



Sibford School Risk Assessment for re-opening during CV19 November 2021

Date of Risk Assessment: 28th May 2020 /Updated 1st September 2020

Updated 16 October 2020

Updated 1st January 2021

Updated 5th January 2021

Updated 2 March 2021

Updated April 2021

Updated September 2021

Updates November 2021

Reviewed by: SLT and School Committee

Date of review: This is a dynamic risk assessment

COVID-19 – a Risk Assessment for UK Schools - adapted for Sibford School April 2021

Introduction

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload.

ISBA's role in this crisis is to supply up to the minute advice and guidance to the independent schools community through the bursar and their staff. There is no monopoly on good ideas and practice and so do please email any comments and suggestions to office@theisba.org.uk so as to support others and develop best practice.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published.

It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

A regular update to this document will be supplied via ISBA's COVID-19 bulletin. Changes will be highlighted and dated. Do please check the bulletin (currently issued on a Tuesday and Thursday mid-afternoon) for changes and updates.

Reference documents are available in ISBA's weekly bulletins and have been removed from this edition.

Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents and pupils.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”.

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

- | | | |
|----|--------------|---|
| 1. | Fully Open | Business as usual: no travel or trip restrictions. |
| 2. | Open | Business as usual: with caveats – no visitors or trips. |
| 3. | Open T | In transition: some teaching in school and some remotely. |
| 4. | Open B | In transition: with boarders and Open K (below). |
| 5. | Open K | Key staff and vulnerable children in school. All other teaching remote. |
| 6. | Open R | Teaching is all achieved remotely. |
| 7. | Fully Closed | No one on site except residents, security and maintenance staff. |

Risk Assessment

Government advice states that “every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.”

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- M. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - a. Masks;
 - b. Gloves;
 - c. shields (for face or lecterns, desk separators, staff desks);
 - d. sanitisers (gel and tissues).
- O. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Have all vulnerable pupils, parents and staff been identified and recorded?
 - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. Come into contact with anyone tested positive to COVID-19?
 - e. Travelled where: other than home and school? (via app or written diary).
 - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?

- P. Have all adhered to the external socialising rules set by the school such as:
- shopping;
 - parties;
 - games and play;
 - travel (other than home to school and return).
- Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, is at Annex A.

Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.

The leadership team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and we, at ISBA, hope to be able to bring the right information at the right time to schools to allow informed decisions and changes that reflect a safe and secure school environment.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

- Fully Open Business as usual: no travel or trip restrictions.
- Open Business as usual: with caveats – no visitors or trips.
- Open T In transition: some teaching in school and some remotely.
- Open B In transition: with boarders and Open K (below).
- Open K Key staff and vulnerable children in school. All other teaching remote.
- Open R Teaching is all achieved remotely.
- Fully Closed No one on site except residents, security and maintenance staff.

Date	State of Operation	Notes
May 28 2020	Open K	With few exceptions we are closed barring residents, essential associate staff and occasional workers. Key worker children have been in occasional attendance.
1 st June 2020	Open T	Open to Key Worker children and pupils in Year 6,1 and EYFS.

1 st September 2020	Open	Open to all pupils in bubbles and with restrictions
1 st January 2021	Open T	Open to Junior School pupils and children of critical workers from 4 th January 2021. Open for Year 11 & 13 from 11 th January and other secondary age pupils from 18 th January.
5 th January 2021	Open K	Open to some boarders, critical worker children and EYFS (not reception).
8 th March 2021	Open	From 8 March, under the latest DfE Guidance. The School will be Open.
16 April 2021	Open	From 8 March, under the latest DfE Guidance. The School will be Open. Latest guidance is here: 2 April Government update
1 st September 2021	Open	The School remains Open under the latest guidance from the DfE
29 th November 2021	Open	DfE guidance changed on 29 November Latest guidance is here: 29 November Government Update

**Annex A to
ISBA COVID-19
Risk Assessment**

Overall Risk Assessment in the COVID-19 Environment

Despite the instructions to re-open schools to all pupils we must all remain vigilant and watchful. We must follow the latest PHE / DfE guidance carefully and keep a watchful eye on any updates from professional bodies. Regular and clear communication / reassurance to the community will be vital – we need to be mindful of mental health issues as well as the latest advice – both local and national – regarding the safe opening of schools.

Latest (February 2021) DfE guidance (which guides this policy) can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/964351/Schools_coronavirus_operational_guidance.pdf

This guidance and recent updates from the DfE update all previous guidance. We will adhere to this guidance closely – staff and parents / guardians have already been contacted with provisional plans.

