



## COVID-19 – RISK ASSESSMENT

<b>Establishment:</b> Donhead Prep School	<b>Assessment Date:</b> 14/4/21
<b>Activity / Environment:</b> Re-Opening School April 2021	<b>Completed By:</b> Headmaster
	<b>Reviewed Every:</b> as required based on government advice/updates

### Introduction

As lockdown rules ease, the circumstances may now be different but the core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated.

The COVID-19 pandemic is still prevalent throughout the world. At Donhead we are preparing to re-open for all students from Tuesday 20<sup>th</sup> April 2021 but recognise the need to implement and update our thorough and detailed risk assessment to ensure all members of this community can work and learn in a safe and secure environment.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing, and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. **This has been updated in light of the new [guidance](#) released by the DfE<sup>1</sup>**

Therefore, Donhead has ensured that this risk assessment has been produced in line with the guidance published and will be updated/amended.

### Rationale

The logic behind these actions, and the need for this note, is the ongoing ‘duty of care’ Donhead has for the whole community: governors, staff, parents, pupils, and visitors.

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

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<sup>1</sup> Department for Education

their pupils, parents, and staff.

The test when considering whether a duty has been properly discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”. For COVID-19 there are three important factors to consider:

- a) *state of knowledge*
- b) *seriousness of likely injury*
- c) *Cost and difficulty of taking precautionary measures*

### **Running the School - Assessing the Risk**

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

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

- a) Is government advice being regularly accessed, assessed, recorded, and applied?
- b) Are changes regularly communicated to staff, pupils, parents, and governors?
- c) Are changes reviewed by governors?
- d) Is access to school controlled effectively and are visitors (if allowed) details recorded?
- e) Are Social Distancing (SD) and other hygiene rules communicated, understood, and applied?
- f) Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- g) Are there sufficient supplies of hygiene materials and are they well placed?
- h) Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- i) What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- j) Are high risk areas being regularly monitored for hygiene?
- k) Are contingency plans in place for the transition to re-closing including rapidly sharing decisions?
- l) Are all the risks identified properly mitigated and regularly re-assessed?

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

- m) What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- n) What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:

- Face Coverings
  - Gloves
  - Shields (for face or lecterns, desk separators, staff desks)
  - Hand Sanitisers
- o) Medical. Who has:
- Pre-existing medical conditions and are they fully declared?
  - Have all vulnerable pupils, parents and staff been identified and recorded?
  - Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
  - Come into contact with anyone tested positive to COVID-19?
  - Travelled where: other than home and school?
  - Been sent home with COVID-19 symptoms (a cough, high temperature, anosmia)?
- p) Have all adhered to the external socialising rules set by the government:
- Shopping
  - Parties
  - Games and play
  - Travel (other than home to school and return)
- q) Are plans being considered for school events including plays, concerts, parent, and teacher meetings etc.?

## Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered daily for the safety of pupils, staff, parents, governors, and visitors / contractors (if allowed).

The leadership team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and we, at Donhead, hope to be able to bring the right information at the right time to allow informed decisions and changes that reflect a safe and secure school environment. Generating confidence in governors, staff, parents, and pupils is paramount to the process of re-opening.

Ultimately, it is the governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence ought to be recorded).

Donhead will consult our insurance company prior to making the final decision about our transition plan to reopening. This risk assessment will be a critical part of this decision-making process and may be sought as evidence of the school’s approach to risk.

## 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 - <a href="#">Link</a></p> <ul style="list-style-type: none"> <li>• Implementation of control measures in line with advice from DfE; PHE; NHS; HSE; ISBA; AGBIS; IAPS and other relevant bodies</li> <li>• Individual Departmental Risk Assessments carried out, where required, by departments. <b>These have been checked and updated by Heads of Department.</b></li> <li>• School transport compliant with Government guidance requirements on publictransport. <b>This is applicable only to Games and the PE Risk Assessment has been checked and updated.</b></li> <li>• Including the compulsory wearing of face coverings for adults and children aged over 11.</li> <li>• <b>Staggered drop-offs and pick-up procedures remain in place.</b></li> <li>• The School Safeguarding Policy will be checked by DSL<sup>2</sup> and is available on the website <a href="http://www.donhead.org.uk">www.donhead.org.uk</a></li> <li>• Daily routines have been amended and will remain under constant review.</li> <li>• COVID-safe procedures in classrooms including social distancing if possible, ventilation awareness, provision of hand sanitiser and the availability of antibacterial wipes.</li> <li>• COVID-safe Catering provision in line with relevant guidance. Staff will not be allowed to eat in the refectory and staff on duty must not be within 1m of a child at any time or 1-2m for longer than 15 minutes. Staff must wear face coverings when on duty, in lessons (this is compulsory if a distance of 2m cannot be kept from other adults and optional when alone with the pupils) and in all communal areas where a distance of 2m cannot be maintained, except if medically exempt when the SD rules become compulsory at all times.</li> <li>• Appropriate signage clearly visible throughout the school with One-way system in place</li> <li>• Deep cleaning procedures in place throughout the school with enhanced cleaning rotas for high- use or higher-risk areas. <b>Bursar has reviewed this and updated cleaning staff, teaching staff and teaching assistants on our approach.</b></li> <li>• Prior to the start of Term, all staff <b>were</b> updated in COVID-safe working to ensure complete awareness of the Re-opening Strategy and adherence to implemented COVID-safe procedures.</li> <li>• Pupil Induction procedure revised and clear guidance for pupils on how to stay COVID-safe provided by Form Teachers on Day 1</li> <li>• Pupils and parents informed of required changes to routines and behaviour necessary to retain.</li> </ul>	Safety of everyone	Ongoing

<sup>2</sup> Designated Safeguarding Lead  
Drafted November 2020; Reviewed April 2021

