

<b>Risk Assessment – COVID-19 (v4)</b>		<b>16.11.21</b>	<b>Banstead Prep School</b>
<b>Responsible Person</b>	Jon Chesworth – Headteacher		
<b>Other Persons Involved</b>	Business Manager – Sharon Pullen and Deputy Headteacher – Sarah Nunn		
<b>Guidance Material Considered</b>	<ul style="list-style-type: none"> <li>• DfE – <a href="#">Schools coronavirus (COVID-19) operational guidance (from Step 4) (17 August)</a></li> <li>• DfE - <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (17 August)</a></li> <li>• DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (17 August)</a></li> <li>• DfE - <a href="#">Safe working in education, childcare and children’s social care (20 July)</a></li> <li>• PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home (19 July)</a></li> <li>• DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> </ul>		

<b>Details</b>	<b>DFE Coronavirus Helpline 0800 046 8687</b>
<p>A risk assessment covering school/setting operation <b>from September 2021</b></p> <p><b>A revised system of control measures is in effect</b></p> <ul style="list-style-type: none"> <li>• Ensure good hygiene for everyone. <ul style="list-style-type: none"> <li>○ Ensure everyone is advised to clean their hands thoroughly and more often than usual</li> <li>○ Face coverings are optional</li> <li>○ Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach</li> <li>○ Minimise contact between across the setting/site and maintain social distancing wherever possible</li> </ul> </li> <li>• Maintain appropriate cleaning regimes, including cleaning frequently touched surfaces often, using standard products such as detergents</li> </ul> <p>3. Keep occupied spaces well ventilated.</p> <p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</p> <ul style="list-style-type: none"> <li>• Contain any outbreak by following local health protection team advice</li> </ul> <p>A close contact is defined as:</p> <ul style="list-style-type: none"> <li>• Anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19</li> <li>• Anyone who has had the following types of contact with someone who has tested positive for COVID-19 via PCR or LFD test. <ul style="list-style-type: none"> <li>○ Face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>○ Been within 1 metre for one minute or longer without face-to-face contact</li> <li>○ Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> </ul> <p>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</p>	

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Children, Staff, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>• Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school</li> <li>• Staff are encouraged to take part in asymptomatic testing</li> <li>• 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.</li> <li>• Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Where a PCR test returns a positive result:               <ul style="list-style-type: none"> <li>○ The staff member must notify the school of the test result immediately</li> <li>○ The staff member self-isolates in line with self-isolation guidance</li> <li>○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>.</li> </ul> </li> <li>• If the PCR test result is negative the staff member can return to school when they feel well enough to do so.</li> <li>• Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school</li> <li>• <b>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</b></li> </ul>
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Anyone having to go home will be encouraged to not use public transport where this is applicable</li> <li>• Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so</li> <li>• Pupils/children who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school</li> <li>• 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.</li> </ul>
Suspected / confirmed case in school	Children, Staff	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>• Pupil/staff member sent home and instructed to arrange a COVID-19 PCR test.</li> <li>• 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.</li> <li>• <b>More than 5 case is classed as an outbreak. Extra measure to be brought in, bubbles, no large gathering, limited footfall on site, no visiting schools and spectators, split the dining room and re-instate the wearing of masks.</b></li> <li>• <b>Face coverings are optional or as directed by PHE</b></li> <li>• Cleaning and disinfection of the area is carried out in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• If a pupil or family member contracts Covid-19 – please contact the school on our dedicated email - <a href="mailto:Notify@BansteadPrep.com">Notify@BansteadPrep.com</a>. This email address has been created for parents to let us know and to report any test results, when results are positive or negative</li> </ul>