An important point which still needs to be stressed is the zero tolerance of any ill children/siblings in school. It is important staff should feel supported in sending children and their siblings home in the mornings if there is any mention of symptoms on arrival. If we ensure no one is coming in with symptoms however mild and government advice is followed in regards to isolation periods, it puts us in a much stronger position and will ensure the measures we put in place are sufficient. Staff who are unwell should also be asked to act accordingly – working from home where it is safe and practicable to do so.

NB: This Risk Assessment should be read in conjunction with departmental risk assessments. Individual line-managers are expected to keep abreast of the latest developments in their area and update their risk assessments accordingly. Staff should always ask for advice / support if they are unsure.

	Risk	Control Measures	Outcome	Remarks / Re-Assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>Yes – SLT and School Committee are keeping abreast of all developments and liaising with the Head and SLT as such.</p> <p>School nurse / Head of Boarding also keeping ahead of updates.</p> <p>The Head of Early Years regularly fills out the OCC Actions for EY Childcare providers that are sent after each government update. Saved on shared drive/ EYFS/EYFS Required Docs/Risk Assessments/2020-21/OCC Considerations.</p>	Controlled & Low / Moderate Risk	<p>We remain watchful for ever-changing government advice. Lines of communication are open here.</p> <p>Experience of dealing with a confirmed case of CV19 have clarified lines of communication with DfE and PHE.</p> <p>Communication and clarity remains paramount with surge of mutated CV19 strain. Safety expectations to be reinforced. Updates from DfE / PHE and associated bodies such as ISBA and SoH is reviewed as soon as possible and acted upon.</p> <p>February 2021 updates from DfE read, shared and understood. Middle managers have checked documentation. Staff requested to ask questions where uncertain.</p>
B	Are changes regularly communicated to staff, pupils, parents and governors?	Staff briefed regularly by briefing / email, especially concerning any change in advice that may impact	Ongoing and dynamic Low / Moderate Risk	MGu - m.guy@sibfordschool.com is our link Governor for CV19.

		<p>upon the school. Regular updates for parents and pupils.</p> <p>Yes – this remains the case. Also to the boarding community.</p> <p>OCC updates shared with EY staff in weekly health and safety briefing. Minutes in EYFS Required Docs/PDM and HS minutes. Also see Procedures and Protocols in Risk Assessments 2020-21.</p>		<p>Usual channels of communication to the rest of the community.</p> <p>Feedback has been given to School Governors after checks and review by SLT / MGU</p> <p>Communication continues to be clear – lines of communication open.</p>
C	Are changes reviewed by governors?	<p>Yes – SLT are managing the day to day risks and adhering to government advice, whilst also advising and working with the School Committee on any significant updates. Governors are also informed of relevant information through AGBIS and ISBA.</p>	<p>Developing and clear lines of communication needed.</p> <p>Moderate Risk</p>	<p>Maggie Guy to ‘tour’ key areas of the campus including the Health Centre with the Head. Also to meet with the DSL and Head of Junior School to raise any safeguarding concerns arising from the current situation. Photographic evidence of good practice to be taken.</p> <p>Confirmed Oct 2020 Re-confirmed January 2021. Confirmed March 2021 Confirmed November 2021</p>
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>A visitor log is taken, but physical entry to school / school site for visitors is discouraged.</p> <p>Staff to only access site when on duty and to sign in.</p> <p>All parents will be asked to stay outside of the school unless by prior appointment / in an emergency.</p>	<p>Moderate Risk</p> <p>Needs to be reviewed regularly</p>	<p>More signage along the lines of ‘School is in session, please stick to footpaths’ is in place around the edges of site. SD rules to be stressed to all visitors.</p> <p>Where / when possible, gates are closed through the school. Access to catering from the rear and to Reception from the drive past Penn.</p> <p>This remains in place at the start of Autumn Term 2021</p>

		Deliveries restricted to essentials and controlled by reception / departments		
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	SD protocols and procedures shared with parents and pupils by Teams Meeting and explanatory letter. These will be regularly reinforced and facilitated in school – esp. after extended period of lockdown.	Moderate Risk. Regular reinforcement needed. Protocols for hygiene will continue to be monitored and reviewed by SLT / Miri Bibb (MB) / VB	Use of bubbles has commenced and is working effectively. Stressing of 1m+ and 2m for staff rules applying and regularly reinforced. This will remain in place for the Spring Term 2021 More relaxed in September 2021 – but we will continue to encourage sensible precautions alongside regular testing. Consideration given to possible return to bubbles in event of emergency.
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	Frequent reminders are taking place during the day for all parts of the school day. Signage is established with reminders. To continue throughout return of pupils in March	SLT / MB to regularly check and review. Any significant breaches to be reported back to the Head who will liaise with School Committee.	Regular updates and reminders to community from SLT. VB checking / overseeing Boarding community in liaison with TS / MB to ensure protocols are clear. Updated expectations are in place – including an expectation that returning boarders are prioritised for testing. Testing planned for January 2022
G	Is there sufficient supplies of hygiene materials and are they well placed?	Supplies of soap / warm water / paper towels and sanitiser have been replenished and will be regularly checked / refilled.	Moderate risk which will need strict reinforcement and monitoring by all staff.	We should remove towels and replace with paper towels, including in staff kitchen. Increased footfall = increased risk on towels etc Installment of electronic hand-sanitiser

