



More House School

COVID-19 Risk-Management Plan

Full-reopening September 2020, updated for January 2021

Introduction

This plan derives from earlier versions developed in accordance with government guidance during the initial national lock-down, in preparation for the wider opening of schools from the 1st June 2020, and also following government guidance for the full reopening of schools in September 2020. This document supported the full reopening of the school, to all pupils on-roll, to all employees, and including the school's residential boarding function, in readiness for the start of the new academic year in September 2020, and is now updated in preparation for the return to school in January 2021 following the Christmas holidays.

The COVID-19 outbreak and national response, are dynamic and changing daily, if not hourly, and there are now many agencies providing information, almost to the point of information overload. Following temporary school closures initiated in March 2020 with access restricted to identified groups only, and then the widening of that access in June 2020, schools were instructed to open for access by all pupils from the start of the new academic year in September 2020. In December 2020 updated guidance for January included the government's programme of mass asymptomatic testing in schools from the week commencing 4th January 2021.

On 30th December 2020 the government announced a staggered return to school with return dates dependent upon year-group. Specialist school settings were exempt within the guidance and expected to be open to all pupils from the start of term. Further detail was published by the government on 31st December 2020. The school's leadership and management therefore planned for the full opening with full-time on-site access for all pupils from the scheduled start of term, Wednesday, 6th January 2021. Consultation with all employees during the two INSET preparation days (04.01.21 and 05.01.21) was planned, and took place on 04.01.21. Further detail regarding the mass-testing programme using Lateral Flow Devices, including access to the NHS Test & Trace training for testing-station staff, was released to schools on Saturday, 2nd January. Risk-assessment review and employee consultation on 04.01.21 and 05.01.21 focused on a review of risk-control measures relevant to the newly understood variant strain of the virus, recognised to be far more easily transmitted amongst subjects.

On the evening of 4th January 2021 the government announced a full national lockdown and closure of school sites to all pupils, except for those identified as vulnerable and the children of critical-workers, to commence from midnight that evening, coming into law on 06.01.21. The school's leadership and governors met early on 05.01.21 to plan a response to the lockdown announcement, and a briefing was provided to all employees, live by video-call but also recorded, at 9am on 05.01.21. Planning and communication with employees, pupils and parents continued through the course of the day in readiness for the start of term on 06.01.21.

This COVID-19 risk-assessment and management plan (RAMP) identifies risks, and assesses and describes methods of controlling those risks. We recognise that this risk-assessment must be a dynamic process, updated whenever advice, circumstances, or any of the assessed risk-factors are seen to have changed. **Measures in place specific to the period of national lockdown commencing on the 5th January 2021 are identified in red-type.** Further change regarding Lateral Flow Testing, announced by the DfE on 20.01.21 are recorded in green type.



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Rationale

The logic behind these actions, and the need for this risk-assessment and management plan (RAMP), is the ongoing 'duty of care' More House School has for its whole community: pupils and their parents, employees and volunteers, including governors, and those who must visit the site.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as the 'teacher and pupil relationship', and the 'employer and employee relationship'. With COVID-19, schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk-assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. This would be informed by specific guidance and explicit direction from Public Health England (PHE). A further concern is for pupils and adults who may be more vulnerable to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs - not simply financial - and difficulties from furloughing staff; ensuring the provision of effective education, pastoral and mental-health support, and therapeutic intervention remotely; addressing of significant additional administrative burdens; to school fees and examinations.

The school – states of operation

For the purposes of this risk-assessment and management plan (RAMP), a number of stages of operation for schools has been considered:

1. **Fully Open; business as usual:** no travel or trip restrictions.
2. **Open; business as usual with restrictions:** no visitors or trips.
3. **Open; blended provision:** some provision delivered on-site, and some remotely.
4. **Open; children of critical workers and other children:** vulnerable and those of critical workers in school; all other provision delivered remotely.
5. **Open; remote provision:** all provision is achieved remotely.
6. **Fully Closed:** no one on-site except residential staff and their families.



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Risk-assessment

Government advice states that "Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and pupils face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure" (Guidance for full opening: schools). All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings. This document forms the formal communication of the school's RAMP.

Running the school - assessing and managing the risk

Assessing COVID-19 is particularly awkward as the outcome of the risk-assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors where these groups are permitted access), and pupils of varying age and class-size.

The overall assessment of risk will require continuous revision and will include, but not be limited to, the following questions:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if permitted) details recorded?
- E. Are Physical Distancing (PD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and PD rules?
- G. Are there sufficient supplies of hygiene materials and are they well-placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high-risk areas such as toilets, door handles, switches, hand-rails and regularly-used hard-surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high-risk areas being regularly monitored for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are additional risks resulting from COVID-19 risk-management controls identified and effectively controlled (e.g. potential increased fire-risk associated with the storage of increased quantities of high-alcohol-content hand-sanitiser)?
- M. Are all the risks identified properly mitigated and regularly re-assessed?



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In addition to the above, the following will be considered for pupils, parents and staff:

- N. What PD rules has the school adopted? Are they different for various activities (play, practical physical-education activities, drama, music) and locations (classroom, playground) and have all adhered to these PD rules?
- O. What Personal Protective Equipment (PPE) has been recommended and, dependent on risk-assessment, with what has the school decided to equip staff and pupils?
The range of PPE may include:
- a. masks;
 - b. gloves;
 - c. shields (for face or lecterns, desk-separators, staff-desks);
 - d. anti-viral/bacterial sanitisers (gel and tissues).
- P. Medical. Have:
- a. pre-existing medical conditions been fully declared?
 - b. all vulnerable pupils, parents and staff been identified and recorded?
 - c. any persons tested positive for COVID-19 and is it recorded (for elimination purposes)?
 - d. any persons come into contact with anyone tested positive to COVID-19?
 - e. any persons travelled and engaged with increased risk, other than at home and school?
 - f. any persons been sent home with COVID-19 symptoms (a cough, high temperature, reduction in sense of taste or smell, or shortness of breath)?
- Q. Have all adhered to the life-style rules set by the government or school, such as those relating to:
- a. shopping;
 - b. socialising;
 - c. games and play;
 - d. travel (other than home to school and return)
 - e. holidays?
- R. Are plans being considered for school events including plays, concerts, parent and teacher meetings, etc.?
- S. Are arrangements in place for implementing the government's mass asymptomatic testing of secondary-school and college age pupils from the week commencing 4th January 2021?
- T. Are arrangements in place for implementing the government's weekly testing of all school employees from the week commencing 4th January 2021?



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- U. Are arrangements in place for implementing the government’s seven-consecutive-working-days serial testing of pupils and adults in close contact with a confirmed positive case from the week commencing 4th January 2021?

A grid, to record the risks, control measures and outcomes, is at Annex A.

Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which will be considered on a daily basis for the safety of pupils, staff and parents. Ultimately the school must be led by the government’s guidance, and must then work within the parameters of that guidance to develop a model which we believe will serve our pupils’ educational, health, social and otherwise developmental needs the best and, above everything, protect pupils, staff and their respective families in at least a reasonable and a sustainable manner.

The Core Leadership Group (CLG), supported by the extended Senior Management Team (SMT) and other relevant managers, including the estates manager and the lead school nurse, will analyse and then co-ordinate the way ahead. To do this, information will be drawn from all relevant agencies in order to ensure informed decisions and changes that reflect a safe and secure school environment.

ANNEX A

a) Overall risk-Assessment and risk-management in the COVID-19 environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is government advice being regularly	<ul style="list-style-type: none">HM monitors ISA communications and online discussion forum, and receives daily DfE and other Gov.UK electronic briefings. HM also receives	Ensure most relevant guidance informs fluid	



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	accessed, assessed, recorded and applied?	<p>frequent ISC briefings and monitors social media relating to BBC News Education, the DfE, Schools Week, NAHT.</p> <ul style="list-style-type: none"> • Bursar monitors ISBA/DfE/Gov.UK • Bursar monitors HSE • All SMT and CLG responsible for maintaining vigilance for newly published guidance, and for sharing with CLG colleagues. 	risk identification and management.	
B	Are changes regularly communicated to staff, pupils, parents and governors?	<ul style="list-style-type: none"> • General announcements are communicated to staff, governors and to pupils and their parents by the headmaster (HM) via email, and through recorded video statements and live video addresses or assemblies. • Updated risk-management plan document is available to staff via SharePoint. • Pupils and parents receive updates from teaching, pastoral and residential staff directly. 	<p>Ensure all in the school community follow current measures.</p> <p>Ensure all employees are able to engage in consultation regarding arrangements. Ensure governors' oversight.</p>	<p>Revised whole-school RAMP shared with all employees by email 26.08.20, and with governors 26.08.20 by HM, for review at FLC 27.08.20. HR arrangements for forwarding to employees' personal email addresses where known not to access school emails. Detailed instructions issued to all pupils' parents w/c 24.08.20 by HM (Pupil & Parent Guide published to all parents by email and on the website, 28.08.20; Employees' Guide issued to all staff by email and on the website, 28.08.20). Frequent communications to staff, verbally at morning briefing meetings, and electronically, and through formal communications to parents,</p>



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				<p>throughout the Michaelmas term. Specific communications to all staff, parents and governors on 18.12.20 and 22.12.20. Other key communications include email to all employees 04.01.21 immediately post Prime Minister’s announcement of lockdown; live briefing to all employees at 9am and at 3.45pm on 05.01.21; letter to all pupils’ parents on 05.01.21. All significant communications to parents are available on the website. Change in Lateral Flow Test arrangements (removal of seven-day serial testing) communicated to all employees and all parents 20.01.21.</p>
C	<p>Are changes reviewed by governors?</p>	<ul style="list-style-type: none"> • Prior to mid-July governors engaged in a weekly update and planning meeting via video-conferencing, attended by HM, Bursar and by other senior managers where appropriate – such updates ensure governors are informed, able to challenge and influence decision-making, and to ratify/accept proposed action. • Governors ratify any decision to open the school or make any amendments to the school’s “status of operation”. 	<p>Governors have the ability to provide oversight and to challenge as appropriate to their role.</p>	<p>During the summer holiday these briefings have been less frequent, but have operated approximately once every two or three weeks, according to an agreed schedule. Revised whole-school RAMP accessible to all</p>



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				governors from 26.08.20. FLC review on 27.08.20 and FGB review on 17.09.20 to monitor success of implementation and bedding-in. Governors' COVID-19 response group continued through Michaelmas term with fortnightly meetings with HM and Bursar. Chair of Governors invited to attend senior leadership planning meetings taking place on 05.01.21, and did attend. Lateral Flow Test changes reported to governors 20.01.21 and included in 20.01.21 COVID-19 sub-committee meeting.
D	Is access to school controlled effectively and are visitors' (if allowed) details recorded?	<ul style="list-style-type: none"> • External visitors should be known in advance by school office staff, and approved in advance by a manager (e.g. Estates Manager, Catering Manager, member of the SMT). • No other visitor, including pupils' parents, siblings or other relatives, permitted on-site beyond the car-parks, except in case of emergency or by special approval of the most senior manager present. • No employees' family-members not on-roll or for employment reasons, permitted to enter the school site beyond car-parks except with express permission of the headmaster or his deputy, or bursar. • No parents permitted to enter the school site beyond the car-parks without a prior appointment. They should be met in the Main Reception car-park by the member of staff with whom they are scheduled to meet. 	Risk of infection transmission from or to visitors minimised.	



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		<ul style="list-style-type: none"> • No visitors permitted to enter Main Reception other than in exceptional circumstances authorised by the headmaster or his deputy, or bursar. • No visitor badge and lanyard issued, but visitors always accompanied by employee whilst on-site, and visitor-details (including contact telephone number) entered into Visitor Book, by Main Reception staff. • Reception staff must contact duty SMT if unannounced visitors seek permission to enter site (e.g. police, social services). • Professional visitors must display their own authorised identification on arrival, to be displayed through Main Reception glass doors to Reception staff. • All visitors directed to Main Reception glass doors. • PD guidance strictly observed throughout visit. Visiting adults, and children over the age of 11 normally expected to wear a face covering whilst on-site, except where government-authorised exemption applies, or for a day's admissions assessment visit. • All visitors, including visiting pupils attending assessments, required to undergo temperature check on arrival. Those registering a temperature above the COVID-19 safe level are refused entry and advised to follow nhs Test & Trace procedures. • The school is currently unable to provide any lavatory facilities for parents or taxi-drivers as the risk of infection transmission is too great. Parents advised (28.08.20) in advance of September's return that no such facilities are available to drivers or family members, and that public conveniences, such as those provided at fuel stations and roadway services, should be used instead. Parents will be asked to communicate this information to their son's taxi driver. • Separate risk-management plans address arrangements for Farnham Area Big Band (Thursday evenings) and Churt Juniors' Football Club (Saturday mornings). • Wherever possible, no visitors are admitted to the site during the period of lockdown from 05.01.21. Exceptions include visits which are lawful under 		
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		the lockdown restrictions, and which are essential for maintaining the health & safety of the facilities or persons on site, or for maintaining the operations of the school.		
E	Are Physical Distancing (PD) and other hygiene rules communicated, understood and applied?	<ul style="list-style-type: none"> Rules and requirements are updated and communicated to parents, pupils and staff (28.08.20 and repeated frequently on later occasions). Information provided in specific written communications sent directly to pupils' parents and to staff (28.08.20 and repeated frequently on later occasions). Pupils and their parents reminded of the requirement that each pupil has on him at all times tissues for containing sneezes, coughs, saliver or mucus (28.08.20 and repeated frequently on later occasions). Clear visual displays of rules throughout the site. Pupils on-site are advised directly by teaching staff on a daily basis, through specific guidance created to support teachers' and students' wellbeing, and to promote consistency in classroom management. Frequent (several times per day) reminders issued to pupils by staff, to wash and dry hands, use tissues and lidded-bins (if indoors), reduce touching of face, not share equipment, maintain physical distance, etc. BfL policy revised in order to provide explicit guidance about how to address instances of rule-infraction. Reminder provided to all pupils on-site, on 06.01.21, and communicated to their parens in writing 06.01.21. 	Risk of infection transmission reduced through good communication of measures adopted, and expectations.	
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and PD rules?	<ul style="list-style-type: none"> On-site posters, floor-markings in place prior to opening to reinforce and remind all in school. Visual displays on doors and in classrooms to remind of the PD requirements. Sanitiser wipes in all rooms. At least daily verbal announcements by class-teachers to pupils reminding them of individual responsibilities. 	Effective visual and verbal instructions and reminders. Process for monitoring compliance and consistency.	In general, pupils and staff compliance with restrictions and safety measures has been very strong through the Michaelmas 2020 term. Minor instances of infringement have been well-



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		<ul style="list-style-type: none"> • Continuous on-the-ground review by all teaching, therapy and residential staff-members, with strong communication channels between staff, and weekly CLG/SMT meetings. • Continuous on-the-ground monitoring by school surgery staff. • Reminder provided to all pupils on-site, on 06.01.21, and communicated to their parents in writing 06.01.21. 		reported and managed effectively.
G	Are there sufficient supplies of hygiene resources and are they accessible?	<ul style="list-style-type: none"> • In accordance with government guidance, most employees in pupil-facing and other roles are not required to wear any PPE beyond that normal for their duties – some staff, though, may wish to wear face-masks or shields. Face-shields or masks, gloves and aprons are considered essential for any member of staff engaging in the provision of intimate care or supporting a student or colleague presenting with suspected symptoms, e.g. the school surgery staff of registered nurses (RN). • The school ordered sufficient initial stocks of PPE for the government-guided phased reopening from 1st June 2020, including face masks for staff and hand-sanitiser. • A large amount of hand sanitiser has been ordered and additional dispensers have been installed, approximately 100. Signage displayed for these and usage will be monitored. • Pupils can wear masks if they wish but they are not being provided by the school, as advised by government guidance. • Approved products that are covered by both COSHH training and risk-assessments. Paper-towels will be provided by hand-basins in preference to hand-dryers which are disconnected, additional hand sanitiser will be provided where sinks are not easily accessible. • We have a large amount of liquid soap and cleaning materials, and some hand sanitiser. We have arrangements for the continuous procurement of supplies via our normal suppliers and also further afield, including public buying organisation partners, for example ESPO, YPO. 	Sufficient and accessible equipment.	We have found ourselves well-resourced throughout the Michaelmas 2020 term.



