



Coronavirus (Covid-19) Risk Assessment – January 2022

Risk of passing on the virus to other children, staff, parents, families and other members of the public

Assessor: *Chris Searson, Tabitha Scrivener, Andrew Hale, SMT* Date of Assessment: *2nd January 2022* Review Date: *Dynamic*

This risk assessment is based on the latest government guidance (2nd January 2022) and will be reviewed in accordance with statutory requirements:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

It has been shared with the staff for consultation, the board of governors, and is available to all parents on the school website.

This risk assessment is reviewed each week at Senior Management Team meetings.

Hazard	Control Measure	Effectiveness of Control Measures	Degree of Risk	Actions Required
Latest government advice is unknown	<ul style="list-style-type: none">School is signed up to all automatic updates of relevant government advice and this is disseminated daily to staff, parents and governors as appropriate.	High	Low	<ul style="list-style-type: none">All updates are circulated by email on a daily basis from the School Office.
Vulnerable pupils and staff are not known	<ul style="list-style-type: none">All vulnerable pupils, parents, household members and staff have been identified and recorded.Risk assessments for altered arrangements for pupils and staff at heightened risk have been produced.	High	Low	<ul style="list-style-type: none">Risk assessments for staff in the 'clinically vulnerable' category reviewed and updated for the start of the Spring Term 2022 through meetings with CS as required.
Children attending School who have Covid-19	<ul style="list-style-type: none">Ensure parents are aware of the virus symptoms and understand not to send their child to school if the child or someone in their household has symptoms.Reiterate the key social distancing and personal hygiene messages to parents including particular reference to the need to strictly follow all rules for quarantine and self-isolation.	High	Low	<ul style="list-style-type: none">Information on virus symptoms to be sent to parents. Note: to be updated in letter to parents (Jan 2022) highlighting need to consider wider cold-like symptoms, as presented more frequently in Omicron cases.



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	<ul style="list-style-type: none"> Continue with twice-weekly LF testing at home for all pupils in Years 7 & 8 (see Appendix C) All children in Years 7 and 8 to complete lateral flow tests prior to the start of term: <ol style="list-style-type: none"> At home on the evening before the start of term; In school on the first morning of term. Testing procedures overseen by J.Holmes. 			<ul style="list-style-type: none"> Clear expectations communicated to all parents before the start of Spring Term 2022. JH to communicate arrangements with Y7&8 parents prior to the start of term.
Children, parents and staff mixing at drop-off and pick up	<p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles') or that adults need to maintain a social distance especially in open spaces, however, in light of the rise in cases and transmissibility of the Omicron variant, additional measures are being reintroduced for the start of the Spring Term 2022.</p> <p>The gazebos will be used to help maintain year group waiting areas at collection</p> <p>In order to limit the possible spread of the virus we will continue to ask parents to use the Drop-off system as much as possible and to continue to collect from outdoors.</p>	High	Low	<ul style="list-style-type: none"> Letter to fully explain procedures sent to parents before the start of Spring Term 2022. Signage in place around collection areas. Staff rota (SMT and duty staff) put in place.



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	<p>Parents will also be asked to maintain appropriate distancing while waiting outdoors to limit risks of potentially spreading infection.</p> <p>Any child not collected will be brought to the School Office for collection.</p>			
Groups of children mixing with other bubbles	<p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles').</p> <p>However, in order to limit the possible spread of the virus especially at the start of term, we will split assemblies into Years 3, 4 & 5 and Years 6, 7 & 8 with Pre-prep able to hold whole school assemblies once again.</p> <p>Note: For the first 2 weeks in Pre-prep, Year Group assemblies will continue as normal, with mixed year group assemblies offered on Zoom; those receiving certificates and other accolades at streamed Celebration Assemblies will attend in person, socially distanced).</p> <p>House assemblies will also be considered at a later review date.</p> <p>While children will pass one another within corridors, the time together will be limited by allowing children to enter classrooms to wait for lessons rather than lining up outside, including allowing entry to the ICT rooms.</p>			<ul style="list-style-type: none">• Procedures to be fully explained to staff before the start of term.