	Children, Staff Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> <li>• Soap and running water or hand sanitiser is readily available</li> <li>• Face Coverings are optional or as directed with guidance from PHE</li> <li>• 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.</li> <li>• Skin friendly cleansing wipes used for those who need assistance in cleaning hands and sanitiser use supervised where necessary</li> <li>• ‘Catch-it, bin-it, kill-it’, promoted throughout school.</li> <li>• The school provides tissues and sufficient bins to support disposal of waste.</li> <li>• The school considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant.</li> </ul> <hr/> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>• A cleaning schedule is in place with an emphasis on frequently touched surfaces. Eg End of Lessons</li> <li>• Photocopiers will be wiped after each use. Alcohol wipes will be available at each Photocopier</li> <li>• Cleaning following confirmed/suspected case carried out in accordance with PHE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul> <hr/> <p><u>Grouping and Measures within Classrooms</u></p> <ul style="list-style-type: none"> <li>• <u>Early Years</u> <ul style="list-style-type: none"> <li>○ Normal group sizes in place, but mixing between groups minimised wherever possible</li> <li>○ No expectation that young children distance within their groups</li> <li>○ Parents and carers are encouraged to limit the number of settings their child attends</li> <li>○ Focus is on consistent groupings and the robust practising of the other points in the system of controls</li> </ul> </li> <li>• <u>Primary</u> <ul style="list-style-type: none"> <li>○ Consistent grouping practised as much as possible</li> <li>○ Mixing between groups is minimised</li> <li>○ Mixing in wider groups for specialist subjects, wraparound care, on transport, is managed</li> <li>○ All staff can operate across multiple classes and year groups but will practise social distancing where possible.</li> <li>○ 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.</li> <li>○ In primaries, staff practise distancing from pupils and staff whenever circumstances allow</li> <li>○ Education and care support for those with complex needs is provided as normal.</li> <li>○ TA’s have now been allocated to year groups.</li> <li>○ Partial fulfilment of these aims acknowledged as being of benefit.</li> <li>○ Siblings can be in different groups</li> <li>○ For wraparound care we will use social distanced groups</li> </ul> </li> </ul>
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- iPad trolleys are a shared resource. Wipes will be provided to wipe down each iPad before and after use.
- Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time

#### 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.
- Wrap-around provision/extra-curricular activities
  - Only provided for vulnerable children, young people or,
  - Other children, where the provision is:
    - reasonably necessary to enable their parents and carers to work, search for work, undertake education or training, or attend a medical appointment or address a medical need, or attend a support group
    - being used by electively home educating parents as part of their existing arrangements for their child to receive a suitable full-time education
    - being used as part of their efforts to obtain a regulated qualification, meet the entry requirements for an education institution, or to undertake exams and assessments
    - Children are kept in the same groups as during the normal day. If this is not possible groups are limited to 15 and efforts are made to keep these groups consistent at each session

#### Dedicated school transport

- Consistent grouping applied where possible
- No one with symptoms or a close contact is to travel
- Social distancing practised as far as possible
- Children sit within their groups/bubbles as far as possible
- Ventilation of fresh air maximised
- Hands cleaned before boarding and again on disembarking
- School vehicles cleaned more frequently

#### Wellbeing

- Any pupil should feel able to approach their Form Teacher or any other member of staff at any time for advice or guidance.
- Pupils have two registrations, in the morning and the afternoon, and these are ideal opportunities for a pupil to communicate with their Form Teachers.
- Form Teacher may refer a pupil on to the Assistant Head Wellbeing or seek their advice.
- Wellbeing posters are strategically placed around school to remind pupils of who to see and where to go if they have any concerns.
- Worry boxes/Worry bubbles are also available
- Any member of staff may approach any member of SLT for advice and guidance

			<p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> <li>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)</li> <li>If we have teacher shortages, we will merge classes in year groups, if necessary and move to the teacher working from home on remote learning, with the Learning Assistants assisting in the class with the pupils.</li> <li>EYFS must stay within Ratio's, if this is not possible then the class would be sent home and resume remote learning.</li> <li>Support Staff have adequate cover within their respective teams to safely cover the required activities and tasks, e.g. Site Team have sufficient members of staff trained to provide resilience of essential tests and checks, e.g. Swimming Pool Testing. Other roles have the ability to work from home e.g. Marketing and Admissions.</li> <li>Dynamic risk assessments are undertaken each day to ensure staffing resilience across all roles.</li> </ul>
<b>Remote Learning</b>	Children	Safeguarding	<ul style="list-style-type: none"> <li>Refer to BPS Remote Learning Policy and BPS Digital Safety Policy</li> <li>Blurring Screen</li> <li>No Staff to share phone numbers with Parents</li> <li>No 1-2-1's - Parents need to be present.</li> </ul>
<b>Infection Control (premises)</b>	Children, Staff Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> <li>The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> <li>Mechanical ventilation systems are set to 'fresh air' mode where possible. <a href="#">Additional mechanical ventilation added to music rooms</a></li> <li>Single room ventilation systems continue to operate as normal</li> <li>Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.</li> <li>Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room</li> <li>Non-fire doors are propped open to support ventilation and to remove need for hand contact</li> </ul>
<b>Delivery of 'higher risk' subjects</b>	Children, Staff	Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby	<ul style="list-style-type: none"> <li>Subject leads continually review their departmental risk assessments against sector specific guidance for the planned activities and update these accordingly. <ul style="list-style-type: none"> <li>CLEAPSS guidance referred to in planning science, D&amp;T and Art</li> <li>AfPE and national governing body guidance referred to in planning physical activities</li> <li>Music Mark and DCMS Performing Arts guidance referred to in planning music, dance, and drama</li> </ul> </li> </ul> <p><b>Music and Drama</b></p> <ul style="list-style-type: none"> <li>Consistent groupings are maintained wherever possible</li> </ul>

