

Risk Assessment – COVID-19 September 2021		30th September 2021	Surbiton High School
Responsible Person	Rebecca Glover		
Other Persons Involved	Matthew Close (Senior Vice-Principal), Charlotte Demetz, Assistant Principal (Compliance, Health and Safety)		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Schools coronavirus (COVID-19) operational guidance (from Step 4) (27 Sep) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (27 Sep) • DfE - Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak (27 Sep) • DfE - Safe working in education, childcare and children’s social care (20 July) • PHE - COVID-19: cleaning in non-healthcare settings outside the home (19 July) • DfE Asymptomatic Testing Procedures and Guidance – available through the DfE portal (secondary) and DfE portal (primary) 		

Details	DFE Coronavirus Helpline 0800 046 8687
<p>A risk assessment covering School operation from September 2021</p> <p>A revised system of control measures is in effect</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person’s normal sense of taste or smell</p>	

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> • Staff who are required to quarantine having recently visited a county outside the common travel area will not come into school • Staff are encouraged to take part in asymptomatic testing • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 full days and instructed to undertake a PCR test. • Where an LFD test returns a positive result the staff member must self-isolate and arrange a PCR test. • Anyone having to go home will be encouraged to not use public transport where this is applicable • Where a PCR test returns a positive result: <ul style="list-style-type: none"> ○ The staff member must notify the school of the test result immediately ○ The staff member self-isolates in line with self-isolation guidance ○ The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>. • If the PCR test result is negative the staff member can return to school when they feel well enough to do so. "Covid decision tree" distributed to all staff to clarify/remind them of the procedures • Staff are encouraged to continue twice weekly home testing in line with PHE/DfE guidance whenever they are due to come into school • Any fully vaccinated staff identified as close contacts of a positive case are advised to carry out a PCR test and are also advised to carry out an LFD test each day prior to attending work • Staff travelling to work on public transport should continue to wear face coverings
		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Any pupil with symptoms of COVID-19 is told to self-isolate and undertake a PCR test. The pupil/parents are instructed to notify the school of the test result. A negative PCR test result means the pupil can return to school. • "Covid decision tree" distributed to all parents to clarify/remind them of the procedures • Anyone having to go home will be encouraged to not use public transport where this is applicable • Clinically extremely vulnerable pupils can attend unless under specific medical advice not to do so • Pupils/children who are required to quarantine having recently visited a county outside the common travel area must not come into school • Children under the age of 18 years and 6 months identified as close contacts of a positive case (a peer or member of their household) are no longer required to self-isolate but should take a PCR test. • Where an LFD test returns a positive result, the pupil will self-isolate and be advised to arrange a PCR test, continuing to self-isolate if the result is positive. • Pupils over the age of 11 travelling to School on public transport should continue to wear face coverings; they should also wear face coverings on dedicated home to school transport and coaches and minibuses to and from Hinchley Wood.

Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Pupil/staff member sent home and instructed to arrange a PCR test. • Pupils with symptoms are isolated in a dedicated room in the Welfare Centre with an open window. Any rooms used will be cleaned once they have left. • Cleaning and disinfection of the area is carried out in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> • Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose. • 'Catch-it, bin-it, kill-it', promoted throughout school. • Screens remain in reception and office areas
			<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • A cleaning schedule is in place with an emphasis on frequently touched surfaces • Cleaning following confirmed/suspected case carried out in accordance with PHE guidance COVID-19: cleaning of non-healthcare settings
			<p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> • Mechanisms are in place for the rapid deployment of enhanced control measures, e.g., face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health) <p>Outbreak management plan deployed 21/9/21 as the outbreak threshold was reached (more than 5 pupils in year 11).</p> <ul style="list-style-type: none"> • Strong recommendation for year 11 to wear face coverings when indoors and not eating/drinking. • Strong recommendation for year 11 to undergo increased LFD testing for Year 11 pupils (tests made available through receptions). • Year 11 assemblies virtual • Year 11 will be asked to eat their lunch in their form rooms, and not mix in the ground floor of Mary Bennett House. • All School trips and visits will continue to be kept under review <p>Outbreak management plan further deployed 23/9/21 as the outbreak threshold was reached (more than 10% of Year 4 Boys' Prep)</p> <ul style="list-style-type: none"> • Year 4 will stay in the same classrooms when practicably possible, and will be taught outside, again where practicably possible • Sports fixtures and tournament cancelled • Year 4 sit in a separate area in the Dining Hall • Year 4 have a separate area in SAR when attending BASC where practicably possible • Virtual assemblies <p>Outbreak management plan further deployed 28/9/21 as the outbreak threshold was reached (more than 5 pupils in Year 7)</p> <ul style="list-style-type: none"> • Recommend until further notice that Year 7 pupils wear face coverings when indoors and not eating/drinking. • Recommend increased LFD testing for Year 7 pupils (daily, ideally). A stock of LFD test kits will be made available to Year 7 pupils. • Year 7 assemblies virtual

			<ul style="list-style-type: none"> Enhanced Covid protocols for Frontier Centre trip <p>Whole-school mitigations introduced 30/9/21</p> <ul style="list-style-type: none"> All staff meetings virtual until half term All assemblies virtual until half term Reminders to staff of system of controls Large number of LFD tests ordered for distribution Pupils permitted to wear coats in classroom to allow for increased ventilation <p>Advice consistently sought from LCRC (London Coronavirus Response Cell, PHE)</p>
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment. Mechanical ventilation systems are set to 'fresh air' mode where possible. Single room ventilation systems continue to operate as normal Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks. Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room Non-fire doors are propped open to support ventilation and to remove need for hand contact
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> This risk assessment and its findings have been shared with staff and published on the school website. Staff have access to Group's occupational health and counselling service
Failure to follow local rules	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner Transgressions will be escalated through existing behaviour/disciplinary arrangements
The school lapses in following national/ group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> Important updates/changes included in CEO's Heads Bulletins Regular key guidance updates issued by Group H&S Manager Headteacher to ensure that all relevant guidance is followed and communicated to staff Senior Leaders keep themselves up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly The LGB is kept informed on changes in guidance and school approach

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By
CO2 monitors being sourced and trialled	18 th October 2021		

Assessment completed by:	Charlotte Demetz	Date:	30 th September 2021	Date of next review:	11 th October 2021
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