		<ul style="list-style-type: none"> <li>• COVID-safe environment. Risk Assessment provided for parents via the website <a href="http://www.donhead.org.uk">www.donhead.org.uk</a></li> </ul>		
B	<b>Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.</b>	<ul style="list-style-type: none"> <li>• Safeguarding Policy updated ready for the start of term and include the new KCSIE 2021.</li> <li>• New COVID-19 Protocol was shared with all staff and parents.</li> <li>• <b>DSL will continue to review regularly.</b></li> </ul>	Clear policy amendments and instructions have ensured all stakeholders are/will be fully informed.	Ongoing.
C	<b>Is government advice being regularly accessed, assessed, recorded, and applied?</b>	<ul style="list-style-type: none"> <li>• Yes, the HM and Bursar have read the detailed advice from the DfE including the documents.</li> <li>• <b>Guidance</b></li> <li>• <a href="#">New National Restrictions</a></li> <li>• <a href="#">Safe Working in Education</a></li> <li>• <a href="#">Working Safely During Coronavirus</a></li> <li>• In addition, the same people have attended various webinar sessions run by ISC, AGBIS, ISBA, IAPS and our insurers amongst others.</li> <li>• Our insurers and TRCP have been kept informed and consulted with throughout pandemic.</li> </ul>	Focus has been on minimising the risks associated with full re-opening.	Ongoing
D	<b>Are changes regularly communicated to staff, pupils, parents, and governors?</b>	<p>Yes.</p> <ul style="list-style-type: none"> <li>• There is regular communication from the Head to parents, staff, and governors.</li> <li>• Weekly communication to parents via the newsletter, regular meetings with all Governors and sub committees.</li> <li>• Regular staff meetings</li> <li>• HM has hosted several meetings with parent class reps for feedback and sharing updates as required.</li> </ul>	Good dialogue means that issues can be dealt with as they arise.	Ongoing
E	<b>Are changes reviewed by governors?</b>	<p>Yes.</p> <ul style="list-style-type: none"> <li>• HM is in regular contact with Chair and Finance Chair and all governors will be aware of implemented changes via FGB meetings/email.</li> </ul>	Enables the governors to perform their role as trustees effectively.	Ongoing
F	<b>Is access to school controlled effectively and are visitors (if allowed) details recorded?</b>	<ul style="list-style-type: none"> <li>• Registers for all staff and boys will be kept.</li> <li>• Visitors allowed on site will be kept to after hours as far as possible.</li> <li>• We will allow contractors on site for necessary H&amp;S checks and essential maintenance.</li> <li>• On re-opening, access to the school site will be controlled with staff on duty at the gates for arrival and departure times.</li> <li>• Parents will not be allowed on site at all except in an emergency and following required hygiene controls.</li> </ul>	Ensure the safety and security of the boys and staff.	Ongoing

G	<b>Are Social Distancing (SD) and other hygiene rules communicated, understood, and applied?</b>	<p>As acknowledged in the DfE guidance it is not possible to always maintain SD rules. However, we are looking to minimise the risk wherever possible.</p> <ul style="list-style-type: none"> <li>All boys in each year groups will be in a Year Bubble and the boys and staff will remain in their discrete Bubbles. Staff allocation has been reviewed to reduce the mixing across bubbles as far as possible to maintain breadth and quality of pupils' education.</li> <li>These Bubbles will be kept separate from other Bubbles throughout the day including arrival, break, lunch, and departure.</li> <li>Classrooms are arranged to ensure boys all face forward and sit side by side.</li> <li>No face-to-face working will be permitted. All staff have face coverings issued by the school.</li> <li>When reading with boys, staff must be at least 2m apart and ensure both they and the boy have the same book, so quality of provision remains.</li> </ul>	Minimise the spread of the virus.	Ongoing
H	<b>Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?</b>	<p>Staff and pupils will be reminded of the following:</p> <ul style="list-style-type: none"> <li>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school. <b>All staff and parents have been asked to complete a return to school survey.</b></li> <li>cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or use hand rub or sanitiser ensuring that all parts of the hands are covered. The latest guidance suggests washing hands or using alcohol-based sanitiser are both equally effective.</li> <li>ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</li> <li>cleaning frequently touched surfaces often using standard products, such as detergents, disinfectant wipes, and bleach. Teachers, Teaching Assistants and, if appropriate, pupils must do this regularly throughout each day. They will also be reminded at regular intervals and signage posted.</li> <li>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> <li>Every-one is sanitising their hands-on arrival and departure from school.</li> <li>Despite the guidance, Donhead will continue to have temperature checks on arrival and throughout the day/week.</li> </ul>	Minimises the spread of the virus.	Regular reminders and posters around the school and in classrooms.
I	<b>Are there sufficient supplies of hygiene materials and are they well placed?</b>	<p>Yes</p> <ul style="list-style-type: none"> <li>In addition to the washbasins with soap, hand-dryers, and paper towels we have hand sanitiser dispensers in all classrooms.</li> <li><b>Sanitisers placed at the arrival and departure points with staff ensuring that they are used by the boys on arrival and departure.</b></li> <li>We have also fixed hand sanitiser dispensers to the walls at various entrances, exits and rooms throughout the school.</li> </ul>	Minimise the spread of the virus.	Checked daily by Bursar and Site Manager. <b>Written log to be kept</b>

