



# COVID-19 Summary Risk Assessment

## Return to School (Whole School) in November 2020 (Autumn Term v2)

### Introduction

The UK fully re-opened schools in September 2020. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures. Government advice for re-opening in September recognised that while COVID-19 remains in the community schools will be required to make judgments concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources.

This revised summary school-wide COVID-19 risk assessment identifies and assesses hazards and describes methods to control these hazard. It is a first revision to the summary document published by the School in September 2020, and builds on experience and knowledge gained in the first half of the Autumn 2020 term. We continue to recognise that this over-arching risk assessment, and all related and supporting risk assessments must be dynamic and we undertake these will be updated whenever advice, circumstances, or any of the assessed risk factors have changed.

This summary risk assessment and all such revisions will be made public via the School’s website [www.ditchampark.com](http://www.ditchampark.com). This document aims to take into account the full scope of Government guidance in respect of the operation of School environments and operations. This version of the document is a second version document, subject to continual review in conjunction with all stakeholders including staff. Subsequent revisions will be marked to highlight changes.

An expanded version of this risk assessment is available by request, by contacting the Bursar, Mrs Denise Allen, via email [bursar@ditchampark.com](mailto:bursar@ditchampark.com).

### The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for Schools have been considered and we conclude the School is “OPEN” as of 1<sup>st</sup> November 2020.

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors to school premises without Headmaster/Bursar approval, or overnight residential trips.
3. Open T In transition: some teaching in School and some remotely.
4. Open K Key staff and vulnerable children in School. All other teaching remote.
5. Open R Teaching is all achieved remotely.
6. Fully Closed No one on site except residents, security and maintenance staff.



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	Hazard	Who Might be Harmed	Controls	Risk Category (L/M/H/EH)
<b>A</b>	Contact with someone suffering from Covid-19 coronavirus	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this to pupils and staff in school, to parents and guardians via school newsletters and other communications, and to visitors who are contacted in advance.</li> <li>• Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</li> <li>• If a symptomatic person comes into the School, they will be sent home immediately or isolated until they can be collected. The School has identified a secure and comfortable place to isolate symptomatic patients, with good ventilation. If the symptomatic person requires the bathroom while waiting to be collected a separate toilet facility has been identified and allocated for use. This bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. 999 will be called if the patient is seriously ill or injured or their life is at risk.</li> <li>• In the case of a symptomatic pupil who needs to be supervised before being collected:               <ol style="list-style-type: none"> <li>a) Supervising staff will wear a fluid-resistant surgical mask if a distance of 2 metres cannot be maintained.</li> <li>b) Supervising staff will also wear disposable gloves and aprons if contact is necessary with the patient.</li> <li>c) Supervising staff will also wear eye protection if there is a risk of splashing to the eyes (ie: from coughing, spitting or vomiting).</li> </ol> </li> <li>• Supervising staff will wash their hands thoroughly for 20 seconds after the pupil (or other patient) has been collected.</li> </ul>	<b>HIGH</b>



