



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

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. From the 8th March, all pupils should attend School. 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.

This revised summary school-wide COVID-19 risk assessment identifies and assesses hazards and describes methods to control these hazards. It is a fifth revision to the summary document published by the School in September 2020, and builds on experience and knowledge gained during and since the Autumn 2020 term. It also aims to set out the hazards associated with testing asymptomatic (producing or showing no symptoms) staff and pupils in all areas of the School.

COVID twice-weekly rapid tests have been available to all in England from 9th April 2021. There is no change to the current arrangements for staff and pupils in schools, colleges and nurseries:

- Primary Schools:
 - Staff in primary schools carry out lateral flow tests at home twice a week.
 - Currently there is no requirement to test pupils of primary age. *Parents may wish to consider whether to test children under the age of 11, however PHE advise is that there is currently limited public health benefit from testing primary school age children with lateral flow devices (LFDs). Primary school age children may find the LFD testing process invasive and unpleasant and are unable to self-swab.*
- Secondary Schools Revised Arrangements:
 - Secondary age pupils continue to test twice a week using home testing kits, reporting all results via the Covid-19 LFT result portal. *(Testing continues throughout the Easter break and should take place on the night before, or morning of, their return to school on 19th April 2021).*
 - Staff to test twice a week with home testing kits, reporting all results via the Covid-19 LFT result portal. *(Testing continues throughout the Easter break and should take place on the night before, or morning of, their return to school on 19th April 2021 (or before where applicable).*
 - From 31st March NHS Test and Trace reintroduced confirmatory PCR testing for all positive LFD tests conducted at any assisted testing sites, including schools and colleges. This means that all staff and pupils with a positive LFD test, whether carried out at home or supervised at school should get a confirmatory PCR.
 - Staff and pupils with a positive LFD test result, and their close contacts and other household members should self-isolate immediately in line with NHS T&T while awaiting the PCR test result. A negative PCR will override the previous LFD result and the staff member or pupil can immediately return to school and their close contacts can end their self-isolation.

Summary Covid-19 Risk Assessment for Whole School Reopening – v5 (*changes from v4 highlighted in yellow*)
Based on Government Guidance in place as at 8th April 2021



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 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 in line with the Government's [Covid-19 Roadmap](#).

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 several stages of operation for Schools have been considered and we conclude the School is "OPEN" to pupils from Monday 19th April 2021.

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| 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. |



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

	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 government 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. • If pupils or staff have travelled abroad they will be asked not to come into School and to quarantine under the current government guidance. • 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, develops symptoms while in School or if a pupil has a positive test while at 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) A window will be opened in the room to allow for fresh air 	HIGH



