

# Stover School

## Covid-19 Guidance Risk Assessment for September 2021 and onwards

20<sup>th</sup> January 2022

The school is currently in an outbreak situation and is in consultation with UKHSA regularly. This Risk Assessment reflects their advice.

Stover School remains in a UKHSA determined outbreak situation due to the numbers of positive cases in both the day school and the boarding house.

The government has announced that from today, Face masks are no longer required to be worn in senior school classroom. Staff should now return to their workplace.

### Notification of Covid-19 cases to Public Health England AND the local authority

It is imperative that the local authority is notified of any confirmed positive Covid cases (staff or pupils) via the online link at: <https://www.smartsurvey.co.uk/s/Covid19NotificationTestResults/>.

Educational settings can contact PHE SW Health Protection Team (UKHSA) for advice on 0300 303 8162 if the following applies: school have taken action, but are still seeing more cases (See Appendix B), you think that you may need to close your setting (also email [educate.schoolspriorityalerts-mailbox.devon.gov.uk](mailto:educate.schoolspriorityalerts-mailbox.devon.gov.uk)), someone in your setting has been admitted to hospital or you are getting significant media interest. Boarding schools should call the PHE SW Health Protection Team straight away.

This is written in line with the Schools COVID-19 operational guidance (9<sup>th</sup> December 2021). Actions for early years and childcare providers during the COVID-19 pandemic and the associated guidance for on-site testing. This should be read in conjunction with the following school policies and Risk Assessments:

**Home Testing Risk Assessment**  
**Crisis Management Policy**  
**Safeguarding Policy**  
**Behaviour Policy**  
**First Aid Policy**  
**Educational Visits Policy**  
**Health and Safety Policy**  
**Guidance for Provision of Rapid Antigen Testing**

**The Governing Body will review this Risk Assessment regularly at the appropriate meetings and the Senior Leadership Team will review this Risk Assessment at their weekly meeting.**

Managing any confirmed case/cases following either a PCR or LFD test of COVID-19 at Stover School is to be led by Helen Notman with the School Nurse and SLT. Staff and parents must inform [nurse@stover.co.uk](mailto:nurse@stover.co.uk) of any positive PCR or LFD test.

**At home testing:**

All secondary pupils and all staff are advised to test **twice per week** – Sunday and Wednesday. Boarders will test daily when they are in residence and must take an LFD test before returning to boarding, only returning after a negative result.

Where a LFD test returns a positive result then individuals must follow the self-isolation rules immediately for a minimum of 5 full days. Individuals testing positive must test on day 5 and day 6 of isolation. If both tests are negative the individual can return to school immediately on day 6, if they have no temperature and are well enough to do so. Additionally, staff will be required to test daily until day 10. They should observe social distancing wherever possible until day 10. LFD test results must be shared with [nurse@stover.co.uk](mailto:nurse@stover.co.uk) before returning to school, alongside NHS track and trace. If either test is positive then individuals must continue to test until 2 consecutive days of negative testing occur or day 10 is reached. At this point the individual can return to school, if they have no temperature and are well enough to do so. Anyone unable to take LFD tests will be required to complete the full 10 self-isolation.

### How five-day isolation rule works in England



### On-site testing protocols at Stover School:

All secondary pupils will be required to take part in on-site testing before they return to school. Where a LFD test returns a positive result then individuals must follow the self-isolation rules immediately for a minimum of 5 full days. Individuals testing positive must test on day 5 and day 6 of isolation. If both tests are negative the individual can return to school, if they have no temperature and are well enough to do so.

LFD test results must be shared with [nurse@stover.co.uk](mailto:nurse@stover.co.uk) before returning to school, alongside NHS track and trace. If either test is positive then individuals must continue to test until 2 consecutive days of negative testing occur or day 10 is reached. At this point the individual can return to school, if they have no temperature and are well enough to do so. Anyone unable to take LFD tests will be required to complete the full 10 self-isolation.

### Close contacts:

Close contacts will be gauged using the close contact guidance from the Government: face to face for anytime, 1m for 1 minute and 15 minutes at a distance of 2ms. All pupils over the age of 5 will be required to test using LFD tests for 7 days.

As confirmed with the UKHSA, children travelling on school transport, will be regarded as close contacts and will be required to test using LFD tests for 7 days.

Where a LFD test returns a positive result then they must follow the self-isolation rules immediately. Where a LFD test returns a positive result then individuals must follow the self-isolation rules immediately for a minimum of 5 full days. Individuals testing positive must test on day 5 and day 6 of isolation. If both tests are negative the individual can return to school, if they have no temperature and are well enough to do so. Additionally, staff will be required to test until day 10. They should observe social distancing wherever possible until day 10. LFD test results must be shared with [nurse@stover.co.uk](mailto:nurse@stover.co.uk) before returning to school, alongside NHS track and trace. If either test is positive then individuals must continue to test until 2 consecutive days of negative testing occur or day 10 is reached. At this point the individual can return to school, if they have no temperature and are well enough to do so. Anyone unable to take LFD tests will be required to complete the full 10 self-isolation.

All household contacts are expected to test daily for 7 days.

### **Symptomatic Pupils and Staff:**

All individuals with covid-19 symptoms are asked to take a PCR test. Any individual that is displaying symptoms of COVID-19 at school will be asked to leave school as soon as practicable and will be isolated in a safe place, whilst they await collection. They will be asked to take a PCR test and if positive they must follow the self-isolation rules as above. If negative then the individual must not return until 24 hours after a temperature has ceased.

