

AMDG



Donhead Preparatory School **Risk Assessment Overview Document**

12th January 2021 Update: National Lockdown Addendum

This document updates and supplements the previous Risk Assessment Documents/Protocols

Introduction

Since the publication of our last Risk Assessment Update, there have been a number of changes announced by the Government in response to the on-going Covid-19 pandemic. Three of the key headline changes have been:

1. Merton entered Tier 4 "Stay at Home" restrictions in December 2020
<https://news.merton.gov.uk/2020/12/20/letter-to-residents-from-the-leader-of-merton-council-as-london-moved-in-to-tier-4/>.
2. At midnight on 4th January 2021, England was placed in a National Lockdown
<https://www.gov.uk/guidance/national-lockdown-stay-at-home>.
3. Mass testing for staff in Primary Schools.
<https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools>

NB: Donhead started testing staff in December

Overview of our response to the changes:

- The announcement of a National Lockdown was prior to the start of the Lent Term and meant that the Tier 4 regulations were replaced by the Lockdown rules. Donhead is now therefore operating in line with the National Lockdown regulations for [schools](#).

- The National Lockdown came into force on January 5th and since that point the school has worked to prepare for a limited opening in line with national guidance for the reopening of the schools to vulnerable children and the children of critical workers
- The Government published its [Stay at Home Guidance](#), with the following instruction to schools in England, "*Colleges, primary and secondary schools will remain open for vulnerable children and the children of critical workers. All other children will learn remotely until February half term. Early years settings remain open*".
- At Donhead, the returning children cohort will include vulnerable children and children of critical workers. Parents have been asked to only use this service if absolutely necessary. Children should remain at home is the key message.
- Details of eligibility of children to attend schools can be found at:
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>
- The school has undertaken significant preparation for the return of pupils and has reviewed its Risk Assessment procedures. This includes all staff onsite having weekly Lateral Flow Tests which has been facilitated for all Key Workers living or working in Merton.
- As per the Government instruction, Donhead will provide online remote learning via the extensive Donhead platform. A comprehensive covering letter and details were shared prior to the start of term.
- Parents have and will continue to receive communications from the Headmaster, Deputy Headteacher and other relevant staff.
- Donhead will maintain effective communication with parents/guardians throughout the Lockdown. The Headmaster and other Senior staff will provide parents with regular updates on the situation
- As previously detailed within the Risk Assessment and Updates during 2020, Donhead is mindful of all guidance provided by relevant bodies including the Government, DfE, NHS, HSE, ISBA, IAPS etc.
- The Risk Assessment process at Donhead is robust and is reviewed on a regular basis to ensure it remains up to date in the face of the fast-paced nature of the current Covid-context. For this new academic term, instead of adding new information within the text of the original RA Overview, this separate addendum has been provided detailing changes and/or additional measures put in place to reflect the present National Lockdown position
- **All relevant previous risk mitigation measures provided within earlier Risk Assessment updates remain in place. The Risk Assessment can be viewed on the Website [here](#)**

Significant hazard with potential to cause harm	Who might be harmed	Nature of the harm	Controls in place to mitigate risk
On-going Covid-19 Global Pandemic	Pupils, staff, family members, contractors, visitors and other stakeholders	<ul style="list-style-type: none"> • Covid infection • Serious disease • Further spread of the disease 	<ul style="list-style-type: none"> • Compliance with all Government legislation and guidance • At all times mindful of advice from other relevant bodies including DfE, NHS, PHE, HSE, ISBA, IAPS etc. • Full Departmental Risk Assessments written and reviewed regularly • Specific controls in place as per previous Risk Assessment
The existence of new variants of Covid-19 with increased transmission rates	Pupils and staff who are on-site, family members, contractors, visitors, other stakeholders and the potential for community spread	<ul style="list-style-type: none"> • Covid infection • Serious disease • Further spread of the disease 	<ul style="list-style-type: none"> • Risk mitigation measures as per previous Risk Assessment remain active and are further enhanced if and when required • A Government backed Lateral flow testing programme is in place for all staff • Appropriate consents will be sought from parents/guardians prior to testing of pupils if this is announced • Staff can take the tests at home or at one of the designated sites in Merton. Results collated by HMO. • Strict infection control measures are in place at the school and Covid-secure policies and procedures are in place to deal with Covid- related health issues.
Spread of Covid-19 from vulnerable children and workers returning to the school	Pupils and staff on-site, family members, stakeholders and potential for community spread	<ul style="list-style-type: none"> • Covid infection • Serious disease • Further spread of the disease 	<ul style="list-style-type: none"> • Only vulnerable children and children of critical workers will be eligible for day-pupil attendance. Click here • The Headmaster has verified the eligibility of all returning pupils. • If introduced in Primary Schools, parents will be asked for consent to their children taking a Lateral Flow tests on their return to school and then another within 3-days. • Should a Covid-positive case be identified, close contacts will be identified by the Headmaster and required to self-isolate for 10 days. • Critical worker and Vulnerable Day Pupils will enter and leave by the gates nearest the mini bus car park and only at the specified times. • Onsite pupils will learn in designated, dedicated separate classrooms and will be provided with their own IT device and headphones. • At lunchtimes, children and staff will eat in class in their dedicated Bubble and there will be no overlapping of Bubbles.

