



COVID-19 Summary Risk Assessment 2021/22 (v4)

Full Opening of School for January 2022 (amended for 27th January 2022)

Introduction

The Government continues to manage the risk of serious illness from the spread of the virus and the priority remains the delivery of face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health. Covid-19 is a virus that we all must learn to live with for the foreseeable future.

The Government made some further to changes to their guidance “Actions for Schools During the Coronavirus Outbreak” on 19th January 2022. This 4th revision of our Risk Assessment is provided to reflect the guidance provided in this latest Government update, which primarily concerns the [expiry of Plan B regulations](#) at midnight Wednesday 26th January.

Recent changes to Government guidance include updates to:

- **Changes to the self-isolation period for individuals who test positive for Covid-19 (see useful infographic on page 3):**
 - The self-isolation period for people who record a positive PCR test result for Covid-19 has been reduced to 5 days minimum (from 7 days) unless the person cannot LFD test for any reason.
 - Individuals may now take LFD tests on Day 5 and Day 6 of their self-isolation period. Those receiving two negative test results (24 hours apart) are no longer required to complete the full 10 days of self-isolation.
 - The first LFD test must be taken no earlier than Day 5 of self-isolation and tests must be 24 hours apart. If both tests are negative, and the person does not have a fever, they may end self-isolation after the second negative LFD test result and return to education or childcare setting on Day 6.
- **Face Coverings:**
 - The Government has confirmed that from 20th January face coverings are no longer mandatory for pupils, staff or visitors in classrooms where pupils in Year 7 and above are educated.
 - The Government has confirmed that from 27th January face coverings are no longer mandatory for pupils, staff or visitors in communal areas, but add that organisations and individuals should consider doing so when people are in closer proximity outside of their normal social circles (eg: household, classmates or work colleagues).



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- **Testing prior to returning to School:**
 - The advice remains the same with secondary school pupils encouraged to take one on-site test, on return in January and then continue to test twice weekly at home and to [report all results to NHS Test and Trace](#) and to the School.
 - All staff should take one self-test at home either the evening or morning before they return in January, and then continue to test twice weekly at home.
 - It is noted that even if someone has tested positive for Covid-19 within the last 90 days, they are strongly encouraged to take part in LFD testing on-site or at home once they have completed their isolation period.

- **Regarding daily testing for close contacts of Covid-19:**
 - People who are fully vaccinated, or children and young people aged between 5 and 18 years and 6 months, identified as a close contact of someone with Covid-19, should take an LFD test every day for 7 days and continue to attend school as normal, unless they have a positive test result or develop symptoms at any time.
 - Children under 5 are not being advised to take part in daily testing of close contacts. If a child under 5 is a contact of a confirmed case, they are not required to self-isolate and should not take part in daily testing.

- **Regarding immunisation for children aged 5 to 11 years old:**
 - The Government has agreed a primary course of vaccination to be offered to children aged 5 to 11 years old who are in a clinical risk group, or who are a household contact of someone (of any age) who is immunosuppressed. The NHS is working through updated guidance and is expected to shortly set out how this is going to be operationalised.

- **Update to the definition of vulnerable children:**
 - The Government's guidance builds on the three categories of a) vulnerable children and young people with a social worker, b) in an Education, Health and Care Plan and c) children considered to be "otherwise vulnerable". The broader definition of children classified as vulnerable now also includes children:
 - Known to children's social care services in the past,
 - Whose home circumstances might be particularly challenging because of domestic abuse, parental offending, adult mental health issues, and drug and alcohol addiction.