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		<ul style="list-style-type: none"> • Five additional external hand-washing sinks and five water-bottle filling stations installed across the site in readiness for the start of the Michaelmas term. • Each classroom stocked with tissues, anti-bacterial sanitising wipes and hand-sanitiser. 		
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high-risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<ul style="list-style-type: none"> • Classroom staff-members will oversee pupils' sanitising their own desktops, surrounds and chairs prior to leaving the classroom whenever another person is expected to use the place or room next – clear instructions for this process issued to staff and to pupils, and sanitising equipment provided in sufficient stocks to each classroom and LDC room. • Cleaning of classroom, LDC and other academic department areas by the Estates team will be carried out during break-times and lunch-times and either at the end of the school day or before the school day begins, incorporating a deeper clean. • Cleaning will be carried out as per the government guidelines, to include high-traffic areas such as door handles, light switches, bannisters, tables, sinks, lavatory and personal-hygiene areas, etc. • Bins will be emptied at least daily and, in respect of paper hand-towel bins, more frequently. • Use of frequently-touched equipment is minimised in accordance with government guidance, e.g. doors that can be safely propped open to avoid the need for frequent physical contact, are, also promoting ventilation, as directed by published guidance. • Regime reviewed on 05.01.21 and on 06.01.21 in the light of the new lockdown measures and due to the vastly reduced number of people accessing the site daily. 	Appropriate hygiene-maintenance programme, informed by risk-assessment and government guidance, reducing the risk of infection transmission between individuals and between groups of people.	
I	What precautions are being used to keep shared teaching	<ul style="list-style-type: none"> • Outdoor play-equipment allocated to only one age-group per day, with sanitising of such equipment by the Estates team taking place daily, either at the end of the day, or before the start. 	Reduced risk of infection spread by limiting sharing of equipment.	



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	<p>equipment (e.g. musical instruments) hygienic?</p>	<ul style="list-style-type: none"> • Departmental risk-assessments describe risk-control measures in place for managing shared equipment in practical subjects, including Art, Cookery, Countryside Management, Drama, Engineering, Media, Music, Occupational Therapy, Photography, Physical Education, Science, adhering to published UK government guidance. Separate, comprehensive risk-assessments in place for other departments, such as Catering. • Use of shared administrative equipment, such as photocopiers and printers, is now minimised due to the uploading to the MIS of pupils' records. However, supplies are provided together with instructions for sanitising touch-surfaces of such equipment between users. • Each member of staff and every pupil will be required to use and retain their own pens, pencils and other stationery equipment. • Pupils and staff to keep all personal stationery items in their own, clearly-labelled pencil-case. • User-sharing of audio-visual (AV) technology equipment including computer equipment and Clevertouch smartboards is minimised through the school timetabling plan; where this is not possible, anti-viral/bacterial sanitising will be applied to equipment between each user. • Sanitising wipes readily available in all rooms being used. • Wherever possible, teaching and therapy staff to operate in a consistent room, reducing instances of sharing of facilities between adults. • During lockdown a majority of pupils and teaching/therapy staff are operating, mainly, remotely off-site. Thus the sharing of equipment is vastly reduced. 		
J	<p>Are high-risk areas being regularly monitored for hygiene?</p>	<ul style="list-style-type: none"> • The Estates team will regularly check high-risk areas to ensure that appropriate hygiene standards are being observed. • Included in this identification of high-risk areas will be the Main Reception and School Office, all washrooms and lavatories, all external handwashing stations, the refectory and any internal corridors. 	<p>High-risk areas identified and managed appropriately.</p>	



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		<ul style="list-style-type: none"> • School surgery is also considered a high-risk area and requires a daily deep-clean. • In event of the surgery dealing with illness, a deep clean will be implemented as a priority. 		
K	<p>Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?</p>	<ul style="list-style-type: none"> • The school has developed proven, effective systems for delivering pupils' provision (including teaching and therapy) – other than residential – remotely, using Microsoft Teams as its main platform. Further training is scheduled for 04.09.20 supporting staff to prioritise their time in delivering effective, efficient remote provision, or blended provision (some pupils in school and some accessing remotely), including being prepared for short-notice transitions to new models. • Contingency plans for managing boarders' immediate residential needs in the event of changing circumstances are in place (see Boarding risk-management plan separate to this RAMP document). • Requirement to re-close would be communicated using the same means as for the original closedown on 20th March (e.g. electronic mailing to all parents and staff, and notice posted on the front page of the school website) - proven channels of communication. • If emergency notification to parents needs to be sent, then emergency contact details are available and SMS communication to parents' mobile telephones may be used. • If immediate change in risk-level is identified, the HM or his deputy, and the Bursar will act as they deem necessary, and following PHE instruction, before informing CLG and governors; wherever possible, change to the school's open status will be communicated to the CLG and governors in advance of a wider announcement and action. • In each room teachers have immediate access to communication with the school office and with senior duty staff via the internal telephone system. • On 28th August 2020 the Department of Health & Social Care published updated guidance COVID-19 contain framework: a guide for local decision- 	<p>Contingency-plans in place, including planning for effective communication.</p>	<p>Plans for responding to situations, and for communicating with all in the school community have proved effective and efficient throughout the Michaelmas 2020 term.</p> <p>Feedback from parents specifically praised the quality and efficiency of communications from the school. These are filed.</p>



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		<p>makers. This included Annex 3: tiers of national restriction for education and childcare. The expectation is that schools will remain fully open to all, although with an increasing or decreasing level of restriction, depending on the local situation. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply.</p> <ul style="list-style-type: none">- Tier 1: schools remain open for all pupils, but face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social [physical] distancing cannot be maintained.- Tier 2: our junior pupils should continue to attend full-time. Our Year 7 and older pupils should attend on a rota model, combining on-site provision with remote education. Vulnerable children and young people, and the children of critical workers should continue to attend full-time. The rules on face-coverings from Tier 1 apply.- Tier 3: our junior pupils continue to attend on site. For Year 7 and older, only vulnerable children and young people, the children of critical workers, and selected year groups (to be identified by the DfE) attend the site full-time. All other pupils should not attend the site, but should be educated remotely full-time. The rules on face-coverings from Tier 1 apply.- Tier 4: only vulnerable children and young people, and the children of critical workers are permitted to attend on-site. No other pupils should attend the school site. Remote education to be provided to all pupils. The rules on face-coverings from Tier 1 apply.• The above tiers were superseded by the new national lockdown and closure of school-sites to all children except those identified as vulnerable, and the children of critical workers, announced during the evening of 04.01.21. Communications to all employees and all parents were made on 05.01.21, with continued individual communication with individual parents and employees continuing		
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		thereafter. The school's social media channels are also used to alert the school community to key communications.		
L	Are additional risks resulting from COVID-19 risk-management controls identified and effectively controlled (e.g. potential increased fire-risk associated with the storage of increased quantities of high-alcohol-content hand-sanitiser)?	<ul style="list-style-type: none"> Additional risks that arise from our COVID-19 control measures are identified either within this RAMP or within departments' individual risk-management plans which complement this RAMP. As a result, some school policy documents have been reviewed and updated. Risk-areas identified include: <ul style="list-style-type: none"> - Fire-evacuation planning; - Storage of high-alcohol-content hand sanitiser; - Interaction of sanitising chemicals with other on-site chemicals, e.g. those used by the Science department for practical experiments; - Lockdown-Immediate Threat policy; - Restraints Policy; - Behaviour for Learning policy. 	Additional risk arising from COVID-19 precautions identified and controlled to an acceptable level.	
M	Are all the identified risks properly mitigated and regularly re-assessed?	<ul style="list-style-type: none"> Day to day operational activity and associated risk-management is considered on a continual basis by the headmaster, bursar and estates manager. The CLG review and discuss the RAMP and operational risks observed (building/facilities/health) on a weekly basis, consulting as necessary with other staff members. Employees must report concerns to the HM, Bursar or to any member of the SMT in a timely fashion, so that appropriate action in response to the identified risk can be determined and implemented. The weekly update provided by the Headmaster and Bursar to the governors is now less regular but this communication continues at pre-scheduled intervals, and at other times when a significant development occurs. The free-flow of communication between the CLG and the governors, by this means, remains extremely important, ensuring the governors and trustees of the charity are kept informed and are able to monitor and challenge effectively. 	Process for continuous re-assessment of the level of risk and the effectiveness of the mitigation/control measures in place.	Through the course of the Michaelmas 2020 term, many minor improvements have been proposed by staff and pupils, and have been responded to extremely speedily by the school's management and Estates teams.



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		<ul style="list-style-type: none"> Any significant change of circumstances or concern raised by any person will always result in this RAMP document being reviewed and, where appropriate, updated. All elements reviewed in light of the identification of the new, more-transmissible variation of the virus, and in the context of the national lockdown announced on the 04.01.21. 		
N	<p>What PD rules has the school adopted? Are they different for various activities (play, practical physical-education activities, drama, music) and locations (classroom, playground) and have all adhered to these PD rules?</p>	<ul style="list-style-type: none"> For Years 4 to 8 inclusive, changes to form-tutor group allocations now mean that groups of pupils will remain as one class ('bubble') for the vast majority of their activities, reducing physical proximity with others. For Years 9 to 11 inclusive, due to the nature of their more complex and individual subject combinations, their form-tutor group allocations have not been amended, and they will continue to be grouped in different arrangements depending on subject. Thus the year-group is identified as the bubble. Measures in place minimise physical proximity between pupils in one age-group and others. For the Sixth Form, due to inconsistencies in pupils' chronological age and timetabled subject-lesson delivery (e.g. and UVI student attending a predominantly LVI teaching group) and due to limitations on the Sixth Form physical facilities, the two year-groups combined are considered a bubble. Measures in place reduce physical proximity between members of the Sixth Form and younger pupils. Arrangements for the management of pupils' daily arrival in school and supervision prior to morning form-time are designed to reduce physical proximity between pupils of different age-groups through the allocation of designated year-group areas for pupils awaiting the opening of their form-rooms at 8.20am. The areas, operational between 8am and 8.30am are: <ul style="list-style-type: none"> - Y4 & 5 Gard'ner House playground - Y6 Gard'ner House playground - Y7 one third of Hard Play Area (HPA) - Y8 one third of HPA - Y9 one third of HPA - Y10 outside BMS - Y11 quadrangle below library 	<p>PD and associated measures adopted minimise risk of virus transmission.</p> <p>For LDC and P.E. teaching in Years 4 to 8 inclusive, partners of two class bubbles combined form broader restrictions on groupings of children in order to form groups that enable pupils' individual therapeutic needs to be met. The arrangements in P.E. adhere to the same pairings of class bubbles to enable larger groupings to be taught, recognising the vastly larger spaces and the significant use of outdoor space in P.E. teaching.</p>	<p>Note updated government guidance from 25.08.20 regarding face-coverings, now incorporated into this RAMP.</p> <p>Pupils now required to wear face-coverings when queuing for the refectory at meal times (including during boarding hours) and when in the refectory, except when eating.</p>