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			<ul style="list-style-type: none"> <li>Supervising staff will be regularly directed to, and updated with information on the safe use of PPE as detailed in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a> guidance.</li> <li>If there are home testing kits available in the School, these will be provided to parents/guardians collecting symptomatic children, and to staff who have developed symptoms at School, if providing one will increase the likelihood of them getting tested.</li> <li>Ditcham Park School has, as an employer of essential workers, subscribed to the Employer Referral Portal.</li> <li>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:             <ol style="list-style-type: none"> <li>The driver and passenger will maintain a distance of 2 metres from each other or</li> <li>The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough to do so.</li> </ol> </li> </ul> <p>A thorough clean, including the use of a fogging machine where appropriate, will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>.</p> <ul style="list-style-type: none"> <li>If the School becomes aware that a pupil or a staff member has tested positive for Covid-19 coronavirus, the School will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. The School will make contact by calling the DfE Helpline on 0800 046 8687 (Option1) The School will engage with the team of advisers who will provide</li> </ul>	
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			<p>information of what action is needed based on the latest public health advice. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure these people will be asked to self-isolate (currently for 14 days). If, following triage, further expert advice is required the advisor will escalate the School's call to the PHE local health protection team.</p> <ul style="list-style-type: none"> <li>For Ditcham Park School, the local health protection team is identified as follows:           <p><b>Hampshire and Isle of Wight HPT (South East)</b></p> <p><i>Public Health England Fareham Borough Council Civic Offices Civic Way Fareham Hampshire PO16 7AZ</i></p> <p>Email: <a href="mailto:HIOW@phe.gov.uk">HIOW@phe.gov.uk</a>; <a href="mailto:phe.hiow@nhs.net">phe.hiow@nhs.net</a> Telephone 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice 0844 967 0082</p> </li> <li>Based on the advice received, the School will send home those people who have been in close contact with the person who has tested positive.</li> <li>To help with this, records will be kept of :           <ol style="list-style-type: none"> <li>The pupils and staff in each group</li> <li>Any close contact that takes place between children and staff in different groups</li> </ol> </li> </ul> <p>Close contact means:</p> <ol style="list-style-type: none"> <li>Direct close contact (face to face contact with an infected person</li> </ol>	
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			<p>for any length of time, within 1 metre, including:</p> <ul style="list-style-type: none"> <li>• Being coughed on,</li> <li>• A face-to-face conversation, or</li> <li>• Unprotected physical contact (skin to skin)</li> </ul> <p>b) Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person.</p> <p>c) Travelling in a small vehicle, eg. a car, with an infected person.</p> <p>If there are 2 or more confirmed cases within 14 days (an “outbreak”), or an overall rise in sickness absence where Covid-19 coronavirus is suspected, the School will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</p> <p>Where an outbreak in the School is confirmed by the local Director of Public Health, a mobile testing unit may be despatched to test others who may have been in contact with the person(s) who have tested positive. Testing will focus first on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practices.</p>	
<b>B</b>	Contact with Covid-19 coronavirus when getting to and from the School	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Everyone will be encouraged to avoid taking public transport during peak times as part of their journey to and from the School, if possible. The School is set in a rural location with no direct public transport service, and therefore travel to/from School is achieved by private car and the School Minibus service for the vast majority of pupils and staff. Contractors and the majority of visitors arrive by private vehicles.</p> <p>Anyone who needs to take public transport will be referred to <a href="#">Government guidance</a>.</p>	<b>HIGH</b>



