

Bethany School Covid-19 Risk Assessment.

In view of the continued threat of the transmission of Coronavirus an extensive risk assessment has been carried out to reduce the potential for the virus to be passed around within School, minimise the potential disruption to the School community caused by an outbreak of Covid-19 in the immediate School community, protect the pupils and staff from contracting Covid-19 and ensure that the School is prepared for the impact of the various potential issues of Coronavirus entering the School population.

Immediate School community is made up of those people who attend the campus on a day to day basis

Wider School community is made up of people who have close proximity to the people making up the immediate School community.

Visitors are those who visit the campus either regularly or one off such as prospective parents, contractors, hirers of the facilities.

Outline of concerns:

1. Threat to the School community of Covid-19 entering the population of students and staff – strategies to prevent the virus affecting the immediate School community on campus.
2. Possibility of an infected pupil or pupils a) in the day population b) in the boarding population.
3. Threat to vulnerable people related to the School community – such as parents, siblings, grandparents, staff family members identified in the vulnerable groups.
4. Possibility of an infected member of staff or members of staff a) who live off-site b) who live on-site c) who live in a boarding house.
5. Threat to the operation of the School caused by disruption externally by the response to or impact of Covid-19 (supply chains for example).
6. Threat to the operation of the School due to internal response to Covid-19 – such as partial closure, full closure or enforced closure.

Identified risk area / activity	Likelihood of transmission in area or activity before mitigation measures	Measures to reduce risk	Is risk manageable with mitigation measures and the likelihood of transmission.
School transport	High	<p>Seating plans to keep year groups bubbles in proximity. Pupils have designated seats. Drivers to enforce the the designated seats and duty SMT to carry out spot checks before departure in the evenings.</p> <p>Hand Sanitiser to be used upon entry. Pupils must wear face coverings.</p> <p>Pupils advised of the required behaviour on the buses and consequences if they do not behave in the expected way.</p> <p>Boarders required to hand sanitise and use face coverings on transport.</p>	Yes Low
Arrival at School – March 8	Moderate – pupils travelled from Kent, other counties and overseas.	<p>All year groups have a well established routine and understand their bubble rules.</p> <p>All year groups are aware of their bubble areas.</p> <p>Quarantine for pupils arriving from overseas as identified by UK Government.</p> <p>Quarantine of boarders to be carried out in Old Poplars – designated boarding house in conditions required by the Government guidance on quarantine.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk.</p> <p>Arrival protocol for UK based boarders and overseas boarders who have quarantined outside of school: including temperature checking and declaration that they have not been in contact with others with symptoms and that they are not coming from a household in which others are self-isolating due to Covid-19 symptoms.</p> <p>All pupils to be tested 3 times starting Thursday 4th March and thereafter tested twice a week with day pupils being tested at home from week beginning 15 March using lateral testing and positive cases will have to self-isolate to take a PCR test.</p>	Yes Low
Arrival at School – daily	Moderate	Staggered arrival time – Buses arrive at 8.15 am cars between 8.15 am and 8.30 am and boarders at 8.30 am.	Yes

		<p>Hand washing / hand hygiene on arrival at School for staff and pupils.</p> <p>Social distancing required as soon as arriving in School.</p> <p>Wearing of face coverings required within buildings including classrooms.</p> <p>Temperature check of staff each morning, by thermal camera at the rear door of the admin block</p> <p>Temperature checking of pupils during tutor time.</p> <p>Pupils to move straight to year group bubble areas on arrival at School.</p> <p>No pupil gatherings outside of year group bubbles.</p>	Low
<p>School day</p> <p>Tutor time</p> <p>Class</p> <p>Movement around campus</p>	High	<p>Year group bubbles created – areas identified on campus in which Year groups will be based for tutor times and all non-specific teaching environments. Entry to each area is for each year group bubble only.</p> <p>Year 7 – Lower Floor Hayward Building Rooms 1, 2 & 5 – Entry / exit – main door by Room 1.</p> <p>Year 8 – MFL building – Entry / exit – main door to building</p> <p>Year 9 – Upper Floor Hayward Building – Entry / exit – Black metal fire exit at back end of the Hayward building</p> <p>Year 10 – Science building – Entry – main automated doors / exit via lab fire doors</p> <p>Year 11 – Holmes building – Entry / exit – main door</p> <p>Year 12 Base – Function Suite – Entry and exit via sliding doors. Year 13 – Sixth Form Centre – Entry / exit – main door</p> <p>Year 12 and 13 classes in Rooms 11 to 16. Entry and exit via the door by Room 16.</p> <p>Temperature checks for all pupils in morning tutor time.</p> <p>Afternoon tutor time to aid staggered leave times at end of School day.</p> <p>Single desks and 1.5m separation / Perspex screens on science room pods.</p> <p>All pupils facing teacher at the front of all classrooms apart from Science Labs where screens have been erected on the octagonal benches.</p> <p>Teacher given 2m space at front of each classroom to deliver lessons.</p> <p>Use of face coverings by all to be encouraged in classrooms.</p> <p>Use of hand sanitiser on entry and exit to the classrooms.</p> <p>Desks to be wiped down with disinfectant material at all change over points.</p> <p>Gloves to be used where that is necessary.</p> <p>Reduced in class resources – use of laptops. (Books can be used as per guidelines as agreed at HoDs).</p>	<p>Yes</p> <p>Low</p>