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		<ul style="list-style-type: none"> - Sixth Form Crosslanes and gardens • Arrangements for the management of pupils’ transition between areas of the school are designed to reduce physical proximity between pupils of different age-groups and bubbles, using a clearly marked and implemented one-way system, including maximising use of external entry and exit of classrooms and minimising corridor use. • Arrangements for the management of pupils during morning and afternoon breaktimes and during lunchtimes are designed to reduce physical proximity between pupils of different age-groups, by designating differentiated areas of the school for each age-group, and by operating a more formalised lunch-service plan. • Pupils will be encouraged to maintain a one-metre distance from others, and this will be strengthened through reminders from school staff, through support and reinforcement from pupils’ parents, and through visual displays. The BfL policy is also being updated prior to the start of the Michaelmas 2020 term in support of this. • Arrangements for the management of pupils’ daily departure from school are designed to reduce physical proximity between pupils of different age-groups through the allocation of optional staggered departure times as follows: <ul style="list-style-type: none"> - Y4-6 at 4pm (incorporating an earlier tutor-time); - Y7 & 8 at 4.10pm; - Y9 at 4.15pm; - Y11 & Sixth Form at 4.20pm; - For parents or drivers collecting pupils who all match just one of the above timings, they may follow this plan if they choose, informing their son’s form-tutor by email in advance. Alternatively they may choose to retain the normal 4.20pm collection time. - For parents or drivers collecting two or more pupils who are of different ages and so are allocated different early-departure times, all pupils in the vehicle must remain with their form-tutor until the oldest pupil’s allocated departure time (hence a taxi with studens from years 		
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		<p>6, 9 and 11 must wait until 4.20pm for any of his charges to leave their form-tutor's room);</p> <ul style="list-style-type: none"> - Any pupil using the coach-service to the railway station must remain in their form-room until 4.20pm, regardless of their age – the coach will not leave the school site until 4.30pm at the earliest; - Any boarder and any day-boy remaining in school for after-school clubs and activities must remain in their form-room until 4.20pm, regardless of their age. <ul style="list-style-type: none"> • Arrangements for the management of pupils' indoor learning are designed to reduce the risk of aerosol transmission of the virus between pupils within a bubble through the following measures: <ul style="list-style-type: none"> - All pupils to sit facing the front of the classroom, avoiding facing one another. - Space within the classroom to be used to maximise space between individual pupils. - Teachers will ensure that opportunity for room-ventilation is maximised through the opening of windows and the propping open of doors. - The use of fans or other devices for propelling air around a room should be avoided. - Pupils to remain in their places throughout the lesson, and not to walk about the classroom, except with the express permission of their teacher, ensuring – as far as possible – only one pupil moving through the classroom at any one time. • Arrangements for the management of pupils' indoor learning are designed to reduce the risk of aerosol transmission of the virus between pupils and adults through the following measures: <ul style="list-style-type: none"> - Adults delivering teaching or therapy to maintain, wherever possible, a two-metre distance between themselves and their pupils, by remaining at the front of the classroom or therapy room. • Arrangements for the management of pupils' indoor learning are designed to reduce the risk of transmission of the virus between people by touch through the following measures: 		
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		<ul style="list-style-type: none"> - Pupils and adults to practise good hand hygiene, in accordance with widely published government guidance. - Pupils and adults to sanitise their hands using antiviral sanitising solution, or to wash their hands using soap and water, prior to entering the classroom or therapy room. - Where possible, pupils should be assigned their regular place in a classroom, reducing contact between students and furniture, and promoting a well-ordered entry. - Pupils should provide their own basic equipment, including stationery and water-bottle, to avoid sharing basic classroom equipment. - Where shared equipment is provided by the department, the department’s own risk-assessment addresses identified risks and adopted control-measures for managing the risk at an acceptable level. - Teachers, or students under their direction, to sanitise pupils’ chairs, table-surfaces and other shared classroom equipment in between different classes, using school-issued antiviral sanitising products – students should only sanitise furniture or equipment they have used personally, and not that of others. • Each individual academic department’s own risk-management plan provides specific detail around identified risks arising from their specific circumstances, and adopted measures to control risks. This is especially relevant for practical subjects and those involving shared equipment, such as Art, Cookery, Drama, Music, Occupational Therapy, Physical Education and Science. • Arrangements for the management of pupils’ access to washrooms and lavatory facilities are designed to reduce the risk of transmission of the virus between people by touch or by aerosol through the allocation of designated facilities for each age-group as follows: <ul style="list-style-type: none"> - Y4-6 boys’ lavatories located inside Gard’ner House - Y7 boys’ lavatories located outside Gard’ner House - Y8 boys’ lavatories located in the Sports Hall block - Y9-10 boys’ lavatories located in the Science block - Y11 boys’ lavatories located outside the Engineering building 		
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		<ul style="list-style-type: none"> - Sixth Form boys’ lavatories located in Crosslanes. • Arrangements for the management of boarders during residential hours complement the above measures, and additional information is provided in the Boarding risk-management plan. • Arrangements for the management of pupils travelling to and from school, especially when sharing transport are detailed elsewhere within this RAMP document. • Staff are expected to maintain a two-metre distance from one another at all times, recognising their obligation to protect themselves and colleagues from infection and transmission of the virus. Thus employees should generally not meet together in the same room, but should use electronic communication, such as email and video-conferencing, or telephone, in order to communicate. • Meetings between groups of staff are expected to operate using video-conferencing – this includes whole-staff briefings and smaller, departmental or team meetings. Three or four colleagues may meet together for periods of up to an hour providing two-metre PD can be maintained and there is good ventilation. • Shared staff common areas, such as department offices, should be avoided such that two-metre distancing can be maintained at all times. Refreshments will not be served by the school at morning break-times or other times, and lunch will not be provided to employees during this COVID-19 period – employees are encouraged to provide their own packed-lunch, and to eat it in an environment where they can socialise with colleagues, but maintain two-metre PD within a well-ventilated area. • A change to guidance, issued by the UK government late on 25.08.20, now provides that whilst face-coverings are not generally required in schools due to their increasing some risks and their negative impact on communication, where additional measures are in place locally in response to a higher rate of transmission in the area, “children aged 12 and over [More House School intends to apply this directive to all pupils in Year Seven upwards and to all adults, but expects to encourage use as far as possible amongst all pupils, including the junior years] should wear a mask 		
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		<p>under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area” (Gov.UK, 25.08.20). Where such local area measures apply, "face coverings should be worn by adults and pupils when moving around, such as in corridors and communal areas where social distancing is difficult to maintain. As in the general approach, it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning.”</p> <ul style="list-style-type: none"> • Information for staff on these protective measures will be communicated in advance of September 2020 INSET, and reinforced through training activities during INSET. • Information for pupils and their parents on these protective measures will be communicated during the week commencing Monday, 24th August 2020, and reinforced in tutor-time and in lessons on pupils’ return to school. • Daily monitoring and reinforcement will be overseen by the SMT, working closely and with the support of all school staff. • The vast reduction of numbers of people on-site during the lockdown starting in January 2021 has improved the ability to maintain PD in indoor areas. Allocated lavatories and waiting areas remain in-force. Provision for staff lunches has recommended as it is now considered safe to do so with so fewer people on-site. 		
O	<p>What Personal Protective Equipment (PPE) has been recommended and, dependent on risk-assessment, with what has the school decided to equip staff and pupils? The range of PPE may include:</p>	<ul style="list-style-type: none"> • In accordance with government guidance, most employees in pupil-facing and other roles are not required to wear any PPE beyond that normal for their duties – some staff, though, may wish to wear face-coverings or shields. Face-shields and masks, gloves and aprons are considered essential for any member of staff engaging in the provision of intimate care or supporting a student or colleague presenting with suspected symptoms, e.g. the school surgery staff of registered nurses (RN). • See notes immediately above (row N) regarding face-coverings following change to government guidance issued on 25.08.20. 	<p>PPE requirements assessed and met.</p>	<p>Note updated government guidance from 25.08.20 regarding face-coverings, now incorporated into this RAMP.</p>



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	<ul style="list-style-type: none"> a. masks; b. gloves; c. shields (for face or lecterns, desk-separators, staff-desks); d. anti-viral/bacterial sanitisers (gel and disposable wipes). 	<ul style="list-style-type: none"> • Protective screens have been installed in certain areas of the school to protect pupils and employees. • Anti-viral/bacterial sanitisers (gel and wipes) are provided in many areas and must be used in accordance with the requirements of this RAMP. • The school has ordered sufficient stocks of PPE for September 2020. • Pupils may wear face-coverings if they wish but they are not being provided by the school, as advised by government guidance. • Face-coverings are mandatory for all adults and all pupils aged 11 or older within school minibuses or other school vehicles, and within the school-arranged coach service to and from Farnham railway station. Anyone travelling using public-transport must wear a face-covering if aged 11 or older. • Specific arrangements for the safe management and disposal of face-coverings are in place, in accordance with government-issued guidance. • Individual departments' risk-management plans make explicit instances where PPE is to be made available and used. • The policy on the wearing of face-coverings has been reviewed in advance of the start of the Lent term 2021 and they are now required in all indoor places, for adults and for pupils, except where a teacher expressly instructs otherwise due to the immediate circumstances (e.g. size of space). • PPE requirements for the on-site COVID-19 rapid testing station match the specifications provided by the DfE and the NHS Test & Trace guidance. 		
P	<p>Medical. Have:</p> <ul style="list-style-type: none"> a. pre-existing medical conditions been fully declared? b. all vulnerable pupils, parents and staff been identified and recorded? 	<ul style="list-style-type: none"> • Refer to Annex d) for further detail. <ul style="list-style-type: none"> A) The surgery holds confidential medical records for all pupils. Employees are encouraged (28.08.20) to share with the school's HR department and surgery details of any pre-existing medical conditions – especially any which might affect their level of risk in respect of the virus. Such information is treated as confidential but will be used to inform risk-assessment and risk-management planning. Periodic updates to all employees and pupils parents through school communications (all on file). 	<p>Medical information gathering and recording reduces risk and enhances risk-control. Procedures in place reduce risk.</p>	



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<p>c. any persons tested positive for COVID-19 and is it recorded (for elimination purposes)?</p> <p>d. any persons come into contact with anyone tested positive to COVID-19?</p> <p>e. any persons travelled and engaged with increased risk, other than at home and school?</p> <p>f. any persons been sent home with COVID-19 symptoms (a cough, high temperature, reduction in sense of taste or smell, or shortness of breath)?</p>	<p>B) The school surgery maintains a list of pupils who themselves, or someone in their immediate family, are considered to have a higher degree of vulnerability to the general population. Employees who have declared heightened vulnerability of themselves or of an immediate family member to the school's HR department are recorded on a register which supports risk-assessment and risk-management planning.</p> <p>C) Pupils' parents are asked (28.08.20) to inform the school's Surgery by email or telephone if the pupil has received at any time a confirmed, positive test for COVID-19. Employees are asked to do likewise. Such information is held on a confidential register by the school surgery and is used to inform risk-assessment and risk-management planning, although the school recognises that it should not yet be considered definite that previous recovery from the virus offers reduced risk to that individual, either of re-infection or of transmission to others. Periodic updates to all employees and pupils parents through school communications (all on file).</p> <p>D) Clear communication from the headmaster to all pupils' parents and to all employees (28.08.20) makes explicit a duty to self-report to the school any instance in which an individual in the school community believes they have come into contact with someone symptomatic in respect of the virus, or someone who has received a positive test for the virus. Such communication should be made directly to the school surgery. Periodic updates to all employees and pupils parents through school communications (all on file).</p> <p>E) Communication from the headmaster to all pupils' parents and to all employees (28.08.20) makes explicit a duty to self report in a timely fashion if anyone in the school community has engaged in activity, such as travel to a specific area, which may reasonably be</p>		
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		<p>considered to have increased their risk of contact with the virus. Periodic updates to all employees and pupils parents through school communications (all on file).</p> <p>F) Any person exhibiting symptoms recognised as associated with COVID-19 infection will be sent home immediately, ensuring their isolation and care from the point of identification to the point of departure. Any such suspicion must be reported to the school surgery immediately, or if outside of school hours, to the senior manager on duty.</p>		
Q	<p>Have all adhered to the life-style rules set by the government or school, such as those relating to:</p> <ol style="list-style-type: none"> a. shopping; b. socialising; c. games and play; d. travel (other than home to school and return) e. holidays? 	<ul style="list-style-type: none"> • School communications (28.08.20) to pupils’ parents and to employees publicise government guidance and associated good-practice. Periodic updates to all employees and pupils parents through school communications (all on file). • Duty to self-report any increased risk. 	<p>School community is very familiar with government guidance around life-style, and of obligation to report urgently any increased risk so that it can be managed effectively.</p>	
R	<p>Are plans being considered for school events including plays, concerts, parent and teacher meetings, etc.?</p>	<ul style="list-style-type: none"> • All such events are being carefully planned in order to minimise risk, both to health but also to pupils’ development and to employees’ wellbeing. • Founder’s Day was delivered successfully using pre-recorded video and social media. • New policy guidelines are in place in respect of the management and approval of off-site trips. • All activities are assessed on a case-by-case basis, assessing rationale (identified benefit of the activity) and identified risk, seeking to deliver the benefit in as risk-averse a manner as is possible without harming significantly pupils’ development or employees’ wellbeing. 	<p>All school activities are carefully risk-assessed and managed in such a way as to minimise risk.</p>	<p>Many school events have been transferred, very successfully, onto a physically distanced, online remote access format. This has included the non-core options subjects evenings, parent/teacher consultation evenings, governors’ meetings, the Sixth Form open evening, Founder’s Day</p>



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		<ul style="list-style-type: none"> • This element of risk-managing school operations is continuing to develop, but no such event may take place without a risk-management plan approved by the headmaster and bursar being in place in advance. • Meetings between groups of staff are expected to operate using video-conferencing – this includes whole-staff briefings and smaller, departmental or team meetings. Three or four colleagues may meet together for periods of up to an hour providing two-metre PD can be maintained and there is good ventilation. • Assemblies are expected to be delivered using pre-recorded video, or video-conferencing on MS Teams, with tutor-groups receiving the stream in their form-rooms with their tutor rather than attending a larger gathering of pupils. • It is anticipated that information briefings for parents and their sons (e.g. Sixth Form Induction Meeting) will be delivered using video-conferencing, electronic document or pre-recorded means. • It is anticipated that parent/teacher consultation evenings (e.g. Year 7 Parents' Evening) will be delivered through video-conferencing, using MS Teams, but a process for booking or allocating appointments is yet to be adopted. • Annual review meetings are expected to take place aided by video-conferencing using MS Teams, with the pupil and school staff based in school, and parents and other participating professionals joining by video-conference. In the event of a pupil or the school staff having to work from off-site (e.g. local lock-down or individual self-isolating), then they too will join by video. • Detailed plans in place to manage the induction of new pupils on Monday, 7th September 2020. This was very successful. • It is anticipated that no physical 'audiences' beyond one class-size will be invited to attend any event, and that no parents will be invited to attend any shared gathering on-site. 		<p>and the Christmas Service. The induction for new pupils was managed on-site but in a physically-distanced manner adopting COVID-19 safety measures. A much smaller exam-certificates presentation ceremony took place in-house with current students, but again, ensuring COVID-safe arrangements.</p>
S	Are arrangements in place for implementing the government's mass	<ul style="list-style-type: none"> • Guidance issued by the UK Government on 17.12.20 has informed school planning. 04.01.21 and 05.01.21 are INSET days. Thus 06.01.21 and 	All employees, governors and pupils' parents have received	Testing of all eligible pupils on-site, and of all staff expected to be on-site



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	<p>asymptomatic testing of secondary-school and college age pupils from the week commencing 4th January 2021?</p>	<p>11.01.21 are designated as the two mass pupil-testing days, enabling each pupil from Year Seven upwards to receive two Lateral Flow tests.</p> <ul style="list-style-type: none"> • The Sports Hall will be used to accommodate a testing station able to offer sufficient capacity for this programme. Design of set-up is in line with published guidance and with oversight of the school's lead Registered Nurse. • Volunteers from the parent and staff-families community are being sought to undergo the short, online training provided by NHS Test & Trace, and then to work under direct staff supervision within the testing station on these days. • At all times whilst in operation, the testing station will be under the direct supervision and oversight of one of the school's Registered Nurses, discharging the role of Team Leader and Quality Lead. The only exception is where individual tests of boarders outside of school hours are conducted – all staff involved will have completed the certificated NHS training, and the Headmaster or Head of Boarding will fulfil the role of Team Leader and Quality Lead, having completed the requisite training. • Additional hygiene/cleaning arrangements are to be implemented to manage the station safely. • Registration measures will be in place for all attending the testing station. 	<p>specific communication about these plans on 18.12.20 and on 22.12.20.</p>	<p>regularly or frequently, or living on-site, commenced on 06.01.21, with 90 tests completed that day. Operations adhered to the government guidance and ran very smoothly. All testing-station staff, including volunteers from the parent-body, completed their certificated training, and on-site training.</p>
T	<p>Are arrangements in place for implementing the government's weekly testing of all school employees from the week commencing 4th January 2021?</p>	<ul style="list-style-type: none"> • Guidance issued by the UK Government on 17.12.20 has informed school planning. 04.01.21 and 05.01.21 are INSET days. Thus 06.01.21 will be the first day for testing employees. Six weekly sessions are planned, enabling one sixth of the workforce to be tested weekly in each session. These will operate from 8am to 10am on each weekday morning, and there will also be an additional 10.30am to noon session each Thursday. • The main changing rooms inside the Sports Hall will be used to accommodate a testing station able to offer sufficient capacity for this programme. Design of set-up is in line with published guidance and with oversight of the school's lead Registered Nurse. • Volunteers from the parent and staff-families community are being sought to undergo the short, online training provided by NHS Test & Trace, and 	<p>All employees, governors and pupils' parents have received specific communication about these plans on 18.12.20 and on 22.12.20. Updated information regarding the increase in frequency to twice-weekly communicated</p>	<p>Initial tests conducted on 06.01.21, with employees absent that day tested on 07.01.21. All testing-station staff, including volunteers from the parent-body, completed their certificated training, and on-site training.</p>