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			<p>For dedicated School transport (ie: coaches and minibuses supplied by AMK) discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>a) Follow hygiene rules.</li> <li>b) Try to keep their distance from passengers where possible.</li> <li>c) Do not work if they or a member of their household are displaying Covid-19 coronavirus symptoms.</li> </ul> <p>In addition, the School will work with providers, pupils and parents/guardians as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>a) Pupils are grouped together on transport to reflect the groups (bubbles) that are adopted within the School.</li> <li>b) Pupils are allocated a consistent seat on the bus and do not change.</li> <li>c) Hand sanitiser is available upon boarding and / or disembarking.</li> <li>d) There is additional cleaning of vehicles.</li> <li>e) Queuing and boarding is well organised.</li> <li>f) Social distancing is maximised within vehicles at all times, and pupils practice distancing whenever possible.</li> <li>g) Children aged 11 and over use face coverings whilst travelling on the bus or other occasions during their journeys when they may come into very close contact with people outside of their group or who they do not normally meet.</li> <li>h) Through ventilation (fresh air from outside of the vehicle) is maximised, particularly through opening windows and any ceiling vents.</li> </ul> <p>Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (Covid-19) and a reminder</p>	
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			<p>of this requirement is frequently provided to all families involved.</p> <p>Parents/guardians who drop off and pick up pupils in their own vehicles will be informed through messages and signage of:</p> <ul style="list-style-type: none"> <li>a) Any allocated drop off and collection times.</li> <li>b) Protocols for minimising adult-to-adult contact (eg: marking out spots to queue).</li> <li>c) That only one parent/guardian should attend at any one time, unless previously arranged with the School (Headmaster/Bursar).</li> <li>d) Not to gather in the School grounds, or enter the School buildings unless they have a pre-arranged appointment.</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving at School will be expected to bring a plastic bag to keep these in during the School day.</p> <p>Anyone wearing any sort of face covering when arriving at School will sanitise their hands on arrival (as all individuals will), continue to wear the face covering until they have entered their classroom or office and then remove and safely store their facecovering while in the classroom or office.</p> <p>Pupils and staff must re-affix their face coverings before leaving classrooms and/or offices.</p> <p>Everyone will be made aware that they must not touch the front of their face covering during use or removal.</p> <p>Teachers and other staff will be sensitive to the needs of those individuals who are exempt from wearing face coverings.</p> <p>In the event of local or national restrictions being applied by local or central</p>	
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			government, the School will update pupils, staff and parents of the applicable changes in procedures for the wearing of face coverings. A stock of face masks will be kept for those who forget or lose their covering during the school day at such times.	
C	Spreading infection due to touch, sneezes and cough	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Handwashing facilities are provided within the School for pupils, staff and visitors.</p> <p>Pupils will use pupil toilets and washroom facilities in the Seniors or Juniors or EYFS (as appropriate for their age) and Staff will use the dedicated Staff toilets and washrooms. Visitors, when authorised for admittance to the School, will use the Visitors Toilet on the Ground Floor of the building.</p> <p>Hand sanitiser units are available in multiple locations throughout the site including all School entrances, Main Reception and throughout transit corridors, the dining and catering facilities, all classrooms and offices.</p> <p>Everyone in School will:</p> <ol style="list-style-type: none"> <li>Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using <a href="#">NHS guidelines</a> or use alcohol based hand-sanitiser to cover all parts of their hands.</li> <li>Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing.</li> <li>Be encouraged not to touch their mouth, eyes and nose.</li> <li>Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. If required, recycling bins will be removed temporarily in classrooms and staffrooms to ensure correct and safe disposal.</li> </ol> <p>Pupils will be encouraged to learn and practise these habits in lessons by</p>	<b>HIGH</b>





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			<p>teaching staff and by posters put up across the School.</p> <p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative when necessary and the School will identify and address such needs. Young children will be supervised during hand washing and when using hand sanitisers.</p> <p>Currently, the School considers that all its pupils can maintain good respiratory hygiene (“Catch It, Bin It, Kill It”). Different/additional measures will be put in place to support any children who are identified as unable to do so, and the staff who work with them.</p> <p>Supplies of soap, hand sanitiser, disposable paper towels and tissues will be topped up regularly by the Estates Staff and monitored to make sure they’re not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p> <p>Teachers and other staff will be sensitive to the needs of those individuals who are exempt from wearing face coverings.</p> <p>In the event of local or national restrictions being applied by local or central government, the School will update pupils, staff and parents of the applicable changes in procedures for the wearing of face coverings. A stock of face masks will be kept for those who forget or lose their covering during the school day at such times.</p>	
<b>D</b>	Spreading infection through contact with Covid-19 coronavirus	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Cleaning contract staff and the School’s Estates staff will regularly clean frequently touched surfaces using standard cleaning products including:</p> <ul style="list-style-type: none"> <li>• Banisters</li> <li>• Classroom desks and tables</li> <li>• Bathroom facilities (including taps and flush buttons)</li> </ul>	<b>HIGH</b>



