Taunton School

**Risk Management Policy for the full return to School Covid-19
08 March 2021**

Introduction

Taunton School is implementing a full return to School from 08 March 2021 and recognises that during this transition from lockdown:

- Our core obligation is to ensure, so far as is reasonably practicable the health, safety and welfare of pupils, staff and the safety of non-employees.
- We hold the prime responsibility for ensuring the safety of, first and foremost our pupils, but also and as importantly:
    - Staff and volunteers;
    - Parents and guardians;
    - Guests and visitors;
    - Contractors and delivery services.

Ultimately, all need to know that Taunton School is a safe environment in which to operate and learn.

This Risk Management Policy is based on a number of planning and information documents supporting our management of the risk and the phased return to School.

Planning the phased return and transition to School

On the basis that good planning and management are fundamental to the success of the full return, consultation with stakeholders including insurers, governors, teachers, support staff, parents, pupils, teaching unions and contractors will take place as far as is reasonably practical. The level of detail is enormous and requires all staff to ensure this policy is implemented and complies with the strict rules set out in the School's policies.

COVID-19 points of contact

The School's Senior Policy Committee form the COVID-19 point of contact for the School. Their main responsibilities are:
- Reading and assessing daily government, DofE, PHE, HMC, BSA and ISBA bulletins and updates.
- Promulgating information and updating their specific sections of the School.
- Liaising with SMTs/SSMT to ensure messaging is clear, regularly updated and authorised for communication via the School's website or email as required.
- Maintaining a complete record of all COVID-19 documents, publications and communications.
- Co-ordinating with all staff including support staff and contractors the new and/or revised measures and their implementation.
- Regular 'lesson learned' debriefs including changes to risk assessments, safety plan, SD and hygiene rules, extra training that may be required and if rules were adhered to and the control measures sufficient.

SPC may be expanded to include the Head of Pre-Prep and Nursery, TPS Deputy Head, School Nurse, Estates Manager, ICT Manager and H&S Advisor when discussing COVID-19 specific issues.

Risk Management

Assessing COVID-19 is particularly complex as the outcome of the risk management processes for one group within School e.g. departments, year groups, classes and activities will have an impact on other groups e.g. teaching staff, support staff, visitors and contractors and pupils of other age groups. Therefore it is key that each risk assessment complements all the others to ensure risks are identified and properly mitigated across the School.

During the first week of re-opening and at regular intervals thereafter, our risk management may require regular revision and should include but not be limited to the following questions:

- Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- Have staff and pupils been reminded and checked to ensure they are complying with hygiene and SD rules?
- Are there sufficient supplies of hygiene materials and are they well placed around the School?
- Has the cleaning regime been regularly re-assessed and, if necessary, revised?
- Have precautions for keeping shared equipment clean (e.g. keyboards, pens, musical instruments) been identified?
- Are high-risk areas being regularly monitored (including boarding areas) for hygiene?
- Are SD rules different for various activities (play, games, drama and music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- Where possible, has the removal of items such as soft toys, furnishings and those that are hard to clean been evaluated and addressed?
- Is the re-allocation of indoor and outdoor space working?
- What are the implications for fire safety?
- Are all the hazards identified in the risk management process properly mitigated and regularly re-assessed?

SPC is responsible for ensuring that the following takes place:

- Updating Safeguarding, staff and pupil code of conduct and medical policies and procedures so staff and pupils feel safe.
- Government advice is regularly accessed, assessed, recorded, communicated and applied.
- Staff are regularly consulted on plans for re-opening and changes to operation.
- Changes are regularly reviewed by governors and communicated to staff, pupils and parents.
- Insurers are consulted before the School re-opens and/or plans are amended.
- Revising the policy for those wearing (or not) PPE.
- Updating emergency procedures, fire drills and assembly points.
- Re-assessing that access to School is controlled effectively and details of visitors are recorded.
- Planning for School events (when permitted by guidance) including plays, concerts, parent and teacher meetings etc. are properly risk assessed.
- Preparing contingency plans in place for a return to lockdown.

Space management

Each School, department, year and activities groups must consider the following as part of the planning and risk assessments to reduce risk:
- Contact and mixing of pupils and staff are minimised.
- Maximum use of outdoor spaces.
- Altering classroom layout so that desks are well spaced.
- Changing timetables so assemblies, breaks, lunch, playtime, drop-off and pick-up times are staggered (where appropriate/practical to do so).