			<ul style="list-style-type: none"> All risk mitigations previously detailed within earlier RA documents will remain in place.
Spread of Covid-19 from staff working on-site	Pupils and staff on-site, family members, contractors, visitors, other stakeholders and potential for community spread	<ul style="list-style-type: none"> Covid infection Serious disease Further spread of the disease 	<ul style="list-style-type: none"> The number of staff working on-site will be limited to those required for the safe functioning of the school and to provide a quality service to pupils in our care. All staff working on-site on a regular basis will be asked to seek a Lateral Flow test before pupils return and then twice per week at home or a local test centre. Any member of staff receiving a positive result will be asked to seek a PCR swab test and to self-isolate until the result is available. If the result is positive, the individual must self-isolate for 10 days in line with national guidance. Close contacts of any individual testing positive will be required to self-isolate for 10 days or consent to a Lateral Flow test daily for 7 days.
Failure of the Lateral Flow Testing Regime to identify positive cases	Contacts of any false-negative and subsequent transmission routes	<ul style="list-style-type: none"> Positive cases go unidentified leading to further spread of infection 	<ul style="list-style-type: none"> Currently, the testing will be overseen by pharmacy and other Merton/NHS staff who have received the recommended training. Anyone receiving a positive Lateral Flow Test, or an inconclusive result will be required to take a PCR test and the school has received a supply of the PCR tests which would be Lab assessed.
Clinically extremely vulnerable staff and/or pupils catch the virus	Pupils and staff on-site, family members Community transmission	<ul style="list-style-type: none"> Covid infection Serious disease 	<ul style="list-style-type: none"> Donhead is mindful of the latest guidance for the Clinically Extremely Vulnerable during the National Lockdown Within the Government guidance Clinically extremely vulnerable staff are strongly advised, <i>'To work from home because the risk of exposure to the virus in your area may currently be higher. If you cannot work from home, then you should not attend work'</i> For pupils, <i>"Clinically extremely vulnerable children and young people should not attend school or other educational settings, because the risk of exposure to the virus in the community is now very high"</i>. Staff with any Covid-related concerns should contact the Headmaster.
There is an outbreak of Covid-19 at Donhead	Pupils and staff on-site, family members, contractors, visitors, other stakeholders and the	<ul style="list-style-type: none"> Covid infection Serious disease Further spread of the disease 	<ul style="list-style-type: none"> During Lockdown there will be a limited number of pupils and staff on-site, but all the same Risk Assessment mitigation measures remain in place as when the full school was in operation. Covid-secure processes and procedures are in place to address anyone presenting with symptoms and/or proving positive after testing.

	potential for community spread		<ul style="list-style-type: none"> The medical protocols are led by the Headmaster and further details are provided within the Risk Assessment which remains available on the Website.
Staffing absence due to Covid-related illness and/or requirement to self-isolate or quarantine	Depending on the service provided by the absent staff, potentially the users of the service will be adversely affected	<ul style="list-style-type: none"> Inadequate staffing in the affected area Potential risks such as lack of Security personnel or inability to feed on-site pupils and/or staff 	<ul style="list-style-type: none"> Where a colleague is required to self-isolate or quarantine, if they are well enough, they may be asked to work from home. As fewer staff will be required on-site in many areas, more flexibility in the deployment of staff may be possible as a way of providing cover for absent colleagues. Where staff absence is in an area of specialist skill and internal cover is unavailable, then supply staff may be used. The Leadership Team will work to ensure staffing levels remain at appropriate levels of adequacy in all areas.
Impact on pupils of a lack of face-to-face learning and issues of home schooling	Pupils and their families	<ul style="list-style-type: none"> Negative impact on educational achievement and personal development 	<ul style="list-style-type: none"> A comprehensive and effective programme is available to all pupils and a comprehensive covering letter has been provided for parents. Our remote provision provides continuity of academic education for pupils and also access to as much of the "Donhead Experience" as possible The extensive virtual programme includes a full academic curriculum, pastoral support, co-curricular activities, Chaplaincy, and technology support. Virtual Parents' Events are scheduled, and regular communication maintained with parents.
Impact of Covid-19 on the mental health of pupils and staff	Pupils and staff	<ul style="list-style-type: none"> Increased levels of stress and anxiety 	<ul style="list-style-type: none"> Donhead endeavours to provide pupils with a programme which mirrors their normal school routine as much as possible. Pastoral care and Safeguarding are at the heart of what is being offered to the pupils. Pupils retain contact with school staff and can access a wide range of support, including from Class Teachers, Learning Support, Chaplaincy and the AHT Pastoral. Staff should contact Mrs Murtagh for details of support available Staff with any Covid-related concerns should contact the Headmaster. All meetings are now conducted on Zoom or Teams but Covid- security remains a standing item on the agenda of every meeting, providing an opportunity for staff to raise any concerns.

			<ul style="list-style-type: none"> The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the support is available here.
Impact on staff well-being from homeworking	Staff working from home	<ul style="list-style-type: none"> Increased levels of stress and anxiety. Physical health issues in relation to appropriate chairs for computer use etc. 	<ul style="list-style-type: none"> Support is provided as detailed in the paragraph above and also within previous Risk assessment. Where appropriate, individual Risk Assessments have been undertaken for staff, including the Clinically Extremely Vulnerable. Staff with any concerns should contact the Headmaster. Regular departmental contact and communication is encouraged with staff working from home in order to maintain a sense of community and well-being.

I certify that this Addendum is applicable to each risk under assessment at Donhead Preparatory School.



Signed:

Headmaster - Mr P J J Barr

Date: 5/01/2021