controls set out in this Risk Assessment are in place.</p>		Shielding measures were paused for all adults and children from 1 Aug 20, except areas where local lockdown.
3	Vulnerable students - safeguarding	The DSL will review and update the child protection policy and identify all those children who may be vulnerable. SLT and medical staff, especially in the first few weeks of term, will look to provide support to students regarding any new safeguarding and welfare concerns; the established school policies on follow up actions and referrals will be followed.		
4	Mental Wellbeing	<p>Mindful of the potential impact COVID-19 may have on mental wellbeing, staff will be trained at the start of the year on recognising concerning signs in students and how to support them. Their attention will be drawn to two key documents</p> <ul style="list-style-type: none"> <li><u>Mental Health and Behaviour in Schools</u></li> <li><u>Promoting Children and Young People's Emotional Health and Wellbeing</u></li> </ul> <p>In addition, the pastoral team will receive more focussed training and resources on supporting students. There is a strong system of pastoral care in school. We have 5 mental health first aid trained staff.</p> <p>Mental health and wellbeing part of ongoing programme through Mental Health Awareness week and PSHE program and tutoring.</p>	<p>Staff feel confident and supported in providing excellent pastoral care.</p> <p>Staff feel supported in their own mental wellbeing and know where to seek help if needed.</p>	

		At staff conference, staff will also be reminded of support available to them.		
5	Arrangements for opening the school to student groups	<p><b>The School will follow government guidance. A full curriculum is planned from January 2022.</b></p> <p>All teachers and staff can operate across different classes and year groups to facilitate the delivery of the school timetable. If staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2m from other adults.</p> <p>Tutors and HSMs reminded at Staff Conference to keep in regular contact with members of the community who have not returned to school.</p>	Staff and students feel informed and adhere to guidance for the safe operation of the school.	
6	Management of workplaces and offices	Maintain social distancing between people who work in one place such as office or reception staff. The School has carried out office assessment with line managers. Desks/workstations should allow staff to maintain social distancing wherever possible – rearranging offices to keep SD or where this is not possible, work side by side or facing away from each other. If other reasonable measures are not possible then the use of screens may be considered. Screens have been fitted at the reception desk to assist the receptionists when dealing with members of the public.		
7	Arrival and departure from school	<p>Parents will be informed and, if necessary, regularly reminded that they must maintain SD from the next adult or child at all times when bringing their daughter to or collecting them from school.</p> <p>Parents may only enter the site by agreement and appointments must be made prior to the visit. Parents may telephone the school at any time should they have any concerns or issues about which the school need to be informed.</p>	Clear drop off/ pick up procedures	
8	Students or Staff have compliance with quarantine arrangements.	<p>The School continues to offer a facility to allow students to fulfil their quarantine requirements on site. A detailed method statement about this quarantine procedure is in place.</p> <p>The School will take disciplinary action against any student or staff member who breaches the government guidance on quarantine.</p>	Staff and students will comply with quarantine arrangements required by Government guidance.	
9	People who are unwell – before entering school site	<p>Students, staff and parents and visitors must not come into school if they have COVID-19 symptoms (a new continual cough, a temperature in excess of 37.8°C or a loss of or change in their normal sense of taste or smell (anosmia)) or have tested positive in the last 10 days. A notice stating this is in the school noticeboards on the driveway and at Reception. <b>Letters home before the start of the Spring Term have reminded all about this and the need to continue with bi-weekly lateral flow tests. Boxes of home test kits are available from the HoY offices for students or Reception for staff.</b></p> <p>NHS Test and Trace programme, the individual contacted should stay at home.</p> <p>In addition, communications from the school to parents and staff have reminded everyone of the need to not attend if they show symptoms or have been contacted by track and trace. <a href="#">Action in event of positive LFT - from 5 Jan</a> <a href="#">When to self-isolate and what to do</a></p>	The School will be able to carefully and sensitively manage people who are unwell to reduce the risk of the spread of COVID-19 before they travel to school.	
10	People who are unwell at school	<p>Anyone developing symptoms during the school day is sent home. They must follow the government guidance. <a href="#">Action in event of positive LFT - from 5 Jan</a> <a href="#">When to self-isolate and what to do</a></p> <p>If a student is awaiting collection, they should go to the Health Centre where they can be isolated under the supervision of the School Nurse. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <p>The Health Centre/ Isolation wing has dedicated toilet facilities and scrupulous hygiene practices will be applied.</p> <p>If a boarder shows symptoms, they should initially self-isolate in their residential setting / staffed Health Centre. Some boarders may be collected and self-isolate in their family home.</p> <p>Anyone who has helped someone with symptoms and any students who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. People should observe good hygiene by handwashing before and after helping. The Health Centre staff will be provided with appropriate PPE. Close contact is defined as within 2m for more than 15 minutes.</p>	<p>Staff and students are aware of symptoms and can instigate correct protocols.</p> <p>The School will be able to carefully and sensitively manage people who are unwell to reduce the risk of the spread of COVID-19.</p>	