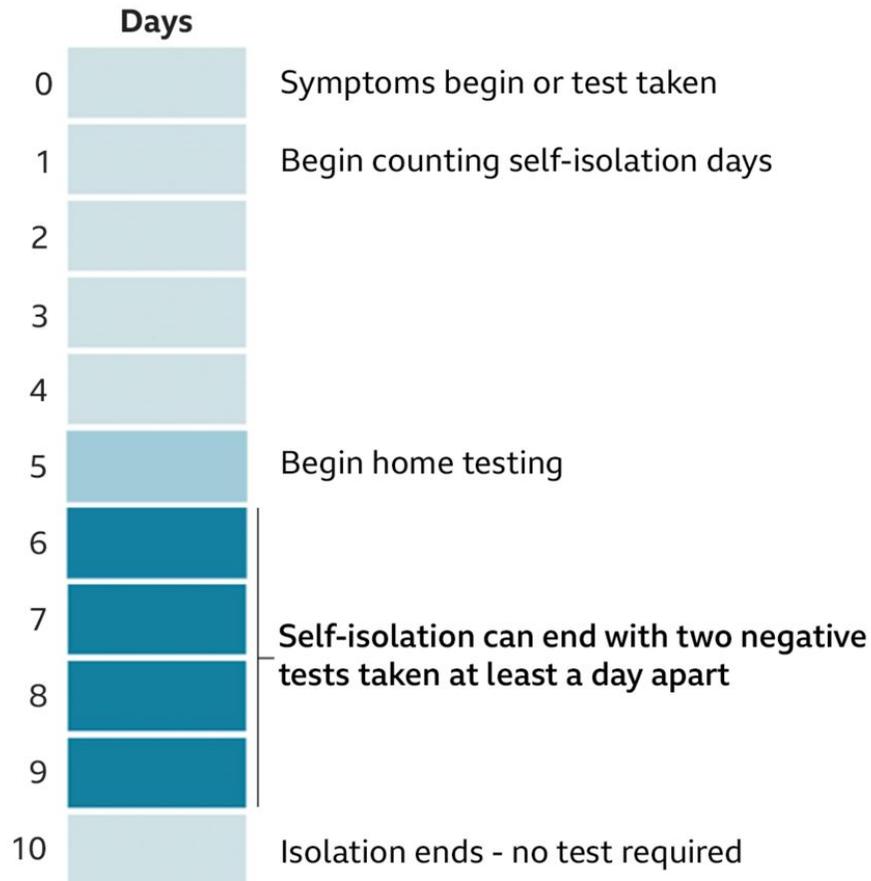
The intention of providing this broader definition is to support local decision making on children who might face increased risk inside or outside the home if they are unable to attend their setting, or who could not reasonably continue to learn remotely. The list is not intended to be exhaustive and local assessment will be based on knowledge of family and community risk.



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How five-day isolation rule works in England



Source: NHS





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What does this mean for Ditcham Park School?

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

All schools are susceptible to infection potentially, with some crowded classrooms, corridors and other pinch points all adding to the risk of spread of any infection carried by staff or pupils. Moreover, out-of-school contact with parents, grandparents and carers places the School at the centre of a web of contacts, some of whom will be more vulnerable to infection than others.

Ditcham Park School will continue to be exceptionally careful in its risk assessments and the associated mitigating measures employed against the spread of COVID-19, and the impact of any emerging "variants of concern" (VOC).

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 specific local infection rates and precautions.
- Comply with health and safety law.
- Continue to deliver high-quality face-to-face education to all pupils.
- Regularly review, consider and identify how the School can best protect itself and its community, with targeted, proportionate and dynamic interventions implemented to reduce risk to pupils, visitors and staff.
- Set out the hazards associated with testing asymptomatic staff and pupils in School when required.

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In assessing risk the School monitors and references current Government and UKHSA (PHE/LHPT) guidance, including:

Tracing close contacts and isolation

Close contacts in schools are now identified by [NHS Test and Trace](#) and education settings, including Ditcham Park School, are not expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent/guardian to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where a positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting Covid-19



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due to the nature of the close contact. The School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18-years and 6 months identified as a contact of someone with Covid-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their place of work or educational setting as normal, unless they have a positive test result.

Daily LFD testing (for 7 days) of identified close contacts applies to all contacts who are:

- a) Fully vaccinated adults* (at least 2 doses of an approved vaccine).
- b) Children and young people aged 5 years to 18 years 6 months, regardless of their vaccination status.**
- c) People who are not able to get vaccinated for medical reasons.
- d) People taking part, or have taken part, in an approved clinical trial for a Covid-19 vaccine.