		Face masks, PPE and disposable gloves available should these be necessary. Waste bins available throughout site.	MP and domestic staff to oversee supplies. SLT to report back any issues.	Maintenance / cleaning team are ready for return of pupils. Equipment checked and staff ready.
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Yes – this has been reviewed since lockdown. Lessons re-cleaning have been developed and implemented. Cleaning team well-versed with expectations and additional cleaners have been hired. Regular cleaning and sanitising through the day will take place.	Moderate risk. Assuming the cleaning team are all available then the regular cleans can take place through the day and after school hours. All cleaning staff must have appropriate advice and protection.	Staff and pupils' toilets should be cleaned after each Break session, so at least 3 times during the day and once when pupils and staff have left. This should be communicated as reassurance to staff and pupils and perhaps marked on one of those visible signature sheets to give added reassurance. The caretaking team will carry out regular cleaning during the day of high traffic areas, this will need to be extended to the Health Centre and/or quarantine area (Penn for Senior School) Feedback encouraged from staff to SLT / MB No change here – maintain expectations As above for March 2021 Regular cleaning remains in place – September 2021
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Desks to be appropriately distanced. As many porous (non wipeable) resources to be removed as possible. Teaching resources will not be shared.	Moderate Risk. To be monitored by SLT and teaching staff.	Some staff doing a lot of cleaning (such as peris and PE staff) this is to be monitored. Regular monitoring by appropriate staff. As above for September 2021
J	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	Yes – with boarders back these areas are being prioritised alongside other high risk areas such as high touch points and bathrooms.	Moderate / High Risk. To be monitored by SLT / VB / MB and teaching staff.	Yes – regular reviews. Regular reviews in line with current protocols – managed via SLT / Maintenance.

K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<p>SLT will be attentive to updates of the latest government advice and will continue working with School Committee when/if there are decisions to be made about significant changes, either in opening up or closing down the school site.</p> <p>Should the school need to rapidly close this would be communicated through the normal channels (website / clarions etc) to the school community.</p> <p>Contingency plans (based around MT learning & teaching) and prepared communications in place. This could apply to one year group only (such as Year 12 in the event of a staff shortage).</p>	<p>Moderate risk.</p> <p>Plans will be put into place and reviewed in line with government advice.</p>	<p>As of October 2021 we have accounts of a number of local schools with actual / suspected CV19 cases. We will monitor and act accordingly – not least with the likes of fixtures / school visits etc.</p> <p>Following government guidance we are preparing for possible brief ‘Circuit-breaker’ closure and teaching online. Staff advised as such.</p> <p>This remains in place – government developmnets are being closely monitored. We are prepared for online-learning and have communicated as such.</p> <p>Yes, including preparations for Lateral Flow testing and support for wellbeing / mental health.</p>
L	Are all the risks identified properly mitigated and regularly re-assessed?	<p>Yes – a standing item for SLT agendas from 1st June 2020. This remains the case.</p> <p>This will include ‘near-miss’ incidents and updated developments from in school and educational agencies.</p>	Moderate Risk	<p>To maintain upon SLT / Boarding agendas</p> <p>Regular reviews remain on SLT agendas</p> <p>This has remained on SLT & Associate staff agendas and will continue to be.</p>

