



THE PERSE
SCHOOL
CAMBRIDGE

Risk Assessment For:	3-18 The Perse School COVID-19 Risk Assessment	No: 3-18 RA CV19
Completed By:	Daniel Cross, Helen Parkhouse, Helen Norman	Date: 18/08/2020 Updated: 27/08/2020
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This risk assessment applies to members of staff, pupils, parents, volunteers and visitors to The Perse School – Pelican, Prep and Upper. The risk assessment has been prepared with reference to advice from Veale Wasbrough Vizards, Guidance for schools: coronavirus (COVID-19) from the Department for Education, guidance from the Department of Digital, Media, Culture and Sport, and the Ministry of Housing, Communities and Local Government, CIPD COVID-19 General workplace safety risk assessment and Oxford Safety Risk Management. A separate risk assessment will be completed for the Department of Education’s asymptomatic testing programme for secondary schools. This risk assessment has been updated to reflect the national lockdown which came into effect on Tuesday 5 January 2021 and the requirement that schools move to remote learning for all pupils who are not children of critical workers or are vulnerable.

What are the Hazards?	Existing Control Measures
Awareness of policies and procedures	<p>All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:</p> <ul style="list-style-type: none"> - Health and Safety Policy - Health and Safety Advice – COVID-19 - Covid-19 Code of Conduct <p>These policies have been emailed to all staff (hard copies have been made available to staff who do not have an email address) and saved on the Health and Safety - Coronavirus section of SharePoint. Parents and pupils have been sent the policies via PersePost and they are accessible on the website 3-18 Policies. Parents should discuss the health and safety guidance with their children to ensure they understand the procedures. In addition, the school has completed an Equality Impact Assessment (EIA) which is available on the school website.</p> <p>All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</p> <ul style="list-style-type: none"> - DfE (2020) Guidance for schools: coronavirus (COVID-19); - Staff have received relevant training and guidance that helps minimise the spread of infection. The school keeps up-to-date with advice issued by, but not limited to, the following: DfE, NHS, Department of Health and Social Care, ISI - ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’; - Applicable quarantine arrangements for pupils and staff returning from overseas.

	<p>Government and DfE guidance for schools and specifically for re-opening has changed and been updated frequently during the coronavirus epidemic. Risk assessments and health and safety advice will be updated to follow the guidance and relevant changes communicated to staff, pupils and parents. The School's insurers requires we follow DfE guidance as a condition of our operating insurance. As such we have to act within the guidance which applies to all schools, including those in the independent schools.</p> <p>Staff and parents have been made aware of the School's infection control procedures in relation to coronavirus via the Covid Code of Conduct, Health and Safety Advice – COVID-19 guidance and this Risk Assessment. Staff and parents/pupils have been informed that they must contact the school as soon as possible if they believe they have been exposed to coronavirus.</p> <p>Pupils are made aware of the school's infection control procedures in relation to Covid-19 via Perse Post email, posters, assemblies and tutorials and are informed that they must tell a member of staff if they begin to feel unwell.</p> <p>Regular reminders will be given out during assemblies and tutorial periods. Extensive signage will provide additional reminders and guidance (eg use of windows, doors, social distancing) and focus on the School's 5 S's – self isolate and test; stay in year group bubbles; sanitise hands and surfaces; sneeze/cough safely; social distance wherever possible.</p>
<p>Increased risk of infection in National Lockdown</p>	<p>In keeping with DfE guidance the Pelican, Prep and Upper will be open from Tuesday 6 January for all pupils who have booked places on the critical worker and vulnerable children programme. The Pelican Nursery is also open. All other pupils will be taught via our home learning (remote teaching) system and should not come into school. The following additional control measures will be in place during the national lockdown for pupils and staff onsite.</p> <ul style="list-style-type: none"> - At the Upper, all pupils and staff are required to wear face coverings (either a mask and/or visor) in all shared indoor spaces including classrooms, corridors, communal areas and shared offices. Face coverings (masks or visors) will <u>not</u> be required for indoor sport/exercise, music rehearsals or instrumental lessons where other mitigations are in place or when food and drink are actively being consumed. Face coverings do <u>not</u> need to be worn outside, (with the exception of lunch queues) or by pupils and staff who are exempt. - Pelican and Prep staff will be required to wear face coverings in communal areas and corridors. - Support staff numbers working on site will be kept to a minimum whilst ensuring that there enough staff for the school to operate safely (including fire evacuation) and to be able to complete the required regular health and safety checks. - Only activities on the Upper, Pelican, Prep and Abington sites can go ahead - Due to the 'stay at home' rules pupils may <u>not</u> leave the site during the school day. Pupils must remain on site until the end of the school day, or in the case of the sixth form until their last lesson/school activity has finished. With parental permission pupils may leave the site to attend medical and dental appointments.