**Non-vaccinated adults or those who are not fully vaccinated (at least 2 doses of an approved vaccine), once identified as a close contact of a positive case of Covid-19, are legally required to self-isolate and book a confirmatory PCR test, unless c) or d) above apply.*

***Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.*

***Pupils with SEND, identified as a close contact, will be supported by the School and we will agree with their family the most appropriate route for testing including, where appropriate, additional support to assist swabbing.*

Contingency Plans

All schools should have contingency plans (sometimes called outbreak management plans) outlining what to do if children, pupils, students or staff test positive for COVID- 19, or how to operate if advised to take extra measures to help break chains of transmission. Ditcham Park School has an Outbreak Management Plan which is published termly to the School website. A printed copy is available on request from the School Office.

Given the detrimental impact that restrictions on education can have on pupils any measures should only ever be considered as a last resort, kept to the minimum number of groups possible, and for the shortest amount of time possible. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.



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Schools should consider taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead to taking additional action, and the mitigating steps can be found in the [contingency framework](#) (updated 21 January 2022).

From 2 December 2021 it has been recommended schools should consider whether to go ahead with planned international educational visits, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.

Ditcham Park School carefully considers all plans for residential overseas trips in conjunction with each individual tour operator, and with reference to advice from the FCDO ([Foreign, Commonwealth and Development Office travel advice](#)) and the [guidance on international travel](#), in place prior to booking and in the lead up to intended dates of travel.

Asymptomatic Testing

Testing remains important in reducing the risk of transmission of infection within schools.

Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged. Secondary Schools should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

There is no need for primary age pupils (those in year 6 and below) to test.

Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school.

Additions to this risk assessment now includes a self-test section which is mainly taken from:

- [How to guide](#) – Rapid Testing in Educational Settings – updated 15 December 2021
- [Health and Safety: responsibilities and duties for schools](#) - updated 19 July 2021



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Confirmatory PCR Tests

The advice for those who have a positive LFD test result has changed. They are no longer required to have a follow-up PCR test, and should stay at home and self-isolate immediately in line with the [stay at home guidance for households with possible or confirmed COVID-19 infection](#) (updated 17 January 2022).

It is noted that those who have a positive LFD test result should only have a follow-up PCR test if:

- they have a health condition that means they may be suitable for new coronavirus (COVID-19) treatments.
- they are taking LFD tests as part of research or surveillance programmes, and the programme asks them to do so.
- they have a positive day 2 LFD test [after arriving in England](#).
- they wish to claim the [Test and Trace Support Payment](#).

Stepping Measures Up and Down (The Contingency Framework)

CONTROL MEASURES the School will implement

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

The DfE have published a Contingency Framework which describes the principles of managing local outbreaks of Covid-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and UKHSA health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities. The updates of 27 January include guidance regarding [Face Covering: when to wear one, exemptions and what makes a good one](#).



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Control Measures

1. Ensure good hygiene for everyone

- a. **Hand hygiene.** Frequent and thorough hand cleaning should now be regular practice. The School will continue to ensure that pupils, staff and visitors are able and encouraged to clean their hands regularly. This can be done either with soap and water, or with hand sanitiser.
- b. **Respiratory hygiene.**
 - i. The “Catch it, Bin it, Kill it” approach continues to be very important in the School’s messaging.
 - ii. The e-Bug COVID-19 website will be promoted by the School for staff to access free resources to encourage good hand and respiratory hygiene. The e-Bug information posters will be provided for children throughout the School.
- c. **Use of personal protective equipment (PPE).** Most staff in School will not require PPE beyond what they would normally need for their work. [Guidance on the use of PPE in education, childcare and children’s social care settings](#) provides more information on the use of PPE for COVID-19.

2. Maintain appropriate cleaning regimes, using standard products such as detergents.

- a. By putting in place and maintaining an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day) with a particular focus on frequently touched surfaces.
- b. The UKHSA has published [guidance on the cleaning of non-healthcare settings](#).