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>ventilation.</p> <ul style="list-style-type: none"> b) Supervising staff will wear a fluid-resistant surgical mask if a distance of 2 metres cannot be maintained. c) Supervising staff will also wear disposable gloves and aprons if contact is necessary with the patient. d) Supervising staff will also wear eye protection if there is a risk of splashing to the eyes (ie: from coughing, spitting or vomiting). <ul style="list-style-type: none"> • Supervising staff will wash their hands thoroughly for 20 seconds after the pupil (or other patient) has been collected. • 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, <u>if they are unable to get a test elsewhere.</u> • Only in exceptional circumstances, if parents/carers cannot collect their child and they agree it is age-appropriate and safe to do so, we will make alternative arrangements to transport the pupil home, and in this case one of the following steps will be taken: <ul style="list-style-type: none"> a) The driver and passenger will maintain a distance of 2 metres from each other or b) 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 	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>circumstances and the latest public health advice when making this decision.</p> <ul style="list-style-type: none"> • A thorough clean, including the use of a fogging machine where appropriate, will take place in the areas where a symptomatic person or secondary pupil or member of staff who has tested positive in school has been, and PPE will be disposed of properly, following decontamination guidance. • If the School becomes aware that a pupil or a staff member has tested positive for Covid-19 coronavirus, either with a lateral flow device test or PCR test, 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 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> <ul style="list-style-type: none"> • For Ditcham Park School, the local health protection team is identified as follows: Hampshire and Isle of Wight HPT (South East) 	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>Public Health England Fareham Borough Council Civic Offices Civic Way Fareham Hampshire PO16 7AZ Email: HIOW@phe.gov.uk; phe.hiow@nhs.net Telephone 0344 225 3861 (option 1 to 4 depending on area) Out of hours advice 0844 967 0082</p> <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">Living in the same household as an infected person or someone with coronavirus symptoms.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.Proximity contacts – extended close contact (within 2 metres for more than 15 minutes)– with an infected person.Travelling in the same car or plane as an infected person. <p>Asymptomatic Rapid Testing Programme:</p> <p>Coronavirus (Covid-19) asymptomatic testing remains voluntary but strongly encouraged. For secondary school staff and pupils we have</p>	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<p>moved to a home based testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use.</p> <p>We will offer all School Staff 2 lateral flow tests per week, to take at home.</p> <p>We will offer secondary pupils 2 lateral flow tests per week to take at home. We are able to offer secondary pupils on-site asymptomatic testing for those who are unable or unwilling to test themselves at home.</p> <p>In all cases:</p> <ul style="list-style-type: none">• We will carefully read the government's guidance on administering School-based LFT tests and ask the individual undertaking a school-based test 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.• If School-based supervised tests are positive the school will follow the steps laid out in the Government / NHS / PHE guidance in force at the relevant time/date of the positive LFD test result - noting this may be periodically updated in line with medical advice. (At 19th April 2021 the prescribed process is for the School to ask a positively tested pupil or staff member to return home for a period of 10 days self-isolation. A confirmatory PCR test should be arranged immediately. All members of the pupil's household must also self-isolate immediately in line with NHS T&T while awaiting the PCR test result. If taken within 2 days of the LFD test, a negative PCR will override the previous LFD result and the staff member or pupil can immediately return to school and their close contacts can end their self-isolation.• If a School-based supervised LFD test is negative the pupil may continue to attend school. We will not need to see evidence of a	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>negative test result in order to allow staff to attend school. Pupils will continue to take twice weekly lateral flow tests each spaced between 3 and 5 days of each other. If any test is positive, the School will ask pupils to self-isolate again as detailed above.</p> <ul style="list-style-type: none">• We will ask Staff to carefully read the government's guidance on self-administering tests, alongside the instructions in their test kit, to make sure they know how to safely do this. The Estate Bursar has been appointed to take the lead role in the operation of the testing programme in school including training of volunteers and provision of advice to staff. We will not need to see evidence of a negative test result in order to allow staff to attend school.• All positive results delivered from home-based rapid tests need to be confirmed with a standard PCR test. This applies for all pupils and staff members. This is because these tests are not conducted in a controlled environment and will not have trained staff on hand. Following a positive LFD test at home, a confirmatory PCR test should be booked online or by calling 119. Whilst awaiting the PCR test result the pupils or staff member, their household members and all close contacts should self-isolate. If the PCR test is taken within 2 days of the positive LFD test and is negative, it overrides the self-test LFD test (at home only) and the pupil or staff member may return to School. <p>Results of School or Home-based LFD tests should be reported to NHS online as detailed in the guidance and instructions provided. School-based results will be recorded by the School, Home-based results will be recorded by the pupil and/or their parents/carers.</p> <p>We won't need to see evidence of a negative PCR test result in order to</p>	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<p>allow staff and pupils to attend school. All test results must be reported to NHS Test and Trace wherever this is required by current government guidance.</p> <p>Pupils or Staff over 18 should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult.</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>School-based Lateral Flow Device Tests will be carried out in specially designated rooms, 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 LFD testing 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 before testing is undertaken.</p> <p>We will keep accurate records of all test results administered in school, and only share health records with the relevant people.</p>	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			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)	
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) ongoing dynamic contact is made by the Bursar and Estate Bursar 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. d) Are offered home-based lateral flow device testing twice per week. <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 change. c) Hand sanitiser is available upon boarding and / or disembarking. 	HIGH