		<p>When required - movement around campus to be in Year group bubbles and social distancing maintained.</p> <p>Individual Lockers for each pupil in a Year group bubble adjacent or within the bubble area.</p> <p>Handwash stations positioned close to the entrance of each bubble area.</p>	
Lunchtime and breaks	High	<p>Designated indoor and outdoor areas for each Year group bubble.</p> <p>Increased number of duty staff to monitor social distancing and hand hygiene. Duties part of timetable allocation.</p> <p>Staggered breaks and lunchtimes created in timetable (Years 7 – 9 separate to Years 10 – 13).</p> <p>Lunch sittings in year groups with the Assembly Hall being redesignated as a second dining area for lunch.</p> <p>Year groups in specific seating areas.</p> <p>Cleaning of tables between individual use.</p> <p>Pupils arriving at both dining rooms have hand washing facilities outside the halls.</p> <p>2m social distancing in lunch queue between bubbles.</p> <p>Service – reduced options / no self-service items / tray passed from behind screen once readied by staff.</p> <p>One-way system with separate entry and exit routes.</p> <p>Single table seating all facing one direction – 1m distancing.</p> <p>Separate eating areas for day, full and weekly boarders.</p>	<p>Yes</p> <p>Low</p>
End of the School day	Moderate	<p>Staggered end of the School day.</p> <p>Day pupils leave between 4.30 pm and 4.50 pm. Buses leave at 5.00 pm and boarders return to boarding houses at 4.50 pm.</p>	<p>Yes</p> <p>Low</p>
End of Term	Moderate	<p>Day pupils test positive – day pupil self isolates in Old Poplars and collected by Weekly Boarding pupils test positive –pupil self isolates in Old Poplars and collected by Parents.</p> <p>Full Boarding pupils test positive – pupil quarantines in Old Poplars if unable to be quarantined by guardian or unable to fly home.</p> <p>Travel to airport – School to provide transport and member of staff will be based in the airport to help pupils as they undergo airport based tests.</p> <p>Full boarding pupils to be Covid tested at School before departure to the airport.</p>	<p>Yes</p> <p>Low</p>

		Any pupils found positive at the airport will be transported back to school by driver in full PPE kit.	
Boarding Houses		<p>Every boarding house has a separate risk assessment. Each Boarding house to be treated as a household. Boarding houses separated for meals. Evening activities carried out in boarding house bubbles. Weekend activities carried out in boarding house bubbles. Protocols for use of cooking facilities in boarding houses. Maximum room capacities.</p> <p>March 2021 additional measures: Mount not required so all full boarders in one bubble and all weekly boarders in the other. This will aid with meals and with the activities program (evening and weekends). No shopping trips to operate so no off-site risks. One boarder requiring quarantine – to be carried out in Firs Annex. Weekly boarders to have one LFT at home on a Sunday and one in school mid-week. Full boarders to have a LFT twice weekly in school.</p>	Yes Low
Toilets	High	<p>Year group bubbles have separate designated toilet facilities. Year 7 – Lower Hayward Building. Year 8 – MFL building. Year 9 – New Portable facility by Old Poplars Day Room. Year 10 – Science building. Year 11 – Holmes building. Year 12 – Main school toilets by dining room. Year 13 – Sixth Form Centre.</p> <p>Staff have designated toilets behind Todman’s day room and use of any disabled toilets in buildings. Staff toilets are also available in the admin block. Constantly cleaned throughout the day, a cleaning team member allocated to each block. Ad hoc cleaning after and during each break. Regular spot checks by cleaning manager.</p>	Yes Moderate