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		<p>then to work under direct staff supervision within the testing station on these days.</p> <ul style="list-style-type: none"> • At all times whilst in operation, the testing station will be under the direct supervision and oversight of one of the school's Registered Nurses, discharging the role of Team Leader and Quality Lead. • Additional hygiene/cleaning arrangements are to be implemented to manage the station safely. • Registration measures will be in place for all attending the testing station. • Increase in frequency to twice-weekly testing implemented from 20.01.21, on day of government announcement. 	<p>to all employees on 20.01.21.</p>	
U	<p>Are arrangements in place for implementing the government's seven-consecutive-working-days serial testing of pupils and adults in close contact with a confirmed positive case from the week commencing 4th January 2021?</p>	<ul style="list-style-type: none"> • Guidance issued by the UK Government on 17.12.20 has informed school planning. 04.01.21 and 05.01.21 are INSET days. Thus 06.01.21 will be the first day for testing employees. • From 8am to 10am on each weekday morning, the testing station will provide Lateral Flow tests to those pupils or employees identified as having been in close contact with a confirmed positive case. • The main changing rooms inside the Sports Hall will be used to accommodate a testing station able to offer sufficient capacity for this programme. Design of set-up is in line with published guidance and with oversight of the school's lead Registered Nurse. • Volunteers from the parent and staff-families community are being sought to undergo the short, online training provided by NHS Test & Trace, and then to work under direct staff supervision within the testing station on these days. • At all times whilst in operation, the testing station will be under the direct supervision and oversight of one of the school's Registered Nurses, discharging the role of Team Leader and Quality Lead. • Additional hygiene/cleaning arrangements are to be implemented to manage the station safely. • Registration measures will be in place for all attending the testing station. • 20.01.21 announcement by the Secretary of State for Education confirmed immediate cessation of seven-day serial-testing for close-contacts of 	<p>All employees, governors and pupils' parents have received specific communication about these plans on 18.12.20 and on 22.12.20. Updated information regarding the cessation of seven-day serial-testing for close-contacts of confirmed positive cases communicated to all employees, to all governors and to all parents of pupils accessing the site during lockdown, by email on 20.01.21.</p>	<p>Arrangements activated from 06.01.21. All testing-station staff, including volunteers from the parent-body, completed their certificated training, and on-site training. Arrangements temporarily ceased from 20.01.21 in accordance with sudden announcement by the DfE.</p>



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		confirmed positive cases, requiring any close contacts now to isolate at home.		
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b) Pupils, parents and staff risk-assessment and risk-management in the COVID-19 environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc.	<ul style="list-style-type: none"> • The primary communication tools from the start of September are: <ul style="list-style-type: none"> - verbal communication between staff and pupils through Microsoft (MS) Teams, facilitating video-conference meetings or addresses, or pre-recorded addresses or assemblies, and video-conference form-tutor sessions, scheduled teaching and therapy lessons, and other non-scheduled communications; - verbal communication between staff and pupils face-to-face on-site; - electronic mail (email), with pre-arranged central mailing-lists for all pupils' parents, for all employees and for all governors – plus arrangements in place for HR to forward electronic all-staff emails that do not contain sensitive data to the personal email addresses of employees known not to have easy access to school email addresses; - pre-arranged SMS messaging for communicating short messages to all pupils' parents, or identified groups, in an emergency or critical time-frame; - posted notices on the school's website, including the front page; - the all-staff MS Teams group. • Additionally the school has the facility to communicate information using its social-media channels, including Facebook, Instagram and Twitter. • Feedback from parents being received by staff-members and the school's administrative staff, and fed back to HM and relevant SMT-members personally. • The school seeks parents' feedback through online surveys. 	Effective, multi-way communication channels maintained, with alternative options available to mitigate against failure of any one system.	<p>The school has received a large number of comments from parents and employees complimenting the high-quality of communications since March 2020, during the course of the Michaelmas 2020 term, and in preparation for it.</p> <p style="color: red;">See notes in section A, row K.</p>



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		<ul style="list-style-type: none"> • HM invites employee feedback as part of his pre-recorded video and electronic-mail communications. • Parental and employee feedback shared by HM with governors as appropriate. • Scheduled frequent video-conference governor-briefing provided by HM and Bursar since start of national lockdown. • Onsite internal telephone system and two-way radios used. • Staff kept informed through regular updates on MS Teams. 		
2	<p>Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?</p>	<ul style="list-style-type: none"> • The Headmaster, all SMT and Bursar are available by email at all times for parents and staff to communicate with. • All staff email addresses are accessible to parents through the school office. • With the reopening to all students and employees, communication is made easier to those on-site. However, PD measures designed to reduce the risk of infection between bubbles, and between adults, mean that in some cases, electronic communication, either by telephone, email, or through MS Teams channels, remains practical for ensuring efficient and flexible communication. • Where pupils or employees are unable to attend the site, due to self-isolating at home, or for other reasons, the now-established means of electronic communication, as described above, remain effective in ensuring two-way communication and feedback, promoting best-practice. • Pupils are directly connected each day with their tutors and class teachers. • Teaching staff frequently ask pupils for feedback – normal MHS practice. • Governors undertake a weekly review meeting by video-conferencing with HM and Bursar. • Governors and employees who have pupils at different schools afford ability to compare provision and practice against other providers. • Governors and staff who are parents of MHS pupils are able to share their experience of communication and of the provision and practice, communicating directly with HM. 	<p>Arrangements in place to ensure ease of communication and to seek, actively, feedback from stakeholders.</p>	<p>Arrangements have proved efficient and extremely effective through the course of the Michaelmas 2020 term, and prior to it.</p>



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		<ul style="list-style-type: none"> The chair of governors, deputy chair of Governors, chairs of Finance & Leadership, Teaching & Learning and Welfare committees are in regular contact with the HM, Bursar and other relevant CLG or SMT managers, and provide governance oversight of arrangements, and support of the school's leadership and management, drawing on their skills and experience, and those of fellow governors. Questionnaires to parents used to obtain feedback to inform evaluation and planning. The school maintains a robust complaints procedure, published on the website. 		
3	<p>If there is a governor and/or officer for the school nominated to be responsible for COVID-19 matters, are their contact details known and are they on-call?</p>	<ul style="list-style-type: none"> The Chair of Governors co-ordinates all Covid-19 related matters on behalf of the Governing Body. He is available for direct communication, by email and mobile telephone, to other governors and to the HM and Bursar. The Bursar acts as the Covid-19 Co-ordinator (available by email and mobile telephone) working closely with the HM. The HM lives on-site and is therefore available as required for staff and pupils. Parents can contact the school by email or telephone through well-established channels, including direct communication with the HM if necessary. All members of the CLG have been, and continue to be, heavily involved in planning, implementation and review of the school's COVID-19 RAMP, supported by the SMT and by all employees. 	<p>COVID-19 leads appointed at governor and CLG level.</p>	<p>The Chair of Governors continues to provide overall oversight, but fortnightly governors' COVID-19 group meetings have continued to take place throughout the summer and the Michaelmas 2020 term, and the Michaelmas term has witnessed two full governing body meetings, at which detailed COVID-19 updates were reported by the Headmaster and Bursar.</p> <p><i>The Chair of Governors attended planning meetings of the school's senior leadership team on 05.01.21, and reported back to a</i></p>



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				<p>COVID-19 governors' group on 06.01.21.</p> <p>National changes to Lateral Flow Testing discussed by governors' COVID-19 sub-committee on 20.01.21.</p>
4	<p>Is there a system to communicate with parents and staff that have not returned to school for fear of infection?</p>	<ul style="list-style-type: none"> The HM retains overall control of the communications with parents, with reference to the SMT, governors and Bursar, and will provide information about the safe-return plans to all stakeholders in advance of September INSET, in a similar fashion as information was communicated in advance of the wider-reopening on the 1st June. Each pupil's form-tutor is identified as the primary point of initial contact for pupils and their parents, with the school's administrative staff providing a generic contact-point, able to divert communication to the most appropriate person. Human Resources provides for staff who wish to report inability or concern with respect to on-site attendance and discharge of employment duties, in advance. From 1st June, parents were afforded final decision-making power with respect to whether or not they wished to send their son into school where provision was made available, and were asked to communicate their intentions via online forms distributed by the school. However, the government instruction for September 2020 is that all children should attend school except where required by the school, as directed by PHE, to self-isolate, or due to illness not associated with COVID-19. For pupils not attending, the school intends to maintain a comprehensive remote delivery provision for pastoral care and academic development. This necessitates continuous review and communication with parents and staff. Children expected at school who do not attend will be contacted by the school office on the day in order to confirm their safety and wellbeing in 	<p>Effective communication and welfare systems in place.</p>	<p>HR department has ensured one-to-one support for individual employees depending on their needs and circumstances. Likewise, bespoke communication and support has been provided for parents of any pupils whose attendance has caused concern.</p>



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		<p>accordance with the school's established attendance and absence, and safeguarding procedures.</p> <ul style="list-style-type: none"> The school's current attendance and absence procedures, although reviewed, already provide for the identification of pupils in danger of missing education, and intervening appropriately, engaging support of relevant external agencies. Pupils not engaging with the remote or on-site provision are the subjects of special attention by form-tutors, heads of year and senior staff in order to identify and remove barriers. Students identified as not accessing education will be supported by the school and by the local authority in accordance with the school's attendance and absence policy. From 6th January 2021, school open to the children of critical workers and to vulnerable children. The majority of children holding an EHCP have all aspects of their specified provision delivered through the school's comprehensive remote provision, including live video-lesson therapy provision matching pupils' normal school timetable levels. For the majority of pupils, then, accessing the school's provision remotely is safest, reducing the transport of possible infection across the vast geographical catchment area (more than thirty local authorities, requiring shared and public transport). Any vulnerable child permitted access to on-site provision where deemed necessary by parents in consultation with the school. Risk-assessments in place and reviewed for pupils. 		
5	Who has travelled where, other than home and school?	<ul style="list-style-type: none"> Parents and staff have been reminded (28.08.20) about the government guidance on travel and are asked to report to the school, in advance of their son attending school, any activities contrary to the government's published guidance, or which may reasonably be considered to increase risk. National lockdown invoked from 05.01.21 placed severe restrictions on travel of any sort. One staff member had travelled abroad during the Christmas holiday period, and complied with the quarantine rules before 	Parents and staff aware of the government PD and travel restrictions, and hold a responsibility to self-report any related threats to infection-	School communications with parents and staff have continued to remind recipients to check and adhere to government-published advice and instruction regarding travel.



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		attending work, following specific guidance from NHS Test & Trace, in spite of the school's on-site rapid-testing facility.	control at More House School.	
6	Are the hygiene rules set by the school adhered to by pupils, parents and staff?	<ul style="list-style-type: none"> • The hygiene rules are communicated (28.08.20) to staff and pupils in advance of their attendance through communications from the headmaster, during September's staff training (INSET) programme, through assemblies and tutor-time on the first day of the new school year, and via visual displays around the school. • The Estates team have implemented sign-off sheets for identified areas, and for lavatory and personal-hygiene facilities, similar to restaurants, as an obvious visual record that shows the cleaning schedule. • Additional signage provided to re-enforce "catch it, bin it, kill it" and guidance for washing hands. Signage will be put up specifying the maximum-occupancy for rooms, such as photocopier rooms. • Teaching staff remind and update on-site pupils at least daily. • Rooms will display PD and hygiene guidance visually. • All posters and guidance to be laminated to allow for easy cleaning. • Pupils' adherence monitored by the supervising staff. • All persons using the site will be monitored by the SMT, communicating directly with the headmaster, bursar and estates manager. • All concerns relating to the behaviour of an individual or group will be reported at the earliest opportunity to the on-duty SMT-member, and to the Bursar or HM - it may be that a rule is impossible to maintain in practice and needs review. • Review of the BfL policy ensures clear guidance to staff about responding to pupils' possible infractions. • Hygiene rules reiterated to parents of pupils permitted to attend the school site, on 06.01.21. 	Hygiene rules clearly displayed and monitored. Arrangements in place to review and adjust rules as appropriate.	Hygiene rules have been well-followed by pupils and employees. There has been constant monitoring. Infractions have been managed in an educational approach, but with recourse to the BfL system where necessary.



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7	Are all staff trained and regularly updated in COVID-19 symptoms, PD and how these rules apply to teaching?	<ul style="list-style-type: none"> All staff are reminded (28.08.20) of the symptoms of COVID-19 and the requirements for PD via posters around the school, through staff training and by electronic communications from the HM, Bursar and Surgery. Lead Nurse coordinated relevant information and sent to all staff ahead of June 1st. This is updated for September's full opening, and reinforced by a dedicated staff-training session scheduled for 03.09.20. Specific COVID-19 update provided to all employees by Lead School Nurse, on 04.01.21 – INSET training. 	Staff trained and refreshed in symptoms and PD arrangements.	
8	Is school-transport operating to reflect PD, hygiene, PPE and cleaning arrangements?	<ul style="list-style-type: none"> Our pupils travel to school mainly by private car or local-authority-provided SEND transport. A significant number use public-transport and the school's contracted coach service to and from Farnham railway station. An exceptionally small minority walk or cycle. New guidance in respect of transport was published by the UK government on 11th August 2020, which informs the school's planning and the planning of local authorities. Local authorities have implemented arrangements for minimising risk on local-authority-provided SEND transport, ensuring adherence with government-issued guidance. All pupils and adults using school transport or transport shared with others outside of their family bubble, must have with them tissues in order to capture coughs and sneezes. All pupils and adults aged 11 or older should wear a face-covering at all times whilst using public transport, school transport or transport shared with others outside of their family bubble, including school minibuses and the coach. Arrangements for the safe management and disposal of face-masks and tissues are in place, including face-covering disposal stations at the school-entry points from car-parks, and ensuring such items are double-bagged and quarantined for 72 hours before being included with general rubbish for disposal. 	Risks posed by transport to and from school, of pupils and staff-members, are identified, minimised and monitored.	Close monitoring of school transport – especially the school's contracted large coach to the railway station, has ensured COVID-19 safety measures have been followed continuously. Any individual concerns have been addressed immediately.



