

Risk Assessment – COVID-19 (v3.6)		24/02/2022	Ashford Prep School
Responsible Person	Michael Hall (Headmaster), Nick Tiley-Nunn (Head of Prep School)		
Other Persons Involved	Sarah Greig (Bursar), Akin Areeson (Compliance Officer), Charles Ingman (Facilities Manager)		
Guidance Material Considered	<ul style="list-style-type: none"> <li>DfE - <a href="#">Actions for schools during the COVID19 outbreak</a> (24 February 2022)</li> <li>DfE- <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a> (24 February 2022)</li> <li>DfE - <a href="#">Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak</a> (24 February 2022)</li> <li>DfE - <a href="#">Safe working in education, childcare and children's social care</a> (20 July 2021)</li> <li>PHE - <a href="#">COVID-19: cleaning in non-healthcare settings outside the home</a> (19 July 2021)</li> <li>DfE Asymptomatic Testing Procedures and Guidance – available through the <a href="#">DfE portal (secondary)</a> and <a href="#">DfE portal (primary)</a></li> <li>DfT - <a href="#">Government travel advice</a> (24 February 2022)</li> </ul>		

Details	DFE Coronavirus Helpline 0800 046 8687
<p>A risk assessment covering Ashford Prep School from 24 February 2022</p> <p><b>A revised system of control measures is in effect to</b></p> <ol style="list-style-type: none"> <li>1. Ensure good hygiene for everyone.</li> <li>2. Maintain appropriate cleaning regimes.</li> <li>3. Keep occupied spaces well ventilated.</li> <li>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.</li> </ol> <p>The symptoms of COVID-19 are a new and continuous cough, or a high temperature, or a loss of or change in a person's normal sense of taste or smell</p>	

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> <li>Staff who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> will not come into school.</li> <li>Any staff member with symptoms of COVID-19 is sent home to self-isolate in accordance with Government guidance.</li> <li>Where an LFD test returns a positive result the staff member must self-isolate in accordance with Government guidance.</li> <li>Anyone having to go home will be encouraged to not use public transport where this is applicable.</li> <li>Where a PCR test returns a positive result:               <ul style="list-style-type: none"> <li>The staff member must notify the school of the test result immediately</li> <li>The staff member self-isolates in line with self-isolation guidance</li> <li>The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i>.</li> </ul> </li> <li>If the PCR test result is negative the staff member can return to school when they feel well enough to do so.</li> <li>Staff who test positive are advised to stay home and avoid contact with other people for at least five full days and then continue to follow the guidance until they have received two negative test results on consecutive days.</li> <li>If the staff member has a high temperature or continues to feel too unwell to work, they should stay at home and seek medical advice.</li> </ul>
		Pupils contracting COVID-19	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable pupils can attend school unless under specific medical advice not to do so.</li> <li>Pupils who test positive are advised to stay home and avoid contact with other people for at least five full days and then continue to follow the guidance until they have received two negative test results on consecutive days.</li> <li>Anyone having to go home will be encouraged to not use public transport where this is applicable.</li> <li>Pupils who are required to quarantine having recently visited a county outside the <a href="#">common travel area</a> must not come into school.</li> </ul>
		Visitors contracting COVID-19	<ul style="list-style-type: none"> <li>Details of any specific local procedures are communicated to all visitors when they are on site</li> </ul>
Suspected / confirmed case in school	Staff/ pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> <li>Staff/pupils with symptoms are isolated in a dedicated room with an open window if possible. Any rooms used will be cleaned once they have left.</li> <li>Cleaning and disinfection of the area is carried out in accordance with DfE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>Boarding pupils will self-isolate in their boarding household in the first instance. If it is necessary for them to relocate to their parental or guardian home this will be carried out with regard to the transport principles contained in <a href="#">Safe Working in Education Childcare and Children's Social Care Settings</a></li> </ul>
Infection Control (practices)	Staff, Pupils, Visitors	Operational practices in place to minimise the	<u>Face Coverings</u> <ul style="list-style-type: none"> <li><u>Primary</u> <ul style="list-style-type: none"> <li>Face coverings are no longer advised for staff and visitors in classrooms or communal areas.</li> </ul> </li> </ul>