11	Infection control	<p><b>Testing.</b> All UK senior schools have been provided lateral flow tests (LFT) and students will be offered a test once on return to school in January. The School has in place a separate risk assessment for the testing centre. After the initial testing at school, home testing for secondary school staff and students will follow.</p> <p>Where there is an outbreak of Covid in any year group the School will ask students to increase the frequency they take LFTs to on a daily basis.</p> <p>Both students and staff in secondary schools will be supplied with LFT kits to self-swab and test themselves twice a week at home. Staff and students must report their result via the government system as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p>	<p>Staff are aware of symptoms and can instigate correct protocols.</p> <p>Track and Trace will advise any persons presenting with COVID-19 symptoms.</p>	On site briefing for all relevant staff before students return.
12	NHS Track and Trace.  Risk is that staff/students do not follow the Government Track and Trace service	<p>All members of the community should be aware of this and follow the guidelines <a href="#">here</a>.</p> <p>Communications to staff and parents will be explicit about the Government guidelines for all Covid-19 matters, including Track and Trace.</p>	The impact of a confirmed case can be limited	
13	Vaccination	<p>The School encourages all eligible staff to take up the offer of a COVID vaccination and any boosters that may be offered. The School has always offered staff and boarders the opportunity to have flu jab at School and would encourage those eligible to take up the offer from their local GP.</p> <p>The School will be working with the local HPT to assist in delivering the Government initiative to vaccinate young people aged 12 to 15 years as they are now being offered a first dose of the vaccine through a school based COVID-19 vaccination programme.</p>		
14	Local outbreak	In the event of a local outbreak, the Government guidance will be followed. The School has a separate policy on managing an increase in positive cases and will liaise with the Health Protection Team (HPT) when appropriate.		

### Section 3 - School Teaching and Co-Curricular

	Issue / Risk	Control Measures	Outcome	Comment
1	Safeguarding	<p>Safeguarding policy adjusted in light of KSCSIE 2021, including the COVID guidance and circulated to staff and Governors; also posted on school website. Training on the updates given to staff at Staff Conference. Also, staff must read and declare they have understood key policies relating to safeguarding.</p> <p>Safeguarding policy in place and can be accessed on the School website.</p> <p>Remote Learning Handbook created and updated.</p>	Safeguarding practices are well established and staff feel confident in procedures.	Reassessment as and per Government guidelines
2	Is the DSL and DDSL easily contacted	<p>DSL and DDSL available throughout the term and holiday periods. Contact details are known and widely publicised. DSL on call during holiday period. DSL and DDSL onsite once students return.</p> <p>How to contact the DSL and DDSL forms part of the start of term training and is also written into the Safeguarding during Remote Learning should a local lockdown occur.</p>	Established procedure for contacting DSL in place.	
3	Classroom Management	<p>Ideally, adults should maintain SD from each other, and from students, although this will not always be possible. Close face to face contact should be avoided and minimise time spent within 1m of others. On return to school, students will be reminded of this and will be encouraged to maintain SD and not touch staff and other students where possible. See</p> <p>Ensure that class sizes reflect the numbers of teaching staff available and are kept as small as possible. Teaching staff to maintain SD from students whenever possible.</p> <p><b>Face Coverings.</b> From 21 and 28 January, the Government recommend that face coverings should <u>not</u> be worn in classrooms and in communal areas by staff and students. There is a small spike in Covid infections amongst some year groups and therefore to mitigate this</p>	Communal places present the only possible mix of year groups. Teacher dismissal, staff duties and a one-way system help alleviate this.	