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		<ul style="list-style-type: none"> • On shared transport – especially the coach – pupils will be allocated seats according to their year-group, and embarkation and disembarkation will be carefully managed to ensure hand-sanitising requirements at these points are met, and to ensure orderly boarding and disembarkation which minimises the physical proximity of pupils with those of other ages. • Embarkation and disembarkation, both at school and at Farnham railway station (the only scheduled stops) will be staffed in order to ensure adequate supervision and observance of the guidelines. • The bursar has reviewed the coach-contractor’s own risk-assessment in light of the school’s adopted approach, considering especially their proposed cleaning schedule and arrangements for hand-sanitiser. • Parents are encouraged to consider avoiding LA-provided SEND-transport, and take advantage of available financial assistance afforded to parents by some councils to make their own, less-exposed arrangements. We communicated this to parents initially on 26/05/20, and again during the w/c 24.08.20 (28.08.20). • Parents advised to check public-transport arrangements, but reminded of the government-published guidance about the associated risks. Pupils using public-transport to travel to or from school are identified by the school, and kept under review. • At the start of term, the school will collate a register of who is sharing transport with whom amongst pupils. This cannot be achieved comprehensively in advance of term-starting due to some arrangements not yet being known in full by parents. • Where school vehicles are operated, a separate risk-management plan applies, complementing the above arrangements. This separate risk-management plan is the responsibility of the estates manager and includes cleaning arrangements. • Pupils arriving at school will be supervised by the staff from 8am, encouraging a wider breadth of drop-off times, thus reducing congestion. 		
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		<p>On pupils' arrival they will be directed to an allocated area for their year group, reducing physical proximity with those of other age-groups.</p> <ul style="list-style-type: none"> • Drivers and others not on the pupil roll or an employee are required to remain with their vehicles and may not enter the school site beyond the car-parks. No washroom or lavatory facilities are available for non-pupils or non-employees. These arrangements are communicated to all parents and all employees during 28.08.20 and visual displays reinforce messaging. Parents are explicitly asked (28.08.20) to communicate this information to other drivers transporting their sons. • The Deputy Head (Head of Boarding) has considered arrangements for the extremely small number of pupils currently registered as arriving before 8am and joining boarders' breakfast. He has put in place arrangements to manage the presence of such pupils safely, minimising risk. • All form-rooms must be open and prepared for pupils in readiness for pupils entry at 8.20am at the latest, so that congestion of pupils waiting is minimised. • Arrangements for the management of pupils' daily departure from school are designed to reduce physical proximity between pupils of different age-groups through the allocation of optional staggered departure times as follows: <ul style="list-style-type: none"> - Y4-6 at 4pm (incorporating an earlier tutor-time); - Y7 & 8 at 4.10pm; - Y9 & Y10 at 4.15pm; - Y11 & Sixth Form at 4.20pm; - For parents or drivers collecting pupils who all match just one of the above timings, they may follow this plan if they choose, informing their son's form-tutor by email in advance. Alternatively they may choose to retain the normal 4.20pm collection time. - For parents or drivers collecting two or more pupils who are of different ages and so are allocated different early-departure times, all pupils in the vehicle must remain with their form-tutor until the oldest pupil's allocated departure time (hence a taxi with students from years 6, 9 and 		
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		<p>11 must wait until 4.20pm for any of his charges to leave their form-tutor's room);</p> <ul style="list-style-type: none"> - Any pupil using the coach-service to the railway station must remain in their form-room until 4.20pm, regardless of their age – the coach will not leave the school site until 4.30pm at the earliest; - Any boarder and any day-boy remaining in school for after-school clubs and activities must remain in their form-room until 4.20pm, regardless of their age. 		
9	<p>How is registration throughout the day managed including temperature/health checks?</p>	<ul style="list-style-type: none"> • Recognised symptoms of COVID-19, as published by the UK government, are communicated to parents and employees (28.08.20), together with the requirement that no pupil or employee is permitted to enter the school site if they, or a member of their immediate household display any potential COVID-19 symptoms. The government's directions relating to self-isolation must be adhered to by every member of the school community, who also has a duty to report to the school any such circumstances. • All parents and staff reminded (28.08.20) of the published symptoms, and of their obligation to report to the school any suspected symptoms at the earliest opportunity, to isolate as a residential family group immediately for a period of fourteen days, or until an approved test confirms no risk, and not to attend the school-site except where fourteen days has passed, or the test confirms no risk. • Residential staff monitor each boarder for signs of symptoms associated with COVID-19 each morning prior to their leaving the boarding house for school. The same monitoring takes place whenever boarders arrive at school following time away from school (e.g. after a weekend). Any suspicion that a pupil may be symptomatic will prevent their being permitted entry onto the school site. If already on-site or in the care of the school's staff, arrangements are in place to isolate and provide appropriate care to the pupil whilst minimising risk to all, and to arrange the pupil's collection from school at the earliest juncture. • The school day begins with form-tutor morning registration for every pupil. As with every member of staff in every lesson of the day, the form-tutor 	<p>Registration and health-management arrangements in place.</p>	



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		<p>monitors every member of the class for signs of symptoms associated with COVID-19 each morning.</p> <ul style="list-style-type: none"> • Teachers and therapists assess the presentation of pupils on arrival at each new class (hourly), and report any concerns immediately. • Any suspicion that a pupil may be symptomatic will prevent their being permitted entry onto the school site. If already on-site or in the care of the school’s staff, arrangements are in place to isolate and provide appropriate care to the pupil whilst minimising risk to all, and to arrange the pupil’s collection from school at the earliest juncture. • Pupils or staff reporting or displaying possible COVID-19 symptoms are directed to the school surgery where they will be assessed by a school nurse or First Aider (wearing suitable PPE). The additional Boarding risk-management plan details adopted arrangements for managing symptomatic pupils and staff outside of the school surgery’s hours of operation. • The school nurse, or any other duty senior manager, will arrange for the safe and swift quarantine and evacuation from site of any person displaying or reporting C-19 symptoms. • In accordance with government-issued guidance, temperature checks are not considered by the school to be a good indicator of risk, and accordingly, generic temperature-testing of persons arriving on-site will not be implemented. However, the school’s surgery staff may use temperature testing for individuals as they deem appropriate. • Any visitors permitted to attend the site will be subject to a visual check assessing the presence of COVID-19 symptoms and, a temperature check. Any suspicion of symptoms present will result in the visitor being denied entry to the site. • Pupils’ attendance is recorded formally using the school’s MIS during morning and afternoon registration time, and at the start of every timetabled lesson of the day. Additional registration processes operate within the Boarding environment. 		
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10	<p>Are transit spaces (corridors), social zones (car parks, staff communal areas, playgrounds) configured to PD rules?</p>	<ul style="list-style-type: none"> • Initial arrangements for promoting two-metre distancing within shared spaces, and including classrooms, implemented for the wider opening of schools on the 1st June 2020 are no longer sustainable with the full opening of schools in September 2020. • Nevertheless, a clearly-marked, whole-site, one-way system is implemented for September 2020 – to operate at all times - and the site has been assessed to identify areas of potential congestion, informing planning to reduce such congestion and to minimise physical proximity and risk of virus-transmission. • Holding areas have been allocated to protect pupils arriving to an academic department for lessons, from those leaving the same area following the previous lesson-period. • Staff guidance, and displayed posters ensure arrangements are explicit. • Visual instructions displayed at pedestrian entrances from car-parks. • Pupils to be reminded of PD and hygiene rules on a regular basis during the day. Signage in rooms. • Arrangements to manage pupils’ use of the refectory are designed to minimise the risk of virus-transmission through reducing the maximum capacity and implementing a furniture plan which protects users. This is complemented by a schedule of ‘sittings’ minimising contact between pupils of different age-groups and ensuring sufficient time for thorough sanitising of the refectory in between sittings. These arrangements necessitate a rota-system of hot-lunches and cold, packed-lunches provided to year-groups across a series of days repeating. Government guidance on PD for adults prevent the service of food to employees who, during this temporary COVID-19 period, are asked to make their own arrangements for bringing to school packed-lunches which they will eat not in the refectory, but elsewhere whilst maintaining PD measures. • External classroom entrances and exits are available for most rooms on-site, and will be used as the normal mode of ingress or egress, avoiding corridor use wherever practicable. 	<p>Arrangements in place to manage transit spaces and social zones.</p>	
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		<ul style="list-style-type: none"> Some adjustment has been made to morning break-times for junior pupils in order to reduce the number of pupils at playtime at any one time. Reduced numbers on-site due to the national lockdown reduce risks. 		
11	Are learning and games spaces configured to PD rules?	<ul style="list-style-type: none"> Designated areas for each age-group are allocated and clearly marked to minimise physical proximity between pupils of different age-groups. This necessitates the use of more areas of the school for break and lunch times, and includes the use of outdoor space close to the BMS and in the quadrangle below the library. Where conditions permit, the school's playing fields will be used as a means of increasing the space available for recreation. Areas marked out on the HPA and playing-fields for each class-group to minimise contact and mixing. The LDC timetable will be compressed to make use of hour-long sessions rather than half-hour long sessions, in order to reduce transit of pupils between rooms and therapists or tutors. In the LDC building, only the outer rooms will be used for the delivery of therapy, since they have better ventilation. Other rooms available in the school will be repurposed for LDC use, including Bradbury Heights and the Study Hall. 	Learning and games spaces managed.	
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<ul style="list-style-type: none"> See detail in appendix a), row N. 	Timetabling, class-allocation and movement arranged in accordance with 'bubble' guidance.	
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<ul style="list-style-type: none"> All measures overseen by the Deputy Head (Wellbeing), working closely with the school's Mental Health Lead and Chaplain. Detailed guidance issued to all staff from the Deputy Head (Wellbeing) and Mental Health Lead in advance of September 2020 INSET. School Counsellor, Wellbeing and Safeguarding team remain contactable and easily accessible. 	Pastoral arrangements well-considered and in place.	



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		<ul style="list-style-type: none">• Normal pastoral arrangements continue to operate, with form-tutor identified as the lead, supported by the pastoral management and wellbeing arrangements as necessary.• Assembly programme.• Behaviour-management system in place, with sufficient staffing, and provision of duty-management support to afford response to situations.		
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c) Pupils and staff - safety risk-assessment and risk-management in the COVID-19 environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have the Safeguarding, Code of Conduct, and staff information/support policies been updated, regularly reviewed and shared?	<ul style="list-style-type: none"> Safeguarding policy (updated 01.09.20 in line with Keeping Children Safe in Education, September 2020) and other associated documents have been updated in light of the temporary closure of schools and transition to online, remote delivery, and shared with all staff by the DSL. The school's Safeguarding Policy and associated documents have been reviewed in readiness for the September 2020 full opening, in accordance with Keeping Children Safe in Education September 2020, and with other relevant COVID-19 guidance and risk-management. All-employee safeguarding update training session is scheduled for 03.09.20 during INSET training, with arrangements in place for bank staff or others unable to attend to receive the same training. Everybody's Business – the school's pamphlet for all employees on the essentials of our safeguarding procedures – has been updated and will be provided to all employees during September 2020 INSET. The Code of Conduct for staff, with C-19 specific updates, was reissued to all employees in April, requiring all employees and volunteers – including governors – to confirm agreement. Some returns are outstanding due to furloughing of staff – HR will pursue outstanding returns from the 1st September. A newly updated student CoC with COVID-19 specific updates was shared with all pupils and their parents in advance of the 2020 Trinity term. 	Relevant documents updated and shared.	
2	Is the DSL and DDSL easily contacted and their contact information known to all?	<ul style="list-style-type: none"> DSL's and Deputy DSLs' details are well known. They are available either on-site or by email/telephone/MS Teams daily. Reiterated to all employees during INSET training on 4th and 5th January 2021. 	DSL contact arrangements in place.	



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		<ul style="list-style-type: none"> Contact details are known but also published on school computer desktop – yellow safeguarding triangle - and are displayed in the Safeguarding policy, accessible from the school website. 		
3	Is there a COVID-19 specific coordinating management and policy document that includes medical responses, PD, teaching, socialising, feeding, wellbeing, hygiene, communication, etc.?	<ul style="list-style-type: none"> Yes – all elements are contained within this risk-assessment and risk-management plan (RAMP) document. Updated guidance published by the government on 28.08.20 considered and incorporated into a review of this plan. 	Overarching COVID-19 management document in place.	
4	Are class sizes reduced and kept together in their “bubble” (minimising contact with others) and properly supervised?	<ul style="list-style-type: none"> The government guidance for the September full opening of schools no longer advocates reduced class-sizes. Details of ‘bubble’ arrangements are provided in appendix a), row N. All arrangements are in line with government guidance. On-site arrangements for the period of national lockdown commencing 05.01.21 ensure small bubbles of same year-group pupils are maintained at all times on-site. On-site rapid and seven-day serial testing means those identified as being in close contact with a confirmed positive case may be eligible for daily on-site testing in order to remove the necessity of precautionary isolation. Seven-day serial testing now suspended with effect from 20.01.21, making close-contacts’ home-isolation again mandatory. 	‘Bubble’ approach planned and implemented through the measures outlined in this document.	
5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities?	<ul style="list-style-type: none"> Yes, we have done this, with different plans by age-group. 	Pupils’ individual and group needs, relating to age, identified and addressed.	
6	Are staff having sufficient down	<ul style="list-style-type: none"> Normal contact timetable arrangements are anticipated although this is being kept under constant review. 	Pressures on staff are recognised as a very	Staffing felt especially stretched in the final three



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	<p>time/rest during the working day/week?</p>	<ul style="list-style-type: none"> For some members of the senior leadership and management, and for some members of the estates team in particular, excessive workloads experienced in the past months and during the summer holiday period have been identified and monitored. Staff-cover arrangements are expected to operate as during normal circumstances, but the potential of a higher demand on this resource is anticipated, and some contingency plans in the form of bank staff and supply are prepared. However, increased risk of ‘outsiders’ must be properly assessed against benefit on a case by case basis. Staff are working exceptionally hard and this is recognised with continuous review of measures in place to support staff. For many academic, therapy and residential staff, and for furloughed staff, demands have been lower during the summer holiday period, or during furlough periods, and such staff may feel appropriately refreshed in readiness for the start of their new school year. HR department advising SMT. Staff rosters for on-site supervision during this period of national school closures, from 06.01.21, ensure reasonable working demands for all employees and provide resilience in the form of additional support and reserve staff. Emphasis placed on protecting teaching and therapy staff as far as possible to enable them to focus on the remote delivery of education, pastoral care and therapy. 	<p>significant issue, both by the school’s leadership and by governors. Planning is designed to ease this pressure whilst maintaining, as far as possible, the integrity of the ‘bubble’ format for the safety of all employees and pupils. Continuous review is necessary.</p>	<p>weeks of the Michaelmas 2020 term. Safety remained the first priority, and measures were implemented to ensure staff were protected and all were kept safe. Increased load placed on the school’s leadership in order to protect other staff worked well, but was unsustainable for senior leaders, many of whom worked across weekends and extremely long days.</p>
7	<p>How are new staff and pupils inducted and has the registration and recruitment process been adapted to ensure compliance?</p>	<ul style="list-style-type: none"> Induction of new staff is carried out face to face, whilst observing PD and includes rules in respect of Covid-19. Interviews for staff-recruitment were postponed where possible, or conducted remotely during school closure whilst ensuring the safer-recruitment process is not compromised. With the full opening of the school for September 2020, it is planned that pre-employment interviews can include on-site interview and assessment activities, recognising the improved efficacy of such an approach, but any 	<p>All arrangements have been reviewed and adapted as necessary. These remain under continuous review.</p>	<p>Arrangements have worked well.</p>



