

St Gabriel's Risk Assessment - Covid19 – Whole School September 2021

The following applies to all members of the school community. In all areas identified below, the school is keeping up-to-date with updates and following guidance from the government, DfE, Public Health England and the Foreign and Commonwealth Office.

It is accepted that social distancing may not be possible in all circumstances and the school has assessed and mitigated those risks so far as is reasonable practicable.

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Capacity</p>	<p>For the moment, as per the guidelines from the government, pupils will not be in specific bubbles. However in an effort to minimise movement around the site, pupils will continue to have lessons in tutor rooms as much as possible unless they have specialist lessons. The lunch rota will remain as per the summer term to minimise the number of people in the dining room at any given time and clubs will run around that rota which will also help to minimise contact between year groups.</p> <p>Juniors will be grouped as KS1, lower KS2 and upper KS2</p> <p>Sandleford Nursery operating on a room basis indoors. Cohort are segregated from each other where practical to reduce social interaction. Where possible pupils to remain in tutor rooms with teachers coming to each room. Breakfast club and Prep arrangements allow for good spacing of pupils. Parents will not enter school to collect pupils from Senior prep. For Junior prep collection parents to ring and wait outside the classroom at designated pick up areas.</p> <p>Junior welfare Facilities are allocated for sole use of each cohort. Pupils informed which toilets are for the specific use of their cohort. Senior school have access to all toilet facilities</p> <p>Additional staff room provided for senior staff to allow space to work. Separate staff room for Nursery staff to allow more space</p>	<p>Where movement between rooms is required pupils to keep to the left in all corridors and stairs.</p> <p>Allocate break areas for each group and inform students. Staff to monitor during break.</p> <p>Clear signage to encourage social distancing and limit numbers in each staff room</p>	<p>Staff</p> <p>Staff/Pupils</p> <p>Staff/ Bursary</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Access / egress	<p>Sanitise your hands as soon as you arrive at school and before you go home each day.</p> <p>Discourage parents and students from gathering at entrances on arrival and departure. Students to go directly to tutor room on arrival.</p> <p>Each Year group / sub group to have dedicated access/egress route to their room or area of school.</p> <p>Additional car parking created by Farmhouse for staff to ease congestion in main car park for parents</p>	Hand sanitiser stations at every entrance.	<p>All</p> <p>School nurse/Staff</p> <p>ALL</p>
Movement around the site	<p>Observe space at all times where possible</p> <p>Staff and pupils to keep to the left in all corridors and on stairs.</p> <p>Staff and pupils to follow one way system where in place</p> <p>Staff and pupils to follow signage where in place</p>		ALL