J	<b>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?</b>	Yes. <ul style="list-style-type: none"> <li>We have in place a cleaning regime throughout the day – after arrival, after break, after lunch, and at end of day.</li> <li>This includes corridors, stairwells, handles and toilets.</li> <li>Boys will be taught in the same rooms and at the same desks as far as possible.</li> <li>Thorough cleaning of all classrooms at the end of the school day.</li> <li><b>Teachers, Teaching Assistants and, if appropriate, pupils must do this regularly throughout each day.</b></li> </ul>	Improved cleaning regime and daily checking of standards by Site Manager or Bursar.	Checked daily by Bursar and Site Manager.
K	<b>What precautions are being used to keep shared teaching equipment (e.g., musical instruments) hygienic?</b>	<ul style="list-style-type: none"> <li>Boys will bring in their own pencil case to be kept at school throughout the week.</li> <li>Any school equipment that is being used or shared, e.g., Music, ICT, Art, or Sport, will be sanitised before and after each use.</li> <li>Laptops will be sanitised at the end of each day and after each use.</li> <li><b>PE, Art &amp; Music Risk Assessments have been checked and updated.</b></li> <li><b>All non-essential soft furnishings and toys have been removed from classrooms.</b></li> <li><b>Reading books must all be returned on a Friday for a quarantine period over each weekend.</b></li> <li><b>Prior to sharing, all reading books and materials for any lesson, must be wiped using an anti-bacterial wipe.</b></li> </ul>	Minimise the spread of the virus.	Ongoing
L	<b>Are high risk areas being regularly monitored for hygiene?</b>	Yes. <ul style="list-style-type: none"> <li>Enhanced cleaning regime and regular walk around by Site Manager.</li> <li>Water fountains have been sealed off so that they cannot be used.</li> </ul>	Check on cleanliness.	Checked daily by Site Manager.
M	<b>Are all the risks identified properly mitigated and regularly re-assessed?</b>	Yes. <ul style="list-style-type: none"> <li>The Bursar is leading on the H&amp;S strategy and implementation in consultation with the HM, Governors and Staff whilst keeping parents and pupils informed.</li> <li>Will review this and the execution weekly.</li> </ul>	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"> <li>In terms of interaction with the boys and parents this is through the school's Portal, Engage and Zoom.</li> <li>Any change in configuration is user tested and tested by the Network Manager.</li> </ul>	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"> <li>• There will be regular communication from the Head to parents, staff, and governors.</li> <li>• Weekly communication to parents via the newsletter, regular meetings with all Governors and sub committees.</li> <li>• Regular staff meetings.</li> <li>• Regular meetings with parent class reps for feedback and sharing updates.</li> </ul>	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"> <li>• The Chair of Governors and Chair of Finance are readily contactable.</li> <li>• All governors contact details are in the Critical Incident Plan.</li> <li>• The Finance Committee keep the Governing Body up to date on all H &amp; S matters.</li> <li>• Board meetings and other committee meetings take place as appropriate.</li> </ul>	Good governance.	Ongoing
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<ul style="list-style-type: none"> <li>• <b>The government expects all students to return to school and we are enforcing this.</b></li> <li>• We will explain to parents the control measures we are putting in place so hopefully we can alleviate the fears of most parents and the school's COVID – 19 policy and risk assessment will be put on our website.</li> </ul>	Reduce and address parental and boy's anxiety.	Ongoing
5	Who has travelled where: other than home and school? (via app or written diary).	<ul style="list-style-type: none"> <li>• <b>All parents and staff are required to inform the school about travel over Easter holidays and quarantine period. This has been communicated in HM start of term Letter and full guidance can be found <a href="#">here</a>.</b></li> </ul>	Reduce the spread of the virus.	Ongoing
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents, and staff?	<p>Staff and pupils will be reminded of the following:</p> <ul style="list-style-type: none"> <li>• minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.</li> <li>• cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or use hand rub or sanitiser ensuring that all parts of the hands are covered. The latest guidance suggests washing hands or using alcohol-based sanitiser are both equally effective.</li> <li>• ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach.</li> <li>• cleaning frequently touched surfaces often using standard products, such as detergents, disinfectant wipes, and bleach. <b>Teachers, Teaching Assistants and, if appropriate, pupils must do this regularly throughout each day.</b></li> <li>• minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</li> </ul> <p>They will also be reminded at regular intervals and signage posted.</p> <ul style="list-style-type: none"> <li>• Every-one is to sanitise their hands-on arrival and departure from school.</li> <li>• Temperature checks will be taken on arrival and throughout the day/week.</li> </ul>	Minimise the spread of the virus.	<b>Cleaning of frequently touched surfaces</b> checked daily by the Site Manager. Reviewed by the Bursar weekly. <b>Written log to be kept</b>



7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Yes.</p> <ul style="list-style-type: none"> <li>• a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• 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)</li> <li>• 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</li> </ul>	To ensure that staff and pupils self-isolate and get tested as soon as they show symptoms.	Ongoing and Signage.
8	How is registration throughout the day managed including temperature / health checks?	<ul style="list-style-type: none"> <li>• Registration will be taken twice daily as normal.</li> <li>• Temperature checks on all boys on arrival and throughout the day if there is a suspicion of symptoms.</li> </ul>	Good communication with parents to ensure boys are not sent to school who are feeling unwell.	Ongoing.
9	Are transit spaces (corridors), social zones (car parks, staff rooms, playgrounds) configured to SD rules?	<ul style="list-style-type: none"> <li>• Staggered arrival and departure times for all the year groups.</li> <li>• School has enforced a strict and clearly signposted one-way system around the school.</li> <li>• Boys will be continuously reminded to SD, if possible.</li> <li>• Staff must not be within 1m of a boy or each other for longer than 1 minute.</li> <li>• Staff must not be within 2m of a boy or each other for longer than 15 minutes.</li> <li>• Staff must wear face coverings when on duty, in lessons (this is compulsory if a distance of 2m cannot be kept from other adults and optional when alone with the pupils) and in all communal areas where a distance of 2m cannot be maintained except if medically exempt when the SD rules become compulsory at all times.</li> </ul>	Reduce any cross contamination.	Ongoing
10	Are learning and games spaces configured to SD rules?	<p>Yes.</p> <ul style="list-style-type: none"> <li>• Classrooms arranged to achieve the best level of social distancing subject to PHE &amp; DfE guidance that primary age children cannot be expected to remain 2 metres apart from each other.</li> <li>• Boys will remain in the same small Bubbles every day.</li> <li>• The outdoor areas will be physically marked out and separated so that each Bubble of boys do not mix with boys from other Bubbles.</li> <li>• We do intend to promote active play and games at break times and lunchtimes for boys within their own Bubbles.</li> <li>• All of this is in line with PHE guidance which states: “How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include: <ul style="list-style-type: none"> <li>- grouping children together</li> <li>- avoiding contact between groups</li> <li>- arranging classrooms with forward facing desks</li> <li>- staff maintaining distance from pupils and other staff as much as possible”</li> </ul> </li> </ul>	Reduce any cross contamination.	Ongoing

11	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes. <ul style="list-style-type: none"> <li>• <b>Full timetable for all years remains in operation.</b> Staggered timetables and the year groups will be treated as discrete Bubbles and kept apart accordingly.</li> </ul>	Maintain boys in discrete Bubbles.	DHT to Review weekly.
12	Is there a system in place to deal with bereavements, trauma, anxiety? behavioural issues?	Yes. <ul style="list-style-type: none"> <li>• Via form tutors and SLT leads. HM to provide counselling support via trained professionals to anyone who requires it.</li> </ul>	Reduce stress.	Ongoing.