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	All children will be encouraged to move around the school quietly.			
Enhanced risks posed during playtimes	As above, children do not need to be kept in designated areas whilst outside at break and lunchtime. However, to avoid over congestion of certain areas, the astro and the cricket nets areas are still zoned for Prep playtimes.	High	Low	<ul style="list-style-type: none"> • Explain to staff and children the new rules and remaining zoning in place. • Staff duty rotas to be produced and circulated.
Staff unaware of new measures or protocols	Staff to be made aware of all new procedures through the INSET programme.	High	Low	None
Staff mixing with each other, including shared areas and equipment	Social distancing measures have now ended in the workplace, however, in light of the rise in cases and transmissibility of the Omicron variant and in accordance with guidance to limit contacts and work from home where possible at this time, additional measures are being reintroduced for the start of the Spring Term 2022. Communal areas, such as the staffroom and staff workroom remain available, but staff are discouraged from long periods of social mixing and must wear face coverings at all times when not eating or drinking. When visiting static work offices, such as the main school office, bursary and individual offices, you must wear a face covering and communicate from the entrance if possible.	High	Low	<ul style="list-style-type: none"> • Ensure hand sanitiser, Dettol spray and towels are available in each classroom to be used as required. • JH/AP to advise staff about the appropriateness of different meetings taking place face-to-face or otherwise.



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	<p>Staff meetings will be assessed on a case-by-case basis to minimise risks, taking into account:</p> <ol style="list-style-type: none"> 1. The space available 2. Ventilation 3. The number of staff attending 4. The meeting length <p>Where one of the above factors, or a combination of a number of factors leads to an assessment of heightened risk, meetings should be held virtually rather than in-person.</p> <p>To help control the virus, good hygiene should be ensured and appropriate cleaning regimes maintained.</p> <p>Therefore staff should still clean down their desks and any shared equipment if classrooms are used by more than one teacher.</p> <p>Staff to continue with twice-weekly LF testing at home until further notice.</p> <p>All staff to complete a LF test prior to the start of Inset days at the start of the Spring Term 2022.</p>			<ul style="list-style-type: none"> • CS to write to staff to inform of the need to LF test prior to Inset.
Air-borne transmission and face coverings	From January 2022, until reviewed on 26 th January 2022, face coverings are to be worn by all staff and visitors across the whole school, when in corridors and communal areas. Face coverings are also to be worn by children and			<ul style="list-style-type: none"> • Change of rules communicated to staff and parents before the start of the Spring Term 2022.



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	<p>teachers in classrooms for Year 7 and 8 classes. However, face coverings may be removed, at individual teacher’s discretion in order to ensure that teaching and learning is not adversely hindered.</p> <p>However, all members of staff are able to choose to wear a face covering whenever they wish to do so beyond these particular times.</p> <p>Parents are not required to wear face coverings on site when outdoors but are expected to whenever within school buildings.</p> <p>Changing Rooms to remain silent in order to minimise transmission in this shared areas. Ventilation to be maximised. Year groups not to mix for changing. Staff in place to ensure quick, silent changing and limited time to be taken.</p>			<ul style="list-style-type: none"> • JH to oversee the procedures for ensuring children in Year 7 and 8 have face coverings with them in school at all times. • J.Holmes, J.Griffiths, F.Swan and N.Dill to ensure agreed procedures for use of the changing rooms.
<p>Enhanced risk of one-to-one lessons</p>	<p>Where there may be an enhanced risk of contracting the virus in a small, enclosed space, for example when teaching one-to-one lessons, the following control measures are implemented:</p> <ul style="list-style-type: none"> • Surfaces and shared equipment to be cleaned between lessons. • Clear dividing screens available for staff when working within more confined spaces. • Good hand hygiene encouraged • Spaces to be well ventilated if possible 	<p>High</p>	<p>Low</p>	<ul style="list-style-type: none"> • Sanitising equipment and dividing screens located as required. • ‘catch it, bin it, kill it’ posters displayed in each room.



