



Sutton Valence Whole Site Covid-19 Risk Assessment



Activity:	Day to day operation of the School			Location:	Senior School, Preparatory School and Little Lambs Nursery
Assessor:	Simon Fowle			Distribution	All Staff, Parents, Governors and Website
Date:	25/1/2022	Proposed Review Date	21/4/2022	Signed:	
School Governor Agreed:	Gillian Swaine	Signed:			

Government guidelines have removed most legal restrictions to control COVID-19. This means that;

- There is no legal requirement to stay 2 meters apart from people you do not live with.
- There is no legal requirement to work from home.
- There is no legal requirement to wear masks.
- There are no legal restrictions on group sizes attending events.

However, the Government has also made it clear that, despite the lifting of restrictions, COVID-19 remains a threat for the foreseeable future and expects individuals and business to use personal judgment in how to manage the risks appropriately.

This Risk Assessment will address the measures necessary to continue to protect staff and pupils and, in particular, those pupils about take public examinations. In terms of COVID-19 this will include measures such as:

- Continue to encourage regular hand washing.
- Avoiding meetings in large groups (whole school assemblies etc.)
- Minimising the number of visitors to the site.
- Keeping areas as well ventilated as possible.
- Continue to clean frequently touched surfaces as often as possible.
- Encouraging the wearing of face coverings as per the Headmaster's guidance
- Ensuring that anyone who is ill does not attend work.

This Risk Assessment will examine the measures needed to allow the School to operate as normally as possible whilst managing the risks to employees, staff and pupils in a manner that helps minimise the risk to the individual and business.

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STAFF AND PUPIL MANAGEMENT ISSUES TO SUPPORT THE OPERATION OF THE SCHOOL						
Hazard	Risk	Individuals At Risk	Risk Rating	Control Measures What are we doing now?	Notes/Additional Control Measures What more do we need to explain/do	Residual Risk
Contact with individuals who are unwell	Serious respiratory illness, death	All building users, including visitors/parents, contractors/maintenance personnel	High	<ul style="list-style-type: none"> It is still possible to catch and spread COVID-19, even if you are fully vaccinated. All Staff are to carry out self-testing at home on Sundays and Wednesdays and report results through both the NHS and School reporting systems. Ensure that pupils, staff and other adults do not come into School if they have coronavirus (COVID-19) symptoms (a new continual cough, a temperature in excess of 37.8, or a loss of, or change in their normal sense of taste or smell). Ensure anyone developing those symptoms during the School day is sent home. You should self-isolate at home from the day your symptoms started, or from the day you receive a positive test result if you do not have any symptoms. You can end your self-isolation on the sixth day of self-isolation following 5 full days isolating and two negative rapid lateral flow tests taken on consecutive days. The self-isolation period remains 10 full days for those without negative results from two rapid lateral flow tests taken a day apart. There is no need to take a PCR test. 	<p>Ensure all staff and parents are made aware.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>	Medium
				<ul style="list-style-type: none"> If a child who tests positive at school (boarder or day pupil who becomes ill during the day) is awaiting collection, they 		

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				<p>will be moved, if possible, to a room where they can be isolated behind a closed door or outside, weather permitting, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people.</p> <ul style="list-style-type: none"> • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else. • If a child needs direct personal care until they can return home, a fluid-resistant surgical face mask will be worn by the supervising adult or the child may be asked to wear one. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn. Refer to safe working in education, childcare and children's social care settings, including the use of personal protective Equipment (PPE). • In an emergency, call 999 if someone is seriously ill, injured or their life is at risk. <p>Boarding Provision</p> <ul style="list-style-type: none"> • All three Senior Boarding Houses will continue as normal enabling boarders to attend School. <p>Boarders' Health Checks and Procedures</p> <ul style="list-style-type: none"> • Boarding Houses will continue to carry out daily LFD tests under the control of the duty staff. Any boarder showing Covid symptoms during the day will return to their House and the Medical Centre will oversee testing and their medical needs until they can be collected or moved to an isolation room. Access to our remote, online education programme will be made available to all boarders who are self-isolating and who are well enough to continue studies. 	<ul style="list-style-type: none"> • Safe working in education, childcare and children's social care settings, including the use of PPE 	

