



ST MARGARET'S PREP CALNE

Risk Assessment for School Operations **During Covid-19 Pandemic**

Introduction

We support the Government's efforts to ensure that schools remain open fully for all year groups. We recognise that this cannot be achieved without some risks associated with Covid-19 but we understand that the dangers of not doing so, in terms of the effect on our pupils' education and wellbeing, as well as the wider economic, financial and health consequences, are much more severe.

We have a duty to ensure "so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees". This document sets out the high-level controls that we will put in place and measures we will take to mitigate risks. It should be read in conjunction with departmental or other documents that provide more detailed instructions and guidance.

Staff, parents and pupils are asked and encouraged to do their best to follow all relevant guidance, recognising that the success of the measures outlined depends on the co-operation and support of all involved. All parties must nevertheless accept that there will inevitably be some residual risk.

This is a dynamic document, based on the best advice and guidance available at the time of its latest iteration. We know that our understanding of the virus will evolve, together with our experience of how the control measures are working in practice, and this will inform how we modify and adapt our approach.

Current knowledge and considerations

What seems to have been shown consistently is that Covid-19 overwhelmingly affects the old and/or people with underlying health conditions. We also note that available evidence suggests there is little detrimental effect in schools being open, provided appropriate precautions are taken. We therefore do not believe there is a significant risk to our pupils' health per se in returning to school.

However, we recognise that our pupils come from domestic households, which may contain people more at risk from the virus, and we do not yet know to what extent children of various ages carry and transmit it, even if they are not showing symptoms. Furthermore, we recognise

that for staff working in school there is an increased risk and, whilst incidences of serious illness remain low, Covid-19 can cause moderate or severe symptoms and have a seriously debilitating effect over a number of weeks on otherwise healthy adults. We must therefore remain alert to the dangers and act accordingly.

Staff are reminded that they have a duty to take care of their own health and safety and that of others who may be affected by their actions. This will involve observing published guidance with respect to social distancing, hand washing and infection control. Any member of staff who falls within the definition of 'clinically vulnerable' or 'clinically extremely vulnerable' should notify their line manager and/or the Bursary, so that an individual risk assessment can be undertaken in order to decide on any special measures to be put in place. Any other member of staff is also welcome to request an individual risk assessment.

There is no benefit to reproducing large excerpts of Government guidance within this document. Staff should familiarise themselves with any relevant information and we expect all members of the community to adhere to the appropriate rules and regulations. Clearly no-one should come into school if they have symptoms associated with Covid-19.

Revisions, advice and updates

We know this is an unsettling time for many and will happily speak to pupils, parents or staff about any concerns they may have. A School Nurse is available 0800 – 1600 Monday to Friday during term time in the Health Centre to offer advice.

We welcome ideas and suggestions as to how we might improve and will try to find the best way to balance competing considerations, but we hope it will be appreciated that we may not be able to accommodate everyone's wishes.

This risk assessment will be reviewed and updated regularly, as circumstances and advice change, and in the light of experience.

Last updated: 15th November 2020

Specific Measures Relating to St Mary's

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Arrival and departure could bring members of the community into close proximity	Members of the community could come into contact with others which may increase the spread of Covid-19	Arrivals are staggered and tightly controlled, for further detail: <ul style="list-style-type: none"> • Staff should refer to <i>Returning to School in September</i> on Staffroom Teams • Parents and pupils should refer to <i>Returning to School September 2020</i> booklet
Infection could spread within the school community	Members of the community could mix with others which would increase the risk of the virus being spread	Discrete year group bubbles have been created for pupils and staff with specific classroom zones for each year, for further detail: <ul style="list-style-type: none"> • Staff should refer to <i>Returning to School in September</i> on Staffroom Teams • Parents and pupils should refer to <i>Returning to School September 2020</i> booklet