### 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"> <li>• A new addendum was written at the start of the lockdown period, a second published following the re-opening and a third for lockdown 2.</li> <li>• This was shared with staff, parents, and governors.</li> <li>• It is reviewed regularly. New Safeguarding policy <b>was</b> written for start of term considering KCSIE 2021.</li> <li>• <b>DSL will continue to review regularly.</b></li> </ul>	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.
2	Is the DSL and ADSL easily contacted and their contact information known to all?	Yes. <ul style="list-style-type: none"> <li>• Contact info in the main policy and addendum.</li> </ul>	Open line of communication from parents/staff to DSL	Will be maintained for as long as necessary
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc.?	Yes. <ul style="list-style-type: none"> <li>• This has been shared with staff and parents.</li> <li>• It is also available on the website.</li> </ul>	Ensure maximum awareness of the policy and procedures to be followed.	Ongoing
4	Has staff downtime and rest periods been planned during the day?	Yes. <ul style="list-style-type: none"> <li>• Deputy Head has ensured normal timetable for all staff with PPA time included. Duties shared and balanced according to workload.</li> </ul>	Staff physical and Mental well-being	Review weekly.
5	Can lesson take place outside?	Yes. <ul style="list-style-type: none"> <li>• Staff are encouraged to do this whenever possible and appropriate.</li> </ul>	Reduce stress and physical contact.	Ongoing
6	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Yes <ul style="list-style-type: none"> <li>• This will be reviewed and implemented as required.</li> </ul>	To ensure any new staff and pupils know the policies and procedures.	HM PA to ensure School role and SCR updated accordingly

7	Are sporting, play and SD rules clear to staff and pupils? Have risk assessments for sport on site and at the grounds been produced?	<ul style="list-style-type: none"> <li>• The Head of PE and games has produced a Risk Assessment for managing a sports programme for boys onsite and at the grounds.</li> <li>• Each Bubble must <b>never</b> mix with boys from other Bubbles.</li> <li>• We do intend to promote active play and games at break times and lunchtimes for boys within their own Bubbles.</li> <li>• We believe, in line with guidance, PE/Games can be done in Bubbles safely to allow for some PPA time.</li> </ul> <ol style="list-style-type: none"> <li>1. boys will participate in class or year Bubbles which will mirror the Bubbles they will be in for their Academic lessons.</li> <li>2. the boys come to school in their Games clothing to eliminate the need to change clothes before and after their PE or Games lessons</li> <li>3. we will be creating 'Sport Pencil Cases' so that each Bubble only uses their designated equipment.</li> <li>4. the equipment will be cleaned after each lesson.</li> <li>5. <b>boys and staff must ensure their hands are sanitised before and after the lesson.</b></li> <li>6. the initial focus will be on improving individual skills and individual fitness, with a progression to small, sided games when permissible.</li> </ol> <p>PE risk assessment must consider the guidance:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance for safe provision including team sport, contact combat sport and organised sport events</a></li> <li>• <a href="#">grassroot sports for public and sport providers</a></li> <li>• <a href="#">facilities</a></li> <li>• <a href="#">Sport England</a></li> <li>• <a href="#">Association for Physical Education</a></li> <li>• <a href="#">Youth Sport Trust</a></li> <li>• <a href="#">returning to pools guidance</a></li> <li>• <a href="#">using changing rooms safely</a></li> </ul>	Safe working practices in all sport for Donhead pupils	<b>DK to review risk assessment for PE &amp; Games weekly and inform HM office</b>
8	Are music, drama and Art activities applying SD rules?	<p><b>From guidance Art and Music must follow:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a></li> <li>• <a href="https://www.artscouncil.org.uk/music-education/music-education-hubs">https://www.artscouncil.org.uk/music-education/music-education-hubs</a></li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing">https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</a></li> <li>• <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> <li>• <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5</a></li> </ul>	Minimise close contact between the boys as much as possible.	<b>BC &amp; AJ to review risk assessments for Art and Music weekly and inform HM Office</b>

