



COVID-19 Summary Risk Assessment 2020/2021 (v3r)

Return to School in January 2021 (including Fully Open and Partially Open Provisions)

Introduction

The UK Government has pledged to keep schools open so as to provide “a full educational experience for children”. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors” remains as does the obligation to risk assess and implement relevant control measures. Over the time this risk assessment has evolved the threat posed by the virus has grown as it has mutated. The School is careful to consider the effects of the mutation when considering its controls and, if needed, will modify existing controls to make certain it offers as safe a working environment as can be achieved in our current local circumstances. **During the period of national lockdown** the Government requires primary, secondary, alternative provision and special schools to remain open to vulnerable children and young people and the children of critical workers only. All other pupils should receive remote education. Pupils (and staff) who are self-isolating should not attend school. Clinically extremely vulnerable pupils and staff are also advised not to attend school.

This revised summary school-wide COVID-19 risk assessment identifies and assesses hazards and describes methods to control these hazard. It is a third revision to the summary document published by the School in September 2020, and builds on experience and knowledge gained in the Autumn 2020 term. It also sets out the risks associated with testing asymptomatic (producing or showing no symptoms) staff and pupils in all areas of the School in the Spring Term 2021. 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. This document aims to take into account the full scope of Government guidance in respect of the operation of School environments and operations. An expanded version of this risk assessment is available by request, by contacting the Bursar, Mrs Denise Allen, via email 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 K” to pupils as of the published start of Spring term 12th January 2021 in accordance with Government’s National Restrictions in place from 6th January 2021 and the **latest advice Government/PHE/NHS received (update 25th January 2021)**.

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open In school: subject to tier restrictions and with caveats (eg: no visitors to school premises without Headmaster/Bursar approval)
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)
A	Contact with someone suffering from Covid-19 coronavirus	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under current guidance. 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. • Anyone self-isolating with symptoms will be advised to do so for at least 10 days from the onset of symptoms, and to access testing and engage with the NHS Test and Trace process. • 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. • In the case of a symptomatic pupil who needs to be supervised before being collected: <ol style="list-style-type: none"> a) Supervising staff will wear a fluid-resistant surgical mask if a distance of 2 metres cannot be maintained. b) Supervising staff will also wear disposable gloves and aprons if contact is necessary with the patient. c) Supervising staff will also wear eye protection if there is a risk of splashing to the eyes (ie: from coughing, spitting or vomiting). • Supervising staff will wash their hands thoroughly for 20 seconds after the pupil (or other patient) has been collected. 	HIGH



