


Risk Assessment VENUE- Pre Prep Junior School Building and hall (lunch) courts etc....

Playground including transit areas such as the gym,

This Risk Assessment details the risks specific to these areas plus traveling to these areas.

<p>1. Significant Hazards and Identification of Risks</p>	<p>2. Those who might be harmed: <i>Pupils?</i> <i>Staff?</i> <i>All users</i></p>	<p>3. Control Measures:</p>	<p>4. Residual Risk Rating <i>Using traffic light system - green means risk has been satisfactorily reduced</i> <i>Orange means that there is still some acceptable risk which remains in the circumstances after mitigating factors have been put in place.</i></p>
<p>POTENTIAL RISK 1</p> <p>Infection control - risk of Coronavirus being spread from person to person.</p>	<p><i>All users</i></p>	<p>MITIGATING MEASURES and PLANS 1</p> <p>Staff and Year 7 & 8 boys Covid testing</p> <p>Staff have been asked to pick up their testing kits and should test twice a week. All results must be shared with the bursar. If a</p>	

positive result is found then staff should inform the bursar as soon as possible and then follow the guidance provided.

Year 7 & 8 boys will be tested three times in the first week and then twice a week. The boys have been invited into school on Sunday 7th March to be tested and will be tested at school on Friday 12th March and then at home on Sunday 14th. All results should be shared with the school office. Consent forms have been emailed to the parents and standard data protection protocols are in place. After the first week testing should be carried out twice a week.

All boys will have their temperature checked each day by the form tutor, this will add an extra layer of testing that is manageable for staff at the start of each day. If the child's temperature reads above 37.8 degrees C, staff will wait for 1 minute and then re test. If both temperatures are above 37.8 degrees C then the child should be escorted to the designated isolation room and the school office informed.

School Bubbles

The school has been split into three bubbles.

- Junior School Bubble - Reception to year 2, JS Building
- Harper School Bubble - Year 3 & 4 1st and 2nd Floor of the Harper Building.
- Senior School Bubble - Year 5 - 8 Senior school building, music rooms, art room, science room.

Each bubble will have its own building with toilets for boys and staff. Its own staff room with refreshments. Its own playground. Boys should only use the buildings their bubble is attached to as much as possible. There will be certain areas of the school that are used by more than one bubble. The hall for serving lunch. This will be

thoroughly cleaned after each service. The gym allocated days of use to each bubble to enable a deep clean at night before the gym's next use.

Each class will have

Tissues

Ensure adequate stock levels of tissues for each class / office

The caretaker will replenish as needed.

Staff to also self-replenish from classroom stock

Non-Alcohol based gel

Additional dispenser on table outside Junior School building

Geoff and staff will ensure dispensers are full from the start of each day

All boys wash their hands with soap and water at the start of the school day on entry into the school building. Boys will wash their hands or use sanitizer hourly throughout the day and at lunch/snack time. This routine will be incorporated into the timetable for each Class / bubble.

The caretaker is responsible for ensuring there are adequate stock levels of hand wash and sanitizer. The staff member responsible for each bubble venue will report low stock to the Bursar.

Hourly hand washing

Boys will be given instructions by a member of staff supervising their "bubble" on how to wash their hands correctly.

Boys will be reminded by the relevant staff member to wash their hands after going to the toilet and before and after eating.

Reception class bubbles will use basins in the classrooms and the ground floor boys' toilet. Only one boy at a time will be allowed to use the toilets (except in the case of a dire emergency).

Bubbles will be maintained when using toilets to reduce the risk of Coronavirus infection.

In the French lesson, which involves choral work, boys will face the front of the room and the teacher will wear appropriate PPE.

Other users of the building:

Other staff will only be allowed to enter the building when absolutely necessary.

Remove all soft furnishings and toys:

All soft toys and materials to be removed from classrooms.
Regular cleaning throughout the day of other classroom resources.

Good Personal Hygiene:

Headmasters communications have set out guidance.

PPE:

The school will provide gloves, masks and visors for staff to use.

We recommend that in those settings where pupils and students in year 7 and above are educated, face coverings should be worn in classrooms and during activities unless social distancing can be maintained.

Parents can equip their sons with PPE to use at school, but staff will not be able to help boys with it during the day, so that social distancing is maintained as far as possible.

Parents who wish their son to wear PPE in school must provide a fresh set each day and it must be fitted immediately prior to entering the school site e.g. at the school gate in order to minimise the risk of cross-contamination.

Social distancing:

Staff will endeavour to enforce 2m government guidelines as much possible through spending time talking with boys about the importance of this. However, social distancing may not always be feasible as advised by the UK Government and IAPS (Independent Association of Preparatory Schools).