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
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1	Are communication channels working and being reviewed? Email, text, facebook etc	All parents have been communicated to via email, Parent Mail, Teams and/or phone.	Low Risk – communication is good.	As of September communication emails strong and queries have been handled in a timely manner. Confirmed. Confirmed November 2021
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Parent questionnaire and ‘open communication’ policy in place. Email / phone / and MT meetings all allow for rapid and effective communication.	Low – moderate risk. Feedback from parents questionnaire was shared. Feedback from February / June 2021 surveys (staff / pupils / parents disseminated and shared)	Channels of communication remain open and clear. Regular advice and reinforcement is given to pupils. Governors have agreed that Maggie Guy will act as their ‘eyes and ears’ on the ground at Sibford. We need to be careful to monitor email traffic to parents. Reception working well to record and advise upon CV19 absence.
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Yes – Maggie Guy. Maggie Guy is not ‘on call’ as such but can be contacted at any time and is local to the school.	Low – moderate risk. This needs to be monitored effectively. MGu to liaise directly with TS re-risk assessments.	TS to maintain close liaison with Maggie Guy and School Committee via Jonathan Lingham Confirmed September 2021.
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Clarion, Teams, internal emails. Paula Perry (HR) will liaise with staff members who might have concerns.	Low – moderate risk As a family friendly school we will work with any member of the community who is concerned about returning to school.	Staff bulletin has also been helpful through the summer. All pupils / staff are back A small number of pupils have struggled with being back in school – all very well-looked after by staff. This remains the case. Vulnerable staff have been identified and communication is encouraged. This remains the case – September 2021
5	Who has travelled where: other than home and school? (via app or written diary).	Staff to be asked to communicate if they have travelled further afield	Moderate Risk – to be monitored by Reception / ER & TS	This continues to be the case - reinforced through face to face meetings.

				<p>Parents have also been asked to communicate any foreign travel intentions and follow most recent CV19 guidance.</p> <p>TS / SLT liaising with individual staff, including those who have tested positive for CV19 – some remain quite unwell.</p>
6	<p>What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?</p>	<p>Regular hand-washing procedures. Operating within group bubbles. SD applied to all groups / staff. Procedures in place for external and internal movement of children to minimise contact with other people/objects/resources.</p>	<p>Moderate. Need to monitor and enforce SD expectations. Bubbles are secure with as little movement as possible between bubbles.</p> <p>Staff vulnerabilities monitored.</p>	<p>We continue to reinforce current SD guidelines. (Much more relaxed September 2021)</p> <p>This will remain the case.</p> <p>Updated in line with September 2021 guidance</p>
7	<p>Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?</p> <p>Including Testing</p>	<p>Regular updates shared with all teaching colleagues, including briefing on symptoms.</p>	<p>Moderate. Colleagues have regular updates. Information sharing and updates given. RA details shared as appropriate.</p> <p>Colleagues to be updated with guidance before full re-opening. Actioned</p>	<p>Further training to follow – not least of staff team for testing from 4th January 2021.</p> <p>A staff team under the supervision of Miri Bibb / Ally Lynch will begin the training and supervising of tests (which will be encouraged) from 4th January 2021 – in line with the latest guidance. Roll out will be to staff, boarders and all senior school pupils under guidance.</p> <p>Monitored – September 2021</p>
8	<p>Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?</p>	<p>Yes – as best as we can. Rules in place and regular guidance. Coached are more challenging than minibuses here.</p> <p>Cleaning and PPE are in place.</p>	<p>Transport is a potentially risky area and we will continue to monitor. Risk factor is moderate.</p>	<p>Regular reminders have been given to pupils on buses.</p> <p>To remain in place.</p> <p>Confirmed for September 2021</p>

9	How is registration throughout the day managed including temperature / health checks?	Registration as 'normal' from September 2020. No current plans for temperature checks of day pupils. Boarders are checked each day. Staff trained to recognise the symptoms and dynamically manage throughout the day. Parents / guardinas also asked to be vigilant for any signs or symptoms and not to attend if in any doubt.	Moderate. Pupils / staff displaying any symptoms would be isolated and asked to leave school site for testing. Pupils will be sent to Penn House (JS have arrangements for younger pupils)	If a child is unwell they need to go home, and in most cases will not require a temperature check to avoid unnecessary staff exposure. If their temperature needs to be taken MB can do this in the Health Centre wearing appropriate PPE. This may become an issue if boarders return and house parents need to monitor temperature overnight and will require PPE. Quarantine procedures have been reviewed. Boarders having daily temperature checks. We note the guidance from February 2021 that this is not a reliable method of identifying Cv19 cases. Testing from January 2022 will give further protection.
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Access to buildings through external doors. All internal doors to be wedged open (where possible within fire guidance). Instructions in place for admission to building and movement within buildings. Guidance in place for drop-off/pick-up to maintain SD.	Moderate. Need to balance safety alongside other risks such as fire. Regular monitoring of expectations of community by SLT / staff.	Bubbles working well to date. Taped areas and zones clear and adaptable. Yes and to be monitored – September 2021
11	Are learning and games spaces configured to SD rules?	All bubbles operating independently of each other. Procedures and protocols in place. Learning zones set out with clear SD as are procedures for moving around school.	Low / moderate. A manageable risk.	Yes – plenty of outdoor space March 2021.
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes – with tweaks made in places such as a shorter day on Friday and extended breaks / lunch for Year 7.	Low risk.	Updates have been given to the JS community by ER at the start of the Spring Term 2021.