		<p>risk the School will be asking all to continue wearing face masks in communal areas and in classrooms for the affected year groups. This has been communicated to staff and students and is the subject of ongoing review.</p> <p><b>Classrooms and other teaching spaces</b> Classrooms will be adapted to support SD where possible. They will be well ventilated using natural ventilation where possible - opening windows and propping open doors. Doors may be held open to avoid them being touched by those coming and going from the classroom. Doors should be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed to comply with fire prevention. Windows must be closed to maintain security of the site. Seating plans will be used to reduce walking about and so students use the same desk each day where possible.</p> <p><b>IT.</b> We will ask students to bring in their own mobile devices and headphones/earphones.</p> <p><b>Cleaning.</b> Cleaning spray and disposable towels are available in every space, if required. It is preferred that wipes are not used as these are more difficult to dispose of in an environmentally friendly way as they often contain plastic.</p> <p><b>Registration.</b> This will take place as normal. This year we have moved towards single year group reg (not Marden) so this allows students to remain in their bubbles. Attendance and health of students on site will be managed.</p> <p>A registration checking system was implemented during lockdown and will continue as normal procedure.</p>		
4	Induction of staff and students	Induction will take place for both new students and staff joining in the <b>Spring Term</b> and on ad hoc basis for those joining part-way through the term.	New staff will be well informed of the school's policies and procedure.	
5	Sports arrangement	<p>PE curriculum being fulfilled in line with government guidance.</p> <p>School sports fixtures will continue in the <b>Spring Term</b> following <a href="#">Sport England</a> and National Governing Body guidelines.</p>	Fitness room to be staffed appropriately with classes and all guidance followed.	
6	Dance, Drama and Music spaces	<p>Elements of drama/music form part of the revised timetable, with SD measures for all subjects in-line with Government guidance.</p> <p><b>Drama and Music activities will continue in the Spring Term following general guidance and guidance from Music Mark:</b>  <a href="https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/">https://www.musicmark.org.uk/resources/music-unlocked-guidance-for-schools-and-music-providers/</a>  Which was last updated on 20 August 2021</p>		
7	Art, DT and Science spaces	Science and DT will refer to the relevant CLEAPSS Guidance. Heads of Department will ensure compliance with guidance regarding Art, Science and DT in relation to preparing to re-open and running practical activities.		
8	Staff areas	<p>Normal SD rules apply throughout the School. Cleaning of communal areas is carried out before/after school to further enforce SD.</p> <p>Larger meetings (greater than 10 staff) to take place on MS Teams where possible or in suitably ventilated large venues e.g. Auditorium. Face to face meetings, if needed, should be held with SD rules in well ventilated spaces.</p> <p>Copiers will be cleaned daily as part of COVID-19 process. Staff should sanitise their hands before using them.</p> <p>Staff rooms and will be open and staff are expected to observe SD measures and use the facilities in a responsible and courteous manner.</p>	Access to office and other facilities are maintained in a safe and practical manner.	
9	Bags	To reduce contamination risk, students should bring their own school bag with all books and equipment for that day. New students in Year 7 will be given a school rucksack. No personal belongings may be left around the school.		
10	Corridors, Stairs and Locker Rooms	Passing briefly is considered a low risk, we will avoid creating busy areas by careful management. Additionally, staff and students are asked to wear masks when moving around communal areas inside the school buildings where SD is difficult.	SD maintained in transit place.	To be reiterated in staff briefing and in initial meeting with students each day.
11	School Trips	<p><b>These will be limited in first half of Spring Term and subject to separate risk assessment.</b></p> <p><b>The School will review any future residential trips following evolving Government guidance.</b></p>	Only safe an appropriate trip is scheduled.	