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Wearing of Face Coverings</p>	<p>Whilst we would recommend the use of face coverings in communal areas and corridors this is optional at the moment. Any member of staff or pupil who is medically exempt must notify the school nurse. Staff and senior school pupils should follow the Senior School Face Covering Protocol.</p> <p>Face coverings are mandatory for all staff and pupils on all school transport.</p> <p>In the event of local lockdown the school will follow government guidance on the wearing of face coverings. And look at the outbreak plan.</p> <p>Our face-covering protocol will apply at all times when the school is open. Face coverings need not be in uniform colours but should be appropriate, clean and cover the nose and mouth. There may also be occasions in school where a member of staff asks you to wear a face covering if appropriate. Face coverings do not need to be worn once sitting down in the Dining Room. In the Dining Room face coverings should be tucked up a sleeve while eating and if wearing put on again once standing up to empty trays – girls should continue to sanitise on entry to, and exit from, the Dining Room</p>	<p>School executive to monitor government guidance on wearing face coverings and adapt school policy in line with any changes</p>	<p>All</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Use of indoor space</p>	<p>Where possible Staff are to maintain a safe distance between each other and wear face coverings if preferred where not possible. Children are encouraged to do the same with Staff and each other where possible.</p> <p>Limit the number of persons in each room/area where possible</p> <ul style="list-style-type: none"> • All persons are to wash/sanitise their hands prior to or upon entering rooms. • Cohorts not mix with each other during teaching time. Cohorts may mix at breaks if outside or during outdoor activities. • Space/rooms to be kept very well ventilated. • Pupils to move between rooms promptly and keeping to the left. • Assemblies will be held using remote technology, form tutors will log on in form rooms. • Restricted access to changing rooms for specific groups only. <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands/sanitise on entry to setting. • Display PHE handwashing posters around school • Wash hands/sanitise if face is touched. • All hand contact surfaces to be cleaned throughout the day. <p>Equipment:</p> <ul style="list-style-type: none"> • Ensure all equipment used is cleaned between sessions. Teachers to clean desks and other equipment touched before they leave a teaching room and upon arrival. <p>Personal care for pupils</p> <ul style="list-style-type: none"> • Where personal care routinely already involves PPE then this should continue to be the case, <i>no additional measures are required</i> 	<p>Teacher only zone to be marked as required by each year group</p> <p>Teacher 2 metres round desk –</p> <p>Sanitisation materials available in each classroom</p> <p>Daytime cleaner on rota of all areas throughout the day</p> <p>Teacher responsibilities to be reflected in Department level risk assessments.</p> <p>Regular reminders are given in staff briefings to reiterate Teacher/pupil responsibilities for cleaning.</p>	<p>Bursary</p> <p>All</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Heating and Air-conditioning units	<p>The risk of air conditioning spreading coronavirus is extremely low as long as there is an adequate supply of fresh air ventilation. (HSE 01/12/20).</p> <ul style="list-style-type: none"> • Units confirmed as stand alone and not centralised. (air <u>is not</u> removed from one room and circulated into different rooms) • Ensure unit is operating on 100% recirculation for optimal air flow • Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and doors left open • Ensure mechanical systems are maintained in line with manufacturer's instructions – routine maintenance check completed September 2020 • Contractors advise that when system is running in heating mode the air gets to above 40degrees which reduces the virus survival rate which reduces transmission risks. • If practical allow breaks or fallow periods between occupants and purge ventilation 	<p>Windows to be opened (partially if its cold)</p> <p>Site team to ensure units set to correct mode</p> <p>Ensure routine maintenance is up-to-date. All units set to heating mode only</p>	<p>ALL</p> <p>Site team</p> <p>Site Team</p> <p>Site team</p>
Carbon Monoxide monitoring and ventilation	<p>Windows will be open in all occupied rooms to ensure each area is very well ventilated. The school has assessed each room and will provide carbon monoxide monitors where required.</p>		<p>Site Team/Bursar</p>
Use of outdoor areas and play equipment	<p>Dedicated outside area for each Junior school year group</p> <p>Wet weather plan in place for juniors. Seniors in tutor rooms</p> <p>Access to outdoor equipment that cannot be cleaned to be restricted</p>	<p>Static outdoor equipment (eg. bench seating, junior play structures) to be routinely disinfected.</p>	<p>Executive</p>
Swimming	<p>Swimming pool CLOSED FROM 01/09/2021</p>		

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Meals/Snacks	<ul style="list-style-type: none"> • Food and drink should only be consumed in areas that are suitable • Staff and students to bring their own snacks for the day. Gabbies will not be open. • Junior lunch will be staggered with tables allocated to year groups. • For seniors Strict rota and timings for entry into the dining room but pupils can sit where they want as there is space between sittings to minimise the number of pupils in the dining room at any given point. • A takeaway staff lunch will also be available to allow teachers to eat in other locations such as offices. • 6th form will order either a meal in the dining room or a grab and go bag which will be delivered to the Farmhouse kitchen. • One year group of juniors to eat in settings room to enable greater segregation of groups in the dining room. • Hand cleaning facilities or hand sanitiser should be made available before entering any room where people eat and should be used again by all persons when leaving the area. • Food should be protected against contamination by coughing, sneezing, etc. • All adults should sit apart from each other whilst eating and avoid all contact. • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. • All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up. 	<p>Teacher/TA to sit with junior pupils in the Dining Hall to support and maintain bubbles during lunch service.</p> <p>Sneeze screens in place. No self serve</p> <p>Clean of dining room between Junior and Senior sittings</p>	Staff