3. Keep occupied spaces well ventilated.

- a. When in operation, it is important to ensure the School is well ventilated and that a comfortable teaching and learning environment is maintained.
- b. The School will aim to identify any poorly ventilated spaces as part of its risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.
- c. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.
- d. If possible, the School should adjust systems to full fresh air or, if this is not possible, operate the systems as normal as long as they are within a single room and supplemented by an outdoor air supply.
- e. Where mechanical ventilation systems exist, the School must ensure that they are maintained in accordance with the manufacturer’s recommendations.



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- f. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).
 - g. The School aims to balance the need for increased ventilation while maintaining a comfortable temperature.
 - h. The [Health and Safety Executive guidance](#) on air conditioning and ventilation during the coronavirus outbreak and [CIBSE COVID-19](#) advice provides more information.
 - i. DfE continues to work with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a project to measure CO2 levels in classrooms and explore options to help improve ventilation in settings where needed. Ditcham Park School has a number of CO2 monitors available for deployment where a staff member identifies ventilation may need to be improved in the school buildings.
- 4. Follow UKHSA/PHE advice on testing, self-isolation and managing confirmed cases of COVID-19.**
- a. **When an individual develops COVID-19 symptoms or has a positive test.**
 - i. Pupils, staff and other adults should follow public health advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result (LFD or PCR), or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
 - ii. If anyone in the School develops [COVID-19 symptoms](#), however mild, they will be sent home and they should follow public health advice.
 - iii. For everyone with symptoms, to avoid using public transport and, wherever possible, be collected by a member of their family or household.
 - iv. If a pupil is awaiting collection, the requirement to leave them in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of [PPE in education, childcare and children's social care settings guidance](#). Any rooms they use should be cleaned after they have left.
 - v. The household (including any siblings) should follow the (17 January 2022) updated [UKHSA stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).



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Running the School - Assessing the Risk

As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education – particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September.

As the government's emphasis turns towards advising people on how to protect themselves and others so schools must take responsibility to identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable. General information on how to make a workplace

COVID-secure including how to approach a COVID-19 risk assessment, provided by the [Health and Safety Executive \(SHE\) guidance on working safely](#) is referenced to by the School directly, and via its membership of professional associations such as ISBA (Independent Schools Bursars Association).

Conclusion

Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents and authorised/approved visitors and contractors. The Senior Leadership Team will analyse and co-ordinate identified measures. Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors and contractors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence will be recorded).

Generating confidence in Governors, staff, parents and pupils is paramount to the process of re-opening and continued operation. The School will consult with its insurance broker and insurance company regularly in order to keep them up to date with the Schools plans.



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	Hazard	Who Might be Harmed	Controls	Risk Category
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 (updated 17th January 2022). 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 of their intended visit date). The School will continue to ask parents and other adult visitors to school to take a lateral flow test in advance of their visit to the school. • 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, take an LFD antigen test and advised to access the latest government guidance, 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 	MED HIGH