9	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc.) timings, SD, and purpose?	<ul style="list-style-type: none"> <li>• <b>All Staff meetings will be conducted remotely.</b></li> <li>• Staff will be told to use their own classroom or dedicated spare classrooms to act as a workroom.</li> <li>• <b>Staffroom is locked and out of bounds.</b></li> <li>• <b>Lunch to be taken outdoors if possible or in a spare classroom always adhering to social distancing measures – minimum distance of 2m between adults.</b></li> <li>• <b>Tea &amp; Coffee will be available in the Refectory from 7am – 2pm and must be collected in lidded cups and staff consume in their offices/classrooms – one-way system must be followed.</b></li> </ul> <p>Staggered start and finish times, break times and lunchtimes will help achieve this.</p>	To achieve SD amongst staff.	<p><b>HM to Review regularly.</b></p> <p><b>DHT to produce daily plan of all empty classrooms</b></p>
10	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	<p>Yes.</p> <p>The systems have remained in operation throughout the pandemic and new CCTV installed during lockdown.</p>	Prevent intruders	Monthly checks by Network Manager
11	Are drop-off and pick-up procedures, in/out routes shared, understood, and applied?	<ul style="list-style-type: none"> <li>• We <b>have advised all</b> staff and parents on drop off and collection procedures.</li> <li>• Staff will be available at these times to ensure that procedures are adhered to.</li> </ul>	Ensure safety and SD for all.	Ongoing <b>HM oversees and reviews this</b>
12	Are transit spaces (corridors), social zones (staff rooms / playgrounds) configured to SD rules?	<p>Yes.</p> <ul style="list-style-type: none"> <li>• Complete one-way system is in operation.</li> <li>• DHT has produced plan for break and lunchtime that keep all bubbles separate.</li> </ul>	Minimise the spread of the virus.	Ongoing
13	Do classrooms reflect SD layout, PPE, screening, and regular cleaning rules?	<p>Yes.</p> <ul style="list-style-type: none"> <li>• Spare desks <b>have been</b> removed and remaining desks set out accordingly.</li> <li>• Staff have all been issued with face coverings, hand sanitiser and disinfectant wipes/gel are in all teaching classrooms.</li> <li>• Regular room cleaning throughout the day takes place</li> </ul>	Minimise the spread of the virus.	Ongoing
14	Are mealtimes reflecting SD in the servery and Refectory whilst providing sufficient nourishment?	<ul style="list-style-type: none"> <li>• Mealtimes are staggered.</li> <li>• <b>Staff may not eat in the refectory.</b></li> </ul> <p>We will provide a “takeaway” provision for some year groups if necessary where all the food elements are pre-packaged which gives:</p> <ul style="list-style-type: none"> <li>• Flexibility on where the boys will eat. Outside if possible.</li> <li>• Refectory is sanitised between each bubble.</li> </ul> <p>Each year group Bubble has an allocated slot in the refectory for lunch. The Refectory will be cleaned between each Bubble and no one will be sitting face to face.</p>	Avoid close proximity and possible food contamination.	Review Weekly
15	Transmission of Covid-19 in staff groups, work areas and staff room	<ul style="list-style-type: none"> <li>• <b>All staff briefings will</b> take place remotely.</li> <li>• <b>The Staff Room will be locked.</b></li> <li>• Use of shared work areas is to be avoided. Where this is not possible work areas will be</li> </ul>	Staff Safety	Ongoing

		<p>thoroughly sanitised before and after use by different people – this is the responsibility of the person who last used that space. <b>Shared workspaces have been reconfigured to ensure 2m distance is always maintained. Staff must always wear face coverings if a 2m distance cannot be maintained.</b></p> <ul style="list-style-type: none"> <li>• Sanitising wipes are available to enable shared desks and equipment to be cleaned before and after use. Clear messaging to staff on this, regularly reinforced.</li> <li>• Measures have been put in place to protect office staff when dealing with contractors, parents and visitors <a href="http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></li> <li>• Staff will be asked to queue for refreshments mindful of social distancing <b>and collect from the Refectory to consume in classrooms, again always adhering to a 2m distance and wearing face coverings.</b></li> <li>• Signage and floor markings in place to reinforce maintaining 2 metre distance where possible.</li> </ul>		
16	Stress and Anxiety of staff and pupils	<p><b>The Safeguarding and welfare of staff and pupils is of paramount importance. Pupil pastoral welfare is led by the Assistant Head Pastoral. All staff are involved in the pastoral life of the school.</b></p> <ul style="list-style-type: none"> <li>• Systems are in place to support pupils with any stress or anxiety issues, including access to a Counsellor, a Chaplaincy team, and access to external support where necessary.</li> <li>• The School Safeguarding policy has been revised to reflect COVID-19/KCSIE 2021 and is available to view on the School website <a href="http://www.donhead.org.uk">www.donhead.org.uk</a></li> <li>• Children with special educational needs are supported by the SENDCo.</li> <li>• The School Leadership team monitors the working arrangements of staff and will offer support and advice where necessary and appropriate.</li> <li>• 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.</li> <li>• <b>Individuals can report concerns over breaches of the Schoolsafe working policy/guidelines so that intervention can occur by email or phone to the Headmaster.</b></li> <li>• Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, their line manager will discuss the situation with them and, where necessary, complete a risk assessment to help identify key concerns and any further adjustments required to support them at work.</li> <li>• The bursar has arranged wellbeing training for staff and additional guidance is available for staff and use with pupils: <ul style="list-style-type: none"> <li>• <a href="https://www.minded.org.uk/Component/Details/685525">https://www.minded.org.uk/Component/Details/685525</a></li> <li>• <a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a></li> <li>• <a href="https://www.minded.org.uk/">https://www.minded.org.uk/</a></li> <li>• <a href="https://covid.minded.org.uk/">https://covid.minded.org.uk/</a></li> <li>• <a href="https://www.gov.uk/guidance/teaching-about-mental-wellbeing">https://www.gov.uk/guidance/teaching-about-mental-wellbeing</a></li> </ul> </li> </ul>	Wellbeing of Staff and Pupils	Ongoing

		<ul style="list-style-type: none"> <li><a href="https://www.sendgateway.org.uk/resources/recovery-re-introduction-and-renewal-safe-and-successful-returns-school">https://www.sendgateway.org.uk/resources/recovery-re-introduction-and-renewal-safe-and-successful-returns-school</a></li> </ul>		
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### Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal first aid staff?	Yes. <ul style="list-style-type: none"> <li>Normal line management process.</li> <li>Contact numbers available if Senior Administrator or Bursar are not in school.</li> </ul>	Line management support available to respond to issues or new scenarios.	Ongoing
2	Are there sufficient first aid staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<ul style="list-style-type: none"> <li>At least one trained Paediatric First Aider is always on site.</li> <li>A further 23 staff completed their paediatric first aid training on 2/9/20.</li> <li><b>Any suspected COVID pupil or staff must be isolated in AHT office.</b></li> <li><b>All other First Aid to Office as normal</b></li> </ul>	Safety of students and staff	Review weekly by Senior Administrator/Bursar
3	Have medical policy, procedures, and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"> <li>All medical policies and procedures will be followed as normal.</li> <li>Additional Covid-19 specific measures will be taken as directed by PHE and DfE.</li> </ul>	Pupils and staff medical requirements supported by relevant policies	Amend practice as and when policies from PHE/ DfE change.
4	Is the medical room(s) properly equipped?	Yes. <ul style="list-style-type: none"> <li>We have a suitably qualified team who order their supplies and equipment.</li> <li>PPE will be available for first aid leads and other paediatric trained first aiders who may be in close contact with any child.</li> </ul>	To ensure we have sufficient supplies of everyday requirements as well as any Covid-19 specific equipment.	Review weekly by Senior Administrator/Bursar

