

## 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 in adjacent seats. All pupils have designated seats. Drivers to enforce 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>	<p>Yes</p> <p>Low</p>
Arrival at School – September 2021	Moderate – pupils travelled from Kent, other counties and overseas.	<p>All year groups have a well established routine and know where they should go on arrival at School.</p> <p>All year groups are aware of their designated areas.</p> <p>Quarantine for pupils arriving from overseas follow UK Government guidelines.</p> <p>Quarantine of boarders to be carried out in Acorns in conditions required by the Government guidance on quarantine.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance</a></p> <p>Arrival protocol for UK based boarders and overseas boarders who have quarantined outside of school: is that they declare 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 twice before the start of term and thereafter tested twice a week with day pupils being tested at home using lateral testing and positive cases will have to self-isolate to take a PCR test.</p>	<p>Yes</p> <p>Low</p>
Arrival at School – daily	Moderate	<p>Staggered arrival time will operate until the end of September – Buses arrive at 8.15 am cars between 8.15 am and 8.30 am and boarders at 8.30 am.</p> <p>Hand washing / hand hygiene on arrival at School for staff and pupils.</p>	<p>Yes</p> <p>Low</p>

<p>School day Tutor time Class Movement around campus</p>	<p>High</p>	<p>Year group areas have been created – areas identified on campus in which Year groups will be based for tutor times, and day rooms for social times. Entry to each area is for each year group bubble only.  Years 7/8 – Lower and Upper Floors of Hayward Building Rooms 1, 2 &amp; 5-10 –main door by Room 1. Exit – Black metal fire exit at back end of the Hayward building.  Rooms 11,12,13,14,15,16 enter by the front door and exit via the downstairs fire escape.  Year 9– Holmes building – Entry / exit – main door  Year 10 - Rooms 11 to 16. Entry and exit via the door by Room 16.  Year 11 – Science building – Entry – main automated doors / exit via lab fire doors  Year 12/13 – MFL building – Entry / exit – main door to building  Year 12 and 13 – Sixth Form Centre – Entry / exit – main door  Where practical, all pupils seated to face the teacher at the front of all classrooms apart from Science Labs where pupils sit on the octagonal benches with screens separating.  Teachers to keep a file of seating plans for each class that they teach and these to be stored centrally.  Teacher given 2m space at front of each classroom to deliver lessons.  Use of hand sanitiser on entry and exit to the classrooms.  Gloves to be used where that is necessary.  Individual Lockers for each pupil in a Year group adjacent or within the year group area.  Handwash stations positioned close to the entrance of each Year group area.</p>	<p>Yes  Low</p>
<p>Lunchtime and breaks</p>	<p>High</p>	<p>Designated indoor areas for each Year group.  Duty staff to monitor pupil behaviour and hand hygiene. A daily duty rota allocates staff to monitor year group internal spaces and outdoor areas.  Lunch sittings in year groups.  Pupils arriving at dining room have hand washing facilities outside.  One-way system with separate entry and exit routes.</p>	<p>Yes  Low</p>
<p>End of Term</p>	<p>Moderate</p>	<p>Day pupils test positive – day pupil self isolates in Old Poplars and collected by parents  Weekly Boarding pupils test positive –pupil self isolates in Old Poplars and collected by Parents.</p>	<p>Yes  Low</p>

		<p>Full Boarding pupils test positive – pupil quarantines in Old Poplars if unable to be quarantined in single en-suite or The Firs Annex or by guardian if unable to fly home. If required, full boarding pupils to be Covid tested at School before departure to the airport.</p> <p>Any pupils found positive at the airport will be transported back to school by driver in full PPE kit.</p>	
Boarding Houses		<p>Each Boarding house to be treated as a household.</p> <p>Protocols for use of cooking facilities in boarding houses.</p> <p>Full and weekly boarders to have a LFT twice weekly in school.</p>	<p>Yes</p> <p>Low</p>
Toilets	High	<p>Year group have preferential toilet facilities but can also use the main school toilets.</p> <p>Year 7/8 – Lower Hayward Building</p> <p>Year 9 – Holmes building</p> <p>Year 10 – Main School Toilets</p> <p>Year 11 – Science building</p> <p>Year 12 – Sixth Form Centre</p> <p>Year 13 – Sixth Form Centre</p> <p>Ad hoc cleaning after and during each break. Regular spot checks by cleaning manager.</p>	<p>Yes</p> <p>Moderate</p>
Visitors, Contractors	Moderate	<p>Confirmation that a Lateral Flow test and negative result have been obtained within 48 hours of arrival in school.</p> <p>Declaration form completed by all visitors.</p> <p>Face Coverings to be encouraged for visitors whilst moving indoors.</p>	<p>Yes</p> <p>Low</p>
Coronavirus in wider School population.	Low	<p>Wellness Centre protocols to be followed.</p> <p>Government guidelines to be followed and Dept of Education (or equivalent body) contacted if necessary.</p> <p>Communication as necessity requires with the School Doctor.</p> <p>Parents, pupils and staff will be appropriately informed whilst preserving medical confidentiality as best we can. Draft letters templates prepared.</p> <p>Testing / isolation facilities in place and fit for purpose.</p> <p>Pupils mass tested twice at the start of term.</p> <p>Pupils and staff test twice a week.</p>	<p>Yes</p> <p>Low</p>

