



COVID-19 – RISK ASSESSMENT

Establishment: Donhead Prep School	Assessment Date: 04/01/22
Activity / Environment: Re-Opening School January 2022	Completed By: Headmaster
	Reviewed Every: as required based on government advice/updates

Introduction

The government continues to manage the risk of serious illness from the spread of the virus. On 27th November 2021, the Prime Minister announced the temporary introduction of new precautionary measures, as a result of the Omicron variant and that, on 8th December 2021, Plan B, which is set out in the [COVID 19: Autumn and Winter Plan 2021](#), was being enacted. As a result, these measures are reflected in this Risk Assessment. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with, and it is imperative that we do our best to reduce the disruption to children and young people's education.

The priority is to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

The government has worked closely with the Department of Health and Social Care (DHSC) and Public Health England (UKHSA) to revise the guidance for schools.

Contingency

If the school is advised to implement more stringent conditions considering an outbreak, our way of operating will change. Please see our Outbreak Management Plan.

Annex A to COVID-19 Risk Assessment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	COVID-19 global Pandemic	<p>Adherence to Government Operation Guidance - Link</p> <ul style="list-style-type: none"> The School Safeguarding Policy will be checked by DSL¹ and is available on the website www.donhead.org.uk Daily routines have been amended and will remain under constant review. COVID-safe procedures in classrooms including ventilation awareness, provision of hand sanitiser and the availability of antibacterial wipes. Deep cleaning procedures in place throughout the school with enhanced cleaning rotas for high- use or higher-risk areas. Staff, pupils, and parents informed of required changes to routines and behaviour necessary to retain. COVID-safe environment. Risk Assessment provided for parents via the website www.donhead.org.uk 	Safety of everyone	Ongoing
B	Is government advice being regularly accessed, assessed, recorded, and applied?	<ul style="list-style-type: none"> Yes, the Headmaster and Bursar have read the detailed advice from the DfE including the documents. Guidance Staying Safe Safe Working in Education Working Safely During Coronavirus Contingency Framework Our insurers and TRCP have been kept informed and consulted with throughout pandemic. 	Focus has been on minimising the risks associated with full re-opening.	Ongoing
C	Are changes regularly communicated to staff, pupils, parents, and governors?	<p>Yes.</p> <ul style="list-style-type: none"> There is regular communication from the Headmaster to parents, staff, and Governors. Weekly communication to parents via the newsletter, regular meetings with all Governors and sub committees. Regular staff meetings Headmaster will host meetings with parent class reps for feedback and sharing updates as required. 	Good dialogue means that issues can be dealt with as they arise.	Ongoing
D	Are changes reviewed by governors?	<p>Yes.</p> <ul style="list-style-type: none"> Headmaster is in regular contact with Chair and Finance Chair and all Governors will be aware of implemented changes via Full Governing Body meetings/email. 	Enables the governors to perform their role as trustees effectively.	Ongoing

¹ Designated Safeguarding Lead

E	Are hygiene rules communicated, understood, and applied?	Yes. <ul style="list-style-type: none"> All occupied rooms will be always kept well ventilated. All entrants to school site will sanitise hands on arrival Classroom and school cleaning regimes will remain in place Staff will ensure good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. 	Minimise any potential spread of the virus.	Ongoing
F	Are there sufficient supplies of hygiene materials and are they well placed?	Yes. <ul style="list-style-type: none"> In addition to the washbasins with soap, hand-dryers, and paper towels we have hand sanitiser dispensers in all classrooms. Sanitisers placed at the arrival points with staff ensuring that they are used by all staff and boys on arrival. We have also fixed hand sanitiser dispensers to the walls at various entrances, exits and rooms throughout the school. 	Minimise any potential spread of the virus.	Checked daily by Bursar and Site Manager.
G	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high-risk areas such as toilets, door handles, switches, handrails and regularly used hard surfaces?	Yes. <ul style="list-style-type: none"> We have in place a cleaning regime throughout the day – after arrival, after break, after lunch, and at end of day. This includes corridors, stairwells, handles and toilets. Thorough cleaning of all classrooms at the end of the school day. Teachers, Teaching Assistants and, if appropriate, pupils must do this regularly throughout each day. 	Improved cleaning regime and daily checking of standards by Site Manager or Bursar.	Checked daily by Bursar and Site Manager.
H	Are all the risks identified properly mitigated and regularly re-assessed?	Yes. <ul style="list-style-type: none"> The Bursar is leading on the Health and Safety strategy and implementation in consultation with the Headmaster, Governors and Staff, whilst keeping parents and pupils informed. Will review this weekly. 	Identify and minimise the risks.	Weekly review by the Bursar.