<p>Failure to maintain a high standard of cleanliness.</p>	<p>Increased risk of the virus being spread</p>	<p>All adults and pupils encouraged to:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly • Use hand sanitizers when entering buildings • Use anti-viral wipes to wipe down surfaces at the beginning and end of lessons • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • Regular cleaning of common touch points throughout the day. • Sports equipment and computers cleaned between each use. • As much work as possible to be handed in and marked electronically. • Doors propped open where possible but must be closed when a classroom is unoccupied to maintain fire safety <p>Windows opened where possible to increase ventilation, but must be closed when a classroom is unoccupied</p>
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<p>Hazard <i>What is the problem?</i></p>	<p>Risk <i>What could happen?</i></p>	<p>Control measures in place <i>What have we done to control the risk?</i></p>
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<p>Someone becomes unwell in school</p>	<p>Increased risk of the virus being spread</p>	<ul style="list-style-type: none"> • Basic first aid kits including masks and gloves are provided for each bubble. Pupils not showing coronavirus symptoms will be treated within their bubble. Nurses will triage over the phone and attend pupils in Houses or book an appointment for them in the Health Centre as appropriate. • For any suspected coronavirus case the pupil will be moved to the upstairs ward in the Health Centre. All windows to the ward will be opened to create ventilation. • PPE gloves, apron and face mask to be worn by any member of Health Centre staff looking after a suspected coronavirus case. • 2 metres distance to be maintained where possible between staff and patient. • Only 1 person to look after the unwell pupil, although it may be necessary to change this person at the changeover of shifts within the Health Centre • The parent will be called to collect their daughter as soon as possible and asked to arrange a test • If a girl's parents cannot collect her, she will remain in the Health Centre and a test will be arranged by the School • The upstairs area must be thoroughly cleaned after use and PPE must be worn whilst cleaning • Any rubbish is to be double bagged and kept for 72 hours or until test result is known and disposed of appropriately • Government guidance regarding self-isolation will be followed for anyone showing symptoms or testing positive. This will involve all members of a bubble self-isolating if one member tests positive. Girls will be taught in their House via Teams and teachers will teach their lessons from home via Teams until the period of self-isolation is over
<p>Someone becomes unwell out of school</p>	<p>Virus may be introduced to the school community</p>	<ul style="list-style-type: none"> • Anyone showing signs of coronavirus (developing a cough or temperature, or experiencing a loss or change to their sense of smell or taste) should not come into school and arrange to be tested. They should self-isolate in accordance with government guidelines until their test result comes back negative or their period of isolation is over • If any member of their household tests positive for Covid-19 then a day girl or member of staff should remain off school for 14 days, in line with the guidance

<p>Transport to and from school</p>	<p>Increased risk of the virus being spread</p>	<p>All drivers transporting the girls in school vehicles or taxis will follow the below guidelines:</p> <ul style="list-style-type: none"> • All drivers to wear masks whilst in the vehicles, and at any point when it is not possible to keep 2 metres apart • Girls may be asked to wear masks in certain circumstances, depending on the size of vehicle and the number and nature of passengers (i.e. whether all part of the same ‘bubble’) • All drivers will carry a bottle of water and soap, or bottles of hand sanitizer, and will ask girls to sanitize their hands before entering the vehicle • Where possible, drivers will keep 2 metres away on collection of the girls, and drivers and students are not to shake hands • Girls must sit in the back of the vehicle • Drivers are permitted to put girls’ luggage into the vehicle, however before handling anything the driver must put on a fresh pair of disposable gloves, and then take them off again as soon as the luggage is stowed. The gloves must be put into a rubbish bag. The driver should not touch anything else whilst the gloves are worn • If a girl’s luggage is too heavy for just the driver to lift, and assistance is required from the girl, both parties should wear their masks as they would no longer be able to keep the 2 metres distance • Driver will regularly (and between all jobs) clean all customer contact surfaces such as door handles (inside and out), window switches, grab handles, etc, with sanitizing wipes or spray • Drivers will regularly clean surfaces such as steering wheels, handbrake, gear stick, etc and it is recommended that this is done at least at the beginning, middle and end of each shift as a minimum • Drivers will wash hands frequently with soap and water or sanitizing gel
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		<ul style="list-style-type: none"> • A box of tissues will be available in each vehicle in both the front (for the driver) and the back (for the passenger) so that these can be used to catch coughs and sneezes. These should be placed in the rubbish bag after use. After using tissues, the driver should sanitize his hands • Driver should dispose of all rubbish bags as soon as possible, but at the very least at the end of each day • When using coaches for weekend activities the girls will be travelling within their 'bubbles'.
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Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Infection introduced by visitors	Increased risk of virus being introduced	<ul style="list-style-type: none"> • Anyone who comes on site (pupils, staff, parents, visitors etc.) must self-certify that they: <ul style="list-style-type: none"> – do not have a temperature over 37.8 degrees – do not have a new and persistent cough – do not have a loss of taste or smell – have not been in contact with someone who has Covid-19 – have not travelled to the list of countries requiring self-isolation in the last 14 days. • Prospective parent visits will be conducted online where possible and no prospective parent tours will enter areas of the school that have significant pupil traffic. • Enrichment lectures will be virtual or streamed where social distancing cannot take place.
Dirty uniform / clothes	Increased risk of virus being spread	<ul style="list-style-type: none"> • Blazers and other clothes which require dry-cleaning will not be worn routinely in school. Blazers will only be worn for special occasions and when they can be returned directly to wardrobes in House after the event. • Uniform, PE kit and mufti will be laundered regularly.