### **Early Years:**

Pupils who are aged under 5 are not advised to take part in daily testing as a close contact. If they live in the same household as someone with COVID-19 then they should book a PCR test and if positive must follow the self-isolation rules immediately for a minimum of 5 full days. Individuals, including those under 5, must test on day 5 and day 6 of isolation. If both tests are negative the individual can return to school, if they have no temperature and are well enough to do so. If unable to take LFD tests they will be required to complete the full 10 self-isolation. If the PCR returns a negative result then the pupil will be able to return to school once the result is received and shared with [nurse@stover.co.uk](mailto:nurse@stover.co.uk)

### **Visitors and parents:**

Visitors to the site for educational or maintenance reasons must take a LFD test and share the result with school before entering the school. **Face masks must be worn in all communal areas.**

Parents are requested to not enter school buildings.

## Risk Assessment

Significant Hazard Section	Control measures in place  <i>Additional measures or actions not included in this column below should be put in the assessor's recommendations at the end of this document</i>	Additional measures for boarding	CONTINGENCY MEASURES
<b>Social distancing and reducing risk of transmission</b>			
1. Entrance and egress to school site causing large groups of people inside school grounds compromising social distancing.	<p>Pupils and parents are reminded of the need to 'limit social contacts'.</p> <p>Clear protocols for sanitisation before entering/exiting mini-buses; also, for encouraging the use of face masks and their correct removal and disposal or safe storage (following <a href="#">Staying safe outside of your home: face coverings</a> and <a href="#">Guidance for Full Opening</a>).</p> <p>Clear instructions for pupils on washing hands or sanitising before entering school buildings.</p> <p>No large group events such as assemblies.</p>	<p>Arrivals of boarders at the start of term: When boarders arrive to the school they will call for assistance in order to enter the school building.</p> <p>Parents of boarders will not be allowed to access the school building</p> <p>Sanitisation protocols will be followed when entering the building and when entering the boarding house.</p>	

2. Parents gathering at school gate not social distancing	<p>Parents are reminded to limit their social contacts on the school site.</p> <p>All visitors to site, including parents, must be by pre-arrangement.</p>	Parents/families reminded to limit their social contacts on school site when dropping off and collecting boarders.	
3. Overcrowding in classrooms and corridors.	<p>Teacher's desk, chair and equipment will be distanced by 2m from the pupils' desks.</p> <p>Pupils will social distance in the classrooms wherever possible.</p> <p>Staff and pupils will wear masks in all communal areas of the senior school.</p> <p>Staff will wear masks in all communal areas of the preparatory school.</p>		
4. Risk of transmission within EYFS settings	<p>See Department of Education EYFS guidance (17<sup>th</sup> August, 2021) <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>PPE required for intimate care requirements as per COVID-19 Guidance and EYFS guidance.</p> <p>See Appendix B for Case threshold data.</p>		

5. Groups mixing during breaks and lunchtime compromising social distancing.	Pupils reminded to reduce their social contacts. Dining area to be fully sanitised between each sitting. Pupils to hand sanitise on entry and departure from the dining space.	Wherever possible boarders will be asked to follow social distancing measures.	
6. Groups mixing during extra-curricular provision	Pupils will sanitise upon entering the classroom space for the extra-curricular provision.		If Activity Staff are absent in Prep or Senior School then activities must be covered
7. Spread of virus due to increased numbers of people within the building.	Training for staff on infection protection; information sent to parents about infection protection, handwashing or sanitising when they enter or leave the building or a classroom.  See Appendix B for case threshold data	No day pupil OR any visitor to have access to the boarding house; only boarding staff to access the boarding house	
8. Staff	Staff should maintain recommended social distance of 2m wherever possible. If reduced to 1m then mitigation should be applied eg have to wear PPE. Social distancing should be supported by good personal hygiene eg. regular handwashing/sanitising and good respiratory hygiene (Catch-It, Kill-It and Bin It) and the wearing of a face mask.  Senior Staff are asked to take breaks and lunch in their dedicated staffrooms.		

	<p>Where a member of staff has been identified by NHS Track and Trace as contact of a confirmed case, they will be asked to take 7 LFDs. If they have a positive result they must follow the self-isolation rules and test on day 5 &amp; 6. If both tests are negative and have no temperature and are well enough to do so then they can return to school but must continue to test until day 10 and observe social distancing.</p> <p>A Risk Assessment should be undertaken with all clinically extremely vulnerable staff when returning to school.</p> <p>A Risk Assessment should be undertaken with all pregnant staff - a more precautionary approach advised for those &gt;28 weeks pregnant or for individuals with underlying health conditions that place them at greater risk.</p> <p>Risk Assessments will be completed before teaching resumes.</p> <p>Staff to provide information about their vaccination dates and are encouraged to get their vaccinations asap.</p> <p>See Appendix B for Case threshold data.</p>		
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Premises related matters			
9. Changes to building use being safe for pupils & staff – signage, sanitisation and lidded bins	<p>Sanitisation points will be located at all building access/egress points. All rooms will be equipped with sanitiser, tissues and a lidded bin.</p> <p>Whole school Health and Safety Policy and Risk Assessment will be updated to include COVID-19 adjustments.</p>		
10. First Aid procedures – Reduced numbers of first aiders and Paediatric first aider.	<p>First Aid Policy will be amended to reflect COVID-19 adjustments. First Aid kits will be equipped with PPE and will be readily accessible as per the FA policy.</p> <p>Access to First Aid trained staff and PFA trained staff and location of FA kits is clearly detailed in the FA policy. Staff will receive appropriate FA training from the School Nurse in light of COVID-19.</p> <p>Number of trained staff with First Aid qualifications across the site.  First Aid at Work:3  Emergency First Aid at Work:26  Paediatric First Aid:5  Emergency Paediatric First Aid:5</p>	<p>Boarding house to have forehead thermometer and PPE available for all boarders should they require it.</p> <p>Over the counter medicines and controlled drugs are stored in the staff office. All boarding staff have completed training for the administration of medicines.</p>	Monitor absence of those with First Aid qualifications and consider PFA and those with EPFA qualifications.
11. Fire Procedures	Muster points appropriately spaced and signed. Fire policy will reflect any changes made. Fire Policy will	Muster points clearly labelled and evacuation tested within 24 hours of school session commencing.	Absence of Fire Officers meaning other trained staff to cover.