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		<p>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.</p> <ul style="list-style-type: none">• In the case of a symptomatic pupil who needs to be supervised before being collected:<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. Tests are provided free of charge to the School only for staff and secondary aged school children.• 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	
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		<p>make alternative arrangements to transport the pupil home, and in this case one of the following steps will be taken:</p> <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 wear a face mask if they are old enough and able to do so. <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.	
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		<p>When one of the thresholds above is met, we will review the testing, hygiene, and ventilation measures already in place.</p> <p>The School's current Outbreak Management Plan can be found on the Covid-19 information page in the Parents section of the School Website.</p> <ul style="list-style-type: none">• We will also seek public health advice from a director of public health or health protection team. <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: <i>Hampshire and Isle of Wight HPT (South East)</i> <i>Public Health England Fareham Borough Council Civic Offices Civic Way Fareham Hampshire PO16 7AZ</i> <i>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</i> <ul style="list-style-type: none">• 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.	
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		<p>Close contact means:</p> <p>A face-to-face conversation within 1 metre</p> <ul style="list-style-type: none"> • 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. • Travelling in the same vehicle or plane. • Living in a household as someone with symptoms or who has tested positive for Covid-19. <p>You can be a “close contact” of someone with Covid-19 any time from 2 days before they take a positive test or develop symptoms, until 10 days afterwards.</p> <p>Close contacts do not need to self-isolate if one of the following (self-isolation exemptions) apply:</p> <ul style="list-style-type: none"> • They are fully vaccinated (at least 2 doses) • They are below 18 years and 6 months • They’ve taken part in or are currently part of an approved Covid-19 vaccine trial • They’re not able to get vaccinated for medical reasons. <p>Instead they should take daily lateral flow device tests in line with government guidance. If they test positive they should self-isolate for between 5 and 10 days (as appropriate).</p> <p>If a close contact is under 5, they do not need to self-isolate and should not take lateral flow tests – but they should not have close contact with anyone at higher risk of severe illness if infected with Covid-19.</p>	
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		<p>Rapid Testing Programme in School (from Spring 2022) 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 continue to offer all School Staff 2 LFD tests per week, to take at home. We will provide sufficient LFD tests to staff to enable them to test daily for 7 days if they are identified as a close contact of a Covid-19 positive case. Similarly if the member of staff is required to self-isolate, and fits the appropriate criteria to take 2 LFD tests on from Day 5 onwards within 24 hours of each other in order to end self-isolation before the standard 10 days, the school will ensure they are provided with sufficient LFD kits to do so.</p> <p>We will offer secondary pupils 1 LFD tests on-site at the start of term in line with DfE requirements. Those not attending school for this purpose are required to take 2 x LFD tests prior to their first day back in school after the Christmas holidays (3 days apart). Any pupil testing positive on an LFD antigen test is required to self-isolate at home for 5 to 10 days (as appropriate).</p> <p>Thereafter, we will ask secondary pupils to take 2 x LFD tests per week, at home until such time as the UK Government advises this is no longer required (currently this remains in place until further notice).</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	
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		<p>appropriate) to make sure everyone knows how to safely administer or self-administer tests.</p> <ul style="list-style-type: none">• If School-based supervised tests are positive the school will follow the steps laid out in the Government / NHS / UKHSA 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.• If a School-based supervised LFD 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 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 followed by a period of self-isolation, 5 to 10 days as appropriate, in line with Government and Public Health guidance. From 5th January confirmatory PCR tests are not required because of the confidence in the results delivered by the LFD tests at this time. This applies for all pupils and staff members. Following a positive LFT test at home or at school the pupil or staff member should self-isolate, however their household members and close contacts are exempt from self-isolation provided they meet the appropriate exemption criteria, are not symptomatic and take 7 daily LFD tests each delivering a negative result. If a positive result is recorded they should self-isolate immediately for 5 to 10 days (as appropriate for their vaccination status).• The School will follow this procedure when a pupil or staff member	
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		<p>reports a positive LFD test or becomes symptomatic.</p> <ul style="list-style-type: none"> • 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 must be recorded by the pupil and/or their parents/carers. <p>We won't need to see evidence of a negative LFD or PCR test result in order to allow staff and pupils to attend school however we do require all test results to be reported to NHS Test and Trace before attendance at school continues or recommences. In addition the school will ask parents to complete an online declaration when their child returns to school to confirm they are aware of the self-isolation requirements and, if they are ending self-isolation earlier than the 10 day period, this has been done only when 2 x negative home based LFD tests have been achieved, taken 24 hours apart, from day 5 and 6 onwards.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment until advised otherwise.</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 LFD 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 LFD testing will undertake the required</p>	
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			<p>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 flow device 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. From 27th January there is no legal requirement to wear a face covering on public transport however the government suggests passengers do so when in a crowded or enclosed space where they may come into contact with other people they do not normally meet. It should be noted that from 27th January the School will continue to require those aged 11 and over to wear a face covering on school provided bus transport until further notice.</p> <p>For dedicated School transport (ie: coaches and minibuses supplied by AMK) ongoing dynamic contact is made by the Deputy Bursar / School Secretary and Estate Bursar with the providers to make sure their staff:</p> <p>a) Follow good hygiene practices in accordance with the Control</p>	HIGH