		<p>risk of the spread of infection</p> <p><u>Good Hand and Respiratory Hygiene</u></p> <ul style="list-style-type: none"> <li>Hands are cleaned regularly by all pupils, staff members and visitors and soap and running water or hand sanitiser is readily available for this purpose.</li> <li>'Catch-it, bin-it, kill-it', promoted throughout school.</li> </ul> <p><u>Cleaning</u></p> <ul style="list-style-type: none"> <li>A cleaning schedule is in place with an emphasis on frequently touched surfaces.</li> <li>Cleaning following a confirmed/suspected case is carried out in accordance with PHE guidance <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>Desks are cleaned at the end of each lesson prior to the next group of pupils arriving.</li> </ul> <p><u>Boarding Schools</u></p> <ul style="list-style-type: none"> <li>Arrangements are in place for the management of suspected and confirmed cases in boarding accommodation.</li> <li>Travel plans for international students are reviewed to identify students travelling from or through <a href="#">red-list</a> countries and they are advised not to travel.</li> <li>Anyone who does travel from or through a red-list country will be required to self-isolate in a quarantine hotel, with a parent or guardian in line with Government guidance.</li> <li>Students travelling from countries where travel is permitted will be allowed to quarantine in their own accommodation, where required.</li> <li>Anyone who is self-isolating will continue to follow the rules on isolation following a positive test.</li> </ul> <p><u>Outbreak Management Plans</u></p> <ul style="list-style-type: none"> <li>Mechanisms are in place for the rapid deployment of enhanced control measures, e.g., face coverings, bubbles, should the school be advised to do so by a relevant body (central government, Local Director of Public Health).</li> </ul>
<b>Infection Control (premises)</b>	Staff, Pupils, Visitors	<p>Changes to or introduction of physical control measures to minimise the risk of the spread of infection</p> <ul style="list-style-type: none"> <li>The whole school is kept well ventilated insofar as the ventilation systems allow and whilst maintaining a suitable teaching and working environment.</li> <li>Mechanical ventilation systems are set to 'fresh air' mode where possible.</li> <li>Single room ventilation systems continue to operate as normal.</li> <li>Windows are opened where possible, where temperature allows it, and where doing so does not create undue risks.</li> <li>Where no mechanical ventilation is provided, windows are fully opened at least at every break time to vent the room.</li> <li>Non-fire doors are propped open to support ventilation and to remove need for hand contact.</li> </ul>

<b>Anxiety, stress, and worry</b>	Staff, pupils (parents indirectly)	Those coming to work, or school may be anxious, worried, or stressed	<ul style="list-style-type: none"> <li>The workforce and any Union reps have been consulted in the development of this risk assessment and associated control measures.</li> <li>This risk assessment and its findings have been shared with staff and published on the school website.</li> <li>Staff have access to Group's <a href="#">occupational health and counselling service</a></li> </ul>
<b>Failure to follow local rules</b>	Staff, Pupil, Visitors	Persons fail to follow local rules due to lack of awareness or persons who violate local rules	<ul style="list-style-type: none"> <li>All staff reminded of their duty to follow these control measures and to support staff or pupils who may fail to follow these in a constructive manner.</li> <li>Transgressions will be escalated through existing behaviour/disciplinary arrangements.</li> </ul>
<b>The school lapses in following national/ group guidelines and advice</b>	Staff, Pupil, Visitors	Lack of awareness leads to failure to follow required controls	<ul style="list-style-type: none"> <li>Important updates/changes included in Heads bulletins.</li> <li>Regular key guidance updates issued by Group H&amp;S Manager.</li> <li>Head of the Prep School to ensure that all relevant guidance is followed and communicated to staff.</li> <li>Senior leaders keep themselves up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care. and PHE and review this risk assessment accordingly.</li> <li>The LGB is kept informed on changes in guidance and school approach.</li> </ul>

Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

<b>Assessment completed by:</b>	<b>Sarah Greig</b>	<b>Date:</b>	24/02/2022	<b>Date of next review:</b>	31/03/2022
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