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<p>Clinically vulnerable or extremely clinically vulnerable persons returning to School</p> <p>People at high risk from COVID-19</p>	Serious respiratory illness, death	Clinically vulnerable & extremely clinically vulnerable staff and pupils		<p>People are no longer being called clinically extremely vulnerable.</p> <p>School Workforce</p> <ul style="list-style-type: none"> Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures, we expect that staff will attend School. Staff have the option to wear face coverings as they wish. <p>Staff who are at high risk</p> <ul style="list-style-type: none"> People are no longer being called clinically extremely vulnerable. Some people who were previously considered clinically extremely vulnerable are still considered at high risk from COVID-19 To maintain the high level of protection, you should get vaccinated. Evidence indicates that 2 doses of COVID-19 vaccine provide very effective protection against hospitalisation. It usually takes around 2 – 3 weeks for the body to develop its protective response To maintain this high level of protection through the coming winter a booster vaccine should be accepted when offered. The booster programme is open to every adult who has had a second dose of the vaccine at least 3 months ago You should continue to follow the same guidance as the general public on staying safe and preventing the spread of COVID-19. However, as someone with a health condition, you may want to consider, alongside any advice from your clinician, if additional precautions are right for you. These could include: <ul style="list-style-type: none"> Consider continuing to practise social distancing if that feels right for you and your friends 		MEDIUM

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				<ul style="list-style-type: none"> Asking family and friends to take a rapid lateral flow antigen test before visiting you Ask home visitors to wear face coverings Avoiding enclosed crowded spaces Children and young people should attend education settings unless their clinician has advised otherwise. 		
Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users, visitors/ parents, contractors/ maintenance personnel	High	<ul style="list-style-type: none"> Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to COVID-19: cleaning of non-healthcare settings guidance. Younger children will continue to be helped to clean their hands properly, given the risk of ingestion. Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort. The 'catch it, bin it, kill it' approach will continue. Everyone will be reminded to sneeze into a tissue or sleeve NEVER into hands and to wash hands immediately after (as above). Used tissues will be put in a bin immediately - all waste bins to be lined and should be emptied regularly. As with hand cleaning, we will ensure younger children are helped to get this right, and all pupils understand that this is now part of how school operates. 	<p>Ensure all attending understand how to wash hands correctly – Posters around the School as appropriate.</p> <p>Ensure all basins have necessary stock and restock frequently.</p> <p>We will build these routines into School culture, supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them.</p>	Medium
Inadequate personal protection & PPE & spread of Covid-19 virus	Infection spread leading to serious respiratory illness, death	All building users (particularly those staff performing personal and intimate care)	High	<ul style="list-style-type: none"> Where staff are performing intimate care procedures and/or nappy changing, the normal procedures and usual PPE will be used – disposable apron and disposable gloves. If a child shows symptoms of COVID-19 they must not attend the school and stay at home. When changing children, and where the child can understand, ask the child to turn their head to the side during the changing process. A displayed poster which the children can describe may assist with this. 	Ensure adequate bins and tissues are made available. Ensure School has a stock of rubber gloves and if needed, disposable gloves/aprons/ facemasks.	Medium

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				<ul style="list-style-type: none"> For further information on the use of PPE for supervising a child who has become unwell see section on 'Contact with individuals who are unwell' - page 2 above. If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE. 		
Inadequate health and safety arrangements for staff and pupils	Infection spread leading to serious respiratory illness, death	All building users	High	<p>General School Wide Measures</p> <p>In order to continue to reduce the risk of transmission the following measures will be put in place until at least February half-term:</p> <ul style="list-style-type: none"> The legal requirement to wear a face covering no longer applies. However, pupils and staff may still wish to wear a face covering, although this is not expected. This will be reviewed again if the recommendation changes. Children over 11 should wear face coverings on School Transport. All adults on School transport should wear face coverings unless on solo journeys. Children under the age of 3 should not wear face coverings. Whole School assemblies will not be allowed. Assemblies will take place in Year Groups. Visitors to the site will be kept to a minimum and will, where possible, not be given access to buildings. Parental attendance at external sports fixtures will be allowed but no Match Teas will be offered. Parents will not be permitted to watch sports held in the Sports Hall or Swimming Pool. <p>Measures within the classroom</p> <ul style="list-style-type: none"> Spaces used will be well ventilated using natural ventilation where possible. Staff have been asked to ensure windows 		Low