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		<ul style="list-style-type: none">• Supervising staff will be regularly directed to, and updated with information on the safe use of PPE as detailed in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.• 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 they are unable to get a test elsewhere.• Ditcham Park School has, as an employer of essential workers, subscribed to the Employer Referral Portal.• 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">a) The driver and passenger will maintain a distance of 2 metres from each other orb) 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 and able to do so.• If a parent/guardian insists that a pupil with symptoms attends school, the school will use reasonable judgement and refuse the child if this is necessary to protect pupils and staff. The school will consider all circumstances and the latest public health advice when making this decision.• 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 decontamination guidance.	
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			<ul style="list-style-type: none"> If the School becomes aware that a pupil or a staff member has tested positive for Covid-19 coronavirus, and needs advice on the next steps*, the School will call the DfE Helpline on 0800 046 8687 (Option1). (If no advice is required, the school will report the case using the DfE's "online attendance form daily return") <p>*If required, the School will engage with the team of advisers who will provide 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.</p> <p>The school will ask (using a template letter from the local health protection team) all close contacts to self-isolate in line with current government guidance.</p> <p>If there are 2 or more confirmed cases within 10 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> <ul style="list-style-type: none"> For Ditcham Park School, the local health protection team is identified as follows: <p>Hampshire and Isle of Wight HPT (South East)</p> <p><i>Public Health England Fareham Borough Council Civic Offices Civic Way Fareham Hampshire PO16 7AZ</i></p> <p><i>Email: HIOW@phe.gov.uk; phe.hiow@nhs.net</i></p> <p><i>Telephone 0344 225 3861 (option 1 to 4 depending on area)</i></p> <p><i>Out of hours advice 0844 967 0082</i></p> 	
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		<ul style="list-style-type: none">To help with identifying staff's and pupils' close contacts, records will be kept of :<ol style="list-style-type: none">The pupils and staff in each group.Any close contact that takes place between children and staff in different groups. <p>Close contact means:</p> <ol style="list-style-type: none">Direct close contact - face to face contact with an infected person for any length of time, within 1 metre, including:<ul style="list-style-type: none">Being coughed on,A face-to-face conversation, orUnprotected physical contact (skin to skin)Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person.Travelling in a small car with an infected person. <p>Rapid Testing Programme from the start of Spring Term 2021:</p> <p>We will provide staff and parents/pupils (as appropriate to the pupil's age) with a privacy notice, and parents/pupils (as appropriate to the pupil's age) with a consent form, so they can consent to testing.</p> <p>We will ask all pupils in Seniors and any staff (regularly) on site to take a lateral flow test.</p> <p>We will offer staff 2 lateral flow tests per week. We will ask (secondary) pupils to take 2 lateral flow tests upon their return to school.</p> <p>In both cases:</p> <ul style="list-style-type: none">We will carefully read the government's guidance on administering	
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			<p>tests and ask the individual to read the instructions in the test kit carefully / explain the instructions to them (as appropriate) to make sure everyone knows how to safely administer or self-administer tests.</p> <ul style="list-style-type: none"> • If the test is positive the school will follow the same steps, as laid out above, as if that pupil/staff member were displaying symptoms, including asking them to take a standard PCR Covid-19 coronavirus test at home. • If the LFT is negative we will ask them to take another lateral flow test between 3 and 5 days later. If this second test is positive, the school will ask them to do as above. <p>We won't need to see evidence of a negative PCR test result in order to allow staff and pupils to attend school.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even though we are taking part in rapid testing.</p> <p>The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines.</p> <p>Lateral Flow Tests will be carried out in a specially designated room and in accordance with Government / NHS guidelines. The space used will be kept secure and unavailable for general School use and testing equipment will be kept secure at all times and locked away when out of use. Enhanced cleaning will be undertaken.</p> <p>All staff and volunteers involved in LFT will undertake the required online training and be in possession of the required certification before being involved in the testing process. Consent for testing will always be obtained</p>	
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			<p>before testing is undertaken.</p> <p>We will keep accurate records of all test results, and only share health records with the relevant people.</p> <p>A separate risk assessment has been undertaken for the process of lateral testing in school and is available on request from the Estate Bursar, Adrian Trehwella (adrian.trehwella@ditchampark.com)</p>	
B	Contact with Covid-19 coronavirus when getting to and from the School	<ul style="list-style-type: none"> • Pupils • Staff • Contractors Visitors 	<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 Government guidance.</p> <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> <ol style="list-style-type: none"> a) Follow hygiene rules. b) Try to keep their distance from passengers where possible. c) Do not work if they or a member of their household are displaying Covid-19 coronavirus symptoms. <p>In addition, the School will work with providers, pupils and parents/guardians as appropriate to ensure that, wherever possible:</p> <ol style="list-style-type: none"> a) Pupils are grouped together on transport to reflect the groups (bubbles) that are adopted within the School. b) Pupils are allocated a consistent seat on the bus and do not 	HIGH