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<ul style="list-style-type: none"> 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 (*unless exempt in accordance with government guidance.) 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 via the School newsletter.</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 in operation. 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. e) Requirement to wear face coverings at all times when on the 	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>school site (buildings or grounds).</p> <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible (such as corridors and communal areas) unless they are exempt from wearing one. They will be asked to wash or sanitise their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that is unsafe to wear.</p> <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) and sanitise their hands again before entering their classroom or office. Those in classrooms or shared offices will continue to wear the face covering if social distancing cannot be maintained between adults and / or pupils. Those members of staff working in classrooms or offices alone may remove their face covering (having sanitised before and after) once they have entered their classroom or office and are required to safely store their facecovering while in that classroom or office. If another member of staff, or visitor enters an office, or an adult or secondary aged pupils enter the classroom and social distancing cannot be maintained, all adults and secondary aged pupils should apply and continue to wear face coverings while they continue to share the space.</p> <p>All secondary aged pupils and staff must ensure they are wearing face coverings before leaving classrooms and/or offices.</p>	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>All staff and secondary pupils will be required to wear face coverings during lessons and activities, unless social distancing can be maintained or a face covering would impact on the ability to take part in exercise or strenuous activity (or they are exempt from wearing one).</p> <p>Uppers pupils (Year 6) receiving tuition from Seniors teachers based in Seniors Classrooms will wear face coverings whilst they are based in and transiting around areas in the Seniors area of the School.</p> <p>Staff in the Juniors are required to wear face coverings when moving around shared areas of the school but need only wear face coverings in classrooms when social distancing between adults cannot be maintained.</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 government, the School will update pupils, staff and parents of any applicable changes in procedures for the wearing of face coverings.</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>	HIGH



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>Multiple 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"> a) 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. 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</p>	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>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	<p>Spreading infection through contact with Covid-19 coronavirus</p>	<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 • 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 • Inentry (fingerprint enabled) Scanners • 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</p>	HIGH



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>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 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>	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			Teachers/Supervisors in school will wash their hands and surfaces before and after handling pupils' books (or any other equipment/resources). Teachers/Supervisors in school will be provided with an "Essentials" Kit to enable good hygiene in their areas.	
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 its established and clearly defined and consistent group bubble systems from 19th April 2021, 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"> 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>	HIGH



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<p>A reassessment of national infection rates will be made from 4th May 2021 and, providing these continue to drop and there is no perceived increase in risk the pupils in Pre-Prep and Prep will be permitted to restore pre-Covid table arrangements allowing for mini (in-Bubble) group work.</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. If taking place inside, larger, well-ventilated rooms will be used, and the number of people will be limited to allow for social distancing. No external audiences (parents/carers/visitors), will be permitted to attend before 21st June 2021 as a minimum, and then only in line with contemporaneous Government/PHE guidelines.</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 only 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>To be assessed Head of EYFS and Bursar 30/4/21</p> <p>To be assessed SLT w/comm 14/6/21.</p>
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<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>From 29th March outdoor competition between different schools is permitted. From 12th April indoor competition between different schools can take place. All activities will continue to be dynamically risk assessed with reference to updated Government guidance, grassroots sports providers, Sport England, Association for Physical Education and Youth Sport Trust and Swim England. Visiting School sports staff will be required to sign a visitors Covid form confirming they are testing and Covid free.</p> <p>The Headmaster and/or Bursar will sign off new activities before they are able to first take place or recommence.</p> <p>From 19th April pupils will (continue to) 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>If the School determines it wishes to reopen changing rooms from 4th May 2021 it will advise families in advance, including any change to uniform policy from that time. Use of changing rooms will always be minimised and strict system of controls implemented as above.</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</p>	<p>Staff organising inter-school competitions will undertake a risk assessment in conjunction with other schools staff.</p> <p>The safe use of changing rooms will be reassessed by SLT for the period from 4th May during the w/comm 26th April and parents advised accordingly.</p>
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>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, external sports and activities coaches, peripatetic teachers, temporary staff and any visiting staff from other schools 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. These staff will also participate in the School's rapid testing programme as outlined for other staff/secondary pupils above.</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>	
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 Government / public health guidance in place.</p> <p>Staff and visitors will be asked to wear face coverings in areas of the School where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of</p>	The requirement to wear face coverings will