	be followed throughout the period of COVID-19 adjustment to school arrangements.		
12. Water hygiene – management of legionella	<p>Water hygiene management plan will be considered in light of period of summer closure. Regimes for flushing and monitoring of temperatures will be completed before reopening. Cleaning and disinfection will take place prior to reoccupation as per government guidance 'Managing School Premises during the Covid-19 outbreak'.</p> <p>Opening of water dispensers to pupils. Allocated pupil dispensers and cleaned regularly. Prior to opening, legionella protocols to be followed.</p>		Absence of Estates team meaning other trained staff to cover OR additional services sought.
13. Using and monitoring new practices to reduce risk of Covid-19 transmission	<p>All staff will be trained with respect to the on-going changes with respect to any updates as required, best practice to mitigate risk of COVID-19 transmission; Home Testing twice weekly in the senior school and to include the contents of this Risk Assessment.</p> <p>Pupils and families will receive appropriate guidance regarding good practice for travel including the wearing of a face covering, personal hygiene - hand sanitisation, hand washing and good</p>		

	<p>respiratory practice and social distancing and home testing.</p> <p>Opportunities for all members of the community to raise concerns and make suggestions, will be provided through parent communications, staff meeting, staff reps and the usual communication flow within departments. Arrangements will be monitored by SLT and the Governing Body.</p>		
14. Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Estate manager to ensure that responsible persons are up to date with requirements and controls, and that all statutory test periods are adhered to (if not possible relevant equipment to be decommissioned).		Absence of Estates team meaning other trained staff to cover OR additional services sought. <b>Estates Manager to co-ordinate.</b>
15. Staff rooms and offices to comply with social distancing and safe working practice	<p>Preparatory Staff to use the Preparatory staff room.</p> <p>Senior Staff to use the Main Staff Room, the Mansion House staffroom and the Devon Ladies staffroom in order to support the minimising of social contacts.</p> <p>Where possible staff should meet outdoors.</p> <p>Whole staff meetings to take place on-line.</p>		
16. Ventilation to reduce spread	Open windows and prop non-fire doors open, to aid ventilation. Any	Open bedroom, bathroom and corridor windows.	

	<p>air-conditioning will be adjusted to full fresh air.</p> <p>Ventilation to be maximised in teaching spaces between lessons.</p> <p>Ventilation to chemical stores should remain operational.</p>		
17. Management of waste	Lidded bins will be emptied daily. Follow <a href="#">Guidance on disposal of PPE waste</a> (such as used fluid resistant masks)		Absence of cleaning team – cover via Estates team OR agency staff. Cover staff to be trained in Management of COVID waste. <b>Housekeeper to co-ordinate</b>
18. Management of incoming goods	Estates team to manage supplies coming into the school, taking into consideration appropriate social distancing and hygiene measures.	Boarders to only bring the minimum that they need to school.	
19. School owned outdoor play equipment	Frequently used equipment will be cleaned twice daily.		
Cleaning and reducing contamination			
20. Contaminated surfaces spreading virus.	Frequent touch points such as door handles, handrails, water dispensers and toilet areas will be cleaned twice daily.	Increased cleaning staff to include cleaning over the weekend. High-frequency use areas to be cleaned daily and toilet and shower facilities to be deep-cleaned daily.	Absence of cleaning team – cover via Estates team OR agency staff. Cover staff to be trained in Management of COVID waste. <b>Housekeeper to co-ordinate</b> See Appendix A
21. Shared resources and equipment increasing spread	Enhanced cleaning regimes across the school will be applied.		
22. Cleaning staff capacity - providing additional requirements	<b>Additional cleaning requirements will be established (Bursar and Estates Manager) and additional hours agreed to allow for this.</b>	Cleaning will be provided daily, including over the weekends for 3 hours per day.	Absence of cleaning team – cover via Estates team OR agency staff. Cover staff to be trained in Management of COVID waste. <b>Housekeeper to co-ordinate</b>

	<p><b><i>Suitable cleaning products will be being used and adequate supplies of cleaning materials will be made available.</i></b></p> <p>See <a href="#">Safe working in education and childcare</a> for guidance on PPE and guidance on <a href="#">cleaning non-health care settings</a>.</p> <p>An enhanced cleaning schedule will be created and with more frequent cleaning of high level use areas. Departments will continue to clean any frequently touched equipment at the end of lessons eg sports equipment, where required.</p>		
23. Sufficient handwashing facilities for staff and pupils	<p>Sinks are available to all pupils for regular handwashing in all toilet areas.</p> <p>Hand sanitiser will be available at all entry points to the school and in the entrances to the Senior and Prep dining areas.</p>	Hand sanitiser will be placed in all areas of the boarding house and within the bathroom and toilet areas.	
24. Additional time for staff and pupils to carry out handwashing	Frequent hand cleaning will form part of the normal routine.		
25. Handwashing practice with children	<p>Reinforcement and support of hand cleaning and handwashing will occur for younger children.</p> <p>Support will be available for people who have trouble cleaning their hands independently. See guidance and resources available at <a href="#">e Bug</a>.</p> <p>Risk of ingestion of sanitiser will be considered and where this might be an issue (young children or those</p>		

	with additional needs), skin friendly sanitiser wipes will be provided.		
26. Good respiratory hygiene	<p>'Catch it, bin it, kill it' will be promoted with signage to support. Tissues, sanitiser and lidded bins will be provided in all used rooms. Support will be provided for young children and those with additional needs.</p> <p>In such cases this will be considered within the pupil's individual educational and health plan.</p>		