5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care, and disposal?	<ul style="list-style-type: none"> <li>• There are visors, disposable coverings, aprons, and gloves available for all first aiders.</li> <li>• The visors can be disinfected and re-used.</li> <li>• Face Coverings, Visors and gloves are available for all school staff.</li> <li>• No PPE equipment will be provided to the boys although they will be welcome to wear face coverings if that is the parents' preference.</li> <li>• Staff will not assist with putting on or taking any PPE off boys.</li> <li>• If boys use re-usable face coverings, when removed, they should be put into a plastic bag for the boy to take home to be washed at 60 degrees.</li> <li>• Disposable face coverings should be put in normal waste disposal bag.</li> <li>• Staff must wear face coverings when on duty, in lessons (this is compulsory if a distance of 2m cannot be kept from other adults and optional when alone with the pupils) and in all communal areas where a distance of 2m cannot be maintained except if medically exempt when the SD rules become compulsory at all times.</li> </ul>	Appropriate level of protection for staff in accordance with good practice and DfE guidance on the use of PPE. Staff will use correct donning & doffing of PPE as per PHE procedures. Printed guidance and video material available online. Experienced staff have knowledge on use and disposal of PPE.	Review weekly by HM/Senior Administrator/Bursar
6	Is the school aware of all pre-existing medical conditions?	<p>Yes</p> <ul style="list-style-type: none"> <li>• All families complete an updated medical questionnaire as normal at the start of each term.</li> <li>• <b>Parents are required to, and responsible for, updating the school so that the database is up to date.</b></li> </ul>	Important to ensure that other medical issues are not overlooked.	Review on a case-by-case basis as required
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	<p><b>All known cases have been logged and reported to the DfE and/or the South West London Health Team (Public Health England)</b></p> <p><b>From guidance:</b> If you would like support on the action you should take to respond to a positive case, you can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you of what action is needed based on the latest public health advice.</p>	Tracing and advising who may need to self-isolate or be aware of possible symptoms.	Review after each incident.
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	<b>Donhead will continue to follow the correct course of action if a positive case is identified within the community.</b>	To ensure we follow advice from DfE and Public Health England.	<b>Review after each incident. As per PHE, all contacts of an individual who tests positive will need to self-isolate for 10 days.</b>

9	Who has been sent home with COVID-19 symptoms (a cough, high temperature shortness of breath or changes in taste and smell?	<ul style="list-style-type: none"> <li>We will record this and encourage to get tested asap - <a href="#">arrange a test</a></li> </ul>	To ensure we follow advice from DfE and Public Health England.	Review after each incident.
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	<ul style="list-style-type: none"> <li>Any required will be through the pastoral system. Typically, class teacher/AHT or Deputy Head.</li> </ul>	To ensure school aware of the seriousness or otherwise and to liaise about timing of a possible return to school.	Review after each incident.
11	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"> <li>AHT office is the designated space to isolate.</li> <li>Cleaned as per the first aid room.</li> <li>Any isolated boys to only use the disabled toilet by the pick-up exit.</li> <li>If room and or toilet is used by possible Covid infected boy, must be thoroughly cleaned when vacated – <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> </ul>	To reduce the spread of any infection.	Review if advice changes.
12	Is temperature testing safe, reflecting SD rules, recorded, and kept appropriately?	<ul style="list-style-type: none"> <li>We have purchased a high-resolution thermal camera to take temperatures throughout the day if we have a concern.</li> <li>We have 3 temperature checking devices for use upon entry to school.</li> <li><b>Staff must wear face coverings when taking temperatures or helping students to sanitise</b></li> </ul>	To reduce exposure to any suspected case.	Review if advice changes.
13	If emergency services are called is there a well understood procedure, RV and cleared routes in and out?	<p>Yes.</p> <ul style="list-style-type: none"> <li>No change to current practice.</li> <li>Meet at the car park and escorted to the relevant area.</li> </ul> <p>For Suspected or confirmed case of COVID-19 we will contact: the DfE Helpline on 0800 046 8687 and selecting option 1 or for 2 or more cases: <b>London Coronavirus Response Cell, Public Health England</b> <b>Email: <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> or <a href="mailto:phe.lcrc@nhs.net">phe.lcrc@nhs.net</a> Tel: <a href="tel:03003030450">0300 303 0450</a></b></p>	To ensure that there are no delays to attending to the emergency.	Review after each incident.
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hand hygiene rules and the use of PPE?	<p>Yes.</p> <ul style="list-style-type: none"> <li>This a mix of education and enforcement.</li> <li>Boys to wash/sanitise their hands, keeping to SD rules where possible, during the break between every lesson.</li> </ul>	Minimise the spread of the virus.	Weekly review.
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	<ul style="list-style-type: none"> <li>Contractors are registered, inducted, and supervised throughout.</li> <li>Required to confirm that they are not showing symptoms of Covid-19.</li> </ul>	Minimise the risk of cross-contamination.	Ongoing