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			<p>change.</p> <ul style="list-style-type: none"> c) Hand sanitiser is available upon boarding and / or disembarking. d) There is additional cleaning of vehicles. e) Queuing and boarding is well organised. f) Social distancing is maximised within vehicles at all times, and pupils practice distancing whenever possible. 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. h) Through ventilation (fresh air from outside of the vehicle) is maximised, particularly through opening windows and any ceiling vents. <p>Children must not board home to school transport if they, or a member of their household, has symptoms of Covid-19 coronavirus and a reminder 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"> a) Any allocated drop off and collection times. b) Protocols for minimising adult-to-adult contact (eg: marking out spots to queue). c) That only one parent/guardian should attend at any one time, unless previously arranged with the School (Headmaster/Bursar only). d) Not to gather in the School grounds, or enter the School buildings unless they have a pre-arranged appointment. <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</p>	
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		<p>day.</p> <p>Anyone wearing any sort of face covering when arriving at School will sanitise their hands on arrival (as all individuals will), sanitise their hands before entering their classroom or office, 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>Staff and visitors will wear face coverings in areas of the school where social distancing is not possible, such as in the staffrooms. They will be asked to keep on, or put on, a face covering when arriving at school and moving to classrooms or offices, unless they are exempt from wearing one. Once they have arrived at their destination and need to take the face covering off, they'll follow the above steps. A supply of spare face coverings will be kept for anyone who arrives without one or has one that is considered unsafe.</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 any applicable changes in procedures for the wearing of face coverings (Spring 2021 from 12th January as outlined below).</p> <p>From 6th January and for the duration of National Lockdown restrictions:</p>	
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		<p>Senior pupils in Form 1- 4 and all supervising staff on site will be required to wear face coverings whenever inside the School buildings (including Key Worker classroom or “designated” areas as advised by the supervising staff) unless they are exempt from wearing one. All office staff sharing an office with another employee will wear a face covering at all times, this may be removed whenever they are the sole occupant of their usual office environment. All catering and estates staff will be required to wear a face covering or face visor at all times.</p> <p>Pupils attending Key Worker school who are in Early Years and Juniors year groups may wear a face covering at their own discretion.</p> <p>Anyone wearing face coverings will be required to bring a plastic bag to keep these in for periods when they are eating or outside.</p> <p>All staff and pupils aged 11 and over will be made aware that they must not touch the front of the face covering during use or removal.</p> <p>A stock of face coverings will be kept for anyone who arrives without one or has a covering that is unsafe to wear.</p> <p>For reference, the following measures will be in place during Tier restrictions as appropriate to our School’s location at any one time:</p> <p><i>In local restriction tier 1 (medium alert):</i> all staff and all pupils aged 11 and over will be asked to keep on or put on a face covering when arriving at School and keep it on when moving around indoors outside of classrooms, unless they are exempt from wearing one. Everyone will also be asked to follow the steps in the next sub-section (see tiers 2 to 4).</p> <p><i>In local restriction tier 2 (high alert), 3 (very high alert), 4 (stay at home):</i> all staff and all pupils aged 11 and over will be asked to keep on or put on a face covering when arriving at school and moving to their</p>	
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			<p><i>classroom or office, unless they're exempt from wearing one. Staff and all pupils aged 11 and over will also be asked to wear a face covering whenever they're moving around indoors in places outside of their classrooms or offices where social distancing is difficult to maintain (eg corridors) but once they've arrived at their destination they can take their face covering off. Similarly all staff and pupils aged 11 and over will be asked to wear face coverings when moving outside in transit areas where they might come meet pupils or staff from other bubbles or age groups (eg: outside walkways to/from Science/Drama/D&T etc).</i></p> <p><i>Anyone wearing reusable face coverings will be expected to bring a plastic bag to keep these in. If using a disposable face covering, these will be put in a covered bin.</i></p>	
C	Spreading infection due to touch, sneezes and cough	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<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"> Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines or use alcohol based hand-sanitiser to cover all parts of their hands. 	HIGH



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			<ul style="list-style-type: none"> b) Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing. c) Be encouraged not to touch their mouth, eyes and nose. d) Use a tissue or elbow to cough or sneeze, and use bins for tissue waste. e) Recycling bins are removed temporarily in classrooms and staffrooms to ensure correct and safe disposal of tissues and other potentially infectious waste. <p>Pupils will be encouraged to learn and practise these habits in lessons by 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>	
D	Spreading infection through contact with Covid-19 coronavirus	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<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"> • Banisters • Classroom desks and tables 	HIGH



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			<ul style="list-style-type: none"> • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Teaching and learning aids • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Telephones • Outdoor play equipment <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 in line with School policies.</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"> • Cleaned frequently and meticulously, and always between groups using them; or • Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <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 Covid-19 coronavirus symptoms comes into School, a deep clean will take place in the areas that the person has been in, following decontamination guidance.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers/Supervisors in school will wash their hands and surfaces before and after handling pupils' books (or any other equipment/resources).</p> <p>Teachers/Supervisors in school will be provided with an "Essentials" Kit to enable good hygiene in their areas.</p>	
E	Spreading infection due to excessive contact and mixing between pupils and staff in lessons	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>The School will (continue to) operate clearly defined and consistent group bubble systems from 12th January 2021, aimed to maintain distance between individuals. Under the Tier system the following circumstances will apply.</p> <p>For pupils in Key Stage 2 and above these will be organised as year group bubbles (YGB).</p>	HIGH