<p>27. Sufficient supplies of face masks, sanitiser, wipes, soap and cleaning products</p>	<p>All classrooms will have a supply of face masks, sanitiser and wipes.</p> <p>Supplier liaison will occur to ensure sufficient supplies and deliveries (sanitiser, soaps, detergents, disinfectant and bleach).</p> <p>COSHH assessments will be reviewed and additional controls introduced, where there has been any change in products.</p>		
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28. Toilets being overcrowded	Handwashing and associated personal hygiene will be reinforced with pupils regarding toilet usage.		
Staff related issues			
29. Staff measures to reduce contact and transmission	<p>When assessing the return to full opening in September the following section of the DfE guidance must be followed:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks</a></p> <p>Staff moving around school should try to keep their distance from pupils and other staff as much as they can</p> <p>Staff will take part in the twice weekly asymptomatic testing programme, reporting their results for monitoring purposes to <a href="mailto:testresult@stover.co.uk">testresult@stover.co.uk</a></p> <p>Where staff have symptoms at school they will notify the school nurse and follow the isolation procedures. They will be advised to leave the school and to book a PCR test with NHS Test and Trace. They must remain at home until they have their result.</p>	Boarding staff must aim to reduce contact and keep 2m apart from each other and the boarders.	

	<p>Where staff have symptoms overnight then they will notify the school nurse and will be advised to book a PCR test with NHS Test and Trace. They must remain at home until they have their result.</p>		
<p>30. Managing supply teachers, visitors, contractors and other temporary visiting staff.</p>	<p>Supply teachers, part-time teachers, peripatetic teachers, the school counsellor and/or other temporary staff will need to move between schools.</p> <p>All visitors to the site must be by pre-arrangement. Where possible visits should occur outside school hours.</p> <p>A record should be kept of all visitors to assist the NHS track and trace programme, should it be required.</p> <p>All visitors, on signing in, will receive a site briefing, explaining expectations and protocols regarding social distancing and hygiene and will complete a COVID-19 declaration.</p>	<p>There will be NO adult visitors to the boarding house, except to drop off new boarders at the start of term. During this time they must wear PPE.</p> <p>Any supply worker will be briefed in detail about processes for keeping safe and will complete all the regulatory requirements associated with being in residence.</p>	
<p>31. Insufficient staff capacity to deal with increased numbers of pupil groups - Shortage of teachers to maintain staff to pupil ratios</p>	<p>Appropriately trained teaching assistants may be allocated to lead a group, if required.</p>		<p>See Appendix A</p>
<p>32. Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.</p>	<p>Appendix A highlights 'pinch points'. All plans will be shared with staff and discussed (for example, safety measures, timetable and location changes, assemblies, activities, dining and travel). Appropriate and</p>		

	<p>relevant training will take place before the start of term. Staff will be able to request any relevant additional training.</p> <p>Individual and detailed discussions will occur with particular members of staff who have anxieties about returning or are vulnerable. These conversations can be recorded using the 'Risk assessment for all staff including vulnerable groups' - <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy">https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/ESoXeZkAQylLupPG5VVG6yQB2iEFDD4pgkko5qBbtOSEkw?e=040Qiy</a></p>		
<p>33. Staff understanding of new changes – safe practice at work &amp; in classroom. Teaching in a safe environment</p>	<p>All plans will be shared with staff and discussed (for example, safety measures, timetable and location changes, assemblies, activities, dining and travel). Appropriate and relevant training will take place before the start of term. Staff will be able to request additional training needs.</p> <p>PPE training will be completed by new staff as part of Induction. Existing staff have completed PPE training prior to partial opening.</p>		
<p>34. Accessing testing arrangements are clear for all staff</p>	<p>Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></p>		

35. Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron, face shield and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection goggles should also be worn.</p> <p>Supplies for these items of PPE will be carefully monitored and maintained.</p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>		
36. Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors	<p>From 1<sup>st</sup> April, clinically extremely vulnerable staff can return to work, following a Risk Assessment.</p> <p>Staff deemed to be clinically vulnerable can return to school</p>		

	<p>from 8<sup>th</sup> March with the school following all COVID-secure measures, i.e. that every reasonable step has been taken to ensure the safety of children, staff, premises and community and that the full measures as provided in the DfE guidance have been applied. All staff must report any contraventions to the COVID-secure measures.</p> <p>A risk assessment will be undertaken with clinically vulnerable staff returning to the school, by a member of SLT.</p> <p>A risk assessment will also be undertaken with staff who may be anxious about returning to school and the associated increased contacts.</p>		
37. Staff use of PPE	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>		

	All staff will have access to PPE and will be granted permission to utilise it should they wish to.		
38. Use of PPE Lack of understanding	Adequate training / briefing on use and safe disposal of PPE will be provided to staff. Staff will follow the guidance on putting on and removing and disposing of standard PPE <i>and also see Stover Flow chart.</i> <a href="https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures.</a>		
39. Dealing with suspected and confirmed case/ cases and outbreak.	Seek advice from the South West Health Protection Team on 0300 303 8162 for any confirmed cases. For non-urgent cases email <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> . Devon County Council's Local Outbreak Management Plan (LOMP) is available here: <a href="https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/">https://www.devon.gov.uk/coronavirus-advice-in-devon/lomp/</a> . <b>IF A SUSPECTED OR CONFIRMED CASE OCCURS IN SCHOOL ALWAYS inform the School Nurse/SLT who will contact the local Health Protection Team on 0300 303 8162 or <a href="mailto:swhpt@phe.gov.uk">swhpt@phe.gov.uk</a> and inform the local authority by emailing <a href="mailto:educate.schoolspriorityalerts-mailbox@devon.gov.uk">educate.schoolspriorityalerts-mailbox@devon.gov.uk</a>.</b>	See Flow Chart – Appendix B	