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Someone develops symptoms of Covid-19 whilst at work</p>	<p>Immediately report to the School Nurse and follow the procedure for presenting symptoms of Covid-19. These have been circulated to staff and parents before the beginning of term.</p> <p>Avoid touching anything.</p> <p>Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.</p> <p>Staff/pupil advised to get a confirmatory PCR test. You must follow the NHS guidance on self-isolation and not return to school until your period of self-isolation has been completed. Details of requirements have been circulated to parents and staff.</p> <p>Following the hygiene and social distancing advice will help to minimise spread of the virus.</p> <p>The school will follow its contingency plan for dealing with a positive COVID case, and may reintroduce measures to break the chain of transmission if advised to do so.</p> <p>Staff/pupil must engage with NHS test and trace. School is no longer responsible for contact tracing within the school. A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. The school will follow PHE and other local guidelines and requirements.</p>	<p>PPE needed for School Nurse and supporting Covi19 medical staff.</p> <p>Procedure for safely disposing of PPE following PHE guidance.</p> <p>Use dedicated room for covid symptoms isolation holding area.</p>	<p>All Medical</p> <p>Medical</p>
<p>Contaminated workplace</p>	<p>Affected areas will be decontaminated following UK government guidelines.</p> <p>Air conditioning has been checked and serviced prior to school opening</p>		<p>Bursar, Estates Manager, HR & Operations Manager</p>

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<p>Hygiene</p>	<p>A cleaning schedule will be implemented throughout the site ensuring that all contact points are thoroughly cleaned and disinfected regularly</p> <p>Alcohol gel/ hand sanitizer, anti bac spray, tissues, aprons and gloves are available in all classrooms and communal areas. Soap is in all toilets and by sinks. Use these as necessary.</p> <p>Common touchpoints such as doors, handles, bins, kitchen sides and equipment are wiped during and at the end of the school day.</p> <p>Enhanced cleaning regimes for toilet facilities.</p> <p>Stationery must not be shared between people. Pupils to bring own pencil case containing the equipment required. Pupils will work with their own designated resources e.g. textbooks, exercise books, sports and technology equipment etc. Teachers will be encouraged to use sanitisation when marking books, or to mark work using remote means.</p> <p>Internal, non-fire doors, windows will be propped open so that touching door handles etc. is kept to a minimum. Safeguarding and fire safety take priority.</p> <p>Caretaker to open windows during morning opening up rounds to ensure good ventilation</p> <p>Wash your hands at regular intervals - Use warm water and soap rather than hand sanitiser if you can, although this is not always practical.</p> <p>Avoid touching your face with unclean hands.</p> <p>Posters are present across the site reminding people of how to stay safe.</p>	<p>Users to wipe shared computer equipment, photocopiers and other classroom equipment before and after use. Wipes/Paper towels and spray next to equipment.</p> <p>Hand driers and external water fountains out of use.</p> <p>Pupils to bring own pencil cases</p> <p>Bins emptied on a regular basis.</p> <p>Day cleaner to clean common touchpoints and toilets on a rotational basis throughout the day.</p>	<p>All</p> <p>Bursar, Estates Manager, HR & Ops Manager</p> <p>Caretaker</p> <p>Day cleaner</p>

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Testing	<p>All staff are encouraged to complete 2 home LFD test on return to school and then continue with twice weekly home testing kits</p> <p>Senior school pupils will be offered 2 on site LFD tests on return to school and then encouraged to continue with twice weekly LFD home testing kits.</p> <p>Pupils and staff to continue with twice weekly home testing until the end of term following Government September update.</p> <p>School is no longer routinely required to undertake contact tracing for children and young people. Those who test positive will be subject to the normal NHS test and trace process, which will directly identify close contacts.</p> <p>From Monday 16 August, children under 18 years old, and those who are double vaccinated, are no longer required to self-isolate if they are identified as a close contact. At this point, close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test. Self-isolation will continue for those who have tested positive for COVID-19</p>	<p>Testing centre in place with trained staff – see separate RA</p> <p>Staff to request additional kits as required from the school nurse.</p> <p>Additional pupil kits will be delivered via tutor groups</p> <p>School to encourage staff and pupil to engage with NHS test and trace if required</p>	School nurse
Disposal of PPE	Masks and Gloves, where appropriate are to be disposed of in lidded bins.	<p>Classrooms are provided with lidded 'Tissue' bins in addition to a general waste bin.</p> <p>Dedicated outdoor PPE bin available.</p>	Bursar, Estates Manager, HR & Ops Manager