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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, Twitter etc.	<ul style="list-style-type: none"> In terms of interaction with the boys and parents this is through the school's Portal, Engage and Zoom. Any change in configuration is user tested and tested by the Network Manager. 	Ensuring that communication is efficient and that boys stay safe, and staff are protected.	Ongoing

2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	<p>Yes.</p> <ul style="list-style-type: none"> • There will be regular communication from the Headmaster to parents, staff, and Governors. • Weekly communication to parents via the newsletter, regular meetings with all Governors and sub committees. • Regular staff meetings. 	Confidence in the school's approach.	Ongoing
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?	<ul style="list-style-type: none"> • The Chair of Governors and Chair of Finance are readily contactable. • All Governors contact details are in the Critical Incident Plan. • The Finance Committee keep the Governing Body up to date on all Health and Safety matters. • Board meetings and other committee meetings take place as appropriate. 	Good governance.	Ongoing
4	Who has travelled where: other than home and school? (via app or written diary).	<ul style="list-style-type: none"> • All parents and staff are required to inform the school about travel over holidays and quarantine period. This has been communicated in Headmaster's start of term letter and full government guidance can be found here. 	Reduce the spread of the virus.	Ongoing
5	Are all staff trained and regularly updated in COVID-19 symptoms and how these rules apply to teaching?	<p>Yes.</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) • loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal 	To ensure that staff and pupils self-isolate and get tested as soon as they show symptoms.	Ongoing and Signage.
6	How is registration throughout the day managed?	<ul style="list-style-type: none"> • Registration will be taken twice daily as normal. 	Good communication with parents to ensure boys are not sent to school who are feeling unwell.	Ongoing.
7	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<p>Yes.</p> <ul style="list-style-type: none"> • School will return to full operation with no restrictions on mixing, timings, or timetables. 	Full access to education for all pupils.	DHT to Review as required.

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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Yes <ul style="list-style-type: none"> An updated policy is available on the school website. 	Keeping boys safe in terms of being at home for so long and in terms of mental health and online safety.	Ongoing and will be revised in the light of any new material by DSL.
2	Is the DSL and DDSL easily contacted, and their contact information known to all?	Yes. <ul style="list-style-type: none"> Contact information is in the Safeguarding Policy. 	Open line of communication from parents/staff to DSL	All concerns about Safeguarding to DSL/DDSL
3	How are new staff and pupils inducted?	<ul style="list-style-type: none"> We will return to normal face to face induction for all new staff and pupils. 	To ensure any new staff and pupils know the policies and procedures.	HM PA to ensure School roll and SCR updated accordingly
4	Sport and Play	<ul style="list-style-type: none"> All boys will return to normal PE, Games and Break routines. This will be monitored and amended dependant on advice from UKHSA. PE Department will continue hygiene practices in terms of equipment and travel to and from the grounds. 	Safe working practices in all sport for Donhead pupils	PE Department to monitor.
5	Music, Drama and Art.	<ul style="list-style-type: none"> All boys will return to normal Music, Drama and Art. This will be monitored and amended dependant on advice from UKHSA. Cleaning of equipment will continue but no restriction on sharing. 	Minimise close contact between the boys as much as possible.	Departments to monitor
6	How are staff meetings and staff rooms operated	<ul style="list-style-type: none"> All Staff meetings will be a mix of in person, remote and bulletins. Staff Room is open and must be ventilated. Staff may eat lunch in the Refectory. 	Normal way of working.	HM to Review regularly.
7	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes. <ul style="list-style-type: none"> The systems have remained in operation throughout the pandemic and new CCTV installed during lockdown. 	Prevent intruders	Monthly checks by Network Manager
8	Stress and Anxiety of staff and pupils	<p>The Safeguarding and welfare of staff and pupils is of paramount importance. Pupil pastoral welfare is led by the Assistant Head Prep and Pre-Prep. All staff are involved in the pastoral life of the school.</p> <ul style="list-style-type: none"> Systems are in place to support pupils with any stress or anxiety issues, including Form Teacher, the Chaplaincy team, AHT's, and access to external support where necessary. The School Safeguarding Policy has been revised and is available to view on the school 	Wellbeing of Staff and Pupils	Ongoing

