



COVID-19 Risk Assessment L2022

A: Introduction

The Government has set out its plans for all year groups to learn on site for the Lent Term 2022.

B: Government Guidance

Government guidance goes into considerable detail about the logistical and practical steps to ensure that *Beechwood* operates in a way in which it meets its statutory duty of care for all pupils, staff, parents, governors and other visitors.

Key Government guidance that *Beechwood* follows is available here:

- € [Actions for schools during the coronavirus outbreak](#)
- € [Safe working in education, childcare and children's social care](#)
- € [Supporting children and young people with SEND](#)

Guidance for Parents and Carers is available here:

- € [What parents and carers need to know about early years providers, schools and colleges](#)

The School adopts all new Government advice without delay.

C: Overview

As an independent school the DfE expects us to follow the control measures set out in this document in the same way as state-funded schools.

Separate guidance is available for the EYFS and Helen Dalkin, *Deputy Head (Junior)*, advises the School on the measures required relating to our educational setting.

This risk assessment covers the following six areas:

1. Actions *Beechwood* will take to minimise the risk of transmission of coronavirus (COVID-19) in accordance with public health advice, endorsed by the *UK Health Security Agency (UKHSA)*;
2. School operations;
3. Curriculum, behaviour and pastoral support;
4. Assessment and accountability;
5. Contingency planning to provide continuity of education in the case of a local outbreak;
6. Asymptomatic testing for COVID-19 in School.

Additional contingency measures will be put in place as required based on case numbers and advice from the Covid Response Co-ordinator for Hertfordshire schools. Remote assemblies will continue until further notice, and children from Year 3 to Top Form will wear their games kit to school for match days. Other events and activities will be reviewed on a case by case basis.

D: Deviation from Government Advice

In line with our *Mission*, *Beechwood* will risk assess Government guidance on measures to take within the School within the context of our educational provision. The School will not adopt measures less thorough than Government advice.

E: Pupils

We understand that some parents and their children are concerned about returning to School, whilst others were concerned about learning remotely. Where necessary, *Form Teachers* and *PHoDs* will contact parents to discuss this further with them.

All staff will remind pupils to support the School's safety protocols by observing respiratory hygiene and handwashing protocols (Hands, Face, Space, Fresh Air).

All eligible pupils aged 12 and over are encouraged to take up the offer of the vaccine, including boosters.

F: Staff

Beechwood is complying with the Government initiatives to reduce the risk to all stakeholders and it is reasonable for the School to require staff to return to work as requested. *Beechwood* will share this overall risk assessment and strategies with all staff to reassure them of all the steps we are taking to enable onsite working, which is as safe as possible and which takes on board concerns and feedback in formulating and developing these plans.

SLT will ensure that all staff in their areas of responsibility and particularly vulnerable staff or those who live with a vulnerable person have the opportunity to discuss their concerns and to discuss possible solutions. Particularly vulnerable staff will have an individual risk assessment in place.

All eligible staff are encouraged to take up the offer of the vaccine, including boosters.

All staff should raise individual concerns that they have about work with their line managers at the earliest opportunity.

G: Remote Provision for Pupils Working Offsite

The School will support the education of pupils who are out of School in the same way as it did through the Summer and Michaelmas Terms 2021 and in accordance with the [Learning in case of COVID-19 Scenarios document](#).

J: Pinch Points

The School has put measures in place to manage "pinch points", such as at the beginnings and ends of days, at break and lunchtimes and in corridors.

K: Parents

The *Head* has written to parents, staff, parents and governors explaining that parents and pupils may only access the School buildings with the *Head's* express permission. The School does not commit to share this risk assessment with parents, nor will the School require parents to confirm their agreement to the basis upon which their child will attend School. The School has already informed parents of the steps we are taking to ensure safety when dropping off or collecting at staggered times, for transport and for *After School Activities*. Parents can also support the School's safety protocols by observing respiratory hygiene and handwashing protocols (Hands, Face, Space, Fresh Air).

Parents should pay close attention to their children's health and keep Matron informed of any illness or cases of Covid-19 in the family (medical@beechwoodpark.com). If a household member tests positive, close contacts who are fully vaccinated or under 18 do not have to self-isolate if they remain well. However, close contacts should undertake daily lateral flow tests for seven days, in line with the latest [government guidance](#). The School urges parents to consider their personal circumstances and whether it is appropriate for other well family members to continue to attend school in such cases. Children who are unwell should not be sent to School, and anyone who is symptomatic (a high temperature; a new, continuous cough; and a loss or change to sense of smell or taste) must remain at home until they receive a negative PCR test result.

L: Visitors

The School seeks to minimise the number of visitors coming onsite as much as possible. No visitors are allowed entry into School unless authorised by the *Head* and *Receptionists*.

All visitors to School arrive at the *Reception* and the *Receptionists* will manage their visit to ensure that they understand all of their responsibilities with regards to this risk assessment.

Receptionists sanitise items and surfaces which are used regularly such as desk, telephone, walkie talkies, keyboard on arrival, after anyone other than the *Receptionist* uses any of the equipment and at the end of the day.

Pupils are not be allowed to use the telephone - the *Receptionist* will make calls on their behalf.

