



COVID19: Re-opening to all children Risk Assessment and Action Plan (updated from key worker provision)

SCHOOL NAME: Bancroft's School

OWNER: Lionel Green (Bursar) and Debbie Picton (Senior Deputy Head)

DATE: September 3rd 2020

Reviewed and updated for reopening March 2021; September 2021;

Version 4 for January 2022, reviewed in light of new variant and revised government guidance for schools January 2022

Bancroft's

Independent Co-educational Day School 7–18

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection (Safeguarding) Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

This document is supported by a Covid Outbreak Management Plan which is deployed in the event of an outbreak in the school community.

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**The below table includes examples in grey, these are not exhaustive.*

A	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
<p align="center">Preparing Buildings and Facilities</p>	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections 	<p>All H&S checks and routine maintenance continuing in line with scheduled programme</p>	<p align="center">L</p>	<p align="center">Deputy Bursar and Maintenance Manager Confirm</p>	<p align="center">September 21</p>	<p align="center">L</p>
		<p>The kitchen has remained open to provide lunch to pupils and staff on site and they continue to follow Food Hygiene best practice. No need for distancing – kitchen and dining areas restored to previous set-up</p>	<p align="center">L</p>	<p align="center">Catering Manager</p>	<p align="center">August 21</p>	<p align="center">L</p>
<p>Please see separate appendix with risk assessment for catering provision</p>						

	Office spaces re-designed to allow office-based staff to work safely.	Some Offices do not allow for adequate space between staff members but distancing no longer required	L	Distance maintained where possible and screens remain in place in high traffic areas e.g. reception		L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	No longer staggered start, but pupils encouraged not to congregate. Classrooms now form rooms to ease congestion in corridors. Signage in place around the site to direct movement Extra entrance open in the morning to reduce bottlenecks	Bursar and Senior Deputy Head	L
	Consideration given to premises lettings and approach in place.		L	Lettings can resume	Bursar	L
	Consideration given to the arrangements for any deliveries.		L	Bursar	22/05/20	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these.	Revised evacuation procedures gathering by year group to be maintained to reduce mixing	L	Revised evacuation procedure and signage to be in place in corridors, offices and	Deputy Bursar & Senior Tutor 26/05/20	L

	<p><i>NB In the event of emergency the priority is getting out of the building calmly</i></p> <p>Consideration given to PEEP – buddies are assigned or reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>		N/A	<p>classrooms to be shared with all staff and children.</p> <p>Hold a drill to test</p> <p>At present no PEEP buddies required Monitor to see if need for PEEP arises</p>	<p>Deputy Bursar & Senior Tutor Drill held Sept 16th 21</p> <p>Ongoing by Operations Manager & Senior Tutor</p>	<p>TBA</p> <p>L</p>
Cleaning and waste disposal	<p>Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.</p>		M	<p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Hand towels and handwash are to be checked and replaced as needed by cleaning staff</p>	<p>Bursar & Cleaning Manager Ongoing</p>	L

				Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	School have given Regent Samsic sufficient notice	L	N/A	Bursar & Deputy Bursar with Cleaning Manager 22/05/20	L
	Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.	School able to produce own sanitiser on site	M	Portable wash basins available at the school entrance. Hand sanitisers at Reception + around the school Lidded bins in classrooms Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach Stock check and ordering schedule reviewed and order made.	Bursar & Cleaning Manager ongoing	L

	Sufficient time is available for the enhanced cleaning regime to take place.		L	Cleaning Schedule set specifically to fit the return to a fuller school day. All staff and parents advised of relevant hours in order for cleaning to be undertaken.	Senior Deputy Head, Deputy Bursar and Cleaning Manager 22/05/20 Updated Sept 21 Updated Jan 22 with Bursar in place of Deputy Bursar	L
	Waste disposal process in place for normal waste, food waste, body spills & potentially contaminated waste.	Regent Samsic aware of protocols for different types of waste	L	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Potentially contaminated waste bags and containers - kept closed and stored separately from communal waste for 72 hours	Deputy Bursar and Cleaning Manager 22/05/20	L
Classrooms	Classrooms will be used by different year groups and teaching staff; cleaning supplies left in each room and guidance		L	Re-rooming arranged and cleaning materials provided and refilled daily where necessary	Bursar & Senior Deputy Head 31/08/20	L

	given regarding need for sanitising				Ongoing	
	Classrooms have been reverted to normal layout		L	Excess furniture returned	Deputy Bursar	L
	Classroom windows have been checked to ensure they open and rooms can be ventilated; doorstops provided to support airflow		L	Note to be removed if fire alarm sounds	Deputy Bursar 31/08/20 <i>Staff reminded to check again September 21</i>	L
	Appropriate resources are available within all classrooms e.g. IT, age specific resources. NB: Equipment can now be shared again. Shared materials and surfaces should be cleaned and disinfected more frequently [source: protective measures guidance]. Resources which are not easily washable or wipeable have been removed.	Soft Furnishings etc	L	Additional resources will be supplied to reduce sharing of equipment	Prep Head + Deputy Bursar and Cleaning Manager 26/05/20	L
	Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.		M	Classroom teacher will remove and store	Deputy Bursar 26/05/20	L
			L		Deputy Bursar	L