Visitors, Contractors, Supply Teachers, Peripatetic Teachers.	Moderate	Limited numbers allowed to visit at any one time. Confirmation that a Lateral Flow test and negative result have been obtained prior to arrival/or a test obtained from our Wellness Centre before role/task/or meeting takes place. Temperature check and hands washed on arrival. Covid free declaration form completed by all visitors. Face Covering to be worn by visitors.	Yes Low
Coronavirus in wider School population.	Low	Wellness Centre protocols to be followed. Government guidelines to be followed and Dept of Education (or equivalent body) contacted if necessary. Communication as necessity requires with the School Doctor. Parents, pupils and staff will be appropriately informed whilst preserving medical confidentiality as best we can. Draft letters templates prepared. Testing / isolation facilities in place and fit for purpose. Pupils mass tested three times at the start of term and staff tested twice and twice weekly thereafter. Close contacts of positive cases to self isolate.	Yes Low
Supply chains	Low	Stockpiles of all relevant PPE materials in place and continually refreshed. Senior Sister to order necessary stores for testing regime now in place. Holroyd Howe (caterers) to ensure they maintain supply chains.	Yes Low
Full or partial closure of the school	Low	Contingency plans in place for this eventuality and in accordance with current Government and School Insurance guidelines. Circuit breaking, partial closure or full lockdown scenarios discussed at SMT and Governor level.	Yes Low
Recreation areas / wet weather	High	Suitable indoor areas identified to ensure pupils have somewhere to congregate and where social distancing can be maintained. These are allocated within each bubble area. Duty staff to supervise indoor areas on a wet break.	Yes Low
Specific department activities	Moderate	Individual risk assessments for: all relevant departments such as PE / Games, Art, DT, Food & Nutrition, Drama and Music etc. Whole school guidelines for issuing books as discussed and agreed by Heads of Department.	Yes Low
General campus	Moderate	21 additional hand washing facilities installed around campus allowing access near the dining room, school arrivals, and the entrance to each bubble area.	Yes

		Hand sanitiser in all classrooms and entrances to boarding houses. Appropriate Signage and relevant markings in place throughout the campus. Designated bubble areas outdoors.	Low
Office spaces	Moderate	Staff to have minimal and necessary interaction with each other Shared Offices to have 2m social distancing. Hand sanitiser and wipes in every office. Meetings to be held remotely / with social distancing. Regular cleaning. Face coverings to be worn when people enter each other's offices and move between them. Protocols continually reinforced.	Yes Low
Mass testing	Moderate	All pupils to be tested three times at the start of term and twice a week thereafter. All Staff to be tested twice a week. Chapel to be used as a mass testing site and appropriate staff and volunteers appropriately trained. Close contacts of any positive cases to self-isolate for 10 days.	Low
Reopening of Bethany	Moderate	All pupils to be remotely taught on Thursday 4 and Friday 5 March All staff and pupils to be tested using lateral tests prior to the start of term. All staff and pupils to be tested twice during week beginning 8 March	Low
Blended Learning	Low	Staff trained on the use of Microsoft teams Regular training provided throughout the term	Low
Health Vulnerable staff and pupils (in regard to Coronavirus) attending School including BAME and pregnant staff	Low	HR in contact with all staff considered vulnerable. Head of Year, Head of Pastoral in contact and will regularly review pupils considered vulnerable. Risk assessments carried out prior to vulnerable staff and pupils returning to work and School. Risk assessments carried out for pregnant staff at work in line with latest Government Guidelines <u>Coronavirus (COVID-19): advice for pregnant employees - GOV.UK (www.gov.uk)</u> All staff aware of the measures in place and to contact HR if they have any health concerns or Bursar with safety concerns.	Low
Mental Health and Wellbeing of Staff and Pupils	Low	Pupil School Council and wellbeing committee in place. Regular line management contact and meetings with staff Counsellor available for pupils.	Low

		Counselling services and wellbeing courses available through Benenden Health Care and onsite staff.	
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Will measures reduce risk to the point that would make it viable for the School to remain open and functioning in the event of a member or members of the immediate School community becoming infected with Covid-19? **Yes**