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Staff welfare	<p>Make your own drinks and place empty glasses, crockery and cutlery in the dishwasher. Library temporary staff room will have disposable cups.</p> <p>Junior staffroom dedicated to Junior staff</p> <p>Junior music room dedicated to Nursery staff</p> <p>Senior staff to use Senior staff room and Humanities office – and observe good spacing within these rooms – Staff to place own used glasses, crockery, and cutlery in dishwasher.</p> <p>Staff illness – inability to staff a class</p>	<p>Signs staff use dishwasher 2m mark kitchen kettle/sink</p> <p>Appropriate cover in place</p>	<p>Staff</p>
First Aid provision	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p>		<p>All</p>
Fire	<ul style="list-style-type: none"> Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Cohorts should assemble together and not mix with other groups. In the event of an unplanned evacuation, fire safety must take priority over social distancing. 	<p>Local fire procedures updated as required</p>	<p>All</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Social interaction	<p>Where possible, maintain distance away from others. Additional staffroom added to allow social distancing</p> <p>Workstations to remain spaced apart within office areas.</p> <p>Only hold face to face meetings and briefings that are absolutely necessary in a large well ventilated room and ensure all persons are kept at least 2 metres apart where possible. The use of Skype / Zoom / Teams will be implemented.</p> <p>Stationery and other equipment must not be shared. Teachers to use their own board pens, board rubber etc taking equipment with them between classes.</p> <p>No handshaking.</p> <p>Staff toilets are all individual. Additional pupil facilities added in senior school</p>	<p>Offices: wipe down secretary changeover</p> <p>Poster in staff room reminding to social distance or work elsewhere</p>	All
Close working	<p>Close working must be avoided where possible.</p> <p>Work requiring skin to skin contact must not be undertaken.</p>		All
When social distancing cannot be applied	<p>Minimise the frequency and time you are within two metres of each other.</p> <p>Minimise the number of people involved.</p> <p>Work side by side, or facing away from each other, rather than face to face.</p>		All
Vulnerable employees	<p>Vulnerable staff should talk to their line manager or their Head of Department about any concerns.</p>	<p>School Nurse will carry out individual risk assessments with staff who are known to be vulnerable/live with a vulnerable person.</p>	All staff

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Employees who have contracted COVID-19 outside of work	<p>If NHS 111/online determines an employee has or possibly has COVID-19 they will be treated as off sick as per normal School policy.</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS guidelines.</p> <p>Employees with COVID-19 or suspected COVID-19 will self-isolate as per government guidelines.</p>	School to be directed by PHE. Consider closure of school for cleaning	Principal and Nurse
Self isolation and wellbeing	<p>NHS 111 online provides advice on when to self-isolate or quarantine and access to an online interactive and personal checklist (<u>Stay at Home Advice</u>)</p> <p>Managers will ensure that all employees that can continue to work during self isolation have the necessary equipment to do their jobs safely.</p> <p>Managers will keep in contact with home workers to support their wellbeing.</p>	Remind school community to follow government guidelines if travelling, particularly around school holiday periods.	Staff, line managers