12	Large gatherings such as assemblies or collective worship	Assemblies to be held collectively in the well-ventilated Auditorium. Staff and students will be expected to wear face coverings.		
13	Outdoor playground equipment	The outdoor play area will be able to be used by the Years 7 and 8.		

#### Section 4 – Catering and Breaks

	Issue / Risk	Control Measures	Outcome	Comment
1.	Meal arrangements	Full plans are in place for the safe serving of food to staff and students.	Considered procedures in place to maintain safety and SD.  Staff and students can have their lunch and other meals in a safe manner.	
2.	Cleaning	There appears little evidence that COVID-19 is transmitted through food. As a matter of good food hygiene practice anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.  Sodexo have prepared a separate RA on activities and school meal provision.	Considered procedures in place to maintain safety and SD.	
3.	Water	Students and staff will be asked to bring in their own water bottles and there are several water dispensers around the school site. Although water fountains will be temporarily taken out of use, the School has invested in new water coolers which are located around the site.		

#### Section 5 - Medical

	Issue / Risk	Control Measures	Outcome	Comment
1.	Health Centre staffing	The Health Centre is fully staffed and can rely on the support of the local GP practice.  Health Centre will be open and staffed by 1 (or 2 depending on rota) nurses during the period of reopening. There are qualified First Aiders on site. Health Centre Sister has undertaken specific COVID-19 training.  The School has recruited Bank Nurses in case need arises.	Medical staffing is satisfactory.	
2.	Health Centre Policies	COVID-19 medical procedures reviewed. Parents have been informed very clearly not to send their daughter to school if she is unwell and/ or displaying any symptoms of COVID-19. Staff and parents have been sent a number of communications to inform them of procedure should they/their daughter become unwell or experience COVID-19 related symptoms during the school day.	Medical issues can safely be managed.	
3.	Is the medical room(s) properly equipped?	PPE available at school and the Health Centre will be set up as an isolation area whilst waiting on a parent to collect any student who is unwell.	The medical room is sufficiently equipped.	
4.	PPE - for students and staff	From 21 and 28 January, the Government recommend that face coverings should <u>not</u> be worn in classrooms and in communal areas by staff and students. There is a small spike in Covid infections amongst some year groups and therefore to mitigate this risk the School will	Appropriate PPE is in place for staff and students.	