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		<p>such arrangements will be planned carefully, taking account of the need to minimise the risk of infection transfer and adhering to this RAMP.</p> <ul style="list-style-type: none"> • The school’s pupil-admissions process is recognised as being of vital importance to the ongoing sustainability of the business, and to the ability of the charity to fulfil its charitable aims. The admissions process was carefully reviewed during April 2020 and adapted to ensure business security in terms of sufficient pupil numbers for September, whilst not increasingly significantly the risk associated with effective identification and assessment of the child’s needs and match with MHS provision. This has been successful and there is a very health ypupil-roll for September 2020. • The admissions process has again been reviewed in preparation for September 2020. • From September 2020 prospective-parent interviews and tours are expected to recommence on-site whilst ensuring social-distancing, and may take place out of doors where practiacable. For site-tours, visitors will be required to wear face-masks and gloves in order to avoid physical contact with surfaces. In booking in such visits, prospective parents will be reminded of the published COVID-19 symptoms and informed they may not attend the site if they may be presenting symptoms, or have done so in the past seven days. They will be informed of the requirement that they have in their possession face-coverings for use as directed, and that the school is unable to provide lavatory facilities for visitors (they will be provided with a list of local public conveniences at the point of invitation). On arrival they will have their temperature checked and only be permitted entry if at safe levels. Whilst touring they will be required to wear gloves to prevent touching of surfaces. All such parents will be afforded the option of conducting the visit remotely, interviewing with the headmaster using MS Teams, and using the pre-recorded site-tour already prepared. • From September 2020 prospective pupil assessment days will be again possible on-site, improving our abuality to assess the needs of such prospective pupils and to assess the school’s suitability for them. In booking 		
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		<p>in such visits, prospective parents will be reminded of the published COVID-19 symptoms and informed they or their son may not attend the site if they may be presenting symptoms, have done so in the past seven days, or if a family member has presented with symptoms in the past seven days. Parents will also be warned of the lack of washroom and lavatory facilities for visitors. On arrival the assessment pupil will have their temperature checked and only be permitted entry if at safe levels. Feedback meetings with prospective parents will be conducted by telephone, by video-conferencing using MS Teams, or by a PD conversation taking place out of doors in the Main Reception car-park.</p> <ul style="list-style-type: none"> • It is not felt possible to operate a physical ‘Open Day’ under present restrictions. • Arrangements for the induction of new pupils, whilst minimising risk, are in place. • New staff inductions are continuing in order to ensure the safety and support of new employees or those changing roles, following the protocols described within this RAMP for all staff activities. • Due to the national lockdown and special arrangements, special attention is being provided by tutors, overseen by HoYs, for ensuring the sufficient support of new pupils joining this term. 		
8	Are sporting, play and PD rules clear to staff and pupils?	<ul style="list-style-type: none"> • Arrangements for managing risk associated with sporting activities are detailed in the P.E. department’s risk-management plan, complementing this whole-school RAMP. • Arrangements for managing risk associated with playtimes communicated to all staff and to all parents 28.08.20, and covered again during September’s staff INSET training. Guidelines communicated to pupils by their parents, and by tutors and pastoral leads on the first day of term. • Visual displays around the site of play and PD guidelines. • Supervising staff provide verbal instruction and reminders to pupils. • Relevant staff briefed and supported. 	Rules made clear and enforced through supervision and normal pastoral processes.	Changes in government guidance mean increased opportunities for collaborative sport in the Lent term.



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9	Are practical academic and therapeutic departments, including Art, Cookery, Drama, Engineering, Music, Occupational Therapy and Physical Education, applying PD rules through their activities?	<ul style="list-style-type: none"> • Yes. Detailed departmental risk-management plans, developed by all adults within the department, complement this whole-school RAMP and express detail on the implementation of PD and other risk-control measures. • Departmental risk-management planning has taken account of relevant published guidance, including CLEAPSS, and that published by the government for performing arts organisations and for sporting organisations. 	Practical education activities managed appropriately to minimise risk.	
10	How are staff meetings, and staff rooms and communal spaces regulated in terms of space, equipment, resources (copiers, kettles, biscuits, etc.) timings, SD and purpose?	<ul style="list-style-type: none"> • Staff have an individual and collective responsibility to protect themselves and colleagues from the spread of infection. This responsibility is discharged partly by avoiding physical gatherings. Thus departmental meetings are likely to be conducted via video-conferencing using MS Teams, or otherwise in a well-ventilated and large space. Shared staff areas are to be avoided, including 'staff-rooms' or shared refreshment areas, unless PD measures can be practised effectively throughout. • Staff meetings happen over MS Teams and where they do happen in person, PD guidelines are adhered to. • Communal areas have posters clearly indicating maximum amount of people allowed in shared staff-rooms. • All staff, including those in non-pupil-facing roles, are advised not to share equipment such as stationery, and are provided with anti-bacterial wipes to ensure they are able regularly to clean their work station. • Stationery used should be in clearly-identified pencil-cases and kept on-site. • Where sharing equipment is unavoidable, such as the photocopier, clear guidance for use is in place with sanitising wipes available for use after each person has used the shared equipment. • Doors and windows in communal areas to remain open as much as possible so that fresh air is able to circulate, and touching of door-handles minimised. 	Management of staff meetings and facilities is designed to minimise the risk of infection transmission between employees.	Delivery of staff and departmental post has proved too great a burden on already stretched administrative and Estates teams. Placing departmental post in sections within the porch to Main Reception, allowing departmental representatives to come to collect post from this well-ventilated, one-person-at-a-time facility.



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		<ul style="list-style-type: none"> • Arrangements are in place to minimise the risk of infection-transference from staff congregating at mealtimes. • Staff not essential to particular communal areas are not permitted to enter that area unless for necessary purpose, and permission given. • No hotdesking permitted in communal areas such as the school office without the requisite sanitising measures implemented between users – such sanitising is the responsibility of both the first and second user in any changeover, regardless of the time-interval between use. • Sharing of biscuits or other snacks is not permitted. • Use of photocopiers and shared printing facilities is minimised by a school-wide policy of avoiding hard-copy versions of documents wherever possible. The school is in the process of transferring all pupil records, including Black Files (SEND) and parental correspondence onto the MIS using the Data-Management System (DMS). The use of MS Teams for all classes supports the electronic management of pupils’ assignments, including in terms of instructions, assistive resources and pupils’ responses. Staff-training on how to use effectively online document-sharing and saving arenas reduces the need for printing and photocopying. • We also need to restrict staff access to Main Reception, the School Office, the Finance department and especially to the post-room. Where possible, communication with staff working in these areas should be by telephone or by electronic communication. Where this is not possible, ideally an appointment should be arranged in advance, so that numbers in such areas can be managed effectively for the safety of all. • General staff access to the post-room is no longer possible. Instead, post will be delivered every other working day, to departments, arranged by the Main Reception team with assistance from Estates if required. The Head of Boarding will distribute residential staff post at the 4pm daily Boarding Staff briefing. • Non-residential staff are asked not to arrange for personal post or deliveries to be received at the school, as this places an unnecessary burden and risk 		
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		<p>on school staff during this period of COVID-19 precaution, and increases the visits of 'outsiders' to the school site.</p> <ul style="list-style-type: none"> • During this period of national lockdown, all staff meetings of more than three employees are facilitated through online video-call. Staff only permitted to meet in person where space enables PD at all times. 		
11	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	<ul style="list-style-type: none"> • The Head of IT Services is responsible to the Bursar for the management of these systems. • Door access codes, and the bottom-gate codes will be re-set prior to 07.09.20. • Door access codes re-set on 05.01.21 in advance of the new school term. 	Security systems are properly maintained.	Door access codes due for re-setting in advance of the start of the Lent term. Completed 05.01.21.
12	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	<ul style="list-style-type: none"> • See detail provided in appendix a), row N. 	Arrangements planned in accordance with government guidance and designed to reduce contact between groups ('bubbles').	
13	Are transit spaces (corridors), social zones (common rooms and playgrounds) configured to updated PD rules?	<ul style="list-style-type: none"> • Yes. See detail in appendix b), row 10. 	Arrangements in place to manage transit spaces and social zones.	
14	Do classrooms reflect updated PD layout, PPE, screening and regular cleaning rules?	<ul style="list-style-type: none"> • Yes. See detail in appendix a), row N. 	Planning informed by government guidance in order to protect pupils and employees from transmission of infection.	
15	Have unnecessary items been removed from	<ul style="list-style-type: none"> • Where possible, excess furniture and other equipment is removed from learning spaces. 	Excess furniture and equipment removed	



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	classrooms and other learning environments?		from spaces to be used, in order to reduce cleaning requirements and minimise surfaces.	
16	Are soft furnishings, soft toys and toys that are hard to clean removed?	<ul style="list-style-type: none"> All pupil-facing staff are made aware of the risk of infection-transfer through touch posed by shared equipment, and especially by equipment which is difficult to sanitise effectively, by virtue of containing multiple parts. Departmental risk-management plans address such risks and seek to minimise such risk. 	Risk of infection from hard-to-clean surfaces minimised.	
17	Can staff manage to deliver both in-school and remote learning, in preparation for instances where some pupils or staff must self-isolate?	<ul style="list-style-type: none"> Staff-training and competence in using MS Teams and associated applications for delivering remote-teaching and learning opportunities, and pastoral-development and care opportunities to pupils has developed enormously over the past twelve months. Further training is scheduled within the September 2020 INSET programme, supporting teachers' use of such technology to assist their in-school and off-site-remote delivery. Both remote and in-school teaching in place. IT provision and efficacy needs constant monitoring. SMT continuous monitoring of staff workload and division of labour between onsite and working from home staff, assisted by the school's HR department. Arrangements in place for the period of remote delivery and on-site support for eligible pupils during this period of national lockdown invoked on the 05.01.21. This launched very successfully on the first day of term. 	Planning is designed to reduce as far as possible pressure on staff whilst maintaining provision for pupils, including those unable to access school for medical reasons.	Our blended learning arrangements have proved extremely effective through the Michaelmas 2020 term. Pupils and staff, whether at home or in class, have been able to log into live video-call classes.
18	Are assemblies, break times, drop-off and collection times sufficiently well staggered?	<ul style="list-style-type: none"> Assemblies are on-line, with no physical gatherings beyond each separate 'bubble'. Break duties are arranged in separate timings and areas for different 'bubbles' and different age-groups. 	Plans are in place, but warrant continuous monitoring to determine effectiveness.	All such arrangements have proved effective through the Michaelmas 2020 term, and will continue.



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		<ul style="list-style-type: none"> • Arrival and Collection timings staggered – see detail in appendix a), row N. 		
19	Are meal times organised to reflect PD in the refectory, whilst providing sufficient nourishment and addressing individuals' specific dietary needs?	<ul style="list-style-type: none"> • Arrangements to manage pupils' use of the refectory are designed to minimise the risk of virus-transmission through reducing the maximum capacity and implementing a furniture plan which protects users. This is complemented by a schedule of 'sittings' minimising contact between pupils of different age-groups and ensuring sufficient time for thorough sanitising of the refectory in between sittings. These arrangements necessitate a rota-system of hot-lunches and cold, packed-lunches provided to year-groups across a series of days repeating. Government guidance on PD for adults prevent the service of food to employees who, during this temporary COVID-19 period, are asked to make their own arrangements for bringing to school packed-lunches which they will eat not in the refectory, but elsewhere whilst maintaining PD measures. • The Boarding risk-management plan addresses arrangements for the provision of breakfast and evening meals. • The Catering Manager remains responsible for ensuring pupils' specific dietary requirements are managed appropriately. • With the vastly reduced numbers on-site, meals are now provided at lunchtime for all employees allocated duties on-site each day, and for all pupils. No packed-lunches are necessary at the current time. 	Catering arrangements address the government direction that school kitchens should be opened and meals provided to pupils, whilst minimising the risk of infection spread.	
20	Where vulnerable staff and children are in school or at home, is the medical advice being followed and are they properly supported?	<ul style="list-style-type: none"> • All arrangements are in line with the published guidance from the UK government. • School arrangements in respect of medical matters are led by the Lead School Nurse (RN), with oversight provided by the Bursar. • The Human Resources department ensures that vulnerable staff are identified and are provided with necessary support, advising the Headmaster and Bursar as necessary. • Individual departmental risk-management plans are designed to identify vulnerability and concerns in respect of individual employees, and to agree 	Government issued guidance, and employment law govern the school's planning and practice in this area. Arrangements are in place to support vulnerable children and adults.	



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		<p>through consultation appropriate strategies for managing such risk effectively.</p> <ul style="list-style-type: none"> The Deputy Head (Wellbeing) is working closely with the HR department team to identify and plan appropriate support for vulnerable employees. The Deputy Head (Wellbeing), supported by other pastoral managers and colleagues, will maintain a register of vulnerable pupils in terms of managing their mental health and wellbeing. 		
21	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	<ul style="list-style-type: none"> The school's pastoral provision is designed, to support all students' mental health and wellbeing, led by the Deputy Head (Wellbeing). Staff wellbeing is considered within the governors' COVID-19 management video-conference meetings with the Headmaster and Bursar, attended where appropriate by the Deputy Head (Wellbeing). Individual needs of pupils and their families are monitored closely by form-tutors, with support from the pastoral management structure, including heads of year and the safeguarding team. Pupils identified by form tutors/parents are then supported by the Well-being/pastoral team. Specific staff concerns are monitored by the Human Resources department, liaising with senior managers as appropriate. Staff are encouraged to raise individual concerns, about themselves or a colleague, with their line-manager, or with any manager, or directly with the Human Resources department team, at the earliest opportunity, in order that necessary support can be identified and implemented. Updated mental health and wellbeing guidance issued to all staff 26.08.20, with additional training provided during September 2020 INSET. Further updated training for staff issued during INSET, January 2021. 	The mental health and wellbeing of all employees and pupils, and their wider families, is a priority and informs the planning of the school's provision. It is important that this remains under continuous review.	
22	Where activities have been re-scheduled is PD working and are the timings sufficient?	<ul style="list-style-type: none"> Any such activities are subject to the measures expressed through this whole-school RAMP, together with any complementary risk-management plans operated by departments. 	The primary influence on planning is the minimising, as far as possible, of the risk of	



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			infection transmission posed by non-essential activities.	
	Are extra-curricular clubs and activities managed in accordance with guidance issued by the UK government, and with wider school risk-control measures?	<ul style="list-style-type: none"> • Extra-curricular lunch and after-school activities are coordinated by the After-School Activities Coordinator, with oversight from the Director of Extra-Curricular Education. • Plans for the start of the 2020 Michaelmas term provide that, in the majority of circumstances, such activities restrict participants by age-group in order to minimise the risk of virus-transmission between age-groups. • It is planned that on each weekday afternoon from 4.30pm to 5.30pm pupils in each year group will have access to a designated physical or creative activity and, where age-applicable, a supported homework club. • Registers of all club or activity participation are maintained to support track and trace arrangements. • Exceptional circumstances afford some activities to run with a breadth of age-groups participating, where departmental risk-assessment demonstrates effective assessment and reduction of risk of virus transmission and infection through PD of participants, and age-group bubbles, and through adherence of published guidance and school-adopted measures. • All such activities are subject to ongoing monitoring and review, and the programme of activities afforded to pupils within the extra-curricular clubs programme is expected to develop as the term progresses. • The Boarding risk-management plan provides detail on arrangements for managing risk within boarding activities. • There are no extra-curricular activities being provided on-site for day-pupils during this period of national lockdown, commencing January 2021. 	Extra-curricular activities are managed in order to promote pupils' opportunities and experience whilst minimising risk.	
	What arrangements are in place with respect to managing risks posed by off-site activities?	<ul style="list-style-type: none"> • The added risk of COVID-19 at the present time makes the test for the value of an off-site educational visit more stringent. As ever, decision-making over any such opportunity weighs value of the opportunity in terms of pupils' outcomes against any potential negative impact, including disruption to 	Off-site activities are managed in order to promote pupils' opportunities and	