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			<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"> a) Pupils' ability to distance. b) The layout of the School. c) The year group and overall pupil numbers on roll. d) The feasibility of keeping distinct groups separate whilst offering a broad curriculum (especially in Seniors). <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 guidance 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 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</p>	
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			<p>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 only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person.</p> <p>If the School is placed in local restriction tiers 3 or 4: we will not host performances with an audience.</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 return to recreational team sport framework. For individual sports, we will follow the guidance 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 between use).</p> <p>Staff can work across different groups in order to deliver the school 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</p>	
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			<p>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). Not applicable in periods of national lockdown where schools are required to close.</p> <p>From 6th January and for the duration of National Lockdown restrictions:</p> <p>The School will operate bubbles of Key Worker / vulnerable children organised into consistent "Seniors" and "Juniors" groups and they will be supervised by allocated and consistent members of school staff in designated areas of the School (eg SDH/MPB/Library). Each group will be kept as small as possible and consistent. Interaction between groups and individuals will, as far as possible, be limited.</p> <p>We will use larger sized rooms where available in order to maximise spacing between staff and other people. We will limit the sharing of rooms and shared spaces between groups.</p> <p>All children in Seniors and all staff supervising are required to wear face coverings at all times indoors including when transiting through corridors.</p>	
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			<p>Face Coverings will not be required if the pupil or member of staff is medically exempt, and will not be worn when outside, although social distancing between Seniors and Juniors will be maintained at all times, and always between adults (unless a medical emergency occurs and the safety of the pupil or member of staff requires close contact). At such times Face coverings and PPE will be worn.</p> <p>Face coverings can be removed when eating in the Dining Marquee, groups will be separated in distinct dining "bays".</p> <p>Children in Nursery and Reception will be situated in the Dragonflies Nursery building and garden and will be supervised / taught by appropriately qualified staff and at the correct ratios throughout. These pupils will eat lunch in the Dragonflies building and will not mix with older aged pupils or any other adults unless in case of an emergency.</p> <p>The School will not host any performances of music, dance or drama during any period of national lockdown.</p> <p>Team sports will not take place during any period of national lockdown.</p> <p>Educational visits will not take place during any period of national lockdown.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be offered LFT testing as appropriate before regular attendance at School during the period of national lockdown.</p> <p>If the School becomes concerned it does not have enough staff during national lockdown to implement protective measures it will advise the School Governors and speak to the local health protection team for advice.</p>	
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			If the School is advised to temporarily stop on-site provision it will inform the local authority and discuss alternative arrangements for any vulnerable children and children of key workers.	
F	Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the School	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>Pupils will be kept in the same groups each day and be kept separate from other groups.</p> <p>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 pupils safe, with reference to the requirements of the local restriction tiers in operation and Government / public health guidance in place.</p> <p>If the School is in local restriction tier 1: all staff and pupils aged 11 and over will be asked to wear a face covering in indoor areas outside of their classrooms or offices, unless they are exempt from wearing one.</p> <p>If the School is in local restriction tiers 2 - 4: all staff and pupils aged 11 and over will be asked to wear face coverings whenever moving around the school, unless they are exempt from wearing one. They will be given clear instructions about how to put on, remove and store/dispose of face coverings safely</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</p>	HIGH



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			<p>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>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 with Perspex screening deployed). 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</p>	
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			<p>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 Covid-19 coronavirus measures in place at the destination. All trips will be considered by SLT on an individual basis. Trips will be cancelled when they cannot be run safely.</p> <p>Before School and After School provision will run. Juniors After-School provision 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.</p> <p>After School Clubs will run, subject to an appropriate risk assessment taking place and are reviewed regularly with reference to the latest Government and NGB guidelines. Contact sports (eg: Judo club) will not take place. The School and/or club provider will try to keep pupils in their same bubble groups where possible, but where this would otherwise make</p>	
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		<p>the activity or club impracticable to run pupils attending would be organised into consistent and small groups. The Headmaster and Bursar will both sign each risk assessment provided by School staff or external providers for after-school clubs and activities.</p> <p>Temporary suspension of sporting fixtures between Schools.</p> <p>From 6th January and for the duration of National Lockdown restrictions:</p> <p>The School will operate bubbles of Key Worker / vulnerable children organised into consistent “Seniors” and “Juniors” groups and they will be supervised by allocated and consistent members of school staff in designated areas of the School (eg SDH/MPB/Library). Each group will be kept as small as possible and consistent. Interaction between groups and individuals will, as far as possible, be limited.</p> <p>We will use larger sized rooms where available in order to maximise spacing between staff and other people. We will limit the sharing of rooms and shared spaces between groups.</p> <p>All children in Seniors and all staff supervising are required to wear face coverings at all times indoors including when transiting through corridors. Face Coverings will not be required if the pupil or member of staff is medically exempt, and will not be worn when outside, although social distancing between Seniors and Juniors will be maintained at all times, and always between adults (unless a medical emergency occurs and the safety of the pupil or member of staff requires close contact). At such times Face coverings and PPE will be worn.</p> <p>Face coverings can be removed when eating in the Dining Marquee, groups will be separated in distinct dining “bays”.</p> <p>Children in Nursery and Reception will be situated in the Dragonflies Nursery building and garden and will be supervised / taught by appropriately qualified staff and at the correct ratios throughout. These pupils will eat lunch in the Dragonflies building and will not mix with older</p>	
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			<p>aged pupils or any other adults unless in case of an emergency.</p> <p>The School will not host any performances of music, dance or drama during any period of national lockdown.</p> <p>Team sports will not take place during any period of national lockdown.</p> <p>Educational visits will not take place during any period of national lockdown.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be offered LFT testing as appropriate before regular attendance at School during the period of national lockdown.</p> <p>If the School becomes concerned it does not have enough staff during national lockdown to implement protective measures it will advise the School Governors and speak to the local health protection team for advice. If the School is advised to temporarily stop on-site provision it will inform the local authority and discuss alternative arrangements for any vulnerable children and children of key workers.</p>	
G	Spreading infection due to the School environment	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p><u>Checks to the premises</u> were completed to make sure the School is up to health and safety standards before opening in September and continue to take place.</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 was undertaken in the first week of the Spring term, and another will take place in the first week after Spring half term. Staff new to the School will receive a full</p>	MEDIUM