		Close contacts of positive cases to undertake daily lateral flow tests for the required amount of time, and to be advised to take an immediate PCR test – those who need to self-isolate will be advised accordingly. If two pupils and/or staff test positive, who are close contacts of each other, then face masks will be reintroduced for a suitable period.	
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 during inclement weather – usually these will be their day room areas. 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.	Yes Low
General campus	Moderate	21 hand washing facilities to be maintained around campus allowing access near the dining room, school arrivals, and the entrance to each classroom area. Hand sanitiser in all classrooms and entrances to boarding houses. Appropriate Signage and relevant markings in place throughout the campus. Designated year group areas indoors.	Yes Low
Office spaces	Moderate	Staff to have necessary interaction with each other Shared Offices to have 2m social distancing. Hand sanitiser and wipes in every office. Regular cleaning. Protocols continually reinforced.	Yes Low
Mass testing	Moderate	All pupils to be tested twice times at the start of term and twice a week thereafter. All Staff to be tested twice a week. Assembly Hall to be used as the testing area for testing prior to the start of term. Drama Studio 2 to be used as the main testing site and appropriate staff and volunteers appropriately trained.	Low

		Close contacts of any positive cases to be daily tested following a negative PCR test.	
Start of term of Bethany	Moderate	All staff and pupils to be tested using lateral flow tests prior to the start of term. Pupils to be reminded of protocols by relevant staff	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. Heads of Year, academic and pastoral Deputy Heads, 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. Counselling services and wellbeing courses available through Benenden Health Care and onsite staff.	Low

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**

## **COVID OUTBREAK MANAGEMENT PLAN**

The continued threat of covid transmission, remains a risk to the smooth operation of Bethany School. Accordingly, the following plan has been devised which will enable the School to proactively react to any member of the School community who tests positive for COVID-19.

There are three categories of pupils at Bethany School, day pupil, weekly boarder, and full boarder. Where a day pupil or weekly boarder tests positive for Covid-19, they will be immediately isolated, and their parents asked to come into School to collect them so that they can continue their self-isolation at home.

If a full boarder tests positive for COVID-19 they will be immediately quarantined in School and not allowed to leave their bespoke accommodation for the duration of the quarantine period. Parents, medical staff and all relevant staff, will be informed immediately of any positive case, whilst preserving their anonymity.

At all times Government guidelines will be followed, and the Department of Education, Public Health England or equivalent body will be contacted if necessary and their advice followed. If there appears to be an outbreak within a year group or the wider school, then further precautions may need to be implemented.

Parents and staff will be kept fully informed on a daily basis if necessary.

Pupils who are identified as close contacts of positive cases will have their parents contacted. They will be asked to arrange a PCR test as soon as possible and pupils will be tested daily using lateral flow devices for the required period. Day pupils will be encouraged to test daily at home before coming to school, and boarding pupils will be tested on site before school starts. Pupils identified as close contacts will also be advised about the importance of exercising extra caution. Staff identified as close contacts will also be asked to follow this procedure. Where two or more pupils and members of staff test positive, and who are identified as close contacts of each other, the school will reintroduce the wearing of masks for a suitable period of time.

The seating plans for all pupils will be shared using Microsoft Teams so that members of the school population who are potential close contacts can be quickly identified and tested.

Pupils who are required to self-isolate will be remotely taught for the duration of their self-isolation period. It is hoped to keep any self-isolation to an absolute minimum, and this will be facilitated by rapid and accurate on-site testing of pupils.

At all stages the welfare of our pupils and staff will remain our number one priority and we will ensure that they are appropriately supported academically, pastorally and medically during any periods of self-isolation.

**Francie Healy September 2021**