	<p>website www.donhead.org.uk</p> <ul style="list-style-type: none"> • Children with special educational needs are supported by the SENDCo. • The School Leadership team monitors the working arrangements of staff and will offer support and advice where necessary and appropriate. • Staff can contact colleagues or managers for advice and support, or just for reassurance, during the normal working day and, indeed, outside of these hours if required. • The Bursar has arranged wellbeing training for staff and additional guidance is available for staff and use with pupils: • https://www.minded.org.uk/Component/Details/685525 • https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing • https://www.minded.org.uk/ • https://covid.minded.org.uk/ • https://www.gov.uk/guidance/teaching-about-mental-wellbeing • https://www.sendgateway.org.uk/resources/recovery-re-introduction-and-renewal-safe-and-successful-returns-school 		
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Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have medical policy, procedures, and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"> • All medical policies and procedures will be followed as normal. • Additional Covid-19 specific measures will be taken as directed by UKHSA and DfE. 	Pupils and staff medical requirements supported by relevant policies	Amend practice as and when policies from UKHSA/ DfE change.
2	Is the medical room(s) properly equipped?	<p>Yes.</p> <ul style="list-style-type: none"> • We have a suitably qualified team who order their supplies and equipment. • PPE will be available for first aid leads and other paediatric trained first aiders who may be in close contact with any child. 	To ensure we have sufficient supplies of everyday requirements as well as any Covid-19 specific equipment.	Review weekly by Senior Administrator/Bursar
3	Is the school aware of all pre-existing medical conditions?	<p>Yes</p> <ul style="list-style-type: none"> • All families complete an updated medical questionnaire as normal at the start of each term. • Parents are required to, and responsible for, updating the school so that the database is up to date. 	Important to ensure that other medical issues are not overlooked.	Review on a case-by-case basis as required

4	Rules for self-isolation, contact tracing	<p>From 17th January 2022 the rules on self-isolation have changed. The option for stopping self-isolation after 6 days following 2 negative lateral flow tests on Days 5 and 6, 245 hours apart, is now an option. The flow chart below explains this clearly.</p> <p>Monday = Day 0 When you develop symptoms or get a positive test</p> <p>Tuesday = Day 1</p> <p>Wednesday = Day 2</p> <p>Thursday = Day 3</p> <p>Friday = Day 4</p> <p>Saturday = Day 5 First lateral flow test</p> <p>Sunday = Day 6 Second lateral flow test and if both Day 5 & 6 are Negative you can leave self-isolation – provided you do not have COVID symptoms at this point</p> <p>Further information is available in NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</p>	Tracing and advising who may need to self-isolate or be aware of possible symptoms.	Review after each incident.
5	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<p>Yes.</p> <ul style="list-style-type: none"> • Assistant Headteacher office is the designated space to isolate. • Cleaned as per the First Aid Room. • Any isolated boys to only use the disabled toilet by the pick-up exit. • If room and or toilet is used by possible Covid infected boy, must be thoroughly cleaned when vacated – COVID-19: cleaning of non-healthcare settings guidance 	To reduce the spread of any infection.	Review if advice changes.
6	If emergency services are called is there a well understood procedure?	<p>Yes.</p> <ul style="list-style-type: none"> • No change to current practice. 	To ensure that there are no delays to attending to the emergency.	Review after each incident.
7	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	<ul style="list-style-type: none"> • Contractors are registered, inducted, and supervised throughout. • Required to confirm that they are not showing symptoms of Covid-19 and or vaccinated. 	Minimise the risk of cross-contamination.	Ongoing
8	Clinically vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions catch the virus	<ul style="list-style-type: none"> • Staff all asked to confidentially update their medical information. • Parents all asked to update pupil medical information. • SENDCo to review SEND and EHCP pupils • New guidance is now available here 	Health of all on site	Ongoing
9	Staff, pupils & household members displaying signs of COVID-19 or testing	We will follow the advice given by: London Coronavirus Response Cell (LCRC) 0300 303 0450 LCRC@phe.gov.uk or phe.lcrc@nhs.net	Responding to possible case of	Ongoing

	positive.	<ul style="list-style-type: none"> Merton Public Health inbox (CYPcov19@merton.gov.uk) is monitored Monday – Friday. If you have an urgent matter at the weekend, please contact MASCOT out of hours (020 8543 9750), which is monitored 8am –6pm. Pupils, staff and other adults should follow Public Health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone develops COVID-19 symptoms, however mild, we will send them home and they should follow Public Health advice. 	COVID-19	
10	Outbreak of COVID-19 within the school	<ul style="list-style-type: none"> For most education and childcare settings action will be taken, whichever of these thresholds is reached first: <ul style="list-style-type: none"> 5 children, pupils, students, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or 10% of children, pupils, students, or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period The education of pupils in self-isolation will continue via the provision of remote learning materials and/or full live remote teaching. The School will aim to start remote learning for students absent through COVID-19, 24 hours after being notified. We will follow the advice given by: London Coronavirus Response Cell (LCRC) 0300 303 0450 LCRC@phe.gov.uk or phe.lcrc@nhs.net Merton Public Health inbox (CYPcov19@merton.gov.uk) is monitored Monday – Friday. If you have an urgent matter at the weekend, please contact MASCOT out of hours (020 8543 9750), which is monitored 8am –6pm. <p>Note:</p> <ol style="list-style-type: none"> All settings should seek Public Health advice if a pupil, student, child, or staff member is admitted to hospital with COVID-19. They can do this by phoning the DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents. For all cases relating to staff, please also see the guidance for workplaces: NHS Test and Trace in the workplace. Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware that any of their workers have tested positive. If cases amongst staff mean a setting meets the threshold, described above, employers will need to provide the 8-digit NHS Test and Trace Account ID (sometimes referred to 	Responding to a COVID-19 outbreak	Ongoing