16	Do first aid staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> <li>• There are visors, disposable coverings, aprons, and gloves available for the first aid team.</li> <li>• The visors and some aprons are washable and re-useable.</li> <li>• The rest get disposed of after use.</li> </ul>	Ensure that staff are not putting themselves and boys at risk.	Review if advice changes.
17	What is the policy on washing school clothes to prevent infection?	<ul style="list-style-type: none"> <li>• Parents are to wash clothes regularly.</li> <li>• Re-usable face coverings should be washed at 60 degrees</li> </ul>	Minimise the risk of spreading the virus.	Review if PHE advice changes
18	Clinically vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions catch the virus	<ul style="list-style-type: none"> <li>• Staff all asked to confidentially update their medical information.</li> <li>• Parents all asked to update pupil medical information.</li> <li>• SENDCo to review SEND and EHCP pupils</li> <li>• Staff members who are in the most at-risk categories reminded to take particular care. Where an employee expresses concerns, an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce these risks to an acceptable level including, where possible, the need for any reasonable adjustments such as temporarily working from home if possible. If not possible, temporary deployment to a role where working at home is possible may be considered.</li> <li>• Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>. If people with significant risk factors express concerns an individual risk assessment will be completed to assess the risks to that individual and identify ways to reduce them to an acceptable level</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. Donhead will work closely with parents of children who are extremely vulnerable to support a return to school, carrying out an individual risk assessment as necessary.</li> <li>• Donhead has applied the measures set out in the government <a href="#">guidance</a> and follows and interprets the wider guidance as far as is reasonably practicable to reduce the risk to all staff and pupils, including those who are extremely clinically vulnerable and clinically vulnerable</li> <li>• Advice for those who are extremely clinically vulnerable can be found <a href="#">here</a></li> </ul> <p><b>Donhead will respond to all individual requests as far as is reasonable and work in line with local and National measures.</b></p>	Health of all on site	Ongoing
19	Staff, pupils & household members displaying signs of COVID-19	<ul style="list-style-type: none"> <li>• Staff, parents and pupils made aware of the <a href="#">virus symptoms</a></li> <li>• Staff, other adults and pupils are instructed <b>not to come into school</b> if they or members of their household have symptoms in-line with the <a href="#">guidance for households with possible coronavirus infection</a></li> <li>• Staff or pupils showing COVID-19 symptoms will be sent home, instructed to self-isolate for</li> </ul>	Responding to possible case of COVID-19	Ongoing

		<p>10 days and instructed to <a href="#">arrange a test</a> to see if they have COVID-19.</p> <ul style="list-style-type: none"> <li>• <b>Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 10 days if a positive case is confirmed in the house – NHS Test &amp; Trace will confirm this with each family.</b></li> <li>• Staff and parents have been instructed to inform the school immediately of the results of a test so that an assessment can be made of the potential impact on Donhead.</li> <li>• <b>If someone tests negative, if they feel well and no longer have a high temperature, they can stop self-isolating; the cough and loss of taste or smell can continue for some weeks after the infection has cleared. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover.</b></li> <li>• Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team</li> <li>• If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a quarantine room until they can be collected, whilst being mindful of the individual pupils' needs. Ideally, a window will be opened in the room for increased ventilation.</li> <li>• If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom.</li> <li>• The bathroom will then be cleaned and disinfected before being used by anyone else.</li> <li>• The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>• <b>When caring for someone with symptoms of coronavirus (COVID-19) a visor and face covering must be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves and an apron must also be worn.</b></li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, e.g., from coughing, spitting, or vomiting, then eye protection must also be worn by the supervising adult.</li> <li>• We will follow the advice given by:  <b>London Coronavirus Response Cell, Public Health England</b>  <b>Email: <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> or <a href="mailto:phe.lcrc@nhs.net">phe.lcrc@nhs.net</a> Tel: <a href="tel:03003030450">0300 303 0450</a></b></li> </ul>		
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20	Staff, pupils & household members test positive for COVID-19	<ul style="list-style-type: none"> <li>• If someone tests positive, they are instructed to follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> self-isolating for at least 10 days from the onset of their symptoms and will only be allowed to return to Donhead when <b>they feel well and no longer have a high temperature; the cough and loss of taste or smell can continue for some weeks after the infection has cleared. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover.</b></li> <li>• <b>Staff or pupils with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test, and the pupil can return to school. Those with a negative LFD test result can also continue to attend school and use protective measures.</b></li> <li>• They will be advised that other members of their household must continue self-isolating for the full 10 days.</li> <li>• Donhead will contact the DfE Helpline as soon as they have been notified of a positive result. (This team may also contact Donhead directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace).</li> <li>• The Health Protection Team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• Based on advice received from the Health Protection team, Donhead may send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)</li> <li>- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> <li>• face-to-face contact including being coughed on or having a face-to face conversation within 1 metre.</li> <li>• been within 1 metre for 1 minute or longer without face-to-face contact.</li> <li>• sexual contacts</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> </ul> </li> </ul> </li> <li>• Donhead will keep a record of pupils and staff in each Bubble and any close contact that takes places between children and staff in different groups. Donhead will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others</li> </ul>	Responding to a confirmed case of COVID-19	Ongoing
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		<p><b>or with the express permission of the individuals concerned.</b></p> <ul style="list-style-type: none"> <li>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms.</li> <li>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they are instructed to follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and to get a test.</li> <li>If the test is negative, then they are instructed to remain in isolation for the remainder of the 10- day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>If the test result is positive, they are instructed to inform the school immediately, and must <ul style="list-style-type: none"> <li>isolate for at least 10 days from the onset of their symptoms. They are advised that their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms.</li> </ul> </li> </ul> <p>We will follow the advice given by: DfE Helpline or <b>London Coronavirus Response Cell, Public Health England</b> <b>Email: <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> or <a href="mailto:phe.lcrc@nhs.net">phe.lcrc@nhs.net</a> Tel: 0300 303 0450</b></p>		
21	Outbreak of COVID-19 within the school	<ul style="list-style-type: none"> <li>Donhead will work closely with the local Health Protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local Health Protection team will advise if additional action is required.</li> <li>Donhead is aware that in consultation with the local Director of Public Health, where an outbreak at the school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their Bubble, then the whole school if necessary, in line with routine public health outbreak control practice.</li> <li>Teachers will ensure accurate recording of attendance and details of classroom seating plans so that in the case of an outbreak information regarding attendance in lessons involving affected pupils can be passed on in order to assist in identifying specific children and adults within a specific class, year group or Bubble who may need isolating. Should there be a need to isolate part, whole or a collection of year groups and Bubbles, then those day pupils who are affected will stay at home until advised otherwise. <b>Copies of these must be kept in the Headmaster’s office, including the seating plans for the minibuses.</b></li> <li>The education of pupils in self-isolation will continue via the provision of remote learning materials <b>and/or full live remote teaching.</b></li> </ul> <p>We will follow the advice given by: <b>London Coronavirus Response Cell, Public Health England</b></p>	Responding to a COVID-19 outbreak	Ongoing