- Consistent groups (bubbles) of pupils.
- Pupils to remain in "bubbles" at all times during the day. Staff to remain 2m distant from other adults and pupils where possible. Where not possible the activity should be risk assessed.
- 'Bubbles' stay away from other people and groups.
- Where possible in and out routes are identified in buildings.
- Spaces such as halls and dining areas are used at appropriate capacity.
- Groups are staggered through the indoor and outdoor spaces.

We are mindful of the importance of GDPR rules as they relate to privacy of both pupils and staff in particular as they relate to the following questions:
- Who has pre-existing medical conditions and are they fully declared? Is the individual happy for this information to be shared? The HR department are leading on this for staff and the health center for pupils.
- Have all vulnerable pupils, parents and staff been identified and recorded? This is dealt with by the safeguarding team.
- Have those staff who have tested positive for COVID-19 been recorded by HR and pupils by the pastoral teams?
- Who has come into contact with anyone tested positive to COVID-19? The School nurse will be the main point of contact but will be led by PHE on how to react for pupils and by HR for staff. Staff will follow PHE guidance if they test positive and HR inform them of this, in liaison with PHE.
- Have School office staff recorded pupils who have been sent home with COVID-19 symptoms (a cough, high temperature or loss of taste)?

New School rules

The following additional School rules are now in place for all pupils:

- SD rules (which may be different for various activities) such as play, games, drama, music.
- SD rules (which may again be different) for classroom, playground, boarding house etc.
- Hygiene rules (if not already enforced and supervised):
    - "Catch it, bin it, kill it".
    - Wash hands for 20 seconds"
        - Before arriving at School and immediately after arriving at home.
        - At every break.
        - After all visits to the toilet and before / after meals.
- Rules for breaks, lunch and hydration.
- Parents are told by the Schools that by sending their children into School, they are confirming that they are not showing any symptoms of Covid-19, they have not been in contact with anyone known to have Covid-19 and they are following government guidelines on social distancing when not in School minimise all contact and mixing outside your class "bubble" during breaks.

Planning for a Covid-19 positive test result

The School will engage fully with the NHS Test and Trace process and know how to contact PHE. If a member of the School community tests positive or displays symptoms they will be advised to follow the government's guidance for households with possible or confirmed coronavirus infection. Currently this means they must self-isolate for 10 full days from the onset of their symptoms and, if they receive a positive test result, continue to self-isolate for a further 10 full days. They must only return to School after the required isolation period if they do not have the symptoms other than a cough or loss of taste or smell. Other members of their household should also self-isolate for 10 full days in accordance with current self-isolation guidance.

The School will take swift action when becoming aware that someone who has attended has tested positive for coronavirus and will contact the local health protection team immediately. The health protection team will guide us through the actions we need to take. The School may need to send home those people who have been in close contact with the person who has tested positive and self-

isolate for the required 10 full day isolation period. The health protection team will provide definitive advice on who must be sent home.

Planning for incidents/ emergencies

Taunton School recognises that plans need to be revised to respond effectively to health and safety incidents and other emergencies that might occur during the COVID-19 era. Where relevant, SPC will ensure that emergency procedures are agreed for:
- Fire.
- Accidents and injuries.
- Infection during School hours, their isolation and return to home procedures.
- Other emergency evacuation.
- Security.
- Severe weather that limits pupils' learning, exercising or playing outside.

Inclusion for people with a disability

Taunton School will ensure that reasonable adjustments are made where possible to ensure that vulnerable people with a disability (mobility, visual and hearing impairment, medical conditions and hidden disabilities) are protected in terms of temperature testing, hygiene solutions and emergencies.

During School

SPC will focus on the implementation, effective management and monitoring of staff, pupils and the environment. This will include:
- Ensuring communication channels and messaging are working and regularly reviewed and updated.
- Systems to communicate with parents and staff that are self-isolating. Robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors.
- Registration throughout the day including temperature/health checks.
- Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) supervised for SD rules.
- Ensuring different age groups and class "bubbles" are supervised throughout and timetabling, length of the School day and exposure to other age groups is monitored and safe.
- Enforcing rules/procedures for hygiene standards for staff and pupils. Regular breaks for washing hands etc.
- School transport arrangements including SD, hygiene, PPE and cleaning.
- Drop-off and pick-up procedures – vehicle flow, in and out routes, parking, SD outside gates and entrances.

Prospective Pupil Visits are subject to a separate risk assessment.

LCG
March 2021