Risk Assessment – COVID-19 (v3.4)	01.09.21	Banstead Prep School

Responsible Person	Jon Chesworth – Headteacher
Other Persons Involved	Business Manager – Sharon Pullen and Deputy Headteacher – Sarah Nunn
Guidance Material Considered	• DfE – Schools coronavirus (COVID-19) operational guidance (from Step 4) (17 August) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (17 August) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (17 August) • DfE - Safe working in education, childcare and children's social care (20 July) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July) • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary)

Details **DFE Coronavirus Helpline 0800 046 8687**

A risk assessment covering school/setting operation from September 2021

A revised system of control measures is in effect

- Ensure good hygiene for everyone.
  - Ensure everyone is advised to clean their hands thoroughly and more often than usual
  - Face coverings are optional
  - Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
  - Minimise contact between across the setting/site and maintain social distancing wherever possible
- Maintain appropriate cleaning regimes, including cleaning frequently touched surfaces often, using standard products such as detergents

3. Keep occupied spaces well ventilated.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

- Contain any outbreak by following local health protection team advice

A close contact is defined as:

- Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- Anyone who has had the following types of contact with someone who has tested positive for COVID-19 via PCR or LFD test.
  - Face-to-face contact including being coughed on or having a face-to-face conversation within one metre
  - Been withing 1 metre for one minute or longer without face-to-face contact
  - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)

The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place

Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	• Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school
			• Staff are encouraged to take part in asymptomatic testing
			• Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR test.
			• Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test.
			• Anyone having to go home will be encouraged to not use public transport where this is applicable
			• Where a PCR test returns a positive result:
			  ○ The staff member must notify the school of the test result immediately
			  ○ The staff member self-isolates in line with self-isolation guidance
			  ○ The school will review the case against the Group guidance on *COVID-19 and ARMS.*
			• If the PCR test result is negative the staff member can return to school when they feel well enough to do so.
			• Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school
			• Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a PCR test and are also advised to carry out an LFD test each day prior to attending work

		Pupils contracting COVID-19	• Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. A negative PCR test result means the pupil can return to school. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school • Where an LFD test returns a positive result the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive.
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	• Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test. • Pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance *COVID-19: cleaning of non-healthcare settings* • f a pupil or family member contracts Covid-19 – please contact the school on our dedicated email - Notify@BansteadPrep.com. This email address has been created for parents to let us know and to report any test results, when results are positive or negative
	Staff, Pupils, Visitors	Operational practices in place to minimise the	Good Hand and Respiratory Hygiene • Soap and running water or hand sanitiser is readily available • Face Coverings are optional

		risk of the spread of infection	• Hands are cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, before and after eating, and after using the bathroom. • Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary • '*Catch-it, bin-it, kill-it*', promoted throughout school. • The school provides tissues and sufficient bins to support disposal of waste. • The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.
			Cleaning • A cleaning schedule is in place with an emphasis on frequently touched surfaces. Eg End of Lessons • Photocopiers will be wiped after each use. Alcohol wipes will be available at each Photocopier • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance *COVID-19: cleaning of non-healthcare settings*

			Grouping and Measures within Classrooms
			• Early Years
			  ○ Normal group sizes in place, but mixing between groups minimised wherever possible
			  ○ No expectation that young children distance within their groups
			  ○ Parents and carers are encouraged to limit the number of settings their child attends
			  ○ Focus is on consistent groupings and the robust practising of the other points in the system of controls
			• Primary
			  ○ Consistent grouping practised as much as possible
			  ○ Mixing between groups is minimised
			  ○ Mixing in wider groups for specialist subjects, wraparound care, on transport, is managed
			  ○ All staff can operate across multiple classes and year groups but will practise social distancing where possible.
			  ○ A record is made of group/bubble composition and any close contact that takes place between children and staff in different groups. Seating plans will be used.
			  ○ In primaries, staff practise distancing from pupils and staff whenever circumstances allow
			  ○ Education and care support for those with complex needs is provided as normal.
			  ○ TA's have now been allocated to year groups.
			  ○ Partial fulfilment of these aims acknowledged as being of benefit.
			  ○ Siblings can be in different groups
			  ○ For wraparound care we will use social distanced groups
			  ○ iPad trolleys are a shared resource. Wipes will be provided to wipe down each iPad before and after use.
			
			Other Considerations

			○ Supply/peripatetic teachers can move between schools but will minimise contact and socially distance as much as possible. ○ Specialist staff e.g. therapists work as normal.
			Outbreak Management Plans • Mechanisms are in place for the rapid deployment of enhanced control measures, e.g. face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health)
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	• The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. • Mechanical ventilation systems are set to 'fresh air' mode where possible. • Single room ventilation systems continue to operate as normal • Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. • Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room • Non-fire doors are propped open to support ventilation and to remove need for hand conta
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried our stressed	• The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures • This risk assessment and its findings have been shared with staff and published on the school website. • Staff have access to Group's occupational health and counselling service • SLT are always available • Regular communications with Staff Pupils and Parents
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	• All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner • Transgressions will be escalated through existing behaviour/disciplinary arrangements • Staff will remind pupils 1st week back • Highlighted in all communications to parents - Violations will be followed up by a call from a member of SLT
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	• Important updates/changes included in CEO's Heads Bulletins • Regular key guidance updates issued by Group H&S Manager • Headteacher to ensure that all relevant guidance is followed and communicated to staff • Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • The LGB is kept informed on changes in guidance and school approach

			• Parents/Pupils updated via classrooms/email/parent text, as necessary. • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
The use of CO2 detectors for identifying poorly ventilated spaces will be kept under review pending further information from DFE.			

Assessment completed by:	Sharon Pullen	Date:	01.09.21	Date of next review:	13.09.21