



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

Introduction

From 19th July 2021 the UK Government moved England to Step 4 of the Covid-19 Roadmap, however the government continues to manage the risk of serious illness from spreading the virus. This new phase in the government's response to the pandemic moves away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

From Monday 16th August 2021 children under the age of 18 years old are no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. At this point, close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test. Self-isolation will continue for those who have tested positive for COVID-19.

Key Government messages include:

- Nationally, education and childcare settings are OPEN and attendance is mandatory (for schools) and strongly encouraged (at nurseries).
- [The Royal College of Paediatrics and Child Health](#) has made it clear that the overwhelming majority of children and young people still have no symptoms or very mild illness only.
- There is no need for primary age pupils (those in Year 6 (Uppers) and below) to Lateral Flow Test (LFT) test.
- Secondary Schools are asked to prepare for on-site testing at the beginning of the autumn term.
- (From Step 4) Nurseries and Schools are no longer asked to trace close contacts – close contacts are identified via NHS Test and Trace.
- (From Step 4) Children do not need to remain in consistent groups (“bubbles”).
- (From Step 4) Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas. However, although the government has removed the requirement to wear face coverings in law, **it expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet.** This includes public transport and dedicated transport to School.

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 first published by the School in September 2020, and builds on the experience and knowledge gained since then.

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.



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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. If you have any question in regard to the School's Covid-19 risk management you are asked to contact the School Bursar, Mrs Denise Allen, via email bursar@ditchampark.com in the first instance.

What does this mean for Ditcham Park School? We know that schools are susceptible to infection potentially with crowded classrooms, corridors and other pinch points all adding to the spread of any infection carried by staff or pupils. Moreover, those who are in school groups subsequently contact out-of-school parents, grandparents and carers putting the School at the centre of a web of contacts; some of whom will be more vulnerable to infection than others. This means that Ditcham Park School will continue to be exceptionally careful in its risk assessments and associated mitigating measures against the spread of COVID-19. Therefore the aim of this risk assessment is to allow the School to:

- Maintain the existing risk managed environment, particularly when the school is required to reflect local infection rates and precautions.
- Continue to deliver as much normal education as possible.
- Identify how the School can best protect itself and its community, with targeted interventions to reduce risk.

A separate risk assessment setting out the School's management of the Asymptomatic Testing Programme operated in school on the request of the National or Local Government or Health agencies is available upon request.

CONTROL MEASURES (SEPTEMBER 2021)

In assessing risk the School monitors and references current Government and PHE guidance. From September 2021 the School will adopt (as a minimum) the four central control measures as set out by the [UK Government guidance \(updated 27th August 2021\)](#) as follows:

- 1. Ensure good hygiene for everyone.**
- 2. Maintain appropriate cleaning regimes.**
- 3. Keep occupied spaces well ventilated.**
- 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.**



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

The DfE Contingency Framework (and DPS Outbreak Management Plan)

DfE have outlined the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in education and childcare settings, covering:

- The types of measures that settings should be prepared for.
- Who can recommend these measures and where.
- When measures should be lifted.
- How decisions are made.

Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures for individual education and childcare settings (or a small cluster of settings) as part of their outbreak management responsibilities. Where there is a need to address more widespread issues across an area, Government ministers will take decisions on an area-by-area basis. In most cases a “cluster” will be no more than 3 or 4 settings linked in the same outbreak.

Ditcham Park School has formulated and published an [Outbreak Management Plan which is available to parents on the School website](#).

3

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 “FULLY OPEN” to pupils from Monday 6th September 2021 (Pupils) and from Thursday 2nd September (Staff).