		<p>increasing the risk of infection</p>	<ul style="list-style-type: none"> <li>• Singing and wind instrument playing takes place in in larger rooms with players, singers, and any other persons 2m apart, and with ventilation maximised. Where possible outdoors if the weather permits.</li> <li>• Choirs and ensembles will only take place where social distancing and high levels of natural airflow can be maintained</li> <li>• Wind players positioned so that air is not blown into another player</li> <li>• Backing tracks/accompanying music operated with volume levels as low as possible.</li> <li>• Microphones used where possible and amplification is required; if shared they are cleaned between each user</li> <li>• Performances with an audience to not take place at this time.</li> <li>• Robust handwashing practised, before and after handling equipment/instruments</li> <li>• Any shared equipment is cleaned regularly and always between users</li> </ul> <p><b>Physical Activity</b></p> <ul style="list-style-type: none"> <li>• Consistent groupings maintained</li> <li>• Equipment thoroughly cleaned between groups</li> <li>• Outdoor lessons prioritised where possible. Indoor spaces have natural ventilation maximised</li> <li>• Use of external facilities is risk assessed on a case-by-case basis</li> <li>• Team sports only carried out where NGB has published guidance on how this can be carried out safely and with this guidance implemented</li> <li>• Inter-school sport is now able to take place and spectators up to 30 people</li> <li>• Physical activity is encouraged at break and lunch time where it can be carried out within existing groups and with any shared equipment cleaned after use</li> </ul> <p><b>Educational Visits</b></p> <ul style="list-style-type: none"> <li>• Early Years – Trips to outdoor spaces for the purposes of exercise are managed in line with the principles contained in the sector specific guidance</li> <li>• Primary – Trips will take place at this time. These will be risk assessed.</li> </ul> <p><b>Parent and Child Groups</b></p> <ul style="list-style-type: none"> <li>• Will take place with a limit of up to 15 participants and are individually risk assessed with the system of controls rigorously applied</li> </ul>
<p><b>Anxiety, stress and worry</b></p>	<p>Children, Staff, (parents indirectly)</p>	<p>Those coming to work or school may be anxious, worried our stressed</p>	<ul style="list-style-type: none"> <li>• There is a BPS Wellbeing (Pastoral Care) Policy in place to assist children with anxiety, stress or worry, and staff are trained to identify behavioural traits associated with this.</li> <li>• The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures</li> <li>• This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>• Staff have access to Group’s <a href="#">occupational health and counselling service</a></li> </ul>

			<ul style="list-style-type: none"> <li>• SLT are always available</li> <li>• Regular communications with Staff Pupils and Parents</li> </ul>
<b>Failure to follow local rules</b>	Children, Staff Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> <li>• 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</li> <li>• Transgressions will be escalated through existing behaviour/disciplinary arrangements</li> <li>• Staff will remind pupils 1st week back</li> <li>• Highlighted in all communications to parents - Violations will be followed up by a call from a member of SLT</li> </ul>
<b>The school lapses in following national/ group guidelines and advice</b>	Children, Staff, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> <li>• Important updates/changes included in CEO's Heads Bulletins</li> <li>• Regular key guidance updates issued by Group H&amp;S Manager</li> <li>• Headteacher to ensure that all relevant guidance is followed and communicated to staff</li> <li>• 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</li> <li>• The LGB is kept informed on changes in guidance and school approach</li> <li>• Parents/Pupils updated via classrooms/email/parent text, as necessary.</li> <li>• Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents</li> </ul>

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.			

<b>Assessment completed by:</b>	<b>Sharon Pullen</b>	<b>Date:</b>	30.9.21 16.11.21	<b>Date of next review:</b>	31.10.21 06.01.21
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