		as a CTAS number) of the person who tested positive, alongside the names of co-workers identified as close contacts. This will ensure that all workplace contacts are registered with NHS Test and Trace and can receive the necessary public health advice, including the support available to help people to self-isolate. Further guidance is available here		
11	Testing	<ul style="list-style-type: none"> • Primary aged children are not required to test unless advised to do so by UKHSA. Donhead is encouraging parents to test regularly as a further precaution. • Staff will continue daily Lateral Flow Tests. 		

Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Yes. <ul style="list-style-type: none"> • Updates are provided to all staff. 	To ensure all staff are aware of and understand the changes.	Review regularly.
2	Do support staff have the appropriate PPE, cleaning materials and training?	Yes. <ul style="list-style-type: none"> • There are face coverings, aprons, and gloves available for first aid. • Also, disposable overalls if we must clean up a suspected Covid-19 infected area(s). • All staff have been provided with visors and face coverings 	To ensure staff are properly protected.	Site Manager/Bursar responsible for managing supplies.
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes. <ul style="list-style-type: none"> • We have in place a cleaning regime throughout the day – after arrival, after break, after lunch, and at end of day. • This includes corridors, stairwells, and toilets. • Thorough cleaning of the classrooms will take place at the end of each school day. 	Minimise the risk of infection.	Checked daily by Site Manager & monitored by the Bursar.
4	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<ul style="list-style-type: none"> • No change to policy. 	Ensure safe evacuation of all.	Check daily as part of site staff unlock and lock routine.

Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	School Compliant	<ul style="list-style-type: none"> • All systems have been tested, checked, and reviewed prior to the boys return. • ISI have conducted full Compliance Inspection 10/1/22 	All systems in good working order	Bursar and Site Manager to oversee.

Useful information regarding the COVID-19 Vaccine for staff and children in Mainstream schools

General information about COVID-19 vaccine

- [COVID-19 vaccine - NHS](#)
- [Vaccine FAQs - London School of Hygiene and Tropical Medicine](#)

Information for families and students

Guides

- [Health conditions and COVID-19 vaccination - NHS](#)

Information for staff

Guides

- [COVID-19 vaccination: guide for adults - GOV.UK \(www.gov.uk\)](#)
- [COVID-19 vaccines and pregnancy – Royal College of Obstetricians and Gynaecologists](#)

Videos

- [COVID-19 vaccine: why should everyone be encouraged to have the vaccine? – Dr Anthony Harnden, JCVI - PHE](#)
- [COVID-19 vaccination: guide for Clinically Extremely Vulnerable and pregnant healthcare staff - YouTube](#)

Information for black, Asian and ethnic minority (BAME) staff

- [COVID-19 vaccine – Dr Vanessa Apea – Barts Health Trust - discusses building trust within BME communities - video](#)
- [How important is it for people from deprived or minority backgrounds to get the vaccine? – Dr Mary Ramsay – PHE - video](#)
- [Learn about the COVID-19 Vaccine with Dr Anna Goodman - Sickle Cell Society](#)
- [NHS England and NHS Improvement London – NHS staff reassure communities that the vaccine is safe – video - available in multiple languages](#)
- [COVID-19 Information – available in multiple languages - Doctors of the World](#)

Some additional resources and support

- [Public Health England: COVID-19 vaccination programme](#)
- [Advice to SAIS on the provision of immunisation sessions in schools where there are cases of COVID or outbreaks](#)
- [COVID-19 vaccine - NHS](#)
- [COVID-19 vaccination programme - GOV.UK](#)
- [COVID-19 advice and support for parents and carers - NSPCC](#)
- [COVID-19 guidance for children's social care services - GOV.UK](#)
- Skills for Care: <https://www.skillsforcare.org.uk/home.aspx>
- [COVID-19 vaccination: resources for children and young people - GOV.UK \(www.gov.uk\)](#)