	<p>If there is a complex situation or an outbreak is declared in your setting, SLT or the School Nurse may be asked to join an Outbreak Control Team or Local Incident Management Team Meeting.</p>		
Pupil related issues			
<p>40. Vulnerable groups of children that were previously described as clinically vulnerable or clinically extremely vulnerable.</p>	<p><a href="#"><u>Covid-19 shielding guidance from the Royal College of Paediatrics for children and young persons</u></a> should be followed, and those under the care of a specialist encouraged to discuss their return to school. Health Care Plans will be updated by the School Nurse in consultation with the pupils' family.</p> <p><b><i>Any additional temporary recommendations received from local health agencies due to localised higher rates of transmission will be implemented as required.</i></b></p> <p>Pupils that are deemed clinically extremely vulnerable are able to attend school from 1<sup>st</sup> April, unless they have been advised by a medical professional not to do so.</p>		<p>Support for the CEV via Form Tutor/Class Teacher or Pastoral Team re: weekly well-being checks</p>

<p>41. Children with EHCP and pupils who attend dual settings</p>	<p>A personal risk assessment will be completed before attendance. For pupils where it is the norm to operate across more than one setting, the schools will work through the system of controls collaboratively, enabling any risks to be identified and addressed. Joint delivery of a broad and balanced curriculum will be provided collaboratively for the child.</p> <p>Twice-weekly at home testing will be advised and encouraged for pupils in this situation.</p>		<p>All pupils with blended placements to be identified and contact details held should a pupil have a positive testing result. Staff absence of LSA. See Appendix A</p> <p>SENCO to co-ordinate</p>
<p>42. Pupils unable to follow guidance</p>	<p>Some pupils will need additional support to follow the COVID-19 Secure measures, including those that are in the younger age groups. For pupils with SEND any additional measures will be incorporated into their IEPs or EHCPs.</p>		
<p>43. Pupils' equipment</p>	<p>Pupils will limit the amount of equipment they bring into school each day, to essential items only eg. school books, pencil cases and laptop.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils must have their own items and ensure they do not share them.</p>		
<p>44. Member of a class becoming unwell with COVID-19 or showing probable symptoms of COVID-19 AND asymptomatic testing programme</p>	<p>If a child is awaiting collection, they will be moved to the Health Centre where they can be isolated.</p>	<p>If a member of the boarding house becomes unwell with COVID-19 then the LHPT/DfE advice will be followed.</p>	<p>School Nurse to co-ordinate.</p>

	<p>This will take place outside, under the arch or, if inside, windows will be opened for ventilation. The pupil will be at least 2 metres away from other people. These protocols will be communicated to all staff. Suitable PPE (including fluid resistant eye protection) will be available in the Health Centre. The member of staff that has been in contact with the pupil that has become unwell can return to normal duties, unless they feel unwell and are displaying symptoms of COVID-19. Pupil with probable symptoms must remain absent until they have had a PCR test that confirms that they are negative, at which point they can return to school once symptoms have passed for more than 24 hours. If test is positive then they must self isolate for a minimum of 5 full days from when their symptoms started, testing on Day 5 &amp; 6. If negative they can return to school as long as they have no temperature and are well enough to do so.</p> <p>Where a child becomes symptomatic whilst at school they will be isolated and parents will be advised to book a PCR NHS Test.</p>	<p>The boarder will be isolated within the boarding house and a designated member of staff will provide care to that boarder.</p> <p>A PCR test will be booked ASAP.</p> <p>All other close contact boarders will be asked to take 7 LFDs. If negative they may return to school but must continue to take LFDs for the remainder of the 7 days.</p> <p>Where a boarder becomes symptomatic during the school day or overnight a PCR test will be booked ASAP. As household members, boarders will be facilitated to take 7 LFD tests.</p> <p>All boarders will take part in the asymptomatic testing programme daily.</p> <p>All boarders will take an asymptomatic test before they return to boarding from home.</p>	
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	<p>See Appendix B</p> <p>All secondary pupils will be supplied with the NHS provided LFD Home Testing Kits and instructions. Pupils will be encouraged to use these twice weekly or more depending on the current advice from the UKHSA as above.</p>		
45. School Uniform	<p>Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.</p> <p>Pupils will use the school sport changing facilities.</p>		
46. Continuation of Education	<p>Should the school be advised to close by the LHPT due to an outbreak the school will provide on-line education for all pupils, as during lockdown.</p> <p>Where pupils are advised to stay at home the Staff will populate their virtual classroom areas in order to support a continuation of education, if they are well enough to access it.</p>	<p>Should boarders be asked to self-isolate wherever possible they will do so at home or with their guardian.</p> <p>Boarders will be able to utilise the on-line education provided in the boarding house.</p>	<p>LOCKDOWN: Full on-line provision will be available by all staff (unwell staff will be covered wherever possible through this process and staff must inform the school using the normal routes, about absence).</p>
<b>Transport</b>			
47. Travel to school and provision of safe school transport:	<p>On exiting their parent transport, pupils will wash hands or sanitise before they enter the school.</p>	<p>Face masks that are worn whilst on school transport must be safely stored and placed into a dedicated</p>	<p>Absence of drivers. See Appendix A <b>Transport Manager to oversee</b></p>