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		<p>teaching and level of identified risk. It is the increased risk in this time of COVID-19 that increases the threshold for establishing net benefit.</p> <ul style="list-style-type: none"> Guidance published by the UK government on 20th August 2020, <i>Guidance; Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak; Updated 20 August 2020</i>, provides that schools may offer non-overnight domestic educational visits subject to COVID-secure travel arrangements and full and thorough risk-assessments to ensure the trip can be operated safely. Thus proposed off-site trips will be considered by the school's senior management team on a case by case basis. Before a trip is approved its value-rationale and comprehensive risk-assessment addressing all health and safety elements, including those relating to COVID-19 will be examined to determine to what extent the tests of value to pupils' outcomes, and safety, are met. Parents of pupils should not be asked to make commitment, financial or otherwise, to such an activity prior to the above approval for the trip, as described above, being confirmed by the school's senior management team. The School Trips policy has been revised accordingly and is published on the website. There are no off-site activities during this period of national lockdown, from the start of the Lent term 2021. 	<p>experience whilst minimising risk.</p>	
	<p>How will the library, as a shared facility, be managed in order to provide access whilst managing risks?</p>	<ul style="list-style-type: none"> The library is a valuable facility which has significant impact on pupils' educational and social experience, promoting literacy and a love of reading and improving pupils' confidence and autonomy. However, there are obvious risks associated with a shared space containing a very large number of individual items accessible to all pupils and adults. The library has been, in effect, closed for physical access since 20th March 2020, and the two librarians away from the school site. The librarians will return to the library on 01.09.20 to prepare the library. This is expected to take some time after such a long period of closure. It is anticipated that the library will not reopen to pupils in the first week of term, whilst preparations for reopening are completed, including the 	<p>Ongoing planning work is aimed at maximising the benefit of the library as a resource for pupils and adults whilst managing at an acceptable level the risks associated with the COVID-19 virus.</p>	<p>Arrangements were designed and put in place, permitting the library to re-open shortly after the start of the Michaelmas 2020 term. These arrangements have worked well.</p>



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		<p>development of a library COVID-19 risk-management plan, developed in consultation with the librarians, aiming to afford opportunities for all pupils to access the library under controlled arrangements, likely to include a rota-system, quarantining measures for stock, hand-hygiene and stock-sanitising arrangements, and maximising of the potential of the library's online resources for making stock accessible for browsing, enjoyment and borrowing.</p> <ul style="list-style-type: none"> • It is anticipated that, with risk-management planning involving both the English teaching staff and the librarians, access can be arranged for English classes. • Library not in general use during lockdown, Lent term 2021. 		
	<p>Are pupil clothes-changing facilities managed in order to minimise the risk of virus transmission?</p>	<ul style="list-style-type: none"> • The risks posed by communal changing areas, e.g. for Physical Education activities, are recognised and will be avoided where possible, and otherwise minimised. • General changing using the P.E. department's changing rooms is planned to be avoided. On days on which pupils have a timetabled practical P.E. lesson, they will attend school already dressed in their P.E. kit, with the intention of not needing to change clothes during the course of the school day. Pupils will be encouraged to have in their bags a spare pair of trousers and a spare shirt, in case of their worn clothes for the day becoming especially muddied or wet. • For the time being, no sporting fixtures are planned. • The Boarding risk-management plan addresses the arrangements for boarders' clothes-changing during residential hours. 	<p>Avoiding unnecessary changing of clothes for differing activities in the course of any one day minimises the risks associated with shared changing facilities.</p>	<p>These arrangements have proved effective during the Michaelmas 2020 term.</p>



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d) Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the science of risk understood, e.g. less-severe symptoms in adults, younger children less likely to become unwell, small class sizes will help?	<ul style="list-style-type: none"> • Yes; scientific advice from the government is monitored regularly and informs planning. • Lead School Nurse (RN) invited to attend relevant meetings of the Senior Management Team, and Core Leadership Group, and engaged in developing planning, and reviewing effectiveness. 	Published government-approved data and guidance informs all aspects of the school's planning.	
2	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied?	<ul style="list-style-type: none"> • Yes; visual displays throughout the site. • Additional, explicit training provided to all staff during September 2020 INSET, delivered by the Lead School Nurse. • Continuous reinforcement of the message to pupils on-site by their teachers. 	Approved approaches practised and reinforced.	
3	Is there anyone in addition supervising the normal first-aid trained staff?	<ul style="list-style-type: none"> • Some staff on site are First-Aiders (e.g. Boarding staff). • School nurse (RN) on site each day. • All medical matters are overseen by the Lead School Nurse (RN). • Senior manager (Deputy Head; Head of Boarding) or his deputy on-site during boarding hours – all boarding staff First-aid trained - and liaise closely with the lead school nurse. • Agreed procedures in place for responding to COVID-19 symptomatic cases during school-day and during boarding hours, approved by Lead School Nurse. 	Medically-trained and state-registered professional manager oversees daily, and higher-level, approach.	
4	Are there sufficient first-aid trained staff to deal with isolating suspected	<ul style="list-style-type: none"> • Registered Nurse (RN) on site, first-aid cover available if nurse not available. • Isolation arrangements in place. 	Sufficient staff and planning in place.	



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	COVID-19 cases, outside normal medical issues?			
5	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"> Medical Needs Policy reviewed and amended with Covid-19 updates, issued to all staff in advance of 1st June and updated for September 2020. 	Information updated and communicated to staff.	
6	Is the school surgery properly equipped?	<ul style="list-style-type: none"> School First-Aid Room is fully equipped and will be used for non COVID-19 suspected illness. Covid-19 symptomatic patients will be attended to in the back room of surgery – this approach has been put into practice and worked well. Appropriate PPE in place. Rather than pupils entering the outer-room of the surgery on arrival, they will wait outside, using a door-bell to announce their presence. A member of the school nurse team will then come out to them in order to triage, and to reduce the number of people entering the surgery space. 	Adequate resourcing of the school surgery and staff.	
7	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<ul style="list-style-type: none"> In accordance with government guidance, most employees in pupil-facing and other roles are not required to wear any PPE beyond that normal for their duties – some staff, though, may wish to wear face-coverings or shields. Face-shields and masks, gloves and aprons are considered essential for any member of staff engaging in the provision of intimate care or supporting a student or colleague presenting with suspected symptoms, e.g. the school surgery staff or registered nurses (RN). See notes in appendix a), row N regarding face-coverings following change to government guidance issued on 25.08.20. Protective screens have been installed in certain areas of the school to protect pupils and employees. Anti-viral/bacterial sanitisers (gel and wipes) are provided in many areas and must be used in accordance with the requirements of this RAMP. The school has ordered sufficient stocks of PPE for September 2020. 	The school's approach to the provision and use of PPE accords with the government guidance.	Face-coverings are required to be worn, by pupils and by employees, in all areas where physical distancing is not possible, including queuing for the refectory at mealtimes, and in the LDC corridors. Face-coverings are worn at all times in the refectory, except when sitting down, eating.



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		<ul style="list-style-type: none"> • Pupils may wear face-coverings if they wish but they are not being provided by the school, as advised by government guidance. • Face-coverings are mandatory for all adults and all pupils aged 11 or older within school minibuses or other school vehicles, and within the school-arranged coach service to and from Farnham railway station. Anyone travelling using public-transport must wear a face-covering if aged 11 or older. • Specific arrangements for the safe management and disposal of face-coverings are in place, in accordance with government-issued guidance. • Individual departments' risk-management plans make explicit instances where PPE is to be made available and used. • Approved products that are covered by both COSHH training and risk-assessments. Paper-towels will be provided by hand-basins in preference to hand-dryers, additional hand sanitiser will be provided where sinks are not easily accessible. • We have a large amount of liquid soap and cleaning materials, and some hand sanitiser. We have arrangements for the continuous procurement of supplies via our normal suppliers and also further afield, including public buying organisation partners, for example ESPO, YPO. • Face-coverings arrangements reviewed in January 2021 in light of new understanding of virus variant increasing transmission rates. See additional notes in Appendix a), row O. 		
8	Do the sickness management rules need to be re-stated and the "don't come to work if you are ill" understood.	<ul style="list-style-type: none"> • Sickness rules are well understood, as are the rules for self-isolating (communicated to all staff, and all pupils' parents, on 28.08.20). Anyone unsure is referred to the Surgery team, Bursar or HR. • Parents and staff reminded in a communication from the headmaster on 26/05/20, and again during w/c 24.08.20 in readiness for September. • Messages will be reiterated during September 2020 INSET, and through form-time and lessons by pupil-facing school staff. 	Rules are explicit and well-understood.	



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		<ul style="list-style-type: none"> Reiterated to all employees and to all pupils and parents during January INSET, 2021. 		
9	As different age groups have different risk profiles is each group (staff and pupils) risk assessed?	<ul style="list-style-type: none"> Human Resources/Surgery and bursar to monitor. Risk-assessment is informed by the published government guidance, and represented by this RAMP. 	Risk-profiles inform planning.	
10	Is the school aware of all pre-existing medical conditions?	<ul style="list-style-type: none"> HM to include reminder in pre-opening communications to all employees and to pupils' parents, requiring any pre-existing or underlying medical condition to be communicated to the school's surgery team, if not previously declared. See also further detail in annex a), row P. 	The school maintains comprehensive records.	
11	Who has tested positive for COVID-19 and is it recorded (for elimination purposes)?	<ul style="list-style-type: none"> See detail in annex a), row P. 	Positive testing recorded and used to inform planning.	
12	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	<ul style="list-style-type: none"> See detail in annex a), row P. 	Records maintained.	
13	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	<ul style="list-style-type: none"> Details are maintained in surgery. See detail in annex a), row P. 	Records maintained.	
14	Is there regular dialogue with those that have suffered from COVID-19 and/or are isolated at home?	<ul style="list-style-type: none"> Any conversations are reported to HM/Bursar and to Human Resources where employee-related. Close liaison between the HR department and the Deputy Head (Wellbeing) to support employees. Medical approach is led by the Lead School Nurse (RN), in line with published guidance. 	Communication maintained to inform support and planning.	



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		<ul style="list-style-type: none"> Continual support – both academic and pastoral – of pupils who are prevented from attending school due to symptoms or required self-isolation, delivered through remote means, and monitored by tutors, heads of year and the Deputy Head (Wellbeing). 		
15	Who is shielding another family member and/or who has a condition that precludes their attendance at school?	<ul style="list-style-type: none"> Any conversations are reported to HM/Bursar and Human Resources where employee-related. Lead School Nurse kept informed. Where pupils are prevented from attending school for this purpose, the Assistant Head (Pupils), supported by the Deputy Head (Wellbeing) is responsible for ensuring the support of such pupils and their families, and compliance with the school’s obligations in respect of Children Missing Education and Safeguarding procedures. Departmental risk-management processes designed to identify such vulnerabilities and to plan, through appropriate consultation, effective support and risk-management for such employees. 	Communication and record-keeping maintained to inform support and planning.	
16	Is proof required for shielding and of individual conditions?	<ul style="list-style-type: none"> In respect of employees, this is not currently asked for as a matter of course. However, the school reserves the right to ask should it consider the circumstances require it. Arrangements are led by our professional HR department in accordance with government guidance and other advice. Where a pupil is concerned, and their attendance at school prevented, proof is likely to be required as part of the school’s duty to discharge its obligations in respect of pupil attendance and welfare. 	Approach in respect of employees led by HR and by government guidance. Approach in respect of pupils is led by the Assistant Head (Pupils) in accordance with government and local authority requirements. Information can be necessary in order to judge risk and to maintain the safety of others. It can also be	



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			necessary in ensuring the requisite support for individuals is understood and provided.	
17	If there is a separate area for temperature-testing, holding and isolation areas and are they easily identified and regularly cleaned?	<ul style="list-style-type: none"> • Surgery. • Yes, easily identified and regularly cleaned. • Arrangements in place for boarding houses. 	Arrangements are in place.	
18	Is temperature-testing safe, reflecting PD rules, recorded and kept appropriately?	<ul style="list-style-type: none"> • Surgery to administer. • Temperature-testing is on an individual needs-basis, as determined by the school's surgery staff, in respect of pupils and employees. • Separate arrangements are in place for temperature-testing approved visitors whose circumstances apply. 	Arrangements are in place.	
19	If emergency services are called is there a well-understood procedure, RV and cleared routes in and out?	<ul style="list-style-type: none"> • Ambulance access is very near surgery and can be closed-off if necessary. • Well-rehearsed and effective arrangements are in place for coordinating and directing emergency services attending the site. • Risk to others is minimal due to the proximity of the school surgery to the Main Reception car-park, and external access. 	Arrangements are in place.	
20	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	<ul style="list-style-type: none"> • PPE provided for employees if requested by the employee or deemed required by the school – training in use provided where appropriate. • Continuous monitoring of hygiene adherence, as described above. • All pupils supervised. 	Arrangements are in place.	
21	If essential work is required on site are contractors properly registered, inducted,	<ul style="list-style-type: none"> • Contractors are registered, inducted and allocated to a cordoned-off area in which they are isolated. • Temperature-testing is in place for admission of visitors to the site. 	Arrangements are in place.	



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	supervised and temperature-checked?	<ul style="list-style-type: none"> • Visitor-management and relevant PD procedures in place. 		
22	Do medical staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> • Yes. • Arrangements in place for the reordering of stock as required, and for the monitoring of levels. 	Arrangements are in place.	
23	What is the policy on washing school clothes so as to prevent infection?	<ul style="list-style-type: none"> • Parents and staff asked to observe excellent standards of hygiene throughout including clothing worn in school. • Pupils' parents and staff asked, where possible, to provide clean clothes daily, although the government guidance makes explicit that school uniforms need not be laundered any more frequently during this COVID-19 period than other clothes, or than normal. • Laundry arrangements are in place for boarders' clothes. 	Arrangements are designed to minimise the risk of infection spread from the home environment fo the school environment.	



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e) Support staff risk-assessment and risk-management in the COVID-19 environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	<ul style="list-style-type: none"> • Provided with initial training, including hygiene, upon return to school, and weekly reminders as a minimum. • Updated when new requirements advised by Government, PHE, etc. • Receive the same updates as all employees, issued by the Headmaster by email. Where, in a very few cases, individual employees do not have ready access to school email, departmental line-managers are responsible for communicating any such updates in a timely fashion, and ensuring no individual is inadvertently excluded. • See details on communications to employees, detailed in Appendix A. 	Any changes to school practice communicated to all relevant staff (including 28.08.20 Employees' Guide, and 03.09.20 Headmaster's Address). All employees have received frequent updates, especially concerning identified positive cases in the school community. They have received specific communications on 18.12.20 And 22.12.20.	Staff feedback has indicated that staff feel communication is strong.
2	Do support staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> • All estates-team cleaning equipment is kept in a central store and used as appropriate and in accordance with the cleaning schedule by COSHH-trained operatives. • There are anti- viral wipes available in each room. 	Appropriate resources and training in place.	
3	Are cleaning regimes reviewed and inspected regularly, and conforming to revised hygiene rules?	<ul style="list-style-type: none"> • Cleaning regimes reviewed daily by Estates Manager, in consultation with the Cleaning Supervisor. • Regimes updated in line with latest PHE and government advice and guidelines. 	Regular, informed review in place.	
4	Are all security and access systems regularly checked, updated and re-coded?	<ul style="list-style-type: none"> • All systems are fully maintained and working. The school site and security has been overseen by the Estates Manager through the initial lockdown period and in preparation for the full reopening in September 2020. 	Systems maintained and functioning properly.	