		<p>be asking all to continue wearing face masks in communal areas and in classrooms for the affected year groups. This has been communicated to staff and students and is the subject of ongoing review.</p> <p>Appropriate PPE will be available for the medical staff. See Medical Section. Staff and Students <u>must</u> wear masks as a condition of using the School transport. See Transport Section 8.</p>		
5.	Is the school aware of all pre-existing medical conditions?	<p>Parents will have completed medical information forms prior to joining the school. This information is stored with the school nurses and on ISAMS.</p> <p>See Section 2</p>	The school has knowledge of medical issues.	
6.	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	<p>A list of students who have tested positive LFT/PCR is maintained by the School Office and shared with the Health Centre.</p> <p>Staff should contact their line manager in the usual way to report an absence but if it is Covid related the manager should report this to HR to enable the school to manage isolation periods and staff absence effectively.</p>	No staff, students or parents attend the school if exhibiting symptoms or are in the period of self-isolation.	
7.	Contact with anyone tested positive to COVID-19	See Section 2 Staff and students are advised not to attend the site if they have tested positive and are within the prescribed self-isolation times.	No persons with COVID-19 symptoms will be allowed on site.	
8.	Staff or student sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath	<p>See Section 2</p> <p>Staff and students informed that they must not attend school if self-isolating or have symptoms, this has been emphasised in regular communications. Those with symptoms should arrange have a test and advise the school of the result.</p>	No persons with COVID-19 symptoms will be allowed on site.	
9.	Temperature checks	<p>The School will remind parents that students should not attend school if they have any COVID-19 symptoms, including a high temperature.</p> <p>The school has mobile hand-held digital temperature checking devices that can be deployed as required. Each boarding house has one.</p>		Currently, it is not deemed a fail-safe process and will not pick up those who are asymptomatic.
10.	Emergency procedures	The same emergency routes would apply as currently in place.	Emergencies will be managed within existing procedures.	
11.	Medical Staff PPE	Health Centre have PPE & cleaning materials and the School nursing staff have completed update training.		

## Section 6 - Boarding

	Issue / Risk	Control Measures	Outcome	Comment
1	Boarding policies and procedures	<p>The School has signed up to the BSA Covid safe charter.</p> <p>Students arriving from overseas will complete a quarantine period in the boarding houses or in an isolation wing in as necessary The School has produced a separate risk assessment for quarantine boarding and there has been clear communication with these boarding parents.</p>	School can safely welcome back boarders.	
2	Staff	There has been a residential staff conference before the start of term so there is confidence and familiarisation with the processes and procedures.	Staff are well informed.	

3	Transport	The Transport Officer and Head of Boarding have been liaising with parents directly to ensure students have a clear plan to arrive at the school and the flight details are known by the School. A similar process will be put in place for students' departure at the end of term and a separate letter will be sent to boarding parents about these arrangements.	Safe travel arrangements.	
4	Quarantine	Arrangements have been put in place to safely manage and welcome the girls back to school who need to comply with the relevant quarantine arrangements.	Comply with legislation.	
5	Meals	Boarders will take breakfast and supper in the normal way.		
6	Symptoms	If a boarding student shows symptom of COVID-19, the School will ensure that the student self-isolates and will be looked after by boarding staff, following systems well established under quarantine arrangements. They may also isolate with their guardian.  Existing quarantine and testing arrangements will be maintained. If appropriate, testing will be arranged see Section 2.	Any symptoms are managed	
7	Bathrooms	The School benefits from a number of boarding houses and the location of each boarder has been carefully planned to ensure they can access dedicated facilities.	Prevention of spread of COVID-19	
8	Laundry	The DS team will ensure laundry is managed and washed appropriately.	Prevention of spread of COVID-19	
9	Trips	A small number of external trips are planned for the Spring Term 2022.	Each trip will be carefully risk assessed according to our Trips and Visits Policy	
10	Visitors	Visitors to boarders will be by appointment only. Boarding staff will carefully manage any visiting parents and parents will not be permitted into the boarding areas. Boarding staff resident in boarding houses will be discouraged from having visitors to their accommodation, particularly if there is no separate entrance.	Prevention of spread of COVID-19	