		<p>Daily care provided 8-5:30 if required – however this is not encouraged.</p> <p>In JS - drop-off/pick-up managed by ER and JS team.</p> <p>Each bubble set up with separate timetable. Managed overlapping of bubbles – incl during lunch.</p>		<p>Tweaks have been made to stagger days to avoid unnecessary exposure and ease congestion hotspots.</p>
13	<p>Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?</p>	<p>DSL present, all staff highly trained in pastoral care.</p> <p>Tutor team looking out for concerns and reaching out to parents.</p>	<p>Moderate / higher risk.</p>	<p>TK / ER to advise upon well-being support. MQ busy and doing a fantastic job with pupil wellbeing.</p> <p>Staff welfare also. Paula Perry / Nikki Homewood to advise.</p> <p>Staff welfare survey carried out. Results reviewed and shared.</p> <p>Monitoring of staff welfare TBC – not least due to impact of Covid and Long-Covid upon the community.</p> <p>September 2021 - All actions to be continued and monitored – we are acutely atuned to this being an issue for the short and medium term. Staff looking out for vulnerable members of the community and a standing item on SLT agendas.</p>

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	<p>Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?</p>	<p>Yes – updates made by TK - checked by Maggie Guy. All</p>	<p>Low risk.</p> <p>Good practice in place.</p>	<p>Further updates given - including pastoral review of pupils who are more vulnerable at this time.</p>

		<p>available on school system. DSL in school.</p> <p>Vulnerable children identified and increased protections put into place.</p> <p>JS children with known class teachers.</p>	Regular reviews by TK / ER and pastoral team.	<p>All staff asked to share concerns.</p> <p>Reviewed and updated for start of Spring term 2021.</p> <p>Updated September 2021.</p>
2	Is the DSL and DDSL easily contacted and their contact information known to all?	<p>Posters clearly displaying contact information in various places around the school.</p> <p>JS DSL present during the day.</p> <p>TK contactable at all times.</p> <p>TS also in school / contactable at all times.</p>	<p>Low Risk</p> <p>A well-established and effective team – have kept on top of developments from the start.</p>	Yes – this remains the case in November 2021
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	No – individual protocols have been established and are to be developed as appropriate.	Moderate risk – we will maintain a timely and dynamic approach here.	<p>Individual flow charts have been developed for CV19 scenarios.</p> <p>Protocols have been shared and reinforced.</p> <p>Yes – and dynamic.</p>
4	Are class sizes reduced and kept together in their “bubble” (minimising contact with others) and properly supervised? (14.5.20)	Bubble size is greater now and all pupils are back.	Moderate risk – this is a managed risk with limits on numbers. Challenges regarding practical subjects such as PE / Science / Art have been addressed.	<p>Minor tweaks made to daily operation of the school by SLT after review by all staff.</p> <p>This will remain under review as pupils return to school.</p> <p>September 2021 – no bubbles required.</p>

5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities?	Yes. Different protocols remain in place, specifically to support EYFS, KS1, Y6, Y7 and thence older pupils. This includes rooms, staffing, access to toilets and lunch / accessing school site.	Moderate risk. To be dynamic and reassessed as pupils arrive back.	Adaptations were made during the Autumn term 2021 which improved aspects of our bubbles these will remain dynamic.
6	Are staff having sufficient down time / rest during the working day / week?	A mixed picture which we are actively managing. Line managers are actively supporting staff and stepping in where necessary to support.	Moderate risk. Largely staff have indicated that they are coping well with the current situation.	Staff wellbeing survey to be circulated. Now conducted and acted upon (March 2022) ISI questionnaire November 2021 Extra cover staff brought in. Normal expectations re-work week and holidays. SLT will remain vigilant and recognise that cover may be required more than usual at this time for reasons of health / isolation etc.
7	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	New staff have been quickly integrated. Adaptations have been made to recruitment processes. Usual procedures in place for admissions and induction. Face to face meetings are increasing at a safe social distance in line with our admissions policy.	Moderate risk. Community is welcoming and admissions procedure efficient. Tours will largely take place out of doors and visitors kept away from the community.	Recruitment process has been adapted in the circumstances. Checks by new HR advisor ensure compliance and a review of past activity is also taking place. Plans for Year 7 Entry have been adapted to suit the circumstances. Further review of Year 7 Entry day to confirm expectations (Actioned). Also scholarships have been reviewed.