				Additional Posters purchased for display, to be put in situ	26/05/20	
Staffing	<p>Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> First aider Designated Safeguarding Lead (DSL) SENCO Caretaker/site member Office staff member 		M	Staff asked to alert Senior Staff if not double vaccinated to aid in planning staffing	<p>Senior Deputy Head August 21</p> <p>ditto</p>	<p>L</p> <p>L</p>
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>				<p>Senior Deputy Head</p> <p>20/05/20</p>	L

	<p>Risk assessments completed for clinically vulnerable/extremely clinically vulnerable).</p> <p>Communication arrangements are in place with those staff and ongoing support provided.</p>		M	Shielding no longer required. Staff encouraged to report concerns to Senior Staff; some adjustments made for some staff (e.g. pregnant 3 rd trimester)	<p>Senior Deputy Head/Human Resources</p> <p>04/09/21</p>	L
	Plans to respond to increased sickness levels are in place.		M	Need reduced due to vaccination rates; new variant has increased risk	<p>Senior Deputy Head/Bursar</p> <p>4/9/21</p> <p>Reviewed Jan 22</p>	L
	Approaches for meetings and staff training in place.		M	<p>Covid Management Group continues to meet regularly to review operational matters and assess need for contingency plan if necessary.</p> <p>Covid arrangements explained to whole staff at start of term.</p> <p>Ongoing item at staff briefing</p> <p>Staff encouraged to meet virtually where suitable</p>	<p>Senior Deputy Head</p> <p>September 21 and ongoing</p> <p>Reminder to all staff Jan 22 to raise concerns for discussion at CMG</p>	L
	Consideration given to the options for redeployment of staff		L		Deputy Bursar and Bursar	L

	<p>to support the effective working of the school.</p> <p>If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.</p>			<p>Additional training taken by key staff to cover some areas of support e.g. reprographics and reception</p>	<p>September 21</p>	
	<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support</p> <p>How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</p>			<p>Staff are aware of available support and advice for schools and pupils</p> <p>Bereavement training undertaken by all teaching staff in Sept 20</p>	<p>Senior Deputy Head</p> <p>03/09/20</p>	<p>L</p>
	<p>Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.</p>		<p>M</p>	<p>LFT testing organised at start of term for all pupils.</p> <p>Staff to test twice weekly – tests provided for collection to complete at home. Reminders issued.</p>	<p>School Nurse</p> <p>September 21</p> <p>Mass testing again January 22 – high turnout (over 80%)</p>	<p>L</p>
	<p>The approach for inducting new starters has been reviewed and updated in line with current situation.</p>		<p>L</p>		<p><i>Senior Deputy</i></p> <p><i>September 2021</i></p>	<p>L</p>
	<p>Return to school procedures are clear for all staff.</p>		<p>L</p>	<p><i>Documentation issued and feedback requested.</i></p>	<p>Senior Deputy Head</p> <p>August 21</p>	<p>L</p>

	Any staff contracts that need to be issued, extended or amended considering the current situation have been.		N/A		Bursar 03/09/20	N/A
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.				Bursar 03/09/20	
	<p>Arrangements in place for any visitors/ contractors on site, protocols and expectations shared.</p> <p>NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.</p>		L	Check with the contractor any requirements their employer has specified before visit. Share school protocols.	Bursar, Operations Manager & Senior Deputy Head May 20 and ongoing	L
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders. Protocols and expectations shared.			Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.	Senior Deputy Head 03/09/20 New protocols shared 08/03/21 New protocols shared September 21	L
	<ul style="list-style-type: none"> Social distancing no longer required 			Face coverings required in classrooms and all indoor locations other		L