## Section 7 - Facilities Management

	Issue / Risk	Control Measures	Outcome	Comment
1	Plant equipment	Managed and documented by the Estates team who will apply the usual procedures of bringing plant online after a period. This includes: Gas, heating, water supply, mechanical and electrical systems.	On-going works will be planned in co-ordination with student use of school areas.	
2	Water quality	The School will follow the usual water system building management procedures. The School has a specialist water quality company who will advise on the action required. If a full system flush is required but not immediately available, we will seek advice and implement a safe plan.	All supplies of potable water will be safe to drink.	
3	Swimming Pool	The pool is open for student use and will be in accordance with the PE department's risk assessment. The showers will not be in use to reduce the risk of spreading any infection.		
4	Fire procedures	The fire alarm is tested weekly by the caretakers and serviced by specialist external contractor. The fire risk assessment and fire management arrangements were successfully reviewed over the summer holidays.	Fire protection systems all in working order and procedures adapted to maintain SD.	
5	Fire doors	The School recognises that fire doors must not be kept open by any other means other than proprietary hold open devices triggered by the fire alarm. The School has invested in more 'door guard' systems, particularly in corridor areas. To maintain a safe environment and prevent the spread of COVID-19 and assist with ventilation, the school will allow the temporary opening of doors such as in classrooms as a temporary measure. It is considered the risk of a fire starting is probably lower than the risk of infection spread.	Fire protection systems all in working order and procedures adapted to reduce the risk of contamination and maintain ventilation.	

		Where fire doors are temporarily held open, these will be closed by a member of staff using the room in the event of the fire alarm activating. Wedges can be easily be removed if required in an emergency. Rooms that are not being used will have the doors closed at all times. The caretakers and House staff will take extra time at the end of each day, to ensure all fire doors are closed.		
6	Laundry	Laundry equipment is serviced, and call outs are carried out with an external specialist contractor.	Laundry service is available for the demand anticipated	
7	Waste	Waste collections are bespoke to our requirements and come to collect as soon as required.  Used PPE and any disposable face coverings that staff or students arrive wearing may be placed in a refuse bag and disposed of as normal domestic waste. If the wearer has symptoms of COVID-19 it will be disposed of in accordance with the guidance on cleaning for non-healthcare settings outside the home.	Waste control systems working normally	
8	Pest control	Pest control company check and record all visits and report any actions required to caretakers for work approval	Pest control activities are up to date	
9	Estates Team contractors	Managed by current working method statements government guidelines and report to Estates Manager and Head of Operations. This is updated as required.	Contractors on site recorded by caretakers to monitor areas being worked in	

## Section 8 - Transport

	Issue / Risk	Control Measures	Outcome	Comment
1	Cars	Parents bringing students to school should 'drop and go' Staff parking has been enlarged to use Orchard area to ensure no log jam of vehicles in school site.	Considered procedures in place to maintain safety and SD.	
2	Train	Staff and students are permitted to travel on Public Transport.  Staff are on duty at Woldingham train station at peak periods. All must comply with the government guidance on wearing face coverings during their journey; this includes waiting for the school shuttles and on the school shuttles.	Considered procedures in place to maintain safety and SD.	
3	School transport arrangements	The School has provided clear communication with parents about the arrangements. All school transport routes have been risk assessed and will run as normal (however, the 08.13 train arriving at Woldingham from Clapham Junction is not running for now). The Shuttle service will run to and from Woldingham station between 07.30 and 8.20.	Considered procedures in place to maintain safety and SD.	
4	Face coverings	Students/staff must bring their own face covering and wear this for the entire journey.  The vehicles will carry additional masks. <b>As a condition of use, passengers are required to wear face coverings at all times when in the school transport. Passengers who do not comply with this are putting others at risk and may be declined use of the transport if necessary.</b>	Considered procedures in place to maintain safety and SD.	
5	Handsanitiser in school vehicles and other transport	Students have been advised to bring their own hand sanitiser and must use it before entering any vehicle / train. There are hand sanitisers available at the train station and in minibuses.  The school has installed pumps on the inside of the vehicle at the entrance. Students must use this before entering the vehicle.	Considered procedures in place to maintain safety and SD.	
6	Cleaning	The drivers will sanitise the touch surfaces before and after the vehicles have been used. The vehicles will be fogged routinely.	Considered procedures in place to maintain safety and SD.	
7	Drivers of staff transport	The drivers will receive a careful brief on safety procedures by the School Transport Officer and these practices will be reviewed and updated if appropriate. Drivers to wear face coverings and to ensure passenger hand sanitising takes place before entering the bus.	Drivers well informed	