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<p>face coverings safely.</p> <p>As of 19th April 2021, it is recommended that staff and visitors in the EYFS and Juniors wear face coverings where social distancing between adults isn't possible (eg corridors and communal areas). In the Seniors, staff and pupils should now wear face coverings in classrooms or during activities, if social distancing cannot be maintained (in addition to corridors and communal areas).</p> <p>The School will continue to 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 of the buildings only), arriving at and leaving the School. Juniors will remain in their own classrooms for most of the day and when moving to other areas of the School 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</p>	<p>be reassessed in line with Government guidance from 17th May 2021</p> <p>HIGH</p>
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>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 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 continue to happen outside of school hours wherever possible. A record will be kept of all visitors. Visitors will be required to complete a pre-visit</p>	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<p>health and travel/quarantine questionnaire. The School keeps a record of all visitors.</p> <p>Educational Day Visits are permitted to resume, in line with the Government's Covid-19 "Roadmap" from 12th April 2021.</p> <ul style="list-style-type: none"> • All educational day visits will be conducted in line with relevant Covid19 secure guidelines and regulations in place at the the time of the visit. This includes the system of controls, such as keeping children within their consistent groups and the Covid-secure measures in place at the destination. • The School will undertake a full and thorough risk assessment in relation to all educational visits to ensure they can be undertaken safely. The School will consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. The School will consult the health and safety guidance on educational visits when considering any visits. • Transport to and from educational visits will be arranged by the school only with Covid-secure businesses, primarily AMK and other transport providers already known to the School with an exemplary health and safety track record. <p>Domestic residential educational visits will not commence earlier than 17th May 2021 and then <u>only if the Government Covid-19 Roadmap Step 3 is confirmed in advance</u>. The School recognises the "Roadmap" is driven by data and not dates and the approach to domestic residential visits will therefore be dependent on the roadmap, and will be subject to change. Any domestic residential educational visits that do take place after 17th May 2021, if permitted by the Roadmap, will be conducted in line with relevant Covid-19 secure guidance and regulations in place at that time.</p> <p>The School will review the Government and PHE guidance to the sector at Step 3 when available to ensure Covid-secure compliance in procedures.</p>	<p>New bookings may be made but not to take place before 17th May.</p>
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<p>The School is not currently booking/undertaking international educational visits and awaits advice of The Global Travel Taskforce (due to report 12th April 2021). The School awaits Her Majesty's Treasury advice in respect of a coronavirus (Covid-19) restricted indemnity that will give schools cover against Covid-19 travel cancellations in the future and allow the School to book new visits with confidence. HMT are (19th April) consulting with the commercial insurance market in this respect.</p> <p>Before School and After School provision will run. Juniors After-School provision (Covid risk assessed) 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 until, at least, the beginning of the Summer 2021 term. A review of this requirement will take place in advance of 4th May 2021 and be advised to parents in advance.</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.</p> <p>Contact sports (eg: Judo club) may resume from 19th April in line with the Government's guidance / Roadmap and each relevant sport's national governing body.</p> <ul style="list-style-type: none"> • Step 2 (12 April): <i>Outdoors, organised contact combat sport activities can resume at phase 2 for children.</i> <i>Indoors, organised contact combat sport activities can resume at phase 2 for children.</i> • <i>National governing bodies are responsible for ensuring the phases are moved through gradually to ensure a duty of care for participants during their return to play. This should be reflected in the approved guidance document.</i> <p>The School and/or club provider will try to keep pupils in their same bubble</p>	<p>HIGH</p>
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			groups where possible but where this would otherwise make 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.	
G	Spreading infection due to the School environment	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>Checks to the premises were completed to make sure the School is up to health and safety standards before opening in September and continue to take place throughout the School year.</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. Emergency fire drills will continue to be carried out as normal (with appropriate adjustments made to allow for social distancing). 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 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</p>	MEDIUM