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<p>Hygiene control measures, including surfaces, door handles, classroom resources, etc. are contaminated</p>	<p>Ensuring continuing good hygiene is one of the key control measures to prevent the virus from spreading. Hence the following hygiene measures remain in place:</p> <ul style="list-style-type: none"> • Tissues, disinfectant spray and paper rolls will be available in each classroom and will be checked and replenished each day, as necessary. • Gel dispensers will be available at each designated entrance, including entrance to classrooms. Children will continue to be encouraged to wash their hands regularly. The dispensers will be checked and replenished each day, as necessary. • Children encouraged not to touch their faces. • Increased cleaning of frequently touched surfaces by School employed Housekeeping staff and by teachers/TAs. • Classroom desks are wiped with sanitising solution and cloth by teachers at least once per day and the room cleaning schedule updated • Children are reminded to wash hands before using shared equipment such as iPads. • Children in Years 3 to 8 to bring own bag with all necessary stationery to avoid sharing. • Pre-prep resources will predominantly be used by children within that class (or year group in the case of Reception outdoor area), so individual equipment is not needed. However, teachers continue to wipe down surfaces during the day, particularly before and after snack time, and pay attention to high-use items. 	<p>High</p>	<p>Low</p>	<ul style="list-style-type: none"> • Housekeeping staff to check and replenish stocks. • Ensure a stock of soap, paper towels, hand sanitiser is purchased. • Posters (eg ‘catch it, bin it, kill it’) placed appropriately in the designated areas. • Ensure a cleaning schedule on a clipboard is located in each classroom
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	<ul style="list-style-type: none"> • Pre-prep reading books no longer need to be isolated between use. However, parents are asked to encourage handwashing at home before reading school books, and teachers encourage the same at School. Pedal bins or open top bins used in all classrooms. • All classrooms are cleaned before the start of each day and cleaning checklists initialled as complete. • Housekeeping staffing level appropriate in order to operate in line with areas of increased cleaning required. • Windows kept open during the day to increase ventilation to minimise airborne contamination in so far as a comfortable teaching environment is maintained. The above action relating to ventilation remains particularly important at the start of the Spring Term 2022. 			
<p>Enhanced risks associated with mealtimes</p>	<p>It is no longer a requirement to make alternative arrangements to avoid mixing at lunch.</p> <p>However, to limit the risk of spread we will continue to have set meal times for Years 3, 4 & 5.</p> <p>Children sit on separate year group tables, as directed by members of the duty team.</p> <p>Prep children will be directed to fill tables in order of arrival to limit mixing across year groups.</p> <p>Ventilation within the dining room is maximised.</p>	<p>High</p>	<p>Low</p>	<ul style="list-style-type: none"> • Ensure daily staffing rota is prepared and circulated to staff.



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	<p>Pre-prep will continue to sit in class groups for lunch, with a view to reintroducing mixing for Reception – Year 2 at a later date, subject to review.</p> <p>Staff will either join the Pre-prep lunch service at 12 noon sitting at separate tables to the children, or sit with the children if joining from Year 3 upwards.</p> <p>Staff may also, during this period only, choose to eat in a separate location but should inform the Deputy Head if doing so.</p> <p>Staff wishing not to join Prep lunch to speak to JH to confirm arrangements at the start of Spring Term 2022.</p>			
<p>Use of school transport (minibuses)</p>	<p>School minibuses will run following the DfE guidance relating to ‘dedicated school transport’.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport <i>and dedicated transport to school</i>.</p> <p>Therefore the following procedures will be in place:</p> <ul style="list-style-type: none"> • All children sanitise hands before entering and upon leaving the minibus 			<ul style="list-style-type: none"> • Ensure adequate supplies of hand sanitiser for each minibus. • Face masks on all minibuses, checked and replenished as required. • Communicate to parents on the need for all children to wear face coverings on the minibus.