Specific Measures Relating to St Margaret's

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Arrival and departure could bring members of the community into close proximity	Members of the community could come into contact with others which may increase the spread of COVID-19	<ul style="list-style-type: none"> • Staggered arrival and departure times • Washing/sanitizing of hands following arrival in school • No Early Morning Drop off • Set drop off/collection points outside for each class • Social distancing between parents • Only one parent to drop off / collect • Parents encouraged not to linger to chat
Infection could spread between classes	Members of the community could mix with others which would increase the risk of the virus being spread	<ul style="list-style-type: none"> • Create year group 'bubbles' with designated staff • Staff outside a bubble will wear a visor if supporting within the classroom • Stagger play/lunch times and other movements • Assign WCs and sinks to each bubble • Play equipment/bikes used on a rota basis • Snacks collected by bubble staff and eaten in the classroom or outside during break times • Lunch provided in St Mary's dining room (prep children) or Southwell Hall (pre-prep) at staggered times, with cleaning in between each sitting • Library not in use, with the exception of 'Maggots' and small groups, where just the space will be used • Specialist teaching areas cleaned between each bubble • Staff are to maintain social distancing and strict hygiene provisions in the Staff room • Kitchen area to be relocated to the staffroom to provide space for social distancing

		<ul style="list-style-type: none"> • Staff will have their own mugs and be responsible to them
Reduced social distancing	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Desks in classes to be facing forward • Physical contact discouraged (this will be achieved in an age-appropriate way) • Outdoor Learning to be a priority

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Moving around school	Bubbles may come into contact with each other	<ul style="list-style-type: none"> • Limited time spent in corridors • 'Walk on the left' policy to be adhered to • Separate staircases for Years 5 / 6

<p>Contact with others outside of the bubble</p>	<p>Increased risk of the virus being spread</p>	<ul style="list-style-type: none"> • Assemblies will continue to be remote • Specialist subject lessons will be taught in the specialist classrooms, with the rooms being cleaned in between each 'bubble'. Subject staff will wear visors. Resources will not be shared between 'bubbles', unless they are cleaned between each use, or left for 48 hours • Contact sports will be avoided • Pre-prep classes will be supported in the water during swimming lessons by someone in their 'bubble' • If Sport is taught inside, doors and windows will be opened to aid ventilation • If there is singing, it will be done in small groups, with the children either back-to-back or side-by-side, in a well ventilated space • Learning support teachers will maintain a 2m distance and perspex screens will be between staff and pupil during individual lessons. Visors will be worn by the learning support teachers if working in a classroom • Visiting music teachers will have their own instrument and instruments will be cleaned after each use. A 2m distance will be maintained and perspex screens will be between staff and pupils • Speech and drama will happen in year group bubbles. A 2m distance will be maintained and perspex screens will be between staff and pupils • A revised after school extra-curricular programme will run in year group 'bubbles'
<p>Failure to maintain a high standard of cleanliness.</p>	<p>Increased risk of the virus being spread</p>	<ul style="list-style-type: none"> • All adults and children encouraged to: <ul style="list-style-type: none"> – Frequently wash their hands with soap and warm water for 20 seconds and dry thoroughly – Clean their hands on arrival at school, before and after eating or playtimes, and after sneezing or coughing – Not touch their mouth, eyes and nose

		<ul style="list-style-type: none"> - Use a tissue or elbow to cough or sneeze and use bins for tissue waste - ('catch it, bin it, kill it') posters will act as reminders - Bins will be placed outside of the loos to enable safe opening of toilet doors • Cleaning of common touch points throughout the day • Shared spaces cleaned between each bubble • Hand sanitizers widely available • Toys made available on rotation and cleaned after each use • Sports equipment and computers cleaned between each use, or left for 48 hours (72 for plastic) • Hands and surfaces to be cleaned after the marking of books. Self- assessment is encouraged. • Doors propped open where possible but must be closed when a classroom is unoccupied if the fire alarm sounds • Windows opened where possible to increase ventilation • Classroom resources to be cleaned regularly • No soft furnishing to be in the classrooms
Someone becomes unwell in school	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Basic first aid kits provided for each bubble. Children not showing coronavirus symptoms will be treated within their bubble • For any suspected coronavirus case the medical room is to be used. Roof vent to be opened to create ventilation. Disabled toilet to be used by anyone displaying symptoms • PPE gloves, apron and face mask to be worn by any member of staff looking after a suspected coronavirus case • 2m distance to be maintained where possible

		<ul style="list-style-type: none"> • Only 1 person to look after the unwell child • Parent called to collect their child as soon as possible • Area must be thoroughly cleaned after use. PPE must be worn to clean. • Rubbish to be double bagged and kept for 72 hours or until test result is known • Government guidance regarding self-isolation for anyone showing symptoms or testing positive is to be observed. This will include all members of a bubble self-isolating if one member tests positive. Local health protection team to be advised
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Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
Someone becomes unwell out of school	Virus may be introduced to the school community	<ul style="list-style-type: none"> • Anyone showing signs of Coronavirus (developing a cough or temperature, or experiencing a loss or change to their sense of smell or taste) should not come into school, self-isolate and book a test in accordance with government guidelines. School should be kept informed via office@stmargaretsprep.org.uk • If the member of the child's household tests positive for Covid-19 then that child should stay off school for 14 days, in line with the guidance. The remainder of the relevant bubble can continue to attend school provided they are not showing signs and symptoms of infection