Plastic “sneeze guards” will be installed on staff tables (on request) to provide additional protection when working with boys individually. 2m tape will be used to encourage boys to understand 2m distancing and there will be marked zones within classrooms and in outdoor learning spaces.

Hourly hand washing

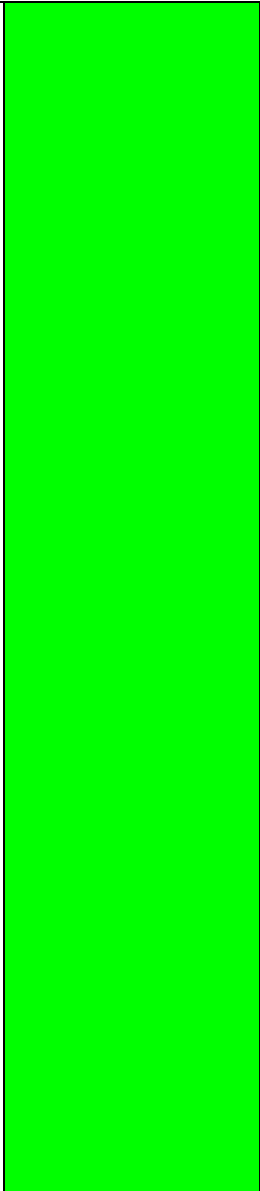
Pupils will be given instructions by a member of staff supervising their “bubble” on how to wash their hands correctly.
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Bubbles will be maintained when using toilets to reduce the risk of Coronavirus infection. Year 2 to use toilets on the top floor only. Year 1 to use toilet A on the ground floor only. Reception Class to use toilet B on ground floor only.

Remove all soft furnishings and toys:

All soft toys and materials to be removed from classrooms. Role play areas to have dressing up clothes washed on a weekly basis. Regular cleaning throughout the day of other classroom resources.

Good Personal Hygiene:

Headmasters communications have set out guidance. FR and LM will communicate further messages to parents via Seesaw, informing parents of hygiene expectations asking them to discuss with boys before they return to school.
All boys will be expected to wash their hands before coming to school, before going home and advised to do so when they get home.



Staff will teach boys hand washing techniques and posters will be put up around the Junior School building and other parts of the school to reinforce the handwashing message.
Use of hand washing stations outside Pre-Prep building to encourage good hygiene and hand washing.

Boys personal items:

Boys will not be allowed to share items with others. The School will arrange personal resources.

Boys in Y1 and 2 will have individual pencil cases prepared at school enabling only them to have use of their own stationery. Soft toys are banned from the site and may **not** be brought to School..

Boys will record learning in limited exercise books and sticky notes will be used by adults if commenting on a boy's work in exercise books. This will limit contact with boys' personal belongings.

Exercise books to remain in boys trays for them to access.

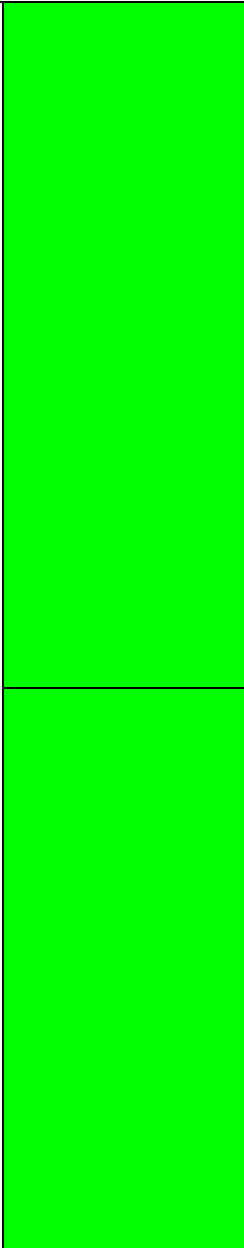
Reading books specifically for home will be sent home each Monday for Years 1 & 2. These are to be returned the following Monday and not before. RC to have reading books sent home Tuesday and Friday. Once books are returned to school they will remain sealed for a period of three days and sanitized before further use. Separate books will be used for reading in school. Encourage reading online using Oxford Owl etc.

Ensuring extremely high hygiene for any activities:

Food making / tasting will not happen.

There will not be any activities involving passing items around a class; e.g. Circle time objects - Artefact sharing - Touching activities- PE equipment

Boys will not be shaking hands with staff or other boys.