	<ul style="list-style-type: none"> - Pupils and staff must follow national lockdown rules on leaving the site e.g. walking in pairs, socially distanced, as a household or a support bubble. - Clinically vulnerable staff have been advised to follow the Government guidelines and to: <ul style="list-style-type: none"> o be especially careful to follow the rules and minimise your contacts with others o continue to wash their hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace - Clinically extremely vulnerable pupils must stay at home. - Clinically extremely vulnerable staff must work from home. If their job does not lend itself to working from home, they must stay at home.
Infection Control	<ul style="list-style-type: none"> - Staff and pupils have been informed to not come in to School if they have coronavirus symptoms, or go home if they develop. Staff and pupils will not be permitted to return to school until a negative test result is known or after sufficient isolation in light of a positive test. Reports must be made to the Nurses (pupils and staff) and where appropriate line managers (staff) and request a test as soon as possible. Parents have been informed not to bring their children to school or on the school premises if they show signs of being unwell, and specifically if they have a temperature, new persistent dry cough or a change or loss in sense of taste or smell and believe they have been exposed to coronavirus unless pupils are travelling by car for an in house SARS-CoV-2 test; - Pupils or staff who are clinically vulnerable should follow the advice: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable; - If a pupil or member of staff lives with a shielded or clinically vulnerable person they should follow the advice: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable; - Staff will be able to discuss specific circumstances and concerns they may have with Cheryl Few, Director of Human Resources or Helen Parkhouse, Domestic Bursar; - All staff have been sent the latest definitions of ‘clinically vulnerable’ and ‘clinically extremely vulnerable’ and asked to contact the Director of HR if they fall into these categories. - Pupils are encouraged to contact the School Nurses to complete individual risk assessments where they have specific concerns; - Face masks, shields and gloves are available to staff from Reception. Disposable masks must be placed in the designated face mask bins located at entrances. Cleaning staff will empty these bins using appropriate PPE. The location of the bins are noted on a planning map at the Upper, available to all staff and pupils; - Pupils and staff should remember to wash their hands/sanitise on arrival and frequently during the day (this will be available in classrooms and departmental offices); Teaching staff must wash or sanitise their hands between changes of year group bubbles; - Pupils and staff are reminded to avoid touching their nose, mouth and eyes; - We will support pupils in maintaining distance, encouraging them to remain at least an arm's length apart within their year group. - Staff and/or pupils as appropriate will use sanitising sprays and cloths in each classroom to wipe down surfaces and keyboards before and after use;

- The timetable has been changed to reduce the number of pupils changing lessons at the same time, reducing the flows of pupils in corridors and on stairs. Year groups have been allocated specific times and entrances to have lunch;
- One to one meetings with pupils, or teachers should occur either at distances greater than 2m or for durations of less than 15mins;
- No direct physical contact is permitted;
- Parents are encouraged to consider their child's behaviour outside school, as infections acquired outside school can be brought into school;
- Covid-19 and Cleaning Guidelines have been issued to the housekeeping and caretaking teams which includes sanitising all hard surfaces with sanitising products each day (sanitising spray and cloth or sanitising wipe), with particular attention paid to hand contact surfaces (door handles, push plates, banisters, keyboards and pcs);
- Single use fogging canisters are available to sanitise enclosed spaces recently used by anyone who tests positive;
- Pupils and staff are encouraged to have good respiratory hygiene with the 'catch it, bin it, kill it' approach using a tissue. Tissues will be made available in classrooms or on request from Reception or through the Covid support button on SharePoint;
- Pupils and staff should bring into school essential items only;
- The fitness suite and playground equipment at the Pelican and Prep (with the exception of the pirate ship) will be opened with Covid secure measures following government Guidance for managing playgrounds and outdoor gyms, limiting the number of users, wiping surfaces, using hand sanitiser and restricting the use of the cardio machines;
- The School will be opening all the main building entrances and gates at the very start and end of the day to reduce hand contact points and use of thumb scanners (at the Upper). Those door and gates required to maintain a secure perimeter will be closed to maintain security once registration commences;
- Alcohol hand gel is positioned by the gates and entrances and by the thumb scanners;
- A Staff Office Survey has been completed at the Upper. Occupancy has been adjusted to allow for 2m distance, or 1m plus where screens have been used to mitigate risks or where staff are sitting back to back;
- Reception areas and those with a high number of visitors such as estates, school office and the bursary have taller screens to protect staff.