8	Are sporting, play and SD rules clear to staff and pupils?	Designed for and by the staff. Regular reminders planned for pupils.	Moderate risk.	Yes – and kept under review by key staff. As above. November 2021 – PE staff asked to err on side of caution.
9	Are drama, dance and music activities applying SD rules?	Yes – in all cases	Low / moderate risk.	Yes – and kept under review by key staff. Important for mental health.
10	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Many staff meetings are carried out by Microsoft Teams. Briefings are optional to attend in person. Common staff areas have been made CV19 safe as far as possible – with guidance as to safe practice.	Low / moderate risk. This will continue to be reviewed.	September 2021 - we have returned to our 'pre-covid' arrangements. November 2021 – new changes to ensure open and well-ventilated spaces.
11	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	School locked when not in use. Coded entry not in use. All used external doors open during school day, when classes in or close to classroom.	Low Risk / no noteable / reported additional risk.	Some pupils have been on the school site when they should not have been – this has been addressed. Actions in place to deter visitors from school site.
12	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Yes – clear plans in place for the whole school.	Moderate / Low risk.	Plan will need to be reviewed at Oct HT Review has taken place with some pressure seen at K&D esp. on Friday pm. Senior staff monitoring. Yes and communicated by ER to Junior School community – January 2021. Updated again for September 2021.
13	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	All internal doors to be wedged open where it is safe to do so. Monitored access in and out of	Moderate risk. So far the pupils have responded well – although we continually	Challenge of opening doors alongside fire risk – to be dynamically assessed.

		building. Limited numbers in bathrooms/sinks. Hand washing reinforced before and after toilet usage.	need to reinforce the 1m+ rule.	At Oct HT 2020 – this has been well-managed. To continue for March 2021. Use of tape to identify 'no go' areas and direct SD measures. Masks 'on in communal areas rule from November 2021
14	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Yes – and adaptations made. Classrooms sufficiently SD.	Low / moderate risk.	Not needed Noveber 2021 – although teacher discretion allowed.
15	Have unnecessary items been removed from classrooms and other learning environments?	Yes – all areas cleared of material where appropriate.	Low / moderate risk.	Yes – such as soft furnishings in library / SFC
16	Are soft furnishings, soft toys and toys that are hard to clean been removed?	Yes Yes, all soft furnishings, etc removed from EYFS. Toys that cannot be cleaned easily (eg wooden/books) are quarantined/rotated. Deep cleaning rota in place for all other toys.	Low / moderate risk.	
17	Can staff manage, whilst in the transition phase, both in school and remote learning?	Plan in places, specific details dependent on numbers in/out of school.	Moderate risk which will need careful management by SLT.	Plan will need to be reviewed at Oct HT Review has taken place and adaptations made / communicated. Changes to duties / activities and bubble arrangements made. Yes and working effectively. To continue whilst being monitored into November 2021.
18	Are assemblies, break times, drop-off and collection times sufficiently well staggered?	Yes – and working well as appropriate.	Low risk.	Yes and change to MFW planned for after Oct HT. To continue from September 2021

19	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Our rota system seems to have worked well although there can be points of pressure in the lunch queue. Breaks working well.	Moderate risk.	Plan reviewed at Oct HT 2021 Face coverings now optional at all times in DH – except when eating / drinking. Will be reviewed prior to Senior School pupils returning. January 2022 Reviewed and in place for January 2022
20	What are the risks of providing breakfast and after school clubs?	Within bubble guidance the risks are minimised. Usual precautions apply.	Low / medium risk.	ER will oversee provision for Junior School clubs / prep etc. SLT will review with appropriate staff before pupils return from January 2022.
21	What vulnerable staff and children are in school / home, is medical advice being followed and are they properly supported?	Any vulnerable member of the community will be supported. We will follow current shielding / medical advice.	Moderate risk	We encourage vulnerable children to attend school in specified year groups. Positive action taken to support this on a case by case basis. Updated March 2021. Updated September 2021
22	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	Yes – plan in place overseen by TK / ER and appropriate staff.	Moderate / high risk.	Staff and pupil welfare actively monitored and supported. SLT have been sympathetic to staff and every child is well-supported. Updated September 2021 School Councillor and pastotal staff aware and supporting. September 2021
23	Where activities have been re-scheduled is SD working and are the timings sufficient?	Yes – this has been reviewed and we are comfortable with the re-scheduling.	Low risk. We will continue to monitor dynamically.	Updated January 2021. Updated September 2021