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			<ul style="list-style-type: none"> <li>• Door and window handles</li> <li>• Furniture</li> <li>• Light switches</li> <li>• Reception desks</li> <li>• Teaching and learning aids</li> <li>• Books and games and other classroom-based resources</li> <li>• Computer equipment (including keyboards and mouse)</li> <li>• Sports equipment</li> <li>• Hard toys</li> <li>• Telephones</li> <li>• Outdoor play equipment</li> </ul> <p>Items that need laundering (e.g. towels, first aid room bedding) will be washed regularly in accordance with the manufacturer’s instructions, on the warmest water setting. These items will not be shared between children or staff between washes.</p> <p>Pupils and parents/guardians will be asked to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery, School-supplied Chromebooks and mobile phones.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day. Areas occupied by pupils will not be entered by support staff / cleaning staff unless an emergency situation exists or when pupils are not in the area concerned (eg: Estate/IT staff).</p> <p>Any areas of the School not in use will be shut off to make cleaning more manageable.</p> <p>Any resources shared between groups, such as sports, music, art and</p>	
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			<p>science equipment, will be either:</p> <ul style="list-style-type: none"> <li>• Cleaned frequently and meticulously, and always between groups using them; or</li> <li>• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p> <p>If a person with coronavirus symptoms comes into School, a deep clean will take place in the areas that the person has been in, following <a href="#">decontamination guidance</a>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books (or any other equipment/resources). Teachers will be provided with an "Essentials" Kit to enable good hygiene in their areas.</p> <p>.</p> <p>If the school becomes part of a local or national lockdown area the School will comply with the "<a href="#">Tier Restriction</a>" implemented / required by National or Local Government authorities. The Headmaster will communicate with parents, staff and pupils regarding detailed arrangements in place at that time.</p>	
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E	<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>The School will operate clearly defined and consistent group bubble systems from 1<sup>st</sup> November 2020, aimed to maintain distance between individuals.</p> <p>For pupils in Key Stage 2 and above these will be organised as year group bubbles (YGB).</p> <p>For pupils in EYFS and KS1 class group bubbles will be maintained for most of the time, however these classroom bubbles will occasionally come together to form an extended EYFS and/or KS1 bubble, to enable the pupils to benefit from specialist teaching, seasonal and house activities. These activities will always retain 2 metre social distance between individual classes, be fully supervised by teaching staff in correct ratios and will take place in larger indoor venues such as the South Downs Hall or Martin Pryce Building, or outdoors, thereby providing ample space for this to happen in a Covid-19 secure way.</p> <p>Arrangements in place have considered:</p> <ol style="list-style-type: none"> <li>a) Pupils' ability to distance.</li> <li>b) The layout of the School.</li> <li>c) The year group and overall pupil numbers on roll.</li> <li>d) The feasibility of keeping distinct groups separate whilst offering a broad curriculum (especially in Seniors).</li> </ol> <p>Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will follow the government's <a href="#">guidance</a> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible (although this will become increasingly difficult in the winter months when the weather deteriorates). If taking place inside, larger, well-ventilated</p>	<p style="text-align: center;"><b>HIGH</b></p>
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			<p>rooms will be used, and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will <b>only</b> take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible, - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the <a href="#">return to recreational team sport framework</a>. For individual sports, we will follow the <a href="#">guidance</a> on the phased return of sport and recreation.</p> <p>Pupils will attend school wearing PE kit on days when PE/Games are timetabled thereby removing the need to use shared changing areas/rooms. In periods of inclement weather pupils will be taught in the large indoor spaces whenever possible. Should the School determine it is necessary to use shared changing areas, this use will be supervised, restricted to one bubble group at a time and cleaned after each separate use. This may include the use of the School's "fogging" machine (noting that a 30 minute minimum drying period is required).</p> <p>Staff can work across different groups in order to deliver the school</p>	
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			<p>timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This will not always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory ("Catch It, Bin It, Kill It") hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other School staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory ("Catch It, Bin It, Kill It") hygiene and they will wear or utilise appropriate PPE or protection measures (such as social distancing or perspex screening).</p> <p>If the school becomes part of a local or national lockdown area the School will comply with the <a href="#">Tier Restriction</a> implemented / required by National or Local Government authorities. The Headmaster will communicate with parents, staff and pupils regarding detailed arrangements in place at that time.</p>	
F	Spreading infection due to excessive contact and mixing between pupils and staff around and	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	Pupils will always be kept in the same groups each day and be kept separate from other groups. For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the School will work with these other settings to work out a system to keep these	