Ventilation

The school has undertaken a ventilation survey using guidance from HSE and CIBSE to identify which spaces can be used safely, any adjustments that might be required to ensure safe use and to take any spaces out of use that do not have adequate ventilation;

- Where appropriate, classroom and office windows will be open to improve the flow of fresh air. Windows will be opened by the housekeeping/caretaking teams at least 15 minutes before use at the start of each day. Staff are requested to close windows at the end of the day, to assist security staff;
- Appropriate adjustments have been made to the school's mechanical ventilation systems to comply with CIBSE guidelines;
- Window restrictors have been removed to improve ventilation where the Director of Estates and Domestic Bursar have assessed that it is safe to do so;
- Rooms will be heated where windows are open;
- Air purifying units have been installed in toilets which only have extract ventilation

	<ul style="list-style-type: none"> - Some door wedges will be available to enable classroom doors to be wedged open whilst the room is in use to reduce hand contact on the door handle. Please note with regards to wedges: <ul style="list-style-type: none"> o These may ONLY be used for classroom doors, while the classroom is in use (please remove when the room is empty); o The wedges may NOT be used to hold open any fire doors in corridors or stair wells; <p>Please note the fire evacuation process has not changed, social distancing guidelines should be followed once clear of the buildings and at assembly points.</p> <p>Vulnerable Groups as defined by Equality Impact Assessment A report by Public Health England found that other things might also mean you are more likely to get seriously ill from coronavirus. These include:</p> <ul style="list-style-type: none"> • your age – your risk increases as you get older • being a man • where in the country you live – the risk is higher in poorer areas • being from a Black, Asian or minority ethnic background • being born outside of the UK or Ireland • living in a care home • having certain jobs, such as nurse, taxi driver and security guard <p>An Equality Impact Assessment was complete to consider appropriate mitigation strategies</p> <ul style="list-style-type: none"> - All staff, pupils and parents have been involved in the COVID-19 Health and Safety Advice and Guidance and Risk Assessment planning. - The School has invested in its own COVID-19 Samba 2 testing facility, which can be used to prioritise the testing of staff and pupils who might be at greater risk. - The School has a range of effective mechanisms for staff or pupils to raise concerns and have those concerns addressed by the School Nurses, Director of HR, Deputy Head, and Pastoral Team. The School Nurses will undertake individual risk assessments for pupils and staff to assess risk and apply mitigation measures, linked to the EIA.
Visitors to Site	<ul style="list-style-type: none"> - Visitors to site will be kept to a minimum. All visitors must have an appointment and contact details will be retained for 21 days for NHS Test and Trace purposes; - Visitors will be required to wear face coverings inside buildings; - Tutorial and Parents’ evenings will be held online; - Meetings will be held outside the gated area of the school at the Upper where practicable; - External lets are cancelled for the foreseeable future; - Parents are encouraged to wait in the cars for pick up, and socially distance if waiting at the gates; - Essential contractors only, e.g. lift maintenance, may be on site during the school day;

	<ul style="list-style-type: none"> - Sport and music peripatetic staff may attend site. To support the School in informing NHS Test and Trace, peripatetic staff, part time sports coaches and activity providers will be required to notify the Director of Music or Director of Sport of the other schools and colleges they work in; - Visitors will not be able to attend Community Lectures, parent talks and 42 lectures. These will be held by webinar where possible.
<p>Poor hygiene practice</p>	<p>Posters are displayed throughout the school reminding pupils and staff to wash their hands and maintain social distancing:</p> <ul style="list-style-type: none"> - Pupils are encouraged to wash their hands with soap before and after break times and lunchtimes; - Additional alcohol-based sanitiser is provided throughout the site; - ‘Catch it, Bin it, Kill it’ hygiene is promoted on site; - Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE/National Institute for Health Protection’s guidance; - Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas; - Bar soap is not used – liquid soap dispensers are installed; - Younger pupils are supervised by staff when washing their hands to ensure it is done correctly. - Pupils do not share cutlery, cups or food during a lunch service. All equipment and utensils are cleaned after use where disposable items are not in use; - Cleaning and Housekeeping teams are employed by the school to carry out daily, enhanced cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy. Deeper cleaning regimes have been implemented with greater stock levels acquired of essential supplies; - A Covid-19 cleaning request function has been added to the SharePoint home page.
<p>Social Distancing and Year Group Bubbles</p>	<p>Maintaining year group bubbles, rigorous hand hygiene and social distancing are key to combatting coronavirus in school.</p> <ul style="list-style-type: none"> - Pupils and staff should avoid crowding and minimise opportunities for the virus to spread by maintaining social distance between individuals wherever possible. The government recognises that where pupils and staff cannot distance, schools will do everything practical to manage transmission risk, such as reducing contacts between year group bubbles and maximise distancing between those in school wherever possible; - All pupils will have their lunch in year group bubbles. Staff and sixth formers have more flexible arrival and departure times; - The Sixth Form lunch and social areas have been allocated to maintain separation between year groups. <p>To help ensure that the risk of virus spread for both staff and pupils is as low as possible, the following procedures will be in place:</p> <ul style="list-style-type: none"> - The School has carried out a COVID-19 risk assessment and shared the results with staff, parents and pupils; - The School has enhanced cleaning, handwashing and hygiene procedures in line with government guidance; - The School has taken all reasonable steps to maintain distancing in the workplace; - The School recognises that where pupils and staff cannot distance, we have done everything practical to manage transmission risk, such as reducing contacts between year group bubbles and maximise distancing between those in school wherever possible;