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	<ul style="list-style-type: none"> All children on minibuses required to wear face coverings Fresh air is maximised through opening windows and ceiling vents. <p>A supply of disposable face masks will be kept on each minibus for use by children who may lose or forget theirs.</p> <p>If a child becomes ill with COVID-19 symptoms whilst at an off-site venue, the parent will be contacted and asked to collect the child directly from the venue rather than travel back on the minibus, sharing the environment with the rest of the passengers and driver.</p>			
General health matters	<ul style="list-style-type: none"> Medical care will be available throughout the school day. The surgery operates with normal health cases (sickness and injury) using the sick bay, while suspected COVID-19 cases are isolated in a dormitory. PPE to be worn by Nursing staff when providing medical care in all suspected Covid cases. Child medication is to be returned to School following the period of absence and returned to class teachers. Any child who presents as unwell or injured to go to the surgery via the School Office to prevent overcrowding. 	High	Low	<ul style="list-style-type: none"> Parents reminded in a letter to bring back medication, clearly named, to be handed to the appropriate class teacher. Ensure isolation dormitory is set up with appropriate supplies.



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Staff wellbeing	<ul style="list-style-type: none"> • Consult with staff on all operational and protective measures. • Encourage ongoing feedback and dialogue on all matters during this period. • Regular dialogue between Staff Reps and Head and members of SMT, to allow necessary and possible responses to staff questions and concerns. • Actively encourage a listening culture, acknowledging one another's fears and anxieties. • Scaffolding of staff wellbeing to be used, with SMT, and Heads of Department responsible for communicating with individual staff within their department. • Ensure staff wellbeing remains as an agenda item for discussion at all SMT meetings. • School Nurses available to offer advice and guidance as required. 	High	Low	<ul style="list-style-type: none"> • All staff to be made aware of procedures in place to support themselves and others. To be communicated at the start of the new term.
Risks specific to boarding	<p>It is no longer a requirement for children under 18 to self-isolate if they are a close contact of someone who has COVID-19.</p> <p>Therefore the Boarding House is able to operate under normal procedures subject to the following:</p> <ul style="list-style-type: none"> • No children to enter the boarding house if they or members of their household are displaying any COVID-19 symptoms. 	High	Low	<ul style="list-style-type: none"> • Parents of children who board to be informed of new rules around boarding and the need for PCR tests 02.09.2021



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<p>Child or staff member becomes unwell with Covid-19 symptoms whilst at school</p>	<p>If a child or member of staff presents with COVID-19 symptoms (high temperature; new, continuous cough; a loss or change to sense of smell or taste) the following measures must be followed:</p> <ul style="list-style-type: none"> • Be sent home/collected at the earliest opportunity. • Children taken to the surgery/sick room where supervised by School Nurse whilst awaiting collection, using separately designated isolation room. • Separate toilet facilities for sick children are available. • PPE worn by staff caring for the child if a distance of 2 metres cannot be maintained. • PPE available for housekeeping staff. • Staff wash their hands thoroughly after contact with someone who is unwell. • Housekeeping clean the affected area, including toilet facilities, once the child has left the premises. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them <u>do not need to go home</u> to self-isolate unless they develop symptoms themselves (in which case they should arrange a test). • Everyone must wash their hands thoroughly for 20 seconds if they have been in contact with someone who is unwell. • Parents advised to have their child tested for the virus and follow the Government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance 	<p>High</p>	<p>Low</p>	<ul style="list-style-type: none"> • Ensure all staff are fully aware of the procedures to follow in the case of symptoms being shown – clear flowchart of actions produced and circulated. • Ensure Nursing staff have enough appropriate PPE – face masks, gowns, gloves. • Ensure Housekeeping are trained in how to disinfect the surgery and sick room and PPE retained for housekeeping staff if required to clean COVID-19 affected areas. • Ensure messaging is available to send to parents immediately regarding testing and how to access it, and whether or not they need to isolate their households.
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	<ul style="list-style-type: none"> • Parents and staff to keep the School informed of test results and notify immediately of a positive test. • If test result is positive, NHS Test & Trace will inform close contacts. • If test result is negative, child returns to School when well enough to do so. 			
Child or staff member is diagnosed with COVID-19	<ul style="list-style-type: none"> • Parents and staff advised to inform the School immediately of a positive test result and follow the self-isolation guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ • NHS Test & Trace will inform close contacts. The School will engage with the NHS team as required. • From 16th August close contacts who are fully vaccinated or under 18 years and 6 months old are no longer required to self-isolate. • Any household member of a positive COVID case may attend school providing they have a negative lateral flow test result daily for 7 days from identification as a contact (except for children under 5 years old). 	High	Low	<ul style="list-style-type: none"> • Ensure all staff are fully aware of the procedures to follow in the case of a positive case of COVID-19 – clear flowchart of actions produced and circulated. • Ensure messaging is available to send to parents immediately regarding isolation protocols. • Ensure parents of boarders are aware of the need for PCR tests should another member of the boarding community test positive • Obtain a list of all staff not fully vaccinated before the start of term so we are aware who may be asked to self-isolate and can plan accordingly