Receptionists remind visitors to:

- Use the hand sanitiser on entry;
- Complete the *Visitor Health Declaration* and the *Visitor Register*.
- Wait in Reception until the person meeting them greets them;
- Wear a face covering in communal areas if they are over 12 years old.

Learning Support have written a: [LS Risk Assessment for visiting Therapists](#)

M: Actions in Case of Illness

Beechwood will follow Government guidance if a pupil or member of staff is taken ill in School. *Matron* will inform and remind parents that they should not send children into School if they, or any members of their household, have any symptoms of coronavirus. Staff will be vigilant for children showing signs of illness and pass on their concerns to *Matron* without delay.

N: Woodlands Nursery

All EYFS ratios continue to apply.

O: PPE (Face Coverings)

Following current DfE advice (2 January 2022) until further notice:

1. All non-exempt staff and pupils in Year 7 and Top Form should wear face coverings at all times within the school setting, except when:
 - ∉ taking part in exercise or strenuous activity, such as in PE lessons and in some Music and Drama lessons;
 - ∉ outdoors;
 - ∉ eating or drinking.
2. All non-exempt staff in Woodlands through to Year 6 should wear face coverings when interacting with other adults within the school setting, except when:
 - ∉ outdoors;
 - ∉ eating or drinking.
3. Non-exempt staff and pupils in Years 3 to Top Form inclusive must wear a face covering when using the *School Bus Service*, or using a bus to travel to a school trip or fixture. *Form Teachers* and the *School Bus Service* staff will support pupils, especially younger ones, to ensure that they understand their responsibilities when using these.
4. Parents are asked to wear face coverings when entering School buildings, or outside if they cannot maintain a distance.

Face coverings (whether transparent or cloth) should fit securely around the face to cover the nose and mouth and be made with a breathable material capable of filtering airborne particles. Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission. They may protect the wearer against droplet spread in specific circumstances but are unlikely to be effective in preventing the escape of smaller respiratory particles when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Pupils concerned about the wearing of face coverings should discuss this with their *Form Teacher* in the first instance. Staff should discuss the use of face coverings with their line manager.

The School will continue to monitor Government guidance on the use of face coverings and respond accordingly.

P: The School Bus Service

The School is aware that some parents rely heavily on the *School Bus Service* and has reintroduced it, with the exception of the 1745 service as there is currently insufficient demand. The government expects and recommends that face coverings are worn in enclosed and crowded spaces including dedicated transport to school.

Q: Catering

Beechwood is following Government guidance in continuing to provide meals for pupils and staff safely. Our caterers, *Holroyd Howe*, will enact their return to work processes, risk assessed and developed in light of current Government guidance. SLT are in close contact with the *Catering Manager* who ensures that all pupils and staff working onsite are catered for safely. The *Catering Manager* will brief all staff as to the catering arrangements for all stakeholders. *Holroyd Howe* produce their own specific risk assessments for all aspects of the School's catering provision.

R: Staff Breaks

The School has considered the use of the Staff Rooms. Shirley Hayman, Helen Dalkin and Kerry Clarke will ensure that the use of the staff rooms in *Woodlands*, the *Junior Department* and in the main *Staff Room* have measures in place to ensure the safety of all members of our community.

S: Breakfast Club

The School will reintroduce *Breakfast Club* at a later date.

T: Boarders' Tea

In order to support more working parents, the School has re-introduced this facility to allow a small number of day pupils (Yr 3 upwards) to remain in School until 1800 for Boarders Tea.

U: PE and Games Lessons

The *Acting Director of Sport* ensures that PE, Games and fixtures proceed in line with DfE guidance as well as the relevant sporting national governing bodies' guidance. This guidance is to be used alongside the BPS Indoor or Outdoor Risk Assessment as well as the risk assessment for the sport being played, the Pupil Supervision Policy, Fixture procedures and the BPS COVID-19 Risk Assessment. Separate guidance (PSOP and Risk Assessment) applies for the swimming pool.

W: Boarding

The Houseparents will carefully risk assess all aspects of boarding in line with current government advice and BSA guidelines.

X: Asymptomatic Testing

The School will follow Government advice regarding asymptomatic testing for staff, Year 7 and Top Form pupils. From 16 September 2021 until further notice, staff, Year 7 and Top Form pupils will undertake two tests per week at home. Parents have been informed accordingly. *Matron* will encourage all staff, as well as Year 7 and Top Form pupils, to undertake two self-administered tests per week at home, in line with government guidance and the supply of testing kits.

For asymptomatic **close contacts of positive cases**, from Tuesday 14 December, daily rapid testing for 7 days will replace PCR testing for all close contacts who are:

- ∄ fully vaccinated adults - people who have had 2 jabs;
- ∄ all children aged 5 to 18 years and 6 months, regardless of their vaccination status;
- ∄ people who can prove they are unable to be vaccinated for clinical reasons;
- ∄ people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine.

(N.B. Under 5s are exempt from self-isolation and do not need to take part in daily rapid lateral flow testing.)

Y: Cleaning

The *Bursar* has put in place enhanced cleaning schedules, including the regular cleaning of frequently touched surfaces, toilets, corridors, classrooms and outdoor equipment.

Z: Ventilation

The *Bursar* reminds all staff to keep occupied spaces well ventilated and maintain a comfortable teaching environment.

Thank you for keeping our community healthy and safe.

Ed Balfour
Head