	<ul style="list-style-type: none"> - The School will be actively engaged with NHS Test and Trace; - Classrooms and corridors will be well ventilated with desks spaced and arranged where possible to be forward facing; - Staff will endeavour to maintain a 2 metre distance from pupils and other staff as much as possible.
Premises and day to day operations	<p>As much as possible, pupils and staff will be spaced apart at all times.</p> <ul style="list-style-type: none"> - Site inspections have been completed prior to re-opening; - Insurers/Holroyd Howe/Fire Service have been consulted prior to re-opening; - Specific building entrances will be opened to ease exits and flows; - Upper support staff will be allocated specific lunch times to separate from year group lunch sittings and encouraged to take their lunch away from the lunch hall; - At the Upper, pupils and staff will be able to take their lunch away from the lunch hall and eat it outside, in the marquees, in a classroom or their office; - Arrival, departure, and lunch times have been staggered where appropriate. <p>Where possible, pupils will be sat at desks 1m apart and forward facing in classrooms;</p> <ul style="list-style-type: none"> - Timetables have been adjusted, with outdoor lessons encouraged; - The sharing of resources such as books, tablets, sports and music equipment is limited. Equipment used is appropriately cleaned between different bubbles, and multiple bubbles do not use it simultaneously; - There will be restricted access to places that allow larger gatherings (e.g PAC, Café, libraries, Hall, Sixth Form Centre); - Notices will be displayed on toilet entrance doors limiting occupancy and discouraging loitering. Toilets will be subject to enhanced cleaning. - Assemblies will be held online and transmitted to form rooms with individual classes until at least the end of Michaelmas Term. - Social distancing reminders will be provided on the floor in corridors. - Parents and pupils have been made aware of the new Health and Safety Advice COVID-19.
Activities and specific subjects such as Art, Drama, Music, PES, PE and Games, Science, Design Tech, sport, Sport, Enrichment	<ul style="list-style-type: none"> - Where appropriate Heads of Department have issued specific instructions to staff for the workplace, lessons and activities; - National Governing Body guidelines will be followed in preparing the programme and facilitating activities; - Staff will plan lessons to minimise the sharing of equipment, ensuring good hand hygiene at start and end of lessons and wipe down surfaces and equipment after use; - Group singing and group playing of wind and brass instruments follow DfE guidelines; - Contact sports are currently prohibited; - Saturday sports training in year group bubbles will follow DCMS & governing sports body advice. Parents are not permitted to watch training; - Any activity that will lead to raised voices or increased exhalation in a confined space is currently prohibited.