	<p>Pupils using school buses will sanitise and encouraged to put on face masks on before they get on the bus. On exiting the bus for school, all pupils will remove their face masks when outside and safely dispose of it or store it. They will wash hands or sanitise before they enter the school.</p> <p>All pupils, irrespective of age, will be required to wear face masks (wherever possible) on a school transport.</p>	<p>laundry bag in order that they are effectively cleaned.</p>	
48. School and public transport	<p>School minibuses will be sanitised using the spray system.</p> <p>Pupils should not board school transport or public transport if they, or a member of their household, has had a positive test or has symptoms of COVID-19.</p> <p>Pupils and staff must wear face masks on school transport.</p>	<p>Boarders will follow all PHE guidelines regarding face masks and will be required to do so when using school minibuses and public transport.</p>	
49. Overseas Travel	<p>Where a pupil has been overseas on a holiday then they must adhere to the quarantine guidance associated with the government's rules for entering the UK</p>	<p>Any boarders that is not a UK resident travelling from or through a red-list country is not permitted to return to the UK.</p> <p>Boarders travelling from overseas must follow the government's</p>	

	<a href="https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england">Red, amber and green list rules for entering England - GOV.UK (www.gov.uk)</a>	guidance associate with entering the UK.	
<b>Curriculum considerations</b>			
50. Review of Examination groups and curriculum	Teachers will continue to assess and establish any shortfalls in learning in the lockdown. Programmes will then be employed to ensure catch up (individual pupil or group) during the remainder of the term.		
51. Music & Drama activities	Individual lessons will take place in rooms that are well-ventilated and of suitable size.  Whilst in an Enhanced Response Area designation only outdoor face-to-face performance in front of a live audience may occur: Audiences must wear face coverings indoors; Provide allocated and ticketed seating to the audience; Social distancing must be adhered to with a minimum of 2ms between households; Provide ventilation in the venue, including in toilet areas; Ask the audience to not take part in singing along or cheering after a performance; Keep a record of all attending the performance; Provide clear signage to ensure that there is no crowding when		

	<p>attending and exiting the performance with multiple entry and egress points;  Use outdoor venues wherever possible;  Limit audience contact with performers and staff.</p>		
<p>52. Physical activity in schools</p>	<p>Outdoor sports will be prioritised. If large indoor spaces (Tennis Academy, Jubilee Hall, Turkey Hall) are used, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene will be essential. Ventilation through opening window and doors must be employed.</p> <p>This is particularly important in a sport setting because of the way in which people breathe during exercise.</p> <p>PE staff will refer to the following advice:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>		

	<p>Any external coaches used will follow the full visitor protocols and adhere to the guidance. SEE APPENDIX C for Stover School and sport specific guidance Class lists and rotas will be provided for any externally coached lesson.</p>		
53. Educational visits	<p>Any educational visits will be planned and risk assessed following the usual school procedures and taking into consideration any additional travel measures.</p> <p>All social distancing, personal hygiene and travel COVID-19 protocols must be followed in delivery and staffing of the visit. Risk Assessment from the place being visited will be sought and verified, prior to the educational visit.</p>	<p>Any off-site visits must be carefully risk assessed. Visits should be only to spaces that can be carefully controlled such as museums, galleries, zoos, cinemas, theatres, restaurants and aquariums. All guidance must be followed when visiting indoor places and risk assessments for the venue checked.</p>	
54. Groups of children mixing resulting in risk of more widespread transmission	<p>Families are advised to limit social contacts.</p>		
Provision of food			
55. Food prepared on premises is compliant with Covid - 19 health and hygiene guidance	<p>The school kitchens will comply with the 21<sup>st</sup> July updated <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a></p>		

	<p>Cutlery and drinking cups will be laid at table and cleared and cleaned between each bubble.</p> <p>A full sanitisation of surfaces and chairs will take place between each sitting.</p> <p>Pupils and staff will sanitise upon entering the dining areas.</p>		
56. Catering staff are operating in a safe environment	<p>Catering staff will follow the relevant aspects of government guidance for food premises:  <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a>.</p>		Staff absence – See Appendix A. <b>Catering Manager to co-ordinate</b>
Communications with parents and others			
57. Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	<p>Parents, carers or any visitors, such as suppliers, will be informed that they are not to enter the school, if they are displaying any symptoms of coronavirus prior to their visit and on the entrance points to the school.</p> <p>All visitors, suppliers, and contractors will only be allowed on site ONLY by pre-arrangement.</p> <p>A site telephone number will be displayed on the school gates (which will be closed after drop off and</p>		

	<p>opened again before pick up) in case immediate access is required.</p> <p>Specialists, therapist, clinicians, peripatetic teachers and supply staff, can move between settings. They should ensure they minimise contact and maintain distance. They will be asked to engage with the asymptomatic testing programme.</p>		
58. Suppliers understanding and complying with new arrangements	<p>Risk mitigation arrangements will be shared with suppliers.</p> <p>Deliveries will be arranged outside school hours wherever possible, or in-between lesson change over times (ie. when pupils are in lessons), if they have to occur during the school day.</p>		
59. Communications to parents and staff	<p>Regular communications and updates will occur with all stakeholders/school community members.</p>		
60. Pupils and families anxious about return	<p>Regular communications with parents about risk mitigation measures will reduce anxiety.</p> <p>In communications, parents with particular anxiety will be encouraged to make further contact to discuss on an individual basis.</p>		
61. Parent aggression due to anxiety and stress.	<p>Parents will be informed as soon as practicable about any changes to the safety measures relating to COVID-19. Parents are reminded that at times there may be a very</p>		

	<p>short period of time in which the school is able to react. Wherever possible, communication will be made well in advance about drop off/pick up process, including specified points (for example the point for drop off/collection for each pupil bubble) and timings, travel requirements when using the school mini-buses and protocols to minimise adult to adult contact to reduce anxiety.</p>		
Oversight of the governing body			
<p>62. Lack of governor oversight during the COVID-19 crisis leads to the school failing to meet statutory requirements</p>	<p>The governing body will continue to meet regularly via online platforms. Plans and risk assessments will be shared with the Governing Body for review, ahead of adoption and implementation.</p> <p>The governing body agendas are structured to ensure all statutory requirements are discussed and school leaders are held to account for their implementation. The Headteacher’s report to governors includes content and updates on how the school is continuing to meet its statutory obligations in addition to covering the school’s response to COVID-19.</p> <p>Regular dialogue with the Chair of Governors and those governors with designated responsibilities is in place.</p> <p>Minutes of governing body meetings are reviewed to ensure</p>		

	that they accurately record governors' oversight and holding leaders to account for areas of statutory responsibility.		
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**Signed: Headmaster** .....