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			<p>Measures.</p> <ul style="list-style-type: none"> b) Try to keep their distance from passengers where possible. c) Do not work if they have a positive lateral flow device test, or are symptomatic, or a close contact of a positive Covid-19 patient and do not meet the self-isolation exemption criteria. 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 continue to wear face coverings whilst travelling on any school bus or home-school transport (school requirement from 27th January until further notice). g) Through ventilation (fresh air from outside of the vehicle) is maximised in balance with weather conditions, particularly through opening windows and any ceiling vents. Pupils are asked to wear sufficient warm clothing to ensure they remain warm when buses are ventilated (particularly when full). <p>Children must not board home to school transport if they have symptoms of Covid-19 coronavirus, are a close contact of a Covid-19 positive patient</p>	
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		<p>and do not fit the self-isolation exemption criteria. A reminder of this requirement is frequently provided to all families involved.</p> <p>Parents/guardians who drop off and pick up pupils in their own vehicles will be:</p> <ul 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 and have taken a lateral flow device test delivering a negative result. <p>From 10th January 2022, visitors to the School are being restricted to “essential only” while the Omicron variant of concern is circulating. During this time all adults in School will be required to wear a face covering whenever inside communal areas of the School buildings. From 20th January 2022 Ditcham Park School Teaching staff are not required to, but may choose to wear face-coverings in the classroom if they prefer, or will wear a face-covering if requested by SLT in response to an Outbreak.</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 altered 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>	
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C	<p>Spreading infection due to touch, sneezes and cough</p>	<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 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</p>	<p>MED HIGH</p>
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			<p>when necessary and the School will identify and address such needs. Young children will be supervised during hand washing and when using hand sanitisers.</p> <p>Currently, the School considers that all its pupils can maintain good respiratory hygiene (“Catch It, Bin It, Kill It”). Different/additional measures will be put in place to support any children who are identified as unable to do so, and the staff who work with them.</p> <p>Supplies of soap, hand sanitiser, disposable paper towels and tissues will be topped up regularly by the Estates Staff and monitored to make sure they’re not close to running out.</p> <p>Lidded bins for tissues will be emptied throughout the day.</p>	
D	Spreading infection through contact with Covid-19 coronavirus	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>Cleaning contract staff and the School’s Estates staff will regularly clean frequently touched surfaces using standard cleaning products including:</p> <ul style="list-style-type: none"> • Banisters • Classroom desks and tables • 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 Spring 2022 term to provide the recommended “enhanced</p>	MED HIGH



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			<p>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 continue to be encouraged to limit the amount of equipment they bring into school each day to essentials like bags, lunch boxes, hats, coats, books, stationery, School-supplied Chromebooks, and mobile phones in line with School policies.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</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. During the circulation period of the Omicron variant of concern, Juniors may be directed to eat in their own classroom areas, and Seniors will be served in their operative year group(s) bubble. Form 5 will eat separately.</p> <p>If it becomes evident that 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>	
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			<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 sanitise 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	<p>Spreading infection due to excessive 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"> • Pupils • Staff • Contractors • Visitors 	<p>The School is no longer required to operate group bubble systems from 2nd September 2021 and the DfE has not changed its advice in this respect from January 2022, however the School has re-introduced limited class and year group(s) bubbles in response to the Omicron outbreak from December 2021 and this will continue until 26th January as a minimum. Further extension may be implemented as recommended by SLT, required by the School's own Outbreak Management Plan or on recommendation of LHPT/National or Local Government/Public Health Agencies.</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 and observe attendance limits indoors (500). 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</p>	MED HIGH



