

Full Reopening Policy and Procedure Management of Covid-19 Risk

System of Controls & Summary Risk Assessment

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SYSTEM OF CONTROLS

The school has reviewed the current **guidance** from the government, PHE and will continue to treat the government's guidance and expectations as a minimum for the health and safety of our community. We have also reviewed guidance from HSE and Independent SAGE, as well as best practice and advice across our networks within the sector: ISBA, HMC, AGBIS, BSA and our insurers.

An extensive updated **Risk Assessment** has been developed prior to full reopening, reviewed by SLT, the Covid 19 group and governors.

Supervision of students is diligent to support adherence to the integrity of bubbles, good hygiene and appropriate distancing. This is undertaken on an age-appropriate basis. Students are briefed and families are asked to reinforce the need for **good hygiene behaviours**: e.g. regular handwashing (multiple additional outdoor hand-washing stations are installed), careful disposal of litter, covering faces if coughing or sneezing.

Distancing will be facilitated at all times, utilising the full extent of the school estate. Each class has an allocated classroom for the majority of their lessons. Teachers will move **classrooms** (taking hygiene measures accordingly), rather than students. More broadly, students will be grouped together in large 'bubbles' across consecutive year groups, as follows:

Nursery, Reception, Year 1 2 & 3
Year 4
Year 5
Year 6

Year 7 and 8
Year 9 and 10
Year 11, 12 and 13

Wherever possible, students will be within these bubbles and in separate areas (lessons, break, lunch, games, ECAs). There may be limited exceptions, where other safety measures will be taken (e.g. home to school bus routes).

There will be no **large gatherings**, such as assemblies in the theatre. Larger meetings (of students or staff) may continue to take place using Teams or hybrid online/in-person.

Home to school bus routes will run as usual. We will continue to work with our transport partners, who are undertaking enhanced cleaning and hygiene regimes. All students travelling on our bus routes must wear a mask or face covering at all times (as is the case on public transport), and should, wherever possible, sit with students in the same year group bubbles.

Additional **PPE** and cleaning supplies made available to staff that require these (e.g. sprays, disposable wipes, face visors)

Facemasks may be worn, in line with guidance, where staff and students in the senior school wish to do so. In the case of teaching staff, particularly younger children, consideration should be given to the impact this will have on interactions. The school has the facility to create face **visors**, which are available to staff who request them.

Catering provision has been fully reviewed. Whilst there will still be a range of options, including vegetarian and those with dietary/allergen needs, the service will be revised to reduce and eliminate contact. In particular, students will queue, sit and eat in their allocated year group bubbles, in allocated zones (in the dining hall and elsewhere) at allocated times. Staff will either eat with their allocated year groups or in a separate area.

Wherever practical, **shared equipment** will not be used. For example, certain shared toys and learning resources have been removed from the younger year group classrooms. For specialist equipment (e.g. in Science), enhanced cleaning measures will take place between use. Book lending is currently suspended.

Ventilation is facilitated wherever possible, e.g. with windows open in suitable weather. Artificial systems such as air conditioning are not in use where these may otherwise increase risk of airborne virus spread.

An enhanced **cleaning** regime is in place and all staff are briefed on the requirements.

Toilets are, wherever possible, allocated to bubbles, to avoid cross-over of people, and are being cleaned on an enhanced basis.

Self-Declaration forms are in use, electronically, for all those coming on site.

Visitors to the site will be limited, and must on all occasions sign in at Reception, where they will be asked to complete a Self-Declaration Form (except where already submitted and no changes applicable). Visitors will be accompanied and limited to only areas of the site essential to their visit.

SYSTEM OF CONTROLS (STAFF, ADDITIONAL)

Coffee etc will not be available at the start of term, and the staff common room (SCR) kitchenette will not initially be in use. Staff are encouraged to bring in their own hot drinks in a flask (as colleagues have been doing throughout the summer). This will be reviewed early in the term.

The SCR is open and colleagues are welcome to gather informally in small groups, socially distanced, but large gatherings and meetings will not be possible.