Social Distancing	<ul style="list-style-type: none"> • New one way system encouraged on top corridor for busy times • Lockers placed in form rooms to reduce corridor congestion and cross-year group mixing • Form rooms kept open at lunch and break to reduce crowding 		M	<p>than when eating and drinking.</p> <p>Additional staff duties to monitor behaviour during lunch and break time</p>	Deputy Bursar & Senior Deputy Head 01/22	
	Information shared with parents regarding pupils travelling to school, encouraging walking and avoiding public transport as much as possible.				Senior Deputy Head 03/09/20 Reminders issued Sept 21	L
	Approach to reducing mixing to minimise transmission			On arrival, students move straight to either designated outdoor space or "Form Room"	Senior Deputy Head 03/09/20	L
	Approach to potential breaches of hygiene requirements			<p>Handwashing and cleaning (if needed)</p> <p>Risks assessments and individualised approach in place for students who might struggle to follow expectations (N/A Sept 21)</p>	Senior Deputy Head 03/09/20	L

				New behaviour policy in place with Covid addendum		
	Approach to assemblies			New morning routine put in place with section assemblies to avoid larger gatherings. Contingency plan in place for reduced assemblies if an outbreak occurs.	Senior Deputy Head 08/09/21	L
	Arrangements in place for the use of the outdoor space			Marquees kept in case of need for contingency plan	Senior tutor & Deputy Bursar 22/05/20	L
	Approach to staff communal areas	<i>No longer need to distance but some adjustments kept</i>		Soft furnishings reduced; additional refreshment areas created; additional seating areas created; screens between computer work stations	Operations Manager & Bursar	
Catering	Arrangements in place to provide food to CYP on site, including the requirement of universal free school meals.	Remind parents about school allergies policy (no	L		Catering Manager 22/05/20	L

		nuts) if children are bringing in snacks for break			Head 03/09/21	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.	N/A				N/A
	Adjustments may be needed if contingency plan deployed			Additional equipment hire to be kept in case of contingency plan	Deputy Bursar Sept 21	
PPE	PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Only required by School Nurse and she has adequate supply	L		Bursar & School Nurse September 21	L
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> Which staff member/s should be informed/ take action Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated 		M	Staff should alert the School Nurse immediately they suspect a child of showing symptoms. Nurse will attend and accompany pupil to Senior School Sick Bay where child will be isolated in recovery room until parent arrives to take them home.	Senior Deputy Head & School Nurse 22/05/20	L

	<ul style="list-style-type: none"> • Cleaning procedure in place • Arrangements for informing parent community in place 		<p>M</p> <p>L</p>	<p>Senior School Sick Bay and areas in School used by child to be deep cleaned</p> <p>Senior Deputy Head or School Nurse to advise parent and school community</p> <p>Covid Outbreak Management Plan deployed in the event of an outbreak as advised by the Local Authority</p>	<p>School Nurse & Cleaning Manager 22/05/20</p> <p>Senior Deputy Head 22/05/20</p> <p>Sept 21 onwards</p>	<p>L</p> <p>L</p>
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating CYP away from certain parts of the school to clean, if possible • Cleaning procedure in place • Arrangements for informing parent community in place 		<p>M</p> <p>M</p> <p>L</p>	<p>Areas in School used by child to be deep cleaned</p> <p>Senior Deputy Head to advise parent and school community</p>	<p>Senior Deputy Head 03/09/20</p> <p>Cleaning Manager 03/09/20</p>	<p>L</p> <p>L</p> <p>L</p>
	<p>Numbers of cases monitored and shared by School Nurse and Senior Deputy Head</p>		<p>M</p>	<p>Senior Deputy Head to convene Covid Management Group if numbers reach contingency plan levels</p>	<p>Senior Deputy Head September 21</p>	<p>L</p>

	Contact tracing no longer officially required		<i>M</i>	All staff to continue to keep seating plans and registers for co-curricular activities to aid reduction in transmission in the event of an outbreak	Senior Deputy Head	<i>L</i>
Pupil Re-orientation <i>back into school after a period of closure/ being at home</i>	List of all critical worker parents up to date, in case of closure		<i>L</i>		Senior Deputy Head 03/09/20	<i>L</i>
	Approach and expectations around school uniform determined and communicated with parents.				Senior Deputy Head 03/09/20 Reissued 08/03/21 <i>Reissued September 21</i>	<i>L</i>
	All students instructed to bring a water bottle each day. Although water fountains not in use for drinking they are available for the re-filling of water bottles.				Senior Deputy Head 03/09/20	<i>L</i>
	Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.				Senior Deputy Head 03/09/20	<i>L</i>
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> Financial 				Head, DSL & Bursar 22/05/20	<i>L</i>