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	<ul style="list-style-type: none"> The ‘household’ rules apply to BPS boarders who will all need to lateral flow test for 7 days, as above, if a boarder or member of boarding staff tests positive for COVID-19. Those contacts who are sent home (ie are not fully vaccinated) self-isolate for 10 days. If they show symptoms they should get a test immediately: <ul style="list-style-type: none"> If the test is negative, they remain in isolation for the remainder of the 10-day isolation period. If the test is positive, they should inform the School and self-isolate for 10 days from the onset of their symptoms. 			
Household member of child or staff household has symptoms of COVID-19	<ul style="list-style-type: none"> Parents and staff to advise School immediately if someone in their household has symptoms of Covid-19. Parents and staff advised to follow the government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance <p>And take a lateral flow test for 7 consecutive days.</p> <p>If you are not fully vaccinated, you are required to self-isolate for 10 days.</p>			<ul style="list-style-type: none"> Ensure all parents and staff are fully aware of the procedures to follow for a positive case of COVID-19 – clear flowchart of actions produced and circulated.
Additional action required	The School has an Outbreak Management Plan in place which will be followed where either of the following thresholds are met:	High	Low	<ul style="list-style-type: none"> Ensure the Outbreak Management Plan is updated and covers the requirements of the Contingency Framework:



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following an outbreak	<ul style="list-style-type: none"> ○ 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10 day period, or ○ 10% of pupils or staff who are likely to have mixed closely test positive for COVID-19 within a 10 day period 			Education and Childcare Settings – DONE 31/08/21
Visitors and deliveries	<p>All visitors are expected to wear face coverings at all times when within the school buildings.</p> <p>Prospective parents will be asked to take a LF test before visiting the school.</p>	High	Low	<ul style="list-style-type: none"> • Ensure visitor protocol is up to date. • Ensure clear signage is displayed in the front hall for deliveries. • J.Grech to communicate with visiting parents.
Fire Procedures	<p>There are no longer any specific restrictions or measures imposed regarding fire evacuation.</p>	High	Low	<ul style="list-style-type: none"> • Children to be reminded of fire evacuation procedures, and a practice to take place within the first two weeks of term.
Safeguarding	<ul style="list-style-type: none"> • The School's Safeguarding Policy is updated as necessary to reflect the requirements for children returning to school, as advised by relevant safeguarding bodies and DfE guidance. • A DSL will be available on site during the operating school day. • In EYFS, teachers shall actively look for signs of harm given the greater risk of harm that some children may have been exposed to through COVID-19. 	High	Low	<ul style="list-style-type: none"> • Update to be completed and relevant sections to be circulated to staff. • In absence of DSL (LR), ASM (Deputy DSL) will be available on the school site. • EYFS staff report any concerns to Head of Pre-prep or DSL



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Communication	<ul style="list-style-type: none"> • Staff have easy access to a walkie-talkie or telephone to aid immediate communication. • School Office and School Nurses have walkie-talkies. 	High	Low	<ul style="list-style-type: none"> • Walkie-talkies distributed in strategic locations around School • Procedures communicated to all staff by Deputy Head.
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The Risk Assessment is reviewed at the weekly SMT meetings and the effectiveness of control measures are discussed and the Risk Assessment adjusted accordingly.