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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 2021/22 (v1)

Return to School from 6th September 2021

| | Hazard | Who Might be Harmed | Controls | Risk Category |
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| 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 to quarantine in accordance with the current government guidance. • Anyone with 1 or more of the 3 coronavirus (Covid-19) symptoms below will be asked to stay at / return to their home and advised to access PCR testing and engage with the NHS Test and Trace process as appropriate once test results are known. <ul style="list-style-type: none"> • a high temperature • a new, continuous cough • loss or change of sense of smell or taste • 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 room (2nd Floor Meeting Room Main School House) to isolate symptomatic patients, with good ventilation. If the symptomatic person requires the bathroom while waiting to be collected any bathroom used will be quarantined immediately, and 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 | MED HIGH |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>being collected:</p> <ul style="list-style-type: none"> • A window will be opened in the room to allow for fresh air ventilation. • Supervising staff will wear a fluid-resistant surgical mask if a distance of 2 metres cannot be maintained. • Supervising staff will also wear disposable gloves and aprons if contact is necessary with the patient. • 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. • 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. • 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"> • The driver and passenger will maintain a distance of 2 metres from each other or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>wear a face mask if they are old enough and able to do so.</p> <ul style="list-style-type: none"> • 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 where a symptomatic person or secondary pupil 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 concludes it needs advice on the next steps*, the School will first engage with the local health protection team or telephone the DfE advice line. • To help manage a COVID-19 outbreak within the school, actions will be considered when either of the following thresholds are met: <ul style="list-style-type: none"> ➤ There are 5 positive cases amongst pupils or staff who are likely to have mixed closely within a 10-day period. ➤ 10% of pupils or staff who are likely to have mixed closely test positive within a 10-day period. • When one of the thresholds above is met, we will review the testing, hygiene, and ventilation measures already in place. • We will also seek public health advice from a director of public health | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>or health protection team.</p> <p>The Headmaster, Graham Spawforth, will be responsible for seeking this advice, and will do so by telephoning the DfE helpline (0800 046 8687) and/or Hampshire and Isle of Wight HPT (South East) as appropriate or directed at the time</p> <ul style="list-style-type: none"> For Ditcham Park School, the local health protection team is identified as follows: <ul style="list-style-type: none"> Hampshire and Isle of Wight HPT (South East) <i>Public Health England</i> <i>Fareham Borough Council</i> <i>Civic Offices</i> <i>Civic Way</i> <i>Fareham</i> <i>Hampshire</i> <i>PO16 7AZ</i> <i>Email: HIOW@phe.gov.uk; phe.hiow@nhs.net</i> <i>Telephone 0344 225 3861 (option 1 to 4 depending on area)</i> <i>Out of hours advice 0844 967 0082</i> The School will assist NHS Test & Trace, the LHPT, or any pupil or staff member who tests positive for Covid-19 (PCR test) to its best ability in identifying staff and pupil close contacts, although it is no longer required to take primary responsibility for this action. <p>Close contact means:</p> <ul style="list-style-type: none"> A face-to-face conversation within 1 metre Extended close contact (within 1 metre for more than 15 minutes – either as a one-off contact or added up together over one day). Proximity contact within 2 metres for 15 minutes or longer. | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>Rapid Testing Programme in School (from Autumn 2021) or on request of LHPT / UK Government.</p> <p>We will provide staff and parents/pupils (as appropriate to the pupil's age) with access to 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 offer all School Staff 2 LFT tests per week, to take at home.</p> <p>We will offer secondary pupils 2 LFT tests on-site, taken 3 to 5 days apart, upon their return to school.</p> <p>Thereafter, we will ask secondary pupils to take 2 LFT tests per week, at home until such time as the UK Government advises this is no longer required (currently this extends to the end of September 2021 only).</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 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 LFT test result - noting this may be periodically updated in line with medical advice. • If a School-based supervised LFT test is negative the pupil may continue to attend school. • We will ask Staff, particularly new 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 | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>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.