Working on a pc or Chromebooks	<ul style="list-style-type: none"> - Cleaning regimes will target these areas. Pupils and staff are able to wipe down surfaces and key boards before and after use. Computers in shared rooms such as the staff room, sixth form centre work room have wipes available for use; - Shared headphones have been removed. Pupils at the Prep and Upper must bring in their own headphones and may not share.
Library	<ul style="list-style-type: none"> - At the Upper numbers of staff and pupils are limited with pupils only allowed to sit on year group tables with social distancing measures in place. Housekeeping and cleaning teams will ensure regular cleaning regimes of high contact areas. - At the Prep and Pelican use is restricted to a single year group at any one time.
Water Fountains	<ul style="list-style-type: none"> - Pupils and staff are encouraged to bring in their own use reusable water bottle; - Water fountains will be turned off unless they have refillable drinks bottle mechanism for pupil and staff use; - Water bottles and drinks must not be shared.
Departmental and Support Staff Offices	<ul style="list-style-type: none"> - Personal computers/desks and laptops reduces the need to share devices. Wipes are available for any shared pcs in staff rooms; - Guidance has been provided for shared offices to reduce the occupancy. Additional rooms are available.
Poor management of infectious diseases	<ul style="list-style-type: none"> - Staff are vigilant and report concerns about a pupil's symptoms to the school nurse; - The Senior Deputy Head, Covid Response Officer and school nurses manage suspected cases of COVID-19; - The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus following the guidance in the Health and Safety Advice COVID-19 document; - Year group bubbles and social distancing measures are implemented as much as possible; - The Domestic Bursar and Senior Housekeeping team monitor the cleaning standards of the school cleaning team and discusses any additional measures required with regards to managing the spread of coronavirus including the use of single use fogging cannisters.
Communication	<ul style="list-style-type: none"> - Positive cases are reported immediately to the Head - The Covid Response Officer contacts the Cambridgeshire and Peterborough Local Authority Education Department immediately about any positive cases of coronavirus. The School will put into place any actions or precautions advised by the local authority Covid close contact tracing team; - The School keeps pupils and parents adequately updated about any changes to infection control procedures as necessary.
Contingency plans	<ul style="list-style-type: none"> - The School communicates with parents regarding any updates to procedures which are affected by the coronavirus pandemic; - Remote education plans are in place to support the pupils in the event of a local outbreak and the temporary closure of the School. - Staff Code of Conduct and Safeguarding and Child Protection Policy have been updated and are adhered to at all times, even while working remotely; - The relevant Deputy Head ensures all pupils have access to school work and the necessary reading materials at home; - Essential staff e.g. cleaners and caretakers will work in bubbles to ensure that some staff are always available to guarantee enhanced cleaning should a team be required to self-isolate.
Dress Code and PPE	<ul style="list-style-type: none"> - The School will return to its normal uniform policies from the start of the autumn term.

	<ul style="list-style-type: none"> - Upper and Prep pupils are able to wear their games kit on games days to remove the need to use the changing rooms; Pelican pupils will change for PE in their classrooms as usual; - The DfE do not recommend the wearing of face coverings for primary age children and they are not required at The Pelican or Prep unless a pupil becomes unwell with symptoms of coronavirus and needs direct personal care by the School Nurses until they can return home; - At secondary level the DfE give Head's discretion to decide on the most appropriate approach for their particular setting. Upper students and staff (unless they are exempt on medical grounds) are required to wear face coverings in corridors, stairwells and lobbies in teaching areas, changing rooms and toilets as these can be busy spaces where strict social distancing might not always be possible and brief mixing of year group bubbles could occur. The mandatory face coverings rule will also apply to indoor communal areas such as the library and medical centre, and the main hall lunch queue where the density of pupils can be high and different bubbles can be close together - Pupils and staff must wear a face covering if they are travelling to school on public transport. Used disposable face coverings must be placed in designated bins at the entrances. Reusable face coverings must be stored in sealable containers. Pupils and staff must wash their hands thoroughly before and after using face-coverings; - In accordance with East Anglia Health Protection Agency guidance, nurses wear masks at all times when dealing with patients (in the Medical Room or elsewhere), anyone entering medical centre will have to put on their mask before entering.
School Transport	<ul style="list-style-type: none"> - The school bus service and daily shuttle buses between the school sites have been suspended until such time as it becomes practicable and viable to operate the service safely; - All school vehicles continue to be kept in a safe and roadworthy condition at all times and cleaned regularly between uses; - Drivers have access to welfare facilities and handwashing facilities on the premises they visit as part of their work; - School minibuses may be used of specific occasions for transportation within one hour's travel time from school; - Different year groups must be transported on separate vehicles; - Pupils over the age of 11 must use face coverings (either brought from home or provided by the school); - The drivers will ensure windows are open to increase air flow.
Educational Visits	<ul style="list-style-type: none"> - Government advice does not currently permit domestic overnight and overseas educational visits. In the autumn term, the school has resumed non-overnight domestic PES educational visits. These will be kept to a minimum and within one hour's travel time from school.
Emergencies	<ul style="list-style-type: none"> - All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required; - Pupils' parents are contacted as soon as practicable in the event of an emergency; - Pupils' alternative contacts are called where their primary emergency contact cannot be contacted; - The school has an up-to-date First Aid Policy and Health and Safety Advice – Covid-19 guidance in place which outlines the management of medical emergencies, including – identification and testing for Covid-19, and actions to take if someone has a suspected or confirmed case.