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help?	Senior staff and governors have kept abreast of latest webinars / information updates. Staff aware of risks and symptoms. Small classes in place.	Moderate risk.	Yes and further adaptations (such as re-face-coverings) made. November 2021 Yes, and updated in light of latest (November 2021) government guidance.
2	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied?	Yes – this is still publicised.	Moderate risk	"Catch it, bin it, kill it" is now prolific around school. Signs are adequate and regular reinforcement made. To be reinforced as appropriate from September 2021
3	Is there anyone in addition supervising the normal medical staff?	Miri Bibb back in school. Will be based in Fielding House – close to JS and medical centre. All JS staff paediatric first aid trained.	Low / moderate risk.	Team led by Miri Bibb with support of Ally Lynch to oversee testing in school from January 2022. We will aim to give a strong testing team alongside the normal work of Miri Bibb (available for emergencies etc). Whole team led by Miri Bibb and Frances Claydon – well trained and responsive.
4	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Yes. Apart from boarders, we are not planning to temperature check as routine.	Moderate risk.	Yes
5	If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded?	N/A	N/A	Miri has been advising and boarding staff are comfortable with the thermometers we have provided.

				We note the latest guidance which states that temperature checking is not an accurate prevention measure. Encourage full-boarding!
6	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Yes Protocol in place for member of community displaying CV19 symptoms.	Moderate risk – this continues to be dynamic.	Yes – this remains in place.
7	Is the medical room(s) properly equipped?	Yes – we await the arrival of further lateral flow tests from PHE.	Low / moderate risk	PPE – MB to maintain checks. There is a supply of tests / masks/aprons/gloves. This has been checked by the School Nurse and appropriate equipment is available. Additionally, Penn House will act as an 'isolation room' for anyone who is unwell or displaying COVID-19 symptoms. Yes – this remains in place.
8	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	We will follow government guidance. Surgical masks and gloves available should these be necessary.	Moderate risk.	MG / LS to continue to monitor & advise under November 2021 guidance. PPE- Anyone undertaking procedures where they are unable to maintain social distance of 2 metres such as administering first aid/personal care should wear surgical mask, gloves and a plastic disposable apron as advised by WHO. All JS staff first aid trained so for minor incidents the child should if possible be treated by teacher to maintain safe 'bubble'. Where the child is actively coughing it is recommended to also wear eye protection, but MB (school nurse) feels this is unlikely to be needed by

				<p>staff other than herself and the child should leave school as soon as possible.</p> <p>To monitor by SLT</p>
9	Do the sickness management rules need to be re-stated and the “don’t come to work if you are ill” understood.	Yes – and has been reinforced.	Low risk.	<p>Already circulated and has been added to Staff Bulletin .</p> <p>Yes – reinforced and this remains in place.</p>
10	As different age groups have different risk profiles is each group (staff and pupils) risk assessed?	<p>Yes – as appropriate to attendees in school.</p> <p>Staff have been addressed and lines of communication for any concerns are clear.</p>	Moderate risk	Yes – this remains in place.
11	Is the school aware of all pre-existing medical conditions?	Yes -as disclosed by parents / guardians.	Low risk	<p>Staff requested to ensure they update PP, in next bulletin</p> <p>Staff are encouraged to share any concerns with line-managers / SLT</p> <p>Advice upon Shielding members of community checked.</p>
12	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	This is recorded by reception with a form designed by MB.	Moderate risk.	<p>MB has led here. New guidance re-registers have been completed.</p> <p>Monitoring by Reception.</p> <p>Michelle Gardner keeps a record of all positive tests.</p> <p>School reception have paperwork to record all CV19 related absence. This is reviewed by MB in conjunction with SLT.</p> <p>Recent ‘test’ of a positive cases were well-managed.</p>

13	Who has come into contact with anyone who has tested positive to COVID-19 and is it recorded?	These are recorded.	Moderate risk	No change
14	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	A record is kept by Michelle Gardner.	Moderate risk	No change
15	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Yes – via line managers and pastoral staff in school.	Moderate risk	Yes – this continues – records kept by MG.
16	Who is shielding another family member and/or who has a condition that precludes their attendance at school?	This information is currently obsolete.	Low Risk	This continues to be reviewed in line with the latest government guidance.
17	Is proof required for shielding and of individual conditions?	No – this has not been required.	Low risk	Has been followed up by SLT
18	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Yes – medical centre & Penn House	Low Risk / managed.	Yes – Oliver Studio / Sports Hall have been identified for testing at the start of term.
19	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Yes - we are following government guidelines to the best of our knowledge. We are being adaptable and creative.	Moderate risk	Records being kept by reception / MB
20	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Yes – medical centre and protocol in place.	Low risk	Controlled.
21	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Yes	Moderate risk	Yes and advice being given as appropriate.
22	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Yes – within latest guidance. Expectations are shared and adhered to.	Moderate risk – managed by associate staff / AL	
23	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes	Moderate Risk	MB / MP / AL supervising.