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				<p>are kept open to maximise ventilation even in inclement weather.</p> <ul style="list-style-type: none"> Doors may be held open to aid ventilation. This is only permitted where the room is occupied and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes. Pupils and staff will be asked to bring in their own water bottles. <p>Measures for break and lunchtimes</p> <ul style="list-style-type: none"> School meals and tuck will continue to run as normal. <p>Cleaning throughout the day - non-healthcare settings where no-one has symptoms of, or confirmed COVID-19</p> <p>We will:</p> <ul style="list-style-type: none"> Continue the cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal. <p>Kitchens and communal canteens</p> <ul style="list-style-type: none"> It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and preventative practices (prerequisite programmes (PRPs)). <p>Bathrooms</p>		

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				<ul style="list-style-type: none"> Clean frequently touched surfaces regularly. Ensure suitable handwashing facilities are available including running water, liquid soap and paper towels. <p>Waste</p> <ul style="list-style-type: none"> Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. <p>School uniform</p> <ul style="list-style-type: none"> Normal School uniform is to be worn. 		
Inadequate staffing ratios, staff availability and recruitment	Inadequate supervision of children, access to DSLs and inadequate statutory first aid or medical provision	Staff and Pupils	High	<p>Ratios and Qualifications</p> <ul style="list-style-type: none"> We have contingency plans in place should staff be absent as a result of COVID-19. Our possible approaches to managing a shortfall in staffing include: We will ensure that appropriate support is made available for pupils with SEND, e.g. by re-deploying teachers and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. Where support staff capacity is available, we will consider using this to support catch-up provision or targeted interventions. TAs may also be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Any redeployments will not be at the expense of supporting 		Low

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				<p>pupils with SEND. The Head will be satisfied that the person has the appropriate skills, expertise and experience to carry out the work, and discuss and agree any proposed changes in role or responsibility with the member of staff. This includes ensuring that safe ratios are met, and/or specific training undertaken, for any interventions or care for pupils with complex needs where specific training or specific ratios are required.</p> <ul style="list-style-type: none"> • We can continue to engage supply teachers and other supply staff during this period. • Supply staff and other temporary workers can move between schools, but we will minimise the number of visitors to the school where possible. Where it is necessary to use supply staff and peripatetic teachers, they will be expected to comply with our arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils. • If children are aged 2-5 within a setting, we will use our 'best endeavours' to ensure at least one person with a full PFA certificate is on-site when children are present. If after using best endeavours we are still unable to secure a member of staff with full PFA to be on site then we will carry out a written risk assessment and ensure that someone with a current First Aid at Work or emergency PFA certification is on site at all times children are on premises. • Key telephone numbers of all available DSLs/deputies to be displayed in school. • Ensure sufficient competent staff on duty to administer or supervise the administration of medication. Wherever possible, children to self-administer, witnessed by staff. Where not possible (age, SEND etc.) social distancing cannot be maintained – think about how this can be done safely – PPE, vigilant personal hygiene etc. 		

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SVS and SVPS will review and update their wider departmental risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19).

This risk assessment must be read and followed in conjunction with other applicable risk assessments for the setting, staff member pupil, adapted as necessary, and:

- [Schools coronavirus \(COVID-19\) operational guidance](#)
- [Actions for Early years and childcare providers](#)
- [Coronavirus Covid-19 safer travel guidance for passengers](#)
- [Coronavirus Covid-19 Safer transport guidance for operators](#)
- [Safe working in education, childcare and children's social care settings, including the use of PPE](#)
- [Early Years Foundation Stage Framework](#)
- [Staying Secure During Covid-19](#)