Prepared by:	Tabitha Scrivener, Finance Director Andrew Hale, Estates Manager Chris Searson, Headmaster Senior Management Team	Date:	02/01/2021
Reviewed by:	All staff	Date	04/01/2022
Approved by:	Chris Searson, Headmaster Board of Governors	Date	05/01/2022



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APPENDIX A: RISK ASSESSMENT FOR COVID-19 TEST AND TRACE PROCESS – TWICE WEEKLY STAFF TESTING AS OF 31.08.2021 AND ONE TIME TESTING YEAR 7 AND 8 CHILDREN FROM THURSDAY 6TH JANUARY 2022

Hazard	Control Measure	Effectiveness of Control Measures	Degree of Risk	Actions Required
Explanatory T&T letters / emails not sent to parents, staff and governors.	<ul style="list-style-type: none"> Explanatory letters drafted and sent 	High	Low	<ul style="list-style-type: none"> DONE – 27/08/21 – for parents of children in Year 7 and 8
No school “COVID-19 Testing Privacy statement”.	<ul style="list-style-type: none"> NHS Privacy Notice of mass testing of COVID-19 has been adapted for School use 	High	Low	
“COVID-19 Testing Privacy statement” not communicated to staff, parents, pupils and governors.	<ul style="list-style-type: none"> COVID-19 Testing Privacy Statement emailed to parents and staff along with Consent Forms 	High	Low	<ul style="list-style-type: none"> Sent parents of new Year 7 children 27/08/21
T&T data not recorded securely with consideration given to deletion after 52 weeks from date of last test.	<ul style="list-style-type: none"> T&T data uploaded to NHS app when subject is tested School record of testing kept in a secure area of the network with access limited to named individuals only and deleted after 52 weeks from last test 	High	Low	
Those that have had “close contact” with someone tested positive for COVID-19.	From 16 th August, those who have been fully vaccinated or are aged under 18 years and 6 months are no longer required to self-isolate as	High	Low	<ul style="list-style-type: none"> New close contact rules communicated to parents and staff – 31.08.2021



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	<p>a close contact, even if they live in the same household as someone with Covid-19.</p> <p>For all others the rule is still to self-isolate at home for 10 days from the first day the close contact's symptoms started.</p>			
Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	<ul style="list-style-type: none"> Laminated instruction posters have been distributed around the School and in the Test Site Staff briefed at the Staff Meeting on the morning of Thursday 2nd September Parents sent information on how testing will take place 	High	Low	<ul style="list-style-type: none"> Posters to be downloaded, laminated and put up around School DONE 04.01.2021 Info/poster to be emailed to parents to discuss with their Year 7/8 children DONE 27/08/21
Tests not supervised or conducted by trained staff.	<ul style="list-style-type: none"> All testing staff have undergone the required training as evidenced by their training certificates 	High	Medium	<ul style="list-style-type: none"> Certificates to be obtained from all testing staff and filed in appropriate folder on the M drive DONE 04.01.2021
Staff assisting with taking and processing swabs not wearing appropriated PPE.	<ul style="list-style-type: none"> Appropriate PPE has been provided as part of the NHS delivery of test kits Testing staff have undergone PPE training (as evidenced by a certificate) Team Leader ensures staff are wearing the correct PPE for their role 	High	Medium	
Process of swabbing not following training and / or updated guidance.	<ul style="list-style-type: none"> Swabbing is supervised by Team Leader and/or School Nurses on hand to assist 	High	Medium	