Staff are not generally able to bring family members on site in term time (excluding FHS students etc). By exception, this may be possible, and they should follow the same process as other visitors.

PROTECTING CLINICALLY VULNERABLE (CV) AND CLINICALLY EXTREMELY VULNERABLE (CEV) WORKERS

As an employer, the school recognises its duty to protect workers from harm, has reviewed the risk to those who are particularly vulnerable to coronavirus and put controls in place to reduce that risk.

Supporting workers in higher-risk groups

The Public Health England recognise higher-risk groups including:

- older males
- high body mass index (BMI)
- health conditions e.g. diabetes
- some black, Asian or minority ethnicity backgrounds

While additional controls for these groups are not mandatory, the school has identified CV and CEV colleagues and will offer all reasonable adjustments and support them through:

- creating and supporting a Covid-safe culture in the school, through ongoing training and communication, engaging both individuals and wider school community to ensure controls are applied stringently
- contacting staff regarding their CV/CEV status and offering individual discussions with the School Nurse, around particular concerns; briefing their line managers and key staff who will coordinate reasonable adjustments;
- the creation, implementation and revision of this policy and risk management, setting out controls in place minimise transmission to keep everyone safe;
- applying these controls, monitoring, listening to any concerns and reviewing.

Clinically extremely vulnerable (CEV) workers

From 1 August 2020 in England, shielding was paused and CEV workers may return to the workplace where it is COVID-secure but should work from home where possible. (see external links below)

Line managers / School Nurse will talk to CEV workers about their working arrangements.

If colleagues can effectively fulfil their responsibilities working from home, they will be encouraged to do so. The school will support with this wherever practical (e.g. through IT support).

Where a CEV worker is working on site, the school will make safe and COVID-secure reasonable adjustments. This will be documented, monitored and reviewed within risk assessments, which will be shared. These arrangements will be reviewed by the COO, Deputy Head Pastoral, School Nurse and HR Manager.

This also applies to workers living with someone who is clinically extremely vulnerable.

Reasonable Adjustments

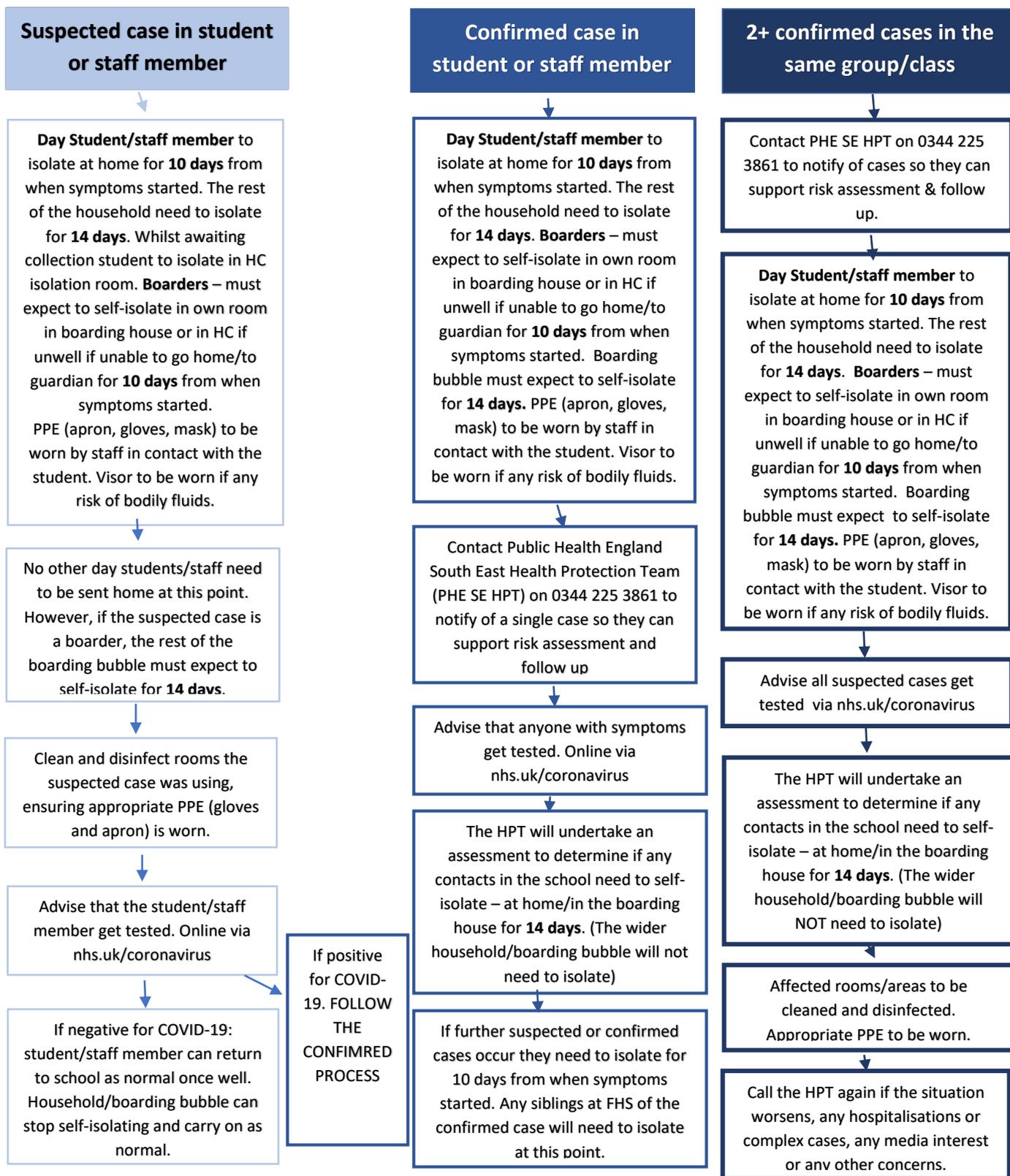
Reasonable adjustments will be considered on a case by case basis. However, examples may include: flexible working arrangements; restricting to tasks which can be fully socially distanced; limiting physical working location, such as a socially distanced workspace; attending all meetings via Teams rather than in person.