</p> <ul style="list-style-type: none"> • 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 LFT 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 and then follow the advice of NHS Test and Trace if the PCR test is positive. The School has a number of PCR tests available for staff or pupils who are not able to obtain one any other way. • Results of School or Home-based LFT tests should be reported to NHS online as detailed in the guidance and instruction provided with the tests. School-based results will be recorded by the School, Home-based results will be recorded by the pupil and/or their parents/carers. <p>We won't need to see evidence of a negative PCR test result in order to 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>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</p> | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>recently had a negative LFT test result), should still self-isolate immediately according to government guidelines.</p> <p>School-based LFT 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 throughout the testing period 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 testing will undertake the required training (provided by the Estate Bursar using online resources and personal experience/knowledge) and be in possession of the required certification before being involved in the testing process.</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</p> | HIGH |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>AMK) ongoing dynamic contact is made by the Bursar and Estate Bursar with the providers to make sure their staff:</p> <ul style="list-style-type: none"> a) Follow good hygiene practices in accordance with the Control Measures. 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> <ul style="list-style-type: none"> a) Pupils sit with others from their school year group whenever possible in order to minimise the chance of infection between age groups. b) Pupils are offered a consistent seat on the bus and do not change, whenever possible. c) Hand sanitiser is available upon boarding and / or disembarking. d) There is additional cleaning of vehicles carried out by AMK for School-Home transport and Estates Staff or Teaching Staff using the School owned minibuses. e) Queuing and boarding is well organised. f) Children aged 11 and over use face coverings whilst travelling on any school bus or home-school transport. g) 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</p> | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>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:</p> <ol style="list-style-type: none"> a) Encouraged not to gather in the School grounds, or enter the School buildings unless they have a pre-arranged appointment. b) Required to enter the School buildings via the Main School Reception Area where they will be provided with a visitor pass and asked to sign to confirm (to their best knowledge) they are Covid-19 symptom free and compliant with self-isolation requirements. <p>Where the School is concerned communal areas are becoming crowded, or in the case of an outbreak of Covid-19 at school, Staff, visitors and children over 11 may be asked to apply a face covering unless they are exempt from wearing one.</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>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</p> | MED HIGH |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>admittance to the School, will primarily 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, 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) Be encouraged to 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) Be encouraged to 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 will continue to be removed from classrooms and staffrooms to ensure correct and safe disposal of tissues and other potentially infectious waste. <p>Pupils will be provided with reminders and information about the “Catch It, Bin It, Kill It” protocols via updated 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</p> | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>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 | <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 • Telephones • Inventory (fingerprint enabled) Scanners <p>The provision of an additional daytime/roving cleaner will be continued throughout the Winter term and for the first half of Spring term to provide the recommended "enhanced cleaning" during these higher risk seasons.</p> <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 encouraged to limit the amount of</p> | <p>MED HIGH</p> |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <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.</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 / wiped down by teaching staff as required or sharing of equipment will be limited whenever possible. • In periods of higher infection risk, resources may be rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>Individual and very frequently used equipment, like pens and pencils, will continue not be shared whenever possible.</p> <p>Shared rooms, such as halls and dining areas, will be cleaned frequently during lunch service by catering staff, and between groups by staff/pupils.</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 be encouraged to wash their hands before and after handling pupils' books (or any other equipment/resources). Teachers/Supervisors in school will continue to be provided with an "Essentials" Kit to enable good hygiene in their areas.</p> | |
| E | Spreading infection due to excessive | <ul style="list-style-type: none"> • Pupils • Staff | The School is no longer required to operate group bubble systems from 2 nd September 2021, however these may be re-introduced in response to an | MED |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