<p>POTENTIAL RISK 2</p> <p>The start and end of the school day create risks of breaching social distancing guidelines</p>	<p>All users</p>	<p>Shared cups in class will not be used (e.g. using cups for water); boys will need to bring their own water bottles, clearly labelled with their name.</p> <p>Parents will be reminded to check that their son has water and a break-time snack before they enter the School.</p> <p>Handles and rails will be cleaned three times during the day - before school, mid-morning and lunchtime. The caretaker will ensure that cleaning is carried out at times when staff and boys are not within the zones being worked on to minimise the chance of infection. Cleaning staff will carry out a full clean once all staff and pupils have left by 16:15 onwards.</p> <p>No sand, mud or water play will occur due to the risk of infection. Strict hand washing will be enforced if outdoor play equipment is used. Any outdoor play equipment which has been used will be cleaned as necessary e.g. bikes and scooters. Boys will not be able to share equipment or use equipment which has not been cleaned.</p> <p>MITIGATING MEASURES and PLANS 2</p> <p><u>End of the school day - staggered departure</u></p> <p>Collection</p> <p>Keble staff will bring the boys to the front gate. On viewing parents, staff will send the boys to their parents. Please queue up the Hill outside the gate. Please, as much as possible, stick to the times below and the order of year groups, Reception first then year 1 and so on. If you have more than one child to pick up please liaise with the office about the options available.</p> <ul style="list-style-type: none"> ● 3.10pm Reception ● 3.20pm Year 1 	
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<p>POTENTIAL RISK 3</p> <p>Staff and pupil absence</p>	<i>All users</i>	<p>MITIGATING MEASURES and PLANS 3</p> <p>The boys' attendance will be monitored daily. A daily report to PG of number of absences and symptoms. Eliminate as much as possible, different adults supervising bubbles.</p>	
<p>POTENTIAL RISK 4</p> <p>The start and end of the school day create risks of breaching social distancing guidelines</p>	All users	<p>MITIGATING MEASURES and PLANS 4</p> <p><u>The school day - staggered</u></p> <p><u>Entering school</u></p> <ul style="list-style-type: none"> • 8.10 - 8.20 Year 5 - 8 go straight to class rooms. • 8.20 - 8.30 Year 3 & 4 Boys wait in Lower Playground • 8.30 - 8.40 Rec, Year 1 and Year 2 boys to go straight to class rooms. <p>Collection</p> <p>Keble staff will bring the boys to the front gate. On viewing parents, staff will send the boys to their parents. Please queue up the Hill outside the gate. Please, as much as possible, stick to the times below and the order of year groups, Reception first then year 1 and so on. If you have more than one child to pick up please liaise with the office about the options available.</p> <ul style="list-style-type: none"> • 3.10pm Reception • 3.20pm Year 1 • 3.25pm Year 2 	

		<ul style="list-style-type: none"> ● 3.35pm Year 3 & 4 ● 3.50pm Year 5-8 <p>Only pupils and staff will be allowed on site. Only the front gate will be used by parents dropping off and collecting- 'kiss and drop system'. Staff and pupils are briefed, and signage provided to identify which entrances, exits and circulation routes to use. Guidance has been issued to parents regarding arrival and departure procedures to avoid groups of people congregating outside the school. Staff will welcome pupils at the front gate and make sure boys are directed to their classroom. Floor markings 2 metres apart have been set up in areas where it is necessary to manage any queuing.</p>	
<p>POTENTIAL RISK 5</p> <p>Pupils' behaviour on return to school does not comply with social distancing guidance</p>	<p>All users</p>	<p>MITIGATING MEASURES and PLANS 5</p> <p>Clear messaging to pupils on the importance and reasons for social distancing is reinforced throughout the school day by staff and through posters and floor markings. Parents have been informed that social distancing cannot be guaranteed, but the reasons for its adoption will be consistently emphasised to pupils. Staff will model social distancing consistently. The movement of pupils around the school will be minimised. Break times and lunch times will be structured to support social distancing and will be closely supervised by PGI. The Acting Head and staff will monitor areas to check whether there are breaches of social distancing measures - and arrangements will be reviewed.</p>	