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

			<p>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 group bubbles to use during outdoor play and break periods. Juniors in Walled Garden/Tennis Courts/Front Lawns/Wooded Areas 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 	
H	Spreading infection due to excessive contact and mixing in	<ul style="list-style-type: none"> • Pupils • Staff • Contractors 	Where possible all meetings will be conducted by telephone or using video conferencing. This includes meetings with staff, parents/carers, visitors and governors. All staff PCs/laptops have been fitted with webcam units or have an integral webcam. Teaching Staff and Administrative support	



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

	meetings	<ul style="list-style-type: none"> • Visitors 	<p>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, unless requested by the Headmaster or Bursar and then only with sufficient equipment to allow for no-sharing.</p>	MEDIUM
I	Individuals vulnerable to serious infection coming into School	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>Shielding advice for staff who are clinically extremely vulnerable (CEV) has been paused nationally from 31st March 2021. CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions.</p> <p>Staff in schools who are CEV are now advised to work from home where possible, but if they cannot work from home (which is the case for most staff at DPS) they should attend their workplace. CEV individuals (over 18) have been prioritised for vaccination in phase 1 before the general population and in line with the priority ordering set by the JCVI (Joint Committee on Vaccination and Immunisation).</p> <p>Clinically vulnerable staff will continue to attend school. While in School they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> • Where possible, maintaining 2 metre distance from others, • Avoiding close face-to-face contact and minimising time spent within 1 metre of others. <p>Staff that may be otherwise at increased risk of coronavirus will come into School if they can't work from home. We will consider putting specific protective measures in place.</p> <p>Staff that live with someone who is extremely clinically vulnerable, who is clinically vulnerable, or who may be otherwise at increased risk of</p>	MEDIUM



COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

		<p>coronavirus, will come into School if they can't work from home, and will follow good prevention practices.</p> <p>Pregnant women are considered Clinically Vulnerable (CV). In some cases where pregnant women have other health conditions, they may be considered CEV and the advice for CEV staff will apply.</p> <p>We will follow the government guidance for pregnant employees. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p> <p>Staff who live with those who may be classified as CEV or CV can attend the workplace but are required to ensure they maintain good prevention practice in the workplace and at home.</p> <p>The School has a duty of care to its employees and this extends to their mental health. In order to alleviate anxiety about returning to work during the Covid-19 pandemic the School has continually communicated with and updated its staff with all the measures put in place to keep them safe. The School's SLT and Governing body are available to any member of staff who wishes to discuss specific concerns at any time, where they feel they have not received a satisfactory reassurance to a concern raised.</p> <p>Extra systems are available to staff:</p> <ul style="list-style-type: none">• Education Support (www.educationsupport.org.uk) provides a free helpline for school staff and targeted support for mental health and	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021




			<p>wellbeing.</p> <ul style="list-style-type: none"> • Extra mental health support for pupils and teachers <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>Teachers can access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.</p> <p>The training module on teaching about mental wellbeing will help improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom.</p> <p>Whole School SEND consortium resources are available on the Whole School SEND Resource page of the SEND gateway. They have also produced:</p> <ul style="list-style-type: none"> • a leaflet about successful returns following a period of absence • a leaflet on transition planning for post-year 11 destinations • a COVID-19 SEND review guide • a handbook to support teachers to take a whole school approach to supporting pupils following a traumatic event. 	
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COVID-19 Summary Risk Assessment 2020/2021 (v5)

Return to School – 19th April 2021

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
18th April 2021	18th April 2021	18th April 2021