| | | | | |
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| | <p>contact and mixing between pupils and staff in lessons and at School Events including performances with an audience.</p> | <ul style="list-style-type: none"> Contractors Visitors | <p>outbreak (management plan) or on recommendation of LHPT/National or Local Government/Public Health Agencies. School Assemblies can resume.</p> <p>We will follow the government's guidance for lessons involving drama, singing, chanting, shouting or playing instruments. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>Indoor and outdoor performances with an audience are permitted, however the school will continue to consult this guidance when planning indoor and outdoor performances. The School will identify poorly ventilated spaces as part of the event risk assessment process and take steps to improve fresh air flow in these areas. All risk assessments produced by the Event Co-ordinator or other members of organising staff are signed by the Headmaster and Bursar/Estate Bursar.</p> <p>For physical activity, indoor sports are permitted but outdoor sports will be prioritised whenever it is possible, - where it is not, we'll use our large indoor spaces with sufficient ventilation.</p> <p>Team sports, including competitions, are permitted. However we will always follow the return to recreational team sport framework, or LHPT advice, in periods of higher infection rates, or as recommended.</p> <p>Pupils will attend school wearing normal Uniform from 6th September 2021. They will change in the School changing rooms into PE kit on days when PE/Games are timetabled, however pupils will be encouraged not to spend unnecessary time in the changing rooms and to remove all their personal belongings after use. Changing rooms will be cleaned daily as a minimum and will all contain hygiene equipment for use as deemed necessary by PE staff.</p> <p>Staff can work across different groups "as normal" to deliver the school timetable, but they will be encouraged to maintain an increased social</p> | <p>MED HIGH</p> <p>HIGH</p> <p>HIGH</p> <p>MED HIGH</p> <p>MED HIGH</p> <p>MED</p> |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>distance from pupils and other staff as much as they can.</p> <p>Most, if not all, staff are expected to be double vaccinated (although the school is not permitted to request confirmation from individual staff)</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.</p> | |
| F | <p>Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the School</p> | <ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors | <p>All pupils and staff can resume interaction without “bubble” restrictions, however, staff will be encouraged to maintain an increased social distance between themselves and pupils whenever possible without affecting educational needs, and to limit face-to-face contact times particularly when indoors.</p> <p>Staff and visitors will no longer be required to wear face coverings in school but will be asked to carry one at all times (anyone over 11 years of age) and may be asked to wear face coverings in areas of the School where social distancing isn’t possible, such as corridors and communal areas, if the School deems it necessary (where, for example, overcrowding takes place).</p> <p>The School has removed its one-way system from 1st September, with the exception of the Main School Stairs (local arrangements signed) in order to improve flow in this busy area.</p> <p>Lunch times and break times will continue to be managed by staggering arrival times in the SDH to minimise crowding and maximise distance between individuals.</p> <p>Pupils do not use the same toilet facilities as staff, visitors or contractors.</p> <p>The School has reverted to a single Staff Room on the 1st floor of the Main School House from 1st September 2021, however staff will be able to access the “Small Hall” and “Large Hall” as an alternative space if they</p> | HIGH |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>deem the Staff Room is too crowded.</p> <p>Visitors to the site, such as contractors, will be required to confirm they are (to the best of their knowledge) Covid-free and symptom free, and in compliance with foreign travel quarantining, upon arrival.</p> <p>All visitors will be required to sign in at School Reception (using Inventory). A record of all visitors will therefore be available if the School is required to assist the LHPT in identifying close contacts of a positive Covid-19 patient.</p> <p>Before School and After School provision will run as normal, however the Small Hall is available in addition to the Library for Early Morning Club attendees which will alleviate possible busy spaces. 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 whenever possible or required) to maximise space between pupils of different year 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. The Headmaster and Bursar will both sign each risk assessment provided by School staff or external providers for after-school clubs and activities at the start of term. ICE numbers are retained by the school for all attendees of Early Morning and After School Clubs.</p> <p>External providers who operate in the School will be asked to confirm they have considered any relevant guidance and put appropriate health and safety measures in place when planning their activities as part of their risk assessment (and hire of facility) procedures.</p> <p>Sporting fixtures between Schools are permitted to resume, the School will maximise distance between groups from different schools whenever possible, utilise outdoor areas whenever possible and communicate the "Catch It, Bin It, Kill It" and Hand Hygiene protocols to all on site.