		<p>Messages will be sent to parents to ask them to reinforce the importance of social distancing with their boys. If pupils with SEND return to the School site then further risk assessments will be conducted and further measures will be considered.</p>																
<p>POTENTIAL RISK 6</p> <p>Infection risk posed by normal lunch arrangement in the dining hall</p>	<p><i>All users</i></p>	<p><u>Lunch</u> Lunch will follow the timetable below Each sitting is followed by 5m cleaning breaks The menu will include a packed lunch provided by the kitchen. Boys will be asked for their sandwich choices beforehand. Packed lunch will be rotated throughout the term. Rules in the hall Boys to all face the same direction. The hall caters for 40 boys.</p> <p><u>Lunch</u> Lunch will follow the timetable below Each sitting is followed by 5m cleaning breaks Rules in the hall Boys to all face the same direction. The hall caters for 40 boys.</p> <table border="1" data-bbox="844 863 1738 1380"> <tr> <td data-bbox="844 863 968 1036">Sitting One 11.55-12-20</td> <td data-bbox="968 863 1150 1036">Reception 11.55am 9 boys</td> <td data-bbox="1150 863 1304 1036">Yr 1 12noon 12 boys</td> <td data-bbox="1304 863 1514 1036">Yr2 12.05 12 boys</td> <td data-bbox="1514 863 1738 1036">2 staff 35 in total</td> </tr> <tr> <td data-bbox="844 1036 968 1279">Sitting Two 12.30-12.55</td> <td data-bbox="968 1036 1150 1279">Yr 3 26 boys</td> <td data-bbox="1150 1036 1304 1279">Yr 4 20 boys</td> <td colspan="2" data-bbox="1304 1036 1738 1279">2 staff 47 boys in total</td> </tr> <tr> <td data-bbox="844 1279 968 1380">Sitting Three</td> <td data-bbox="968 1279 1150 1380">1.05pm Yr 5 & 8</td> <td data-bbox="1150 1279 1304 1380">1.20pm Yr 6 & 7</td> <td colspan="2" data-bbox="1304 1279 1738 1380">1 staff</td> </tr> </table>	Sitting One 11.55-12-20	Reception 11.55am 9 boys	Yr 1 12noon 12 boys	Yr2 12.05 12 boys	2 staff 35 in total	Sitting Two 12.30-12.55	Yr 3 26 boys	Yr 4 20 boys	2 staff 47 boys in total		Sitting Three	1.05pm Yr 5 & 8	1.20pm Yr 6 & 7	1 staff		
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<p>POTENTIAL RISK 7</p> <p>Measures are not in place to limit risks and limit movement around the building(s). Social distancing guidance is breached when pupils circulate in corridors as pupils are unable to or do not observe social distancing at break and lunch times</p>	<p>All users</p>	<p>1.05-1.30</p>	<p>40 Boys</p>	<p>32 boys</p>		
<p>POTENTIAL RISK 8</p>		<p>MITIGATING MEASURES and PLANS 7</p> <p>Entry and exit points for the Junior Building have been established. Break and lunch for the three bubbles will be different. Circulation plans have been reviewed and will be reviewed/amended - on a daily basis. One-way systems will be put into operation where feasible - and measures for bubble containment have been put in place. Access to corridors will be monitored - and pupils/staff may have to wait to allow for social distancing. Circulation routes will be clearly marked with appropriate signage. Any pinch points/bottle necks will be identified and managed accordingly. The movement of pupils around school is minimised as much as possible. Pupils stay in bubble bases with specified staff. Breaks are staggered to avoid overcrowding. Pupils are briefed regularly regarding observing social distancing guidance whilst circulating. Signage in place to serve as reminder about social distancing</p>				

<p>The size and configuration of classrooms and teaching spaces does not support compliance with social distancing measures</p>	<p>All users</p>	<p>Bubble base rooms arrangements have been put in place and areas have been assessed for maximum occupancy. Teaching spaces with workstation have been assessed and are compliant with social distancing measures and in line with UK Government guidance). All furniture not in use has been removed from classrooms and teaching spaces. Arrangements are reviewed regularly.</p>	
<p>POTENTIAL RISK 9</p> <p>Queues for toilets and handwashing risk non-compliance with social distancing measures</p>	<p>All users</p>	<p>MITIGATING MEASURES and PLANS 9</p> <p>Pupils will remain at their allocated desk until staff indicate that they may go to their bubble's allocated toilet facility. Floor markings are in place to promote social distancing. Pupils and staff know that they can only use the toilet one at a time. Pupils will be encouraged to access the toilet during class/throughout the day to help avoid queues. The toilets are cleaned frequently - and at least four times each day. Monitoring ensures a constant supply of soap and paper towels. Bins are emptied regularly. Pupils are reminded regularly on how to wash hands.</p>	
<p>POTENTIAL RISK 10</p> <p>Adequacy of supplies of soap and hand sanitiser mean that regular hand washing routines cannot be established</p>	<p>All users</p>	<p>MITIGATING MEASURES and PLANS 10</p> <p>An audit of handwashing facilities and sanitiser dispensers has been undertaken before the school reopens to check that the stock is adequate and additional supplies will be purchased if necessary. Monitoring arrangements are in place to ensure that supplies of soap, hand towels and sanitiser are maintained throughout the day. Staff members are responsible for notifying the Bursar if stock is running low in their area. The caretaker is responsible for notifying</p>	