24	What is the policy on washing school clothes so as to prevent infection?	Pupils wear uniform or PE kit. Advice has been to regularly wash school clothing.	Moderate risk	No change
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Boarding Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are boarding policies and procedures updated, regularly reviewed and communicated?	Yes	Moderate Risk	VH monitoring most recent (November 2021) advice / guidance. Continued close liaison with other Head and key staff. Regular updates from DfE / PHE and BSA are monitored and responded to.
2	Are all security and access systems regularly checked, updated and re-coded?	Yes – as appropriate.	Moderate Risk	Yes – confirmed.
3	Do boarding staff have the appropriate PPE, cleaning materials and training?	Yes	Moderate Risk	Yes – confirmed.
4	Are separation and socialising rules adhered to in the boarding house?	Yes	Moderate Risk	Yes – confirmed.
5	Are fire instructions and new procedures reviewed, understood and rehearsed?	Yes	Moderate Risk	Yes
6	Are there sufficient rooms to isolate pupils (and staff)?	Yes	Moderate Risk	VH has advised community alongside MB and SLT.
7	Does the staff to pupil ratio reflect SD rules? This should include medical and emotional support.	Yes	Moderate Risk	Yes – in place
8	If bed space has been reconfigured are there still sufficient bathroom facilities?	Yes	Moderate Risk	More challenging in Fell than Fielding – staff are aware and ready to use Penn House in an emergency.

				This continues to be reviewed – esp. at the start of the Spring Term 2021 when one boarding house is likely to be used (Fielding) for safeguarding reasons. To be under review from January 2022.
9	Are all clothes and bed linen washed regularly and at appropriate setting (65°)?	Yes	Moderate Risk	Yes – confirmed.
10	Are boarders equipped with authorised equipment to stay-in touch with parents?	Yes	Low Risk	Yes – confirmed.

Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Regular briefing to all staff in school – overseen by ALy	Moderate risk	To remain the case through weekly Monday briefings
2	Do support staff have the appropriate PPE, cleaning materials and training?	Yes, we are following government guidance	Moderate risk	
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes – overseen by AL / MB / Richard White	Moderate risk	Additional (external) cleaners have been brought in and cleaning protocols have been adapted for all pupils back in school. Yes – continues to be kept under review.
4	Are all security and access systems regularly checked, updated and re-coded?	Yes – as appropriate.	Moderate risk	
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	No	Moderate risk	
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Yes – Mel Payne	Moderate risk	Yes – and fire practices have been satisfactorily carried out during Autumn term. To be continued through Spring Term.

Facilities Management Risk Assessment (Mel Payne)

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Yes	Low	

2	Gas supply, venting and valves?	Yes	Low	
3	Have air conditioning ducts and units been checked and reviewed?	Yes	Low	
4	Electrical tests up-to-date including emergency lighting and PAT?	Yes	Low	
5	Water testing for temperature, flow and legionella in date for test?	Yes. Cleaning and boarding staff are regularly running water to prevent legionella. MP / team completing temperature checks.	Low / Moderate	
6	What is the status of the swimming pool and are appropriate measures in force?	Currently open to pupils and some external organisations.	Moderate Risk	Risks have been managed and mitigated by Pool manager and facilities team. Will be kept under review. Open for our pupils and local primary schools only in July 2021. To be kept under review. Latest guidance followed.
7	Fire alarm panel, system and extinguishers in date and serviced?	Yes	Low	Yes and full fire alarm practices carried out.
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Yes – under contract and being regularly checked.	Low	MP
9	Have waste procedures been reviewed?	Yes – in regular contact with Grundons. Colour coded disposable cloths being purchased. Good stock of sanitiser and soap.	Moderate	MP to check / liaise with AL
10	Are pest control services recorded, deficiencies identified and actioned?	Yes	Low	
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Yes	Moderate	MP to check / liaise with AL

The EYFS risk assessment, along with the EYFS protocols and procedures, are dynamic therefore the up to date versions sit on:

- Department Documents > Junior School > EYFS > EYFS Required Docs > Risk Assessments > Procedures and Protocols Sept 2020 update (Checked March 2021)

- Department Documents > Junior School > EYFS > EYFS Required Docs > Risk Assessments > 2020-21 > OCC Considerations > **OCC support document**
linked to ['Actions for Early Years and Childcare Providers during the Coronavirus \(COVID-19\) outbreak'](#) (Updated 5th November 2020 and checked 29 November 2021)