</p> | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>In periods when the School notes higher infection levels, or as advised/required by LHPT or Public Health agencies, sporting fixtures may be limited, or suspended. Visitors accompanying other school teams will be asked to sign in (organised by PE staff) or scan the Covid-19 site QR code.</p> <p>Educational visits can take place, including day visits and domestic residential visits. International trips for 2022 may be planned but at the time of writing are still not recommended by the Government before the autumn term. The School will monitor continuing Government advice in this matter. A separate risk assessment will be undertaken for every educational visit to determine whether it can be undertaken safely and signed by the Headmaster (as EVC) and either the Head of Seniors or Head of Juniors (as appropriate). The Bursar will be consulted if/when staff require additional advice or assistance.</p> | |
| G | Spreading infection due to the School environment | <ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors | <p>Checks to the premises are completed to make sure the School is up to health and safety standards before opening for each term including September 2021.</p> <p>Fire muster areas are easily able to be expanded to ensure 2 metre social distancing between year groups if the School believes it will be beneficial in response to infection frequency. Emergency fire drills will continue to be carried out as normal. 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> | MEDIUM |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>In periods of cooler weather windows will be opened just enough to provide constant background ventilation when occupied and opened more fully during breaks or periods when a room is not in use to purge the air in the space.</p> <p>The School will balance the need for increased ventilation while maintaining a comfortable temperature using the following measures as appropriate:</p> <ul style="list-style-type: none"> • 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. • Availability of (a small number of) Carbon Dioxide Monitors upon request where cold weather restricts ability to open windows in smaller rooms or rooms with higher occupancy. It is noted that the monitor will signify only where windows need to be opened to increase / improve air flows or, if this cannot be achieved, a class or group may need to be temporarily re-sited. <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. Some demarcated areas for specific key stage or year groups to use during outdoor play and break periods will be retained at the request of the Head of Seniors or Head of Juniors.</p> <p>When required, during “wet breaks” pupils will be required to return to a</p> | |
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COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | nominated space (classroom or tutor group room) and will be supervised by a member of staff to minimise risk of spending extended indoor time with those from outside their normal cohort. | |
| H | Spreading infection due to excessive contact and mixing in meetings | <ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors | <p>Avoid unnecessary in-person / on-site meetings whenever possible.</p> <p>Whenever possible, all meetings involving larger numbers of people will take place in the Large Hall or Solent Suite (as designated meeting rooms).</p> <p>Rooms ventilated by opening windows or using fresh-air mechanical ventilation systems.</p> <p>Some meetings may continue to be conducted by telephone or using video conferencing. This might include meetings between staff, between staff and parents/carers, visitors or governors. Most School PCs/laptops have been fitted with webcam units or have an integral webcam thereby enabling video conferencing off site or from their classroom/office if preferred.</p> <p>The length of on-site meetings will be restricted to a maximum of 2 hours whenever possible.</p> <p>Hand sanitiser provided in meeting rooms, and sufficient washroom facilities available to allow for good hand and respiratory hygiene.</p> <p>On-site meetings may be suspended during periods of outbreak or recommendation of LHPT.</p> <p>A QR check-in code is available in School Reception.</p> | MED HIGH |
| I | Individuals vulnerable to serious infection coming into School | <ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors | All staff and pupils, including those who are clinically extremely vulnerable (CEV) , should attend school, unless they are self-isolating or have been advised not to by their GP or clinician. However, CEV staff may prefer to attend school but take extra precautions and the School will consider putting specific and reasonable protective measures in place to | HIGH |



COVID-19 Summary Risk Assessment 2021/22 (v1)

Return to School from 6th September 2021

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| | | | <p>assist, on the request of these staff.</p> <p>Staff that live with some who is extremely clinically vulnerable, who is clinically vulnerable, or who may be otherwise at increased risk of coronavirus, should also come into School and will follow good prevention practices.</p> <p>We will follow the government guidance for pregnant employees.</p> <p>Pupils of compulsory school age must be in school unless a statutory reason applies.</p> | |
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his 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. Any supporting risk assessments are similarly reviewed.

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| Headmaster | Chair of Governors | Bursar |
| 1st September 2021 | 1st September 2021 | 1st September 2021 |