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			<p>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 unless they are due to take part in sport or games when they will be required to dress in appropriate DPS sport clothing. This is because the School changing rooms are closed while the Omicron variant of concern is in circulation in the wider local community. A review of this took place at 26th January 2022 and the Headmaster advised parents that this mitigation will continue until pupils return from February half term, as a minimum (when they will be advised again by the Headmaster).</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 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. They are required to take part in weekly LFD testing in advance of their attendance at school.</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>All pupils and staff are expected to respect reintroduced “bubble” restrictions implemented by the School at any time. Pupils will be advised of these, and reminded as necessary, each week whilst in place by staff. 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 adult visitors continue to be required to wear face coverings in school communal areas from 27 January 2022 (an extension of mitigation implemented in early December 2021 in response to the Omicron variant within the DPS environment) although staff are not required to do so in the</p>	HIGH



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		<p>classroom from this time, unless they prefer to do so.</p> <p>The School has removed its one-way system from 1st September 2021, with the exception of the Main School Stairs (local arrangements signed) in order to improve flow in this busy area. However, from January 2022, a “keep right” system in the busy communal corridors has been reintroduced. Pupils may wear face coverings in communal areas if they wish although, from 27th January 2022, the school does not require them to do so.</p> <p>Lunch times and break times will continue to be managed by staggering arrival times in the SDH (or any other locations used for lunch purposes) 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>Adult visitors to the site, such as contractors, will be required to confirm they are Covid-free (using an LFD test) and symptom free, and in compliance with foreign travel quarantining, in advance of their visit.</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</p>	
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		<p>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. New parents/pupils to the School will be asked to provide 2 x ICE numbers.</p> <p>Parents and carers can, by agreement with the School in advance, attend certain sessions at out of school settings and wrap-around care. Those visiting will be required to undertake an LFD test in advance and provide ICE details.</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 continue from 1st January 2022, 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. Reassurance that those adults accompanying, or attending fixtures, have undertaken an LFD test delivering a negative result will be obtained by the organising staff member.</p> <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.</p> <p>Educational visits can take place, including day visits and domestic residential visits. International trips for 2022 may be planned with reference to the travel agent used and the Government guidance in place at the time of first organising the trip, with an undertaking to monitor any amendments imposed by the UK or other countries prior to travel. 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</p>	
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			(as appropriate). The Bursar will be consulted if/when staff require additional advice or assistance.	
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 January 2022.</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> <p>HSE ventilation advice used can be found here.</p> <p>In periods of cooler weather windows will be opened just enough to provide constant background ventilation when occupied and opened more fully during breaks or periods when a room is not in use to purge the air in the space.</p> <p>The School will balance the need for increased ventilation while maintaining a comfortable temperature using the following measures as appropriate:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level, to reduce drafts. 	MEDIUM



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			<ul style="list-style-type: none"> • 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 nominated space (larger halls or communal areas organised by “bubble”) and will be supervised by a member of staff to minimise risk of spending extended indoor time with those from outside their normal cohort.</p>	
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 required, all meetings involving larger numbers of people will take place in the Large Hall or Solent Suite (as designated meeting rooms) only when online meetings are not practicable.</p> <p>Rooms ventilated by opening windows or using fresh-air mechanical ventilation systems.</p>	MED HIGH

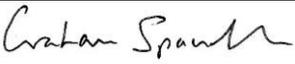


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			<p>Hand sanitiser provided in meeting rooms, and sufficient washroom facilities available to allow for good hand and respiratory hygiene.</p> <p>On-site meetings may be suspended during periods of outbreak or recommendation of LHPT.</p> <p>Sign-in at Reception, and pre-visit Visitor declaration required.</p>	
I	<p>Individuals vulnerable to serious infection coming into School</p>	<ul style="list-style-type: none"> • Pupils • Staff • Contractors • Visitors 	<p>All staff and pupils, including those who were previously considered clinically extremely vulnerable (CEV), should attend school and follow the same Covid-19 precautions as other pupils and staff. However, if they have received personal advice from their GP or clinician on additional precautions to observe they should continue to follow that advice. The School will consider putting specific and reasonable protective measures in place to assist, on the request of these staff and/or pupils.</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 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>	MED HIGH

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 / UKHSA. Any supporting risk assessments are similarly reviewed.

		
Headmaster	Chair of Governors	Bursar
27th January 2022	27th January 2022	27th January 2022