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<p>Process for informing parents / pupils of a positive result is not understood and implemented.</p>	<ul style="list-style-type: none"> • Process for informing parents / pupils has been documented and is understood by the relevant staff • Parents informed immediately of a positive result by telephone call by Headmaster or Deputy Head • Pupil informed immediately by the Deputy Head and taken to the isolation room awaiting pick up by parent. 	<p>High</p>	<p>Low</p>	
<p>Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.</p>	<ul style="list-style-type: none"> • Parents and staff reminded that, when testing of pupils and staff is completed at home and the result is positive, the individual will also need to arrange a PCR test to confirm the result. The individual will need to self-isolate immediately, in line with government guidance, and contact tracing will be undertaken by the NHS. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>	<p>High</p>	<p>Medium</p>	



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APPENDIX B: RISK ASSESSMENT FOR COVID-19 TEST SITES

Hazard	Control Measure	Effectiveness of Control Measures	Degree of Risk	Actions Required
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	<ul style="list-style-type: none"> Sufficient staff have been identified from the School's support staff to cover all required roles 	High	Low	
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	<ul style="list-style-type: none"> Online training completed prior to return of staff on Monday 4th January Staff used for testing in September are those previously trained and experienced at undertaking testing. No further training considered necessary. 	High	Low	
Consent forms are not available and properly completed?	<ul style="list-style-type: none"> Consent forms are checked and logged as they are returned 	High	Low	
Test site flooring is not non-porous.	<ul style="list-style-type: none"> Test site is within the PAC which has a non-porous floor 	High	Low	
Test site is not well lit with a good airflow	<ul style="list-style-type: none"> Test site is well lit, has ventilation slats that can be adjusted as required and multiple doors which can be opened for maximum ventilation 	High	Low	



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Contact between test subjects increasing the risk of transmission	<ul style="list-style-type: none"> Pupils and staff advised not to attend testing if they have symptoms of COVID-19, live with someone who is showing symptoms of COVID-19, or have returned within 14 days from a part of the world affected by COVID-19 All test subjects to use hand sanitiser on arrival Social distancing maintained whilst waiting for a test One way flow of test subjects through the test site Regular cleaning of the test site including wiping down all potential touchpoints 	High	Low	<ul style="list-style-type: none"> Communicated to parents by video on 31/08/21
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	<ul style="list-style-type: none"> Test site is large enough for a one-way system to be implemented 	High	Low	
Test chair in the swabbing bay not a minimum of 2m apart.	<ul style="list-style-type: none"> Test site is large enough for swabbing bays/chairs to be 2m apart 	High	Low	
Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	<ul style="list-style-type: none"> Test site is large enough for swabbing, processing and recording desks to be at the required distances 	High	Low	
No clear division and demarcation between	<ul style="list-style-type: none"> Test site set up allows adequate demarcation between swabbing and processing areas 	High	Low	



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swabbing and processing area.				
Test subjects able to enter the processing area	<ul style="list-style-type: none"> Positioning of desks ensures test subjects do not enter the processing area 	High	Low	
Inadequate evidence of quality assurance, guidance and supervision.	<ul style="list-style-type: none"> Team Leader assigned who will monitor and supervise proceedings and perform quality audits 	High	Low	
Processing bays not properly cleaned and waste (including clinical waste) is not properly disposed.	<ul style="list-style-type: none"> A supply of disposable gloves, disinfectant spray and paper towels is provided for each processing desk along with a clinical waste bin Test site fully cleaned daily by trained cleaning staff As of 24th February 2021 advised by DfE that waste is not considered clinical waste and can be disposed of in black bin bags in the usual way. 	High	Low	
Disorderly entry, processing, social distancing and exit movement.	<ul style="list-style-type: none"> Children supervised by staff when entering and exiting test area 	High	Low	
Incorrect result communication	<ul style="list-style-type: none"> Barcodes and pupil initials used to identify subject's test Barcodes attached to the test device by trained staff Processing staff trained on how to interpret the results of the test 	High	Low	<ul style="list-style-type: none"> Children will need to be pre-registered by parents before they are tested – 2 x registration cards to be sent in info pack to parents DONE 31/08/21