**Date:** .....20.01.22

**Signed: Chair of Governors** .....

**Date:** .....

A copy of the completed assessment will be kept on file and copied to the Bursar.

## APPENDIX A STAFF ABSENCE CONTINGENCY

Table 1

<b>Staff Absent</b>	<b>CONTINGENCY MEASURE</b>
<b>Senior Leadership</b> ALL absent	Deputise to Level 3 and inform DCC
<b>Headmaster</b> Richard Notman	Deputy Head (roll through SLT)
<b>DSL</b> Helen Notman	DDSL & EYFS DDSL
<b>Bursar</b> Patrick Jenkins	Finance Office Manager
<b>Prep Head</b> Ben Noble	Prep Deputy Head (would need released from timetable)
<b>Deputy Head</b> Jeremy Stone	SLT SWAB
<b>SLT Pastoral</b> Mick Mooney	SLT SWAB
<b>SLT SWAB</b> Helen Notman	SLT Pastoral (would need to be released from timetable)
<b>School Nurse</b> Charlotte Shuttleworth	SLT SWAB
<b>Catering Manager</b> Paul Milward	Archie Wilson/Wendy Avis/Adele
<b>Estates Manager</b> Jamie Halse	Neil Austin
<b>Admin Supervisor &amp; Head's PA</b> Kirsty Porter	Helen Symons/Sam Edwards
<b>Registrar</b> Emma Schramm	Sam Edwards
<b>Marketing Manager</b> Rebecca Robinson	Emma Schramm
<b>Housekeeping Manager</b> Tess Joy	Pete Purchase
<b>Transport Manager</b> Liz Joseph	Helen Symons
<b>Caretaker</b> Neil Austin	Jamie Halse

### SENIOR LEADERSHIP TEAM

See above for cover.

Specific need for cover for Safeguarding – Other Level 3 qualified staff include Helen Symons, Jill Coughlin, Fliss Martin and Mick Mooney. Further risk assessment would require that DSL, DDSL or EYFS DDSL was available for advice by phone. If non available due to absence then non-compliant. Advice required from LHPT and DCC.

### FUNCTIONAL AREAS:

1. Senior School Teaching
2. Preparatory School Teaching (including Nursery)
3. Boarding

4. Catering
5. Estates
6. Housekeeping
7. Admin/Registrar/Marketing & Finance

### Assumptions

For teachers that work across Senior and Prep assume that TC/MH/BSI/CT will cover for Senior and LR/AC will cover for Prep

### SENIOR SCHOOL TEACHING 2021-22

	5 or fewer staff available
	6-9 staff available
	10 or more staff available

	Period 1	Period 2	Period 3	Period 4	Activity 1	Activity 2	Period 5	Period 6	Period 7	Period 8	Duty
Mon	Lessons: Staff: 4 SLT: 4 LSA:	Lessons: Staff: 4 SLT: 4 LSA:	Lessons: Staff: 8 SLT: 4 LSA:	Lessons: Staff: 8 SLT: 3 LSA:			Lessons: Staff: 8 SLT: 1 LSA:	Lessons: Staff: 7 SLT: 3 LSA:	Lessons: Staff: 9 SLT: 4 LSA:	Lessons: Staff: 9 SLT: 4 LSA:	
Tues	Lessons: Staff: 9 SLT: 3 LSA:	Lessons: Staff: 8 SLT: 3 LSA:	Lessons: Staff: 11 SLT: 3 LSA:	Lessons: Staff: 10 SLT: 3 LSA:			Lessons: Staff: 6 SLT: 3 LSA:	Lessons: Staff: 7 SLT: 3 LSA:	Lessons: Staff: 9 SLT: 4 LSA:	Lessons: Staff: 10 SLT: 4 LSA:	
Wed	Lessons: Staff: 6 SLT: 4 LSA:	Lessons: Staff: 8 SLT: 3 LSA:	Lessons: Staff: 13 SLT: 4 LSA:	Lessons: Staff: 10 SLT: 4 LSA:			Lessons: Staff: 4 SLT: 3 LSA:	Lessons: Staff: 4 SLT: 3 LSA:	Lessons: Staff: 6 SLT: 3 LSA:	Lessons: Staff: 7 SLT: 3 LSA:	
Thurs	Lessons: Staff: 4 SLT: 4 LSA:	Lessons: Staff: 5 SLT: 4 LSA:	Lessons: Staff: 9 SLT: 3 LSA:	Lessons: Staff: 7 SLT: 3 LSA:			Lessons: Staff: 5 SLT: 3 LSA:	Lessons: Staff: 5 SLT: 2 LSA:	Lessons: Staff: 6 SLT: 1 LSA:	Lessons: Staff: 8 SLT: 3 LSA:	
Fri	Lessons: Staff: 7 SLT: 3 LSA:	Lessons: Staff: 6 SLT: 4 LSA:	Lessons: Staff: 4 SLT: 3 LSA:	Lessons: Staff: 5 SLT: 2 LSA:			Lessons: Staff: 9 SLT: 4 LSA:	Lessons: Staff: 8 SLT: 4 LSA:	Lessons: Staff: 11 SLT: 3 LSA:	Lessons: Staff: 12 SLT: 3 LSA:	