		<b>Email: <a href="mailto:LCRC@phe.gov.uk">LCRC@phe.gov.uk</a> or <a href="mailto:phe.lcrc@nhs.net">phe.lcrc@nhs.net</a> Tel: 0300 303 0450</b>		
22	Spread of Covid-19 during travel on school transport	<ul style="list-style-type: none"> <li>Hand sanitiser will be provided for all pupils using school minibuses and face- coverings will be mandatory for everyone over 11 years of age.</li> <li>Hand sanitiser will be used by all pupils upon boarding and disembarking the minibuses.</li> <li>Drivers of Donhead minibuses <b>MUST</b> wear face coverings, adhere to hand hygiene routines, and minimise close contact with the children.</li> <li>Each vehicle will have viral spray and disposable cloths provided on board and regular full cleaning of the vehicles will be scheduled and carried out to COVID-safe standards.</li> <li>Drivers must ensure a system is in place to manage queuing, boarding, and disembarking from transport to prevent unnecessary close contact with others.</li> <li>Where staff need to support pupils requiring assistance to access the vehicle or fasten seatbelts, those staff will wear face-coverings. Immediately after assisting pupils' staff will wash or sanitise their hands thoroughly with warm running water and hand soap for at least 20 seconds.</li> <li><b>Staff must keep seating plans and always adhere to these.</b></li> <li><b>No more than 2 staff may travel on each bus, sitting in the front, wearing face coverings and as far apart as is possible.</b></li> <li><b>Windows must be open to ensure ventilation throughout the journey</b></li> </ul>	Safety of staff and pupils on minibus	Ongoing

### 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"> <li><b>Updates are provided to all staff.</b></li> </ul>	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"> <li>There are face coverings, aprons, and gloves available for first aid.</li> <li>Also, disposable overalls if we must clean up a suspected Covid-19 infected area(s).</li> <li><b>All staff have been provided with visors and face coverings</b></li> </ul>	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"> <li>We have in place a cleaning regime throughout the day – after arrival, after break, after lunch, and at end of day.</li> <li>This includes corridors, stairwells, and toilets.</li> <li>Boys will be taught in the same rooms and at the same desks as much as possible.</li> <li>Thorough cleaning of the classrooms will take place at the end of each school day.</li> </ul>	Minimise the risk of cross-contamination.	Checked daily by Site Manager & monitored by the Bursar.

4	Are all security and access systems regularly checked, updated and re-coded?	Yes. <ul style="list-style-type: none"> <li>The systems have remained in operation throughout the pandemic and new CCTV installed during lockdown.</li> </ul>	Prevent intruders	Monthly checks by Network Manager
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	<ul style="list-style-type: none"> <li>We have ensured that new layouts do not block or obstruct fire exit routes.</li> <li>Have sign posted a clear one-way system around the school.</li> </ul>	Ensure safe evacuation of all.	Check daily as part of site staff unlock and lock routine.
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<ul style="list-style-type: none"> <li>No major change.</li> </ul>	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	Heating system including fuel levels sufficient?	<ul style="list-style-type: none"> <li>All heating systems had their annual service in September 2020</li> </ul>	All heating systems in good working order	Next service Sept 2021
2	Gas supply, venting and valves?	<ul style="list-style-type: none"> <li>Gas supplies inspected during-annual service in September, all extraction units clean and filters changed where appropriate.</li> </ul>	All in good working order	Next service Sept 2021
3	Have air conditioning ducts and units been checked and reviewed?	<ul style="list-style-type: none"> <li>Minor service completed week commencing 18th May.</li> <li>Yearly check done July 2020</li> </ul>	Review after servicing	Review after servicing
4	Electrical tests up to date including emergency lighting and PAT?	<ul style="list-style-type: none"> <li>All electrical consumer unit periodic testing up to date, monthly testing of emergency lighting completed and up to date, PAT up to date, tested annually.</li> </ul>	All in good working order	PAT testing complete March 2021
5	Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none"> <li>Monthly testing and water sampling completed by Calibre up to date.</li> <li>Weekly running of ALL water outlets every week and recorded</li> </ul>	All tests and samples are satisfactory	Monthly testing by Evolution Water.
6	Fire alarm panel, system and extinguishers in date and serviced?	<ul style="list-style-type: none"> <li>Fire alarm panels checked daily when school is opened.</li> <li>call points are tested every Monday &amp; Tuesday morning and recorded.</li> <li>annual fire extinguishers service completed in May 2020.</li> <li>monthly inspections completed and recorded.</li> <li>service completed week commencing 18th May.</li> <li>Fire drills as usual.</li> </ul>	Fire alarm 6 monthly service completed by Jackson Fire. Corrective actions undertaken the following week. No further action required.	Fire drill shortly after phased return

7	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	<ul style="list-style-type: none"> <li>• Dry cleaning only used by catering department, all laundry clean and ready to use.</li> <li>• Washing machine used mainly for catering staff's overalls and kitchen towels.</li> </ul>	All equipment ready to be used.	Ensure equipment used during the term to comply with usage of equipment recommendations.
8	Have waste procedures been reviewed?	<ul style="list-style-type: none"> <li>• Waste collections fully reinstated</li> <li>• normal day to day waste collections in place</li> </ul>	Monitor and adjust procedures were necessary.	Any paper towel or suspected Covid-19 waste to be double bagged and placed to one side for 72 hours before disposal.
9	Are pest control services recorded, deficiencies identified and actioned?	<ul style="list-style-type: none"> <li>• Service done in May.</li> <li>• completed every 6 weeks by Servest Pest</li> </ul>	Follow up required for next visit	Monitor next visit
10	School vehicles fully registered, insured, maintained, and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none"> <li>• All vehicles registered and insured.</li> <li>• all vehicles to have MOT's if due allowing for the government extension.</li> <li>• servicing and 6 weekly inspection completed before being put back into service.</li> <li>• All to be driven by our transport manager or one of the regular minibus drivers before being used with boys.</li> <li>• Driver to clean down all hard surfaces after each journey.</li> <li>• Hygiene cleaning materials to be made available for each vehicle if they are to be used</li> </ul>	Arrangements to be made for vehicles that require MOT's, Servicing and 6 weekly inspections to be carried out.	Vehicles booked in but dates may need to be amended.