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	<ul style="list-style-type: none"> Results Recorder has undergone required training to upload results to the Department for Health 			
Inadequate provision of a quiet space to talk with the pupil mindful of the need for wellbeing.	<ul style="list-style-type: none"> Quiet space has been dedicated 	High	Low	<ul style="list-style-type: none"> Quiet space to talk to a pupil who tests positive set up – Isolation Room by Surgery.
COSHH: Extraction solution which comes with the lab test kit contains the following components: disodium hydrogen phosphate, sodium phosphate monobasic, and sodium chloride	<ul style="list-style-type: none"> These components do not have any hazard labels associated with them, and the manufacturer states there are no hazards anticipated under conditions of use described in other product literature PPE used at all times when handling the extraction solution Spillages to be wiped up and cleaning material disposed of in the clinical waste bins provided Solution not to be used if it has expired 	High	Low	



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APPENDIX C: RISK ASSESSMENT FOR COVID-19 TWICE WEEKLY HOME TESTING STAFF AND PUPILS FROM 3RD SEPTEMBER 2021

Hazard	Control Measure	Effectiveness of Control Measures	Degree of Risk	Actions Required
No school "COVID-19 Testing Privacy statement".	<ul style="list-style-type: none"> NHS Privacy Notice for home testing of COVID-19 has been adapted for School use 	High	Low	
"COVID-19 Testing Privacy statement for home testing" not communicated to staff and parents	<ul style="list-style-type: none"> COVID-19 Testing at Home Privacy Statement emailed to parents and staff 	High	Low	<ul style="list-style-type: none"> Sent to staff and parents 02.03.2021 Sent to parents of new Year 7's – 31/08/21
LFD kits not supplied and distributed in time or safely	<ul style="list-style-type: none"> The School has a plentiful supply of LFD kits for staff and pupil home testing 	High	Low	
Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	<ul style="list-style-type: none"> Temperature range communicated to staff and parents 	High	Low	<ul style="list-style-type: none"> To include in letter to parents
LFD Test kits not properly managed and tracked	<ul style="list-style-type: none"> LFD test kits located in the Bursary and logged by Bursary staff in the Test Kit Log when distributed to staff and pupils 	High	Low	
Test kit not kept away from children until needed.	<ul style="list-style-type: none"> Parents informed of this 	High	Low	<ul style="list-style-type: none"> To include in letter to parents
Self-testing not conducted in	<ul style="list-style-type: none"> Instructions for Use issued with each kit 	High	Low	



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accordance with guidelines and supervised where required.	<ul style="list-style-type: none"> • Testing supervised by trained BPS staff for 2 x on-site tests for children (Sept21) to ensure they understand how to conduct the test • It is assumed that by Sept21 parents will themselves be familiar with how to undertake an LFT 			
Positive results not reported.	<ul style="list-style-type: none"> • Instructions for Use confirm that positive tests must be reported to both NHS Test & Trace and the School • Instructions for Use give details on how to report results to NHS Note: From 01.03.2021, when testing of pupils and staff is completed at home and the result is positive, the individual will also need to arrange a PCR test to confirm the result. The individual will need to self-isolate immediately, in line with government guidance, and contact tracing will be undertaken by NHS Test & Trace. 	High	Low	<ul style="list-style-type: none"> • Ensure this message is emphasized to both staff and parents in letter
All results not reported, collated and recorded by the individual and the school.	<ul style="list-style-type: none"> • As above for positive results • School continues to update COVID-19 Test Register to ensure all pupil tests conducted in School are recorded 	High	Low	
Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	<ul style="list-style-type: none"> • Instructions for Use confirm how to report incidents 	High	Low	



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