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5	Have reconfigured areas, zones and routes hampered fire exits and routes?	<ul style="list-style-type: none"> Reconfigured areas, zones and routes have not hampered fire exits and routes. This will be monitored moving forward with additional numbers attending school. Alterations to the school site in preparation for September 2020 have been subject to approval, inspection and sign-off by a qualified, external fire-assessor to ensure safety and to identify and control any additional resulting risk. 	Fire safety and evacuation arrangements remain in place.	
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<ul style="list-style-type: none"> Yes, by Estates Manager and Estates personnel. A systematic and regular review programme remains in place. Alterations to the school site, namely Saint Anthony's Common Room have been approved by the schools external fire risk assessor. 	Emergency procedures in place and under regular review.	
7	Are support staff protected from unnecessary risk associated with other employees accessing their areas of work, or associated with shared environments, equipment and facilities?	<ul style="list-style-type: none"> See detail in appendix c), row 10. 	Arrangements are in place to minimise risks arising from shared environments, facilities and equipment.	

f) Facilities management risk-assessment and risk-management in the COVID-19 environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	<ul style="list-style-type: none"> Heating systems operational, gas fired, and subject to regular inspection. 	Heating arrangements in place.	



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2	Gas supply, venting and valves?	<ul style="list-style-type: none"> All gas boilers regularly serviced by qualified contractor. 	Gas supply and safety arrangements in place.	
3	Have air-conditioning ducts and units been checked and reviewed?	<ul style="list-style-type: none"> Air-conditioning units serviced in April 2020. 	Air-conditioning arrangements in place.	
4	Electrical tests up-to-date including emergency lighting and PAT?	<ul style="list-style-type: none"> Emergency lights tested August 2020. Pat testing October 2019, this we be re-booked for October 2020. Fixed wire testing suspended from March 2020 due to COVID-19. This is still suspended, but both Boarding Houses are complete. 	Electrical supply and safety arrangements in place.	Estates Manager to provide update.
5	Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none"> Water testing carried out regularly, including over the summer holiday period; all compliant. 	Water safety arrangements in place. Two low level positive legionella results were found; St Anthony's 6 th form kitchen, and St Anthony's Room 7 shower.	"Positive" areas cordoned off awaiting further testing as advised by contractor.
6	What is the status of the swimming pool and are appropriate measures in force?	<ul style="list-style-type: none"> Swimming pool is closed. 	Swimming pool risks managed through closure.	
7	Fire alarm panel, system and extinguishers in date and serviced?	<ul style="list-style-type: none"> Fire alarm systems serviced August 2020, extinguishers October 2019, this will be re-booked for October 2020. Regular alarm testing has been carried out on a weekly basis throughout partial closure and through the summer holiday period. Further fire-detection system servicing and testing completed during the Christmas holiday period, 2020. 	Fire systems arrangements in place.	
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have	<ul style="list-style-type: none"> Laundry provision is in place for September 2020 as usual, with associated risks assessed and controlled. 	Laundry arrangements in place.	



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	sufficient washing products?			
9	Have waste procedures been reviewed?	<ul style="list-style-type: none"> • Normal procedures are being followed. • Special arrangements made for COVID-19 risk-associated rubbish, in accordance with government guidance published and best-practice. • Dog-waste collection to recommence – Estates Manager to address. • Special waste-management protocols in place in accordance with the testing-station government-issued directions, January 2021. 	Waste-management arrangements in place.	
10	Are pest control services recorded, deficiencies identified and actioned?	<ul style="list-style-type: none"> • Pest control services are up to date, last inspection was August 2020. 	Pest-control arrangements in place.	
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none"> • Confirmed registered, insured, maintained. • Estate Manager has stocked all school vehicles (4 x minibuses, Volvo, Tractor, Chrysler, transit van and one pick-up) with hygiene materials. • Vehicles for pupil/staff transport will only be used as subject to an additional risk-assessment. • PPE will be provided as necessary, in accordance with the school-vehicles risk-management plan. 	Vehicle arrangements in place.	



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g) School day risk-assessment and risk-management in the COVID-19 environment

	Risk	Control Measures	Outcome	Remarks/ Re-assessment
1	Pick-up/Collection	<ul style="list-style-type: none"> See detail in appendix a), row N. 	Minimise proximity of individuals, and transmission between 'bubbles'.	
2	Registration Health checks?	<ul style="list-style-type: none"> See detail in appendix b), row 9. 	Pupils' presentation on arrival checked and managed accordingly.	
3	Lesson time/Classroom	<ul style="list-style-type: none"> See detail in appendix a), row N, and also in individual departmental risk-management plans. 	Lesson-time managed to minimise the risk of infection-transmission.	
4	Breaks.	<ul style="list-style-type: none"> See detail in appendix a), row N., and also in appendix b), row 11. Detailed plans for allocated areas for pupils, and designated supervision duties for employees, including for wet-weather breaktimes, will be communicated to relevant employees in advance of 08.09.20, but are likely to be subject to constant review and development. 	Breaktimes managed to minimise the risk of infection-transmission.	
5	Lavatories	<ul style="list-style-type: none"> See detail in appendix a), row N. Additionally, a rule of single occupancy of any washroom area will operate: that only one pupil should be in a lavatory block at any one time and that, if on entering a pupil realises another pupil is already in the room, they should retreat and wait outside until the room is vacant. 	Lavatory-use managed to minimise the risk of infection-transmission.	
6	Lunches.	<ul style="list-style-type: none"> See detail in appendix b), row 19. Staff/pupils to bring in own water-bottles. Where a year group is allocated packed-lunch for the day, that will be delivered to an agreed collection point. Separate staff arrangements apply. 	Lunch-arrangements managed to minimise the risk of infection-transmission.	



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7	Equipment.	<ul style="list-style-type: none"> See detail in appendix b), row 16, and also in detail of individual departmental risk-management plans. Pupils will be encouraged to bring their own stationery equipment. No equipment to be shared, except where absolutely necessary and with sanitising in between use. 	Equipment managed to minimise the risk of infection-transmission.	
8	Surgery.	<ul style="list-style-type: none"> See detail in appendix a), row P, and also in appendix d). 	Surgery and medical managed to minimise the risk of infection-transmission.	
9	Movement around School.	<ul style="list-style-type: none"> See detail in appendix a), row N, and in appendix b), row 10. 	Movement managed to minimise the risk of infection-transmission.	
10	Behaviour.	<ul style="list-style-type: none"> The Behaviour for Learning policy has been reviewed and updated in readiness for September's start of term, and addressing COVID-19 specific factors. Normal school policies expected to be followed – pupils to be made aware of consequences of wilfully not following rules on physical distancing, deliberately coughing/sneezing at staff or pupil, or appearing reckless or careless in respect of adhering to COVID-19 risk-reduction measures designed to protect all. Any such deliberate behaviour will be considered extremely serious and may lead to a pupil being asked to remain at home for a period of time (FTE) - final decision-making in accordance with the established procedures. Boarding risk-management plan provides detail on arrangements in boarding. 	Behaviour managed to ensure the best learning environment, and to minimise the risk of infection-transmission.	
11	Cleaning – classrooms.	<ul style="list-style-type: none"> Cleaned on a regular basis – see cleaning schedule - using approved deeper-clean techniques. See also detail in appendix a), row H. 	Cleaning managed to minimise the risk of infection-transmission.	
12	Communication.	<ul style="list-style-type: none"> See detail in appendix b), rows 1 and 2. 	Communication managed effectively in support of staff.	



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h) Schedule for cleaning, PPE and physical-distancing (PD) in the COVID-19 environment

Frequency of Cleaning:

There will be a deep clean to each room once per day, either at the beginning or end of the school day. Washrooms and lavatories will be cleaned at set times during the day and high touch areas will be continually cleaned throughout the day. Classrooms will be cleaned with wipes between each occupancy, by pupils and teaching staff.

Regime of Cleaning:

This will be carried out as per the government guidelines, to include high-traffic areas such as door-handles, light-switches, bannisters, tables, sinks, lavatories, etc. Bins will be emptied.

Products to be Used:

Approved antiviral products that are covered by both COSHH-training and risk-assessments. Paper-towels will be provided in lavatories in preference to hand-dryers which will be disconnected; additional hand-sanitiser will be provided where sinks are not easily accessible.

Frequency of Supply:

We have a large amount of liquid soap and cleaning materials and some hand sanitiser, we are constantly trying to re-order via our normal suppliers and also further afield, including public buying organisation partners, for example ESPO, YPO.

Signage and Recording:

There will be sign-off sheets for each area and lavatories, similar to restaurants, as an obvious visual document that shows we're cleaning, but also as a record for inspection. Additional signage will be provided to reinforce "catch it, bin it, kill it" and guidance for washing hands. Signage will be put up for maximum occupancy in small rooms, such as photocopier rooms and other small areas, such as kitchens.

Ventilation:

Doors and windows will be opened at the beginning of each day, dependent on outside temperature. Doors will be un-locked prior to arrival of students and staff to prevent any large amounts of people around doorways.

Staff Required for Cleaning, Including PPE:

Dependent on the areas used, a suitable amount of staff will be allocated to carry out the cleaning regime and will be provided with PPE, including face masks, full face visors, gloves and disposable aprons if required. They will only enter the rooms when these are vacant unless an emergency arises. All of the Estates Team, Kitchen Staff, Medical Team and Support Staff will be provided with PPE. PPE should also be made available to teachers, boarding staff, therapists, and to other employees if they want it.



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Marking Out of Physical Distancing Boundaries: There will be 2m and 1m markings for staff and pupils respectively and there will be 2m markings for visitors. There will be allocated holding areas set out around the school for bubbles prior to lessons.

Drinks Fountains:

These will be turned off due to the risk of cross-contamination. Employees and pupils are advised to bring a personal water-bottle with them daily, and five new water-bottle filling stations are being installed around the site in preparation for the start of the school term in September 2020.

i) Daily timetable and arrangements in the COVID-19 environment

These arrangements are explained elsewhere in this RAMP document, but usual schedules of timings and supervision-arrangements will be issued to staff in the normal manner in advance of the pupils' return to site, and updated in response to continuous monitoring of effectiveness and review.

All timings and break areas are subject to amendment.



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j) Departmental risk assessment and management plan in the COVID-19 environment (TEMPLATE)

N.b. Each departmental risk-assessment will be held separately to this whole-school RAMP.

Departmental risk assessment and management plan (TEMPLATE)

More House School, Frensham

COVID-19 – September 2020 full opening

Name of department	Name and role of person completing form (usually Head of Department)	Date of completion

This departmental risk-management plan complements the whole school risk-assessment and risk-management plan (RAMP), and addresses specific contextual details relevant to the individual department. It should therefore be read and implemented in accordance with the whole school plan. All arrangements are informed by, and should accord with, published guidance issued by the UK government.

The government guidance to schools makes explicit that there are likely to be instances in which certain risk-control principles cannot be ensured, e.g. the teacher maintains a two-metre distance between themselves and a student. However, wherever possible, the approach to such situations should be considered and planned in advance, in order to reduce as far as possible the level of risk of virus-transmission.

A. General classroom/therapy approach

As specified by the whole-school RAMP, the school-wide general approach includes the following:

Risk	Risk-mitigating control-measures	Additional comments or update following evaluation and reassessment
Risk of aerosol transmission of the virus between pupils.	All pupils to sit facing the front of the classroom, avoiding facing one another.	
	Space within the classroom to be used to maximise space between individual pupils.	
	Teachers will ensure that opportunity for room-ventilation is maximised through the opening of windows and the propping open of doors.	



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	The use of fans or other devices for propelling air around a room should be avoided.	
	Pupils to remain in their places throughout the lesson, and not to walk about the classroom, except with the express permission of their teacher, ensuring – as far as possible – only one pupil moving through the classroom at any one time.	
Risk of aerosol transmission of the virus between pupils and adults.	Adults delivering teaching or therapy to maintain, wherever possible, a two-metre distance between themselves and their pupils, by remaining at the front of the classroom or therapy room.	
Risk of transmission of the virus between people by touch.	Pupils and adults to practise good hand hygiene, in accordance with widely published government guidance.	
	Pupils and adults to sanitise their hands using antiviral sanitising solution, or to wash their hands using soap and water, prior to entering the classroom or therapy room.	
	Where possible, pupils should be assigned their regular place in a classroom, reducing contact between students and furniture, and promoting a well-ordered entry.	
	Pupils should provide their own basic equipment, including stationery and water-bottle, to avoid sharing basic classroom equipment.	
	Where shared equipment is provided by the department, the department’s own risk-assessment addresses identified risks and adopted control-measures for managing the risk at an acceptable level.	
	Teachers, or students under their direction, to sanitise pupils’ chairs, table-surfaces and other shared classroom equipment in between different classes, using school-issued antiviral sanitising products – students should only sanitise furniture or equipment they have used personally, and not that of others.	



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The following elements of the risk-assessment should be developed through consultation with all members of the department, led by the Head of Department, and supported by the Senior Management Team and the Estates Manager.

B. Department operations

Identify activities within your department which could present additional risk, or which are not obviously covered comprehensively by section A. Such risk is likely to relate to an increase in the possibility of virus-transmission, and is likely to include physical activities. Consider what activities are necessary in order to meet the educational, social, therapeutic or wellbeing needs of the pupils, or the needs of the business needs of the school, and what activities might not be essential. Consider whether planned control-measures are practical and sustainable over a longer period of time.

Risk (Activity and type of risk it poses)	Risk-mitigating control-measures	Additional comments or update following evaluation and reassessment

C. Personnel risks

Are there members of the department who are especially vulnerable, or more at risk from certain activities or situations? Consider, in consultation with them and supported by the school's Human Resources department and Medical Surgery department, where those increased risks lie, and how such risk will be minimised or controlled at an acceptable level, in order to support them to carry out their professional duties. Heads of Department should be sensitive in addressing this part of the risk-assessment, and it may be necessary to keep certain details confidential from other members of the department in order to protect individuals' data.

Risk (Individual and identified situation)	Risk-mitigating control-measures	Additional comments or update following evaluation and reassessment



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presenting increased risk)		

D. Equipment risks

There are particular risks associated with the sharing of departmental equipment and associated transmission of the virus through touch. However, there are also risks potentially arising from the school's COVID-19 response strategy, e.g. increased fire risk associated with students' use of high-alcohol-content hand sanitiser for students engaging in practical experiments involving naked flames. Consider all such risks so that they are identified, and determine how those risks can be controlled at an acceptable level.

Risk	Risk-mitigating control-measures	Additional comments or update following evaluation and reassessment