Transport to and from school	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Before getting into the vehicle pupils will be asked by the driver to use hand sanitizer • Pupils will be allocated a designated seat to ensure that they sit in bubbles and do not have to pass others as they get on/off the bus • Tissues will be available in all vehicles, and should there be a need to use one, pupils should place the tissue in the rubbish bag provided and sanitize their hands using the sanitizer provided • All drivers and chaperones to wear masks whilst in the vehicles, and at any point when it is not possible to keep 2 metres apart • All drivers will carry bottles of hand sanitizer, and will ask pupils to sanitize their hands before entering the vehicle. • Where possible, drivers will keep 2 metres away on collection of the pupils • Pupils must sit in the back of the vehicle • Drivers are permitted to put pupils' luggage into the vehicle, however before handling anything the driver must put on a fresh pair of disposable gloves, and then take them off again as soon as the luggage is stowed. The gloves must be put into a rubbish bag. The driver should not touch anything else whilst the gloves are worn. • Drivers will regularly (and between all jobs) clean all customer contact surfaces such as door handles (inside and out), window switches, grab handles, etc, with sanitizing wipes or spray • Drivers will regularly clean surfaces such as steering wheels, handbrake, gear stick, etc and it is recommended that this is done at least at the beginning, middle and end of each shift as a minimum.
		<ul style="list-style-type: none"> • Drivers will wash hands frequently with soap and water or sanitizing gel • Drivers should dispose of all rubbish bags as soon as possible, but at the very least at the end of each day

Early Years pupils attending more than one setting	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Early Years children encouraged to use just one setting
Maggots after school provision	Increased risk of the virus being spread	<ul style="list-style-type: none"> • Small 'bubbles' will be created with designated staff • Different areas of the school will be used in order for the bubbles to be kept separate • Designated WCs for each bubble • No cooked tea will be provided
Infection introduced by visitors	Increased risk of virus being introduced	<ul style="list-style-type: none"> • Visitors will be discouraged where possible • Visitors to buzz at the door and met outside by a member of staff • Prospective parent visits will either be conducted online or after school hours • One off activities/events will be subject to a separate risk assessment
Dirty uniform	Increased risk of virus being spread	<ul style="list-style-type: none"> • Uniform should be laundered regularly at home • PE kit will be sent home at the end of each week

Specific Measures Relating to Support Staff

Hazard	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
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<i>What is the problem?</i>		
Contact between staff	Staff may not be able to maintain social distancing at all times, due to the nature of their work	<ul style="list-style-type: none"> • Training will be given where necessary • All staff are to adhere to government guidelines, particularly in terms of frequent handwashing; maintaining social distance where possible; and coughing or sneezing into a tissue or the crook of your arm. • Staff should immediately notify their line-manager if they feel unwell, particularly if they develop a cough or temperature, or experience a loss or change to their sense of smell. • Staff numbers in particular areas will be limited by line-managers to facilitate appropriate social distance. • Shift hours may vary in support of the above. • Break times will be staggered. • Staff will clock in and out at decentralised locations to minimise traffic on the stairs up to the Mess Room. • One way routes will be established where necessary to help manage confined spaces. • Please refer to <i>Catering Department Covid-19 Requirements and Guidance</i> for catering-specific measures
Concentration of pupils in the Dining Room at meal times	'Bubbles' of pupils in close proximity to other bubbles increases risk of virus spread	<ul style="list-style-type: none"> • Please refer to <i>Catering Department Covid-19 Requirements and Guidance</i>

Hazard <i>What is the problem?</i>	Risk <i>What could happen?</i>	Control measures in place <i>What have we done to control the risk?</i>
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Infection introduced by visitors	Increased risk of virus being introduced to school community	<ul style="list-style-type: none"> • Visitors will be discouraged where possible. • All visitors to be logged in advance using the VLE booking system. • Reception intercom to be used at all times. Staff and pupils to be discouraged from ‘helpfully’ opening the door to those approaching. • A plastic ‘sneeze guard’ will be erected to help protect the receptionist when people are signing in at the Inentry screen. • A parcel ‘drop box’ will be used for couriers to safely deposit deliveries at St Mary’s. • The volume of regular orders, particularly for Catering and Housekeeping, will be increased to reduce the number of deliveries to site. • Catering supplies will be delivered to the loading bay, and put away by staff wearing appropriate PPE.
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