### Additional Senior School supply

1. **Previous known staff (DBS up to date):** E. Evans, M. Ayela, E. Barnes
2. **Supply cover through the following agencies:** Masterclass Education (contact Glen Northover) T: 01626 840020 M: 07793 573812

## Learning Support Assistants & SENCO

Full Time Staff: Kerstin Sorensen, Catherine Addison, Lucy Brown, Lucinda Hodgetts,

Part Time: Maddy Wall, Sophia Roddan, Harriet Harrison, Kirsty Lashley

## PREPARATORY SCHOOL TEACHING

### 1. NURSERY - Minimum of 2 staff at all times; max 26 pupils

Staff:Pupil = 1:8 or 1:13 if QTS or Early Years Professional Status (SH) + 1 other with L3 qualification

PFA member of staff wherever possible: Natasha Cook, Claire Harrison, Maria Hind, Sharron Humphries, Isobel McIntosh

OR/AND

EPFA member of staff wherever possible: Julie Bryon-Edmond, Tracy Dodd, Michelle Pallister, Jacqui Sanders, Karen

Thompson

OR RISK ASSESSMENT and First Aider on site

Timetable:

Monday	Tuesday	Wednesday	Thursday	Friday
SH & NC	SH & NC	SH & NC & IM	SH & IM	SH & IM

### 2. PREPARATORY

10 classes full time to be covered.

Reception x 1 class - Claire Harrison

Year 1 x 1 class – Karen Thompson

Year 2 x 2 class - Holly Gunner and Alex Down

Year 3 x 1 class – Louise Tyrrell

Year 4 x 2 class – Nick Harrison and Jenny Turner

Year 5 x 1 1/2 class – Debbie Fallshaw/Michelle Pallister

Year 6 x 2 classes – Matt Appleby & Gemma Smyth

## HLTAs & Teaching Assistants

HLTA: Maria Hind, Jacqui Sanders

TA: Julie Bryon-Edmonds, Tracy Dodd, Lucy Noble, Natasha Cook (Thursday and Friday)

### 3. BOARDING

Only Boarding Staff should cover for COVID-19 related incidents such as boarding house in isolation.

Any staff absent due to COVID-19 related symptoms or diagnosis means house in isolation.

**Boarding Rota:****Boarding Rota:**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
SL & BSt	SL & JC	SL & JC	FM & JC	FM/JC/MH	SL/JC/LL	SL & BSt

HN & RN on site for emergency cover, but NOT for COVID-19 cover.

**4. CATERING****All Catering Team absent:**

Packed lunches from home and agency workers for boarding.

OR

Agency workers to create full team to provide hot lunches and meals for boarding.

Bursar/SWAB and Estates Manager to support integration of new team

**Partial Catering Team absent:**

Chefs to cover where possible between themselves: Paul Milward, Wendy Avis, Archie Wilson , David Beazley, Adele Davis

**Minimum Staff required**

Monday - Friday: 1 x chef per day 7am – 7pm/11 catering staff lunch prep and serve across 7am – 7pm

Saturday & Sunday: 1 x chef per day 8am -7pm/2 catering staff 9am - 7pm

**Supply cover through agencies for Chef and Catering Staff****5. ESTATES****Absence of Estates Manager – deputise to Neil Austin****Site Security:**

Caretaker (Neil Austin) – if absent then Jamie Halse to cover during and out of school hours

Grounds Staff resident (Jamie Halse) – if absent the Neil Austin to cover during and out of school hours

If both absent then Boarding Staff/RN & HN to support Jamie Halse out of school hours

**NB Training required**

**Fire Security:**

During School Hours - Fire wardens to deputise - to SLT

Out of school hours – if Neil Austin absent then Jamie Halse to cover; if Jamie Halse absent then Neil Austin to cover

If both absent the RN, HN and Duty Boarding Staff to cover

**NB Training Required**

**Grounds & Estates:**

Team to cover for each other

## **6. HOUSEKEEPING**

**Priority for all the housekeeping team is to keep high areas of transmission clean eg toilets; doors, hand rails and boarding bathrooms and toilets**

Housekeeper (Tess Joy) absent – Pete Purchase to cover supervisory role, another cleaner required from agency to cover cleaning duty.

## **7. Admin/Registrar/Marketing & Finance**

Emma Schramm and Rebecca Robinson to cover for each other. If both absent then functional area covered by Sam Edwards.

Kirsty Porter and Helen Symons to cover for each other. If both absent then covered by Fliss Martin and Sam Edwards.

Fliss Martin to be covered by Sam Edwards and Helen Symons.

Finance Team to cover each other in the office. If all absent then functional area covered by PJ and Kirsty Porter.



## APPENDIX B – FLOW CHART & CASE THRESHOLDS FROM THE LOCAL AUTHORITY

Case Thresholds	<p><b><u>For most education and childcare settings:</u></b></p> <ul style="list-style-type: none"> <li>• 5 children, pupils, students or staff, <u>who are likely to have mixed closely</u>, test positive for COVID-19 within a 10-day period.</li> <li>• 10% of children, pupils, students or staff <u>who are likely to have mixed closely</u> test positive for COVID-19 within a 10-day period.</li> <li>• There are any admissions to hospital for COVID-19.</li> <li>• You are having problems implementing the control measures <b>OR</b> you have applied the control measures and are still seeing a significant rise in cases.</li> </ul>
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**Please note:** Children with **COVID-19** may experience the following signs or symptoms over the course of the disease: • Fever • Cough • Nasal congestion or runny nose • Sore throat • Shortness of breath • Diarrhoea • Nausea or vomiting • Fatigue • Headache • Myalgia • Poor feeding or poor appetite. Other: rash, red eyes, cracked/swollen lips, red/swollen tongue, swelling hands/feet, stomach pain, loss or change to sense of smell or taste.