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Travelling to and from school	<p>If possible, travel to school on your own.</p> <p>If it is not possible to travel to work on your own, then your journeys should be shared with the same individuals.</p> <p>Ensure everyone has cleaned their hands with hand sanitiser (minimum 60% alcohol based) before getting into the vehicle.</p> <p>Maintain as much ventilation as possible whilst traveling by opening the windows.</p> <p>When arriving at school, ensure that you and all the occupants of the vehicle wash their hands using hand sanitiser.</p> <p>School transport will be provided and will follow Government guidance. School minibus' to be cleaned before and after each trip. Each vehicle will be fogged to sanitise material seat and fittings. Pupils will sit in allocated seats in order of boarding/disembarkation. Eating and drinking will not be allowed. Pupils will not be allowed on transport if showing any symptoms of Covid-19. Face masks will be worn by all including junior pupils</p>		All
Visiting other sites	<p>Follow FCO for travel advice and advise the Principal if you have any concerns or are symptomatic after travelling. Do not come into school.</p> <p>School trips are now permitted within Government guidelines in the UK. Domestic overnight residential trips may resume from 17th May (subject to approval in the Government road map). No foreign trips to take place for the foreseeable future. A full risk assessment, including additional COVID measures is required for each trip.</p>	<p>Executive to monitor Government guidance with regard to trips.</p> <p>Any school trip must be carried out in line with relevant coronavirus secure guidelines and regulations in place at the time of taking the educational visit.</p>	<p>All</p> <p>EVC</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<p>Visitors</p>	<p>No visitors or contractors will be permitted on site in term time except in an emergency.</p> <p>All visitors to wear a face mask in all communal areas.</p> <p>Visitors and Contractors must not have been in contact with any persons suspected of Covid 19 or showing symptoms their selves.</p> <p>School run and externally coached Extra-curricular clubs to run only where pupils are within a space that allows appropriate social distancing controls for staff and pupils.</p> <p>Music Peris to teach on site. Screens provided in teaching rooms to segregate pupils from teachers. Masks to be worn at all times unless the wearing of one physically prevents playing the instrument. Windows must be open for ventilation. Music peris to be offered grab and go lunch and use dedicated welfare facilities.</p> <p>Parents evenings and other events where parents visit site (other than for drop-off and collection) will be held remotely on Teams/Zoom.</p> <p>External lettings permitted only for clubs that have a national Governing body providing a pathway to training. Lettings only permitted out of school hours.</p> <p>Ultimate Activity camps to operate under government and Ofsted guidelines and follow the schools COVID protocols.</p>	<p>External coaches/clubs risk assessment checked by school to ensure it meets the required standard and contains detailed COVID protocols</p> <p>Music Peris offered access to twice weekly LFD testing</p>	<p>All staff</p> <p>Bursar</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Contractors	<ul style="list-style-type: none"> • Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. • Staff and contractors are to maintain a safe distance between themselves and others (2 metres). • All contractors are to wash their hands upon entering the site. • Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> ○ Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. ○ Repeat the hand washing/sanitising every hour. • Site inductions are to be carried out following social distancing principles (2m separation).The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. 		Bursar, Estates, HR&Ops
Governors and staff meetings	Large staff meetings will take place via Teams/Zoom. Smaller meetings may take place face to face when held in large well ventilated rooms where appropriate distancing can be adhered to.		All staff
Working in ventilated areas	Staff to open windows where appropriate to keep a flow of fresh air.		All Staff
H&S risks following a period of closure	Health and safety compliance checks continue as planned and are recorded on Smartlog. These include hot and cold water systems, gas safety, fire safety, security.		Bursar, Estates, HR&Ops
Emergency plans	<p>Appropriate fire wardens will be on site. Checked to ensure that areas of main school have correct coverage.</p> <p>Staff and pupil registers will be in place for checking everyone is out of the building.</p>	Revised fire and evacuation procedure in place.	Bursar

Date reviewed:	Reviewed by:	Updates:
29/09/2020	P Setter, A Morris	Amendments saved as new Version 1.1
03/11/2020	P Setter	Update to wearing masks. New version 2
08/12/2020	P Setter	Use of heating and air-conditioning units
25/02/2021	P Setter	Version 4 - Whole school reopening control measures for March 21
20/04/2021	P Setter	Version 5 – Updated for easing of national lockdown measures
13/05/2021	P Setter	Version 6 - updated for change in mask wearing guidance
24/08/2021	P Setter	Version 7 – updates for start of new academic year September 21 changes to SD, bubbles, testing and self-isolation
29/09/2021	P Setter	Version 8 – opening of changing rooms for some junior groups, LFD home testing to continue until end of term

Signed off by Governors at meeting of COVID subcommittee 01/09/2020.

Signed off by the Governors COVID sub committee 27/10/2020

Signed off by the Governors COVID subcommittee 02/03/2021

Signed off by the Governors COVID subcommittee 23/04/2021

Signed off by the Governors COVID subcommittee 27/08/2021



N Garland Chair of Governors