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			<p>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 air conditioning and ventilation during the Covid-19 coronavirus outbreak) 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> <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"> • Opening high level windows in preference to low level, to reduce drafts. • Increase ventilation while spaces are unoccupied. • Provide pupils and staff with flexibility to wear additional and suitable indoor clothing where needed. • Rearranging furniture where possible to avoid direct drafts. <p>The use of the lift in the MPB will be avoided unless essential.</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</p>	
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			<p>group bubbles to use during outdoor play and break periods. Juniors in Tennis Courts/North Woods/Front of Main School as appropriate according to weather conditions. Seniors on Southern Pitches or on Tennis Courts in rotation (and only at times when not in use by Juniors). 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> <ul style="list-style-type: none"> • 2.5m² per child for those aged 2 • 2.3m² per child for children aged 3 to 5 years old <p>From 6th January and for the duration of National Lockdown restrictions:</p> <p>We will continue to ensure all fire doors are operational at all times</p> <p>We will continue to ensure our fire alarm system and emergency lights are tested weekly as a minimum and fully operational.</p> <p>We will continue to carry out emergency drills as normal – and will make any necessary adjustments to the fire drill needed to allow for social distancing.</p>	
H	Spreading infection due to excessive contact and mixing in meetings	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>Where possible all meetings will be conducted by telephone or using video conferencing. All staff PCs/laptops have been fitted with webcam units or have an integral webcam. 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</p>	MEDIUM



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			refreshments will be provided.	
I	Individuals vulnerable to serious infection coming into School	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>If the School is in local restriction tier 1 or 2: 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. For staff who are otherwise at risk, we will consider putting specific protective measures in place. Individual Risk Assessments are undertaken when requested or determined as necessary.</p> <p>If the School is in local restriction tiers 3 or 4: if the Government introduces additional shielding measures it will contact individuals if they need to shield. Staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into school if possible.</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 Covid-19 coronavirus 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> <p>From 6th January and for the duration of National Lockdown restrictions:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable staff who have received a shielding letter or been advised to stay at home by their GP/clinician will not come into School, and instead will work from home if they can (as in "Tier 4"). • Clinically vulnerable staff can come into School if they cannot work from home. If in School these staff should 	HIGH

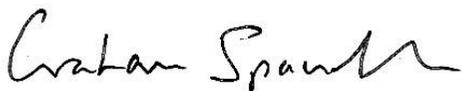


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		<ul style="list-style-type: none"> ○ Where possible, maintain a 2-metre distance from others ○ Avoid close face-to-face contact and minimise time spent within 1 metre of others. • Staff that live with someone that is clinically extremely vulnerable or clinically vulnerable can come into School if they cannot work from home, but should ensure they maintain good prevention (eg: hygiene) practice. • Pregnant Staff should work from home where possible. If home working is not possible, the School will follow the guidance for pregnant staff that applies to all tiers. • Staff who may otherwise be at increased risk of Covid-19 coronavirus can come into School if they cannot work from home. The School will consider putting specific protective measures in place. Staff that live with those at increased risk can also come into work if they cannot work from home. 	
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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.

		
Headmaster	Chair of Governors	Bursar
25th January 2021	25th January 2021	25th January 2021