All staff will be offered additional hygiene materials, such as their own cleaning products (e.g. anti-viral surface sprays, to be stored securely when not in use) for additional cleaning, a face visor, hand gel. Staff are welcome to wear gloves and/or a mask.

Pregnant workers (new and expectant mothers)

Pregnant workers are in the clinically vulnerable (CV) category and the measures above apply. Beyond the Covid 19 measures, the school recognises its duty to have measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. Where it is not possible to make sufficient reasonable adjustments to the job or facilitate working from home, the school will place a pregnant worker on paid leave, in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

ACTION IN THE EVENT OF A COVID-19 CASE AT THE SCHOOL



Governors will be notified of any suspected / confirmed cases, and the school's actions arising.

MANAGEMENT OVERSIGHT

This document, the accompanying Risk Assessments, and other protocols relating to the management of health and safety will be reviewed on a regular basis (see below) by a number of groups.

Group	Membership	Frequency	Remit
Covid-19 Group	All SLT members School Nurse Estate Manager Housekeeper Catering Manager * HM Secretary **	Initially weekly Reducing to fortnightly, then half-termly	Task group to coordinate leadership with key functions in day to day running of the school in respect of measures taken for the management of Covid-19 risk
Senior Leadership Team (SLT)	Head Chief Operating Officer Deputy Head Academic Deputy Head Head of Junior School	Weekly	Executive leadership of the school, including safety measures, as delegated by the Board
Health and Safety Committee		Termly	Standing Committee. Receives reports from various staff (including those on C19 group) on behalf of governors
G5+	Chair of Governors Vice Chair Treasurer Head Chief Operating Officer Other governors as required	As required	Steering group of the Governing Board, supported by the Head and COO

* indicates member attends only relevant agenda points

** minutes secretary

EXTERNAL LINKS

Guidance for full opening: schools

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

Independent SAGE

<https://www.independentsage.org>

Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

New and expectant mothers.

<https://www.hse.gov.uk/mothers/index.htm>

“Covid Secure”

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>