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	outside of the School		<p>pupils safe.</p> <p>The School will implement a one-way system around corridors and the paths linking buildings in Seniors and Seniors will be required to wear face coverings when transiting between classes (inside and outside of the buildings), arriving at and leaving the School. Juniors will remain in their own classrooms for most of the day and when moving will be accompanied by staff. Entry and exit to the School will be via multiple locations to reduce the number of year group bubbles converging in any one space. Assembly in Juniors will be year group bubble only, or virtual whole school by Google Meet. Seniors Assembly will be year group bubbles only. Lunch times and break times will be managed by staggering arrival times in the dining marquee, hosting breaks in classrooms or in allocated socially distanced adjacent play/recreation areas and by using staff supervision efficiently as a result. A rigorous arrival and departure protocol will mean start times do not need to be staggered thereby minimising inconvenience to working parents, or complicating timetable delivery, whilst still keeping "Covid-Secure".</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors.</p> <p>Pupils will be supervised whenever possible (particularly below KS4) to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and corridors will have one-way circulation, to keep groups apart. Pinch-points have been identified (narrow corridors) and the School will manage access to and from classrooms in these specific areas so as to ensure pupil bubbles do not cross over. This will be achieved by a 5 minute early release system for those pupils leaving the affected classrooms (eg; Senior Maths/DofE Corridor).</p>	<p><b>HIGH</b></p>
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			<p>All shared rooms, such as sport halls and dining areas, will be kept at reduced capacity to allow groups to keep apart when using them. They will be cleaned between each use. For dining, EYFS and KS1 pupils will eat in their own classroom, own outdoor areas or in the Small Hall (2 metre socially distanced between class groups). Form 5 will utilise the South Downs Hall and all other year groups will be rotated through the (temporary) dining marquee.</p> <p>Toilet use will be managed to avoid crowding. This will be achieved by teachers limiting pupils to 1 pupil at one time during lesson time with instructions to return immediately to classroom. EYFS and Junior year groups will use year group specific or shared toilet facilities situated within the Nursery and Junior School. Staff will supervise younger children and older pupils will be instructed in the importance of maintaining social distancing from pupils outside of their year group.</p> <p>Senior pupils will only use toilets in the Senior School and will be instructed in the importance of maintaining social distancing from pupils outside of their year group when using shared facilities.</p> <p>Pupils do not use the same toilet facilities as staff, visitors or contractors.</p> <p>Additional staff rooms have been provided for the duration of Covid-19 restrictions to ensure appropriate social distancing can be maintained.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them before and on arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors. Visitors will be required to complete a pre-visit health and travel/quarantine questionnaire.</p> <p>Non-overnight domestic educational visits can take place within year group bubbles, but only subject to a separate risk assessment that considers the coronavirus measures in place at the destination. All trips will be considered by SLT on an individual basis. Trips will be cancelled when</p>	
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			<p>they cannot be run safely.</p> <p>Before School and After School provision will run. Juniors will be run by Active-8 and held in the Martin Pryce Building, or outside whenever possible. Seniors after school provision will be situated in the School Library and Small Hall to ensure appropriate distancing between pupils of different year groups. Parents/Guardians will be required to block book in 2-weekly advance bookings to ensure consistency of groups and to accommodate the 14 day period.</p> <p>After School Clubs will run, subject to an appropriate risk assessment taking place and with reference to the latest Government and NGB guidelines. Contact sports (Judo club) will not take place.</p> <p>Temporary suspension of sporting fixtures between Schools.</p>	
<b>G</b>	Spreading infection due to the School environment	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p><a href="#">Checks to the premises</a> were completed to make sure the School is up to health and safety standards before opening in September.</p> <p>Fire, first-aid and emergency procedures were reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used. Muster area for fire drills were expanded to ensure 2 metre social distancing between year group bubbles. A fire drill will be undertaken in the first week of each half term. Staff new to the School will receive a full induction to the School including Fire Walk.</p> <p>Areas in use will continue to be well ventilated, achieved by a variety of measures including the use of mechanical ventilation systems where appropriate (and in accordance with the Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus (Covid-19) outbreak</a>) or natural ventilation. Windows will be opened each day, and internal doors will be propped open (where fire safety and safeguarding wouldn't be compromised) where doing so will assist with creating a throughput of air.</p>	<b>MEDIUM</b>