		<p>the Bursar if stocks elsewhere are running low, e.g. in the toilet blocks.</p> <p>Posters reinforce the need to wash hands regularly and frequently.</p>	
<p>POTENTIAL RISK 11</p> <p>Potentially infected tissues are not removed sufficiently regularly</p>	All users	<p>MITIGATING MEASURES and PLANS 11</p> <p>Classroom bins should be emptied and cleaned at regular intervals throughout the day. Any material which could be hazardous will be twice bagged before being removed from the room.</p>	
<p>POTENTIAL RISK 12</p> <p>Insufficient replenishment of tissues/paper towels/antibacterial hand wash</p>	All users	<p>MITIGATING MEASURES and PLANS 12</p> <p>The caretaker is responsible for ensuring classrooms have adequate supplies of tissues, paper towels and hand sanitiser at all times.</p>	
<p>POTENTIAL RISK 13</p> <p>Pupils personal hygiene poses a risk for cross contamination</p>		<p>MITIGATING MEASURES and PLANS 13</p> <p>Pupils will be told by the staff to wash their hands regularly and at least every two hours (for 20 seconds).</p> <p>Pupils will be told to wash their hands after each transition, playtime, PE etc.</p> <p>Pupils will be given instructions by a member of staff supervising that “bubble” on how to wash their hands correctly.</p> <p>Pupils will be reminded by the relevant staff member to wash their hands after going to the toilet and before and after eating.</p> <p>Parents who wish their son to wear PPE in School must provide a fresh set each day and it must be fitted immediately prior to entering the School site e.g. at the School gate in order to minimise the risk of cross-contamination.</p>	

<p>POTENTIAL RISK 14</p> <p>PPE provision is not in place for staff providing intimate care and for cases where a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home</p>	<p>All users</p>	<p>MITIGATING MEASURES and PLANS 14</p> <p>Requirements for PPE have been assessed in line with DfE guidelines. All staff wear face covering as per staff manual. Staff will be kitted out with PPE appropriate to their role e.g. PPE for first aider and cleaning staff. Other staff requesting it will be provided with PPE even if their role does not prescribe it. Staff may choose whether or not to wear PPE.</p> <p>Sufficient stock has been ordered using school's usual suppliers</p> <p>Arrangements to seek to obtain PPE in case of an emergency are known and in place.</p> <p>The health and safety governor is satisfied that arrangements are in place and in line with DfE guidelines.</p>	
<p>POTENTIAL RISK 16</p> <p>Fire procedures are not appropriate to cover new arrangements</p>	<p>All users</p>	<p>MITIGATING MEASURES and PLANS 16</p> <p>Fire procedures will remain in place although it is recognised that during emergency evacuation the social distancing rules may be disregarded. Once at the assembly point, social distancing should be possible.</p>	
<p>POTENTIAL RISK 17</p> <p>Fire evacuation drills - unable to apply social distancing effectively</p>	<p>All users</p>	<p>MITIGATING MEASURES and PLANS 17</p> <p>No evacuation drills will be carried out until it is clear the arrangements for reopening are working satisfactorily.</p>	
<p>POTENTIAL RISK 18</p>	<p>All</p>	<p>MITIGATING MEASURES and PLANS 18</p>	

<p>Potential for the spread of Coronavirus present on hard surfaces</p>		<p>All hard surfaces should be cleaned at regular intervals throughout the day. The caretaker and a member of the contract cleaning staff will clean regularly touched surfaces such as door handles before the start of the day and at least twice more during the day after break and lunchtime. The cleaners will use new cleaning cloths for each bubble. They will clean all surfaces and equipment once pupils and staff have left for the day.</p>	
<p>POTENTIAL RISK 19 Extra Adult Teaching bubble</p>	<p>All users</p>	<p>MITIGATING MEASURES and PLANS 19 Cenzina D'Amato, Carol Douglas and Scott Turner are teaching Music, French and PE respectively. Katie Forkan and Stella Stringer will be in the SS and Harper bubbles. Ruth Hayes, SALT is in the SS bubble on Mondays. Amanda Hyams is in the JS building on Fridays. Both are keeping 2m distance and use PPE equipment. PE is outside. Music and French to be taught in empty adjacent Pre-Prep classrooms.</p>	

Signed _____ J. R Field (Bursar) _____

Date __ 7th March 2021 _____

Signed _____ Perran Gill _____

Date :- 7th March 2021