	<ul style="list-style-type: none"> • Referrals to social care and other support • vulnerable groups 					
Transition into new year group What will need to be different this year because of COVID19?	Online/ website support for families and young people around transition.				Senior Deputy Head 03/09/20	L
	Plan for transitions between school years taking into account what needs to be different <ul style="list-style-type: none"> • Primary to Secondary • Vulnerable children • Children with SEND • Physical and sensory needs, including adaptations, equipment etc (lead in times) • School Leavers 		L		Senior Deputy Head 03/09/20	L
Safeguarding	Individual CYP's risk assessments are in place and welfare checks being undertaken.		M	Review risk assessments for children to ensure they reflect any changes	Deputy Head Pastoral September 21	L
	Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.		L	Staff refresher training session on processes and procedures and the revised wellbeing material.	Deputy Head Pastoral September 21	L
	Updated Child Protection Policy in place.		L	New policy and KCSIE	Deputy Head Pastoral	L

					03/09/21	
	Work with other agencies has been undertaken to support vulnerable CYP and families.			Meetings organised and regular liaison maintained	Deputy Head Pastoral 03/09/21	L
Curriculum / learning environment	Current learning plans, revised expectations and required adjustments have been considered.		L	Heads of Department reviewed schemes of work and curriculum requirements for examinations	Senior Deputy Head September 21	L
	Consideration has been given to what activity is more difficult/ not possible to be undertaken if pupil/staff absences or hybrid lessons in place Each activity should be risk assessed and should not be run unless the risks can be mitigated <ul style="list-style-type: none"> Individual 'high risk' departments have completed separate risk assessments 		L		Senior Deputy Head 22/05/20 Ongoing reminders re risk assessment	L
	Whole school approach to adapting curriculum (summer term), including:			Staff are trained and supported in front of classroom delivery style	Deputy Head Academic	L

	<ul style="list-style-type: none"> Wellbeing curriculum recognising 'non-curriculum' learning that has been done capturing pupil achievements/ outcomes 			and aware of how best to provide students with additional support.	03/09/20 Additional measures March '21 <i>Ongoing by Heads of Department</i>	
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.				Senior Deputy Head 03/09/20 Reviewed March 2021 <i>Reviewed September 21</i>	L
CYP with SEND	Approach to provision of the elements of the EHCP including health/therapies.			N/A		
	Annual reviews.			N/A		
	Requests for assessment.			N/A		
	Support in place for children with SEND to understand new arrangements in School				Senior Deputy Head and Head of Learning Support Sept 21	

	Additional academic support available as needed			Grading adjusted and descriptors amended Sept 20 Additional staffing sought in the event of absence impacting provision	Deputy Head Academic and Head of Learning Support Ongoing	
Attendance	Approach to supporting attendance for prioritised year groups determined in the event of a Tier 2-3 situation				Senior Deputy Head 03/09/20	L
	Approach to support for parents where rates of persistent absence were high before closure.			N/A		
Communication	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.				Senior Deputy Head & Deputy Bursar September 2021	L
	Re-opening plans shared with governors.				Head September 2021	L
	Communications with parents: <ul style="list-style-type: none"> Measures shared before the start of term 				Senior Deputy Head 03/09/20 and ongoing	L

	<ul style="list-style-type: none"> Online webinars organised for Q and A with Head 					
	Pupil communication				Senior Deputy Head	L
	On-going regular communication plans determined to ensure parents are kept well-informed			Letters, website updates, social media, parent/pupil surveys, weekly Head's webinar	Senior Deputy Head 22/05/20 and ongoing	L
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			Virtual governing body meetings	School Head, Chair of Governors, Prep Head & Bursar As required	L
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders.				School Head, Chair of Governors, Prep Head & Bursar	L
	Approach to communication between Leaders and governors is clear and understood.					L
	Certain aspects of governance are on-hold in order to deal with the immediate situation, these are				School Head, Chair of	L

	agreed and clear with all governors and there is a plan for then these will be reviewed and potentially reinstated.				Governors, Prep Head & Bursar	
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			Residential and day trips in UK resumed September 21	Senior Deputy Head 03/09/20 Ongoing	L
Finance	Additional costs incurred due to COVID19 are understood and clearly documented.				Bursar, Catering Manager Cleaning Manager & Bursar 22/05/20 Ongoing – reviewed at GB level	L
	Claims submitted for reimbursement for example, increased premises related costs; additional cleaning; support for FSM				Deputy Bursar Catering Manager Cleaning Manager & Bursar 22/05/20	L
	Any loss of income understood, including the impact of lettings				Deputy Bursar Catering Manager	L

	and the financial implications of possibly not restarting.				Cleaning Manager & Bursar 22/05/20	
	Insurance claims, including visits/trips booked previously.				Bursar 22/05/20	L
	Reintroduction or re-contracting services, such as: <ul style="list-style-type: none"> • Cleaning • IT support • Catering 				Deputy Bursar Catering Manager Cleaning Manager & Bursar 22/05/20	L
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.				N/A	