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			<p>In periods of cooler weather windows will be opened just enough to provide constant background ventilation when occupied and opened more fully during breaks or periods when a room is not in use to purge the air in the space.</p> <p>The School will balance the need for increased ventilation while maintaining a comfortable temperature using the following measures as appropriate:</p> <ul style="list-style-type: none"> <li>• Opening high level windows in preference to low level, to reduce drafts.</li> <li>• Increase ventilation while spaces are unoccupied.</li> <li>• Provide pupils and staff with flexibility to wear additional and suitable indoor clothing where needed.</li> <li>• Rearranging furniture where possible to avoid direct drafts.</li> </ul> <p>The use of the lift in the MPB will be avoided unless essential. When used occupancy will be limited to 1 adult per journey.</p> <p>Lidded bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible. Clearly demarcated areas for specific key stage or year group bubbles to use during outdoor play and break periods. Juniors Tennis Courts/North Woods/Front of Main School. Seniors on Southern Pitches. When required, during “wet breaks” pupils will be required to return to their classroom or tutor group room and will be supervised by a member of staff and remain in their defined group bubble.</p> <p>The indoor space used for children in the EYFS will meet the following requirements:</p>	
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			<ul style="list-style-type: none"> <li>• 2.5m<sup>2</sup> per child for those aged 2</li> <li>• 2.3m<sup>2</sup> per child for children aged 3 to 5 years old</li> </ul>	
<b>H</b>	Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>Where possible all meetings will be conducted by telephone or using video conferencing. All staff PCs have been fitted with webcam units. Teaching Staff and Administrative support staff each have a School laptop with camera facilities in addition thereby enabling video conferencing off site.</p> <p>Where this isn't possible, essential meetings will be conducted outside, or in a room large enough to allow for 2 metre social distancing between adults (or 1 metre plus additional protective measures). The length of meetings will be restricted to a maximum of 2 hours. No shared refreshments will be provided.</p>	<b>MEDIUM</b>
<b>I</b>	Individuals vulnerable to serious infection coming into School	<ul style="list-style-type: none"> <li>• Pupils</li> <li>• Staff</li> <li>• Contractors</li> <li>• Visitors</li> </ul>	<p>The school will always follow any shielding guidance in place to decide who should come into school. Since 1<sup>st</sup> August 2020 the Government has paused its advice for vulnerable people to shield, therefore all staff and pupils are expected to attend School from the start of the Autumn term 2020.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school are placed in the safest possible on-site roles where it's possible to maintain social distancing. Individual Risk Assessments are undertaken when requested or determined as necessary.</p> <p>A small number of pupils under paediatric care (such as recent transplant or very immunosuppressed children) will have been given individual advice about any ongoing need to avoid infection. <a href="#">New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13<sup>th</sup> October 2020 by the Government.</a> Where a pupil is unable to attend school because they are complying with clinical or public health advice, the School will offer them access to remote education. The School will keep a record of, and monitor engagement with this activity.</p>	<b>HIGH</b>






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			<p>Where children are not able to attend School as they are following clinical or public health advice related to coronavirus (Covid-19) the absence will not be penalised.</p> <p>The School will always bear in mind the potential concerns of pupils, parents, staff and their households where they or someone in their household is clinically vulnerable or extremely vulnerable or may be considered at a possible increased risk from coronavirus (Covid-19) and will discuss these concerns and provide reassurance of the measures put in place to reduce the risk in School. Pupils of compulsory school age must be in school unless a statutory reason applies.</p>	
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**This summary risk assessment is reviewed on a half-termly basis as a minimum, or as required by good practice or statutory advice received from Gov.UK / PHE. The detailed risk assessment and other supporting area risk assessments are similarly reviewed.**

		
<b>Headmaster</b>	<b>Chair of Governors</b>	<b>Bursar</b>
<b>28<sup>th</sup> October 2020</b>	<b>28<sup>th</sup> October 2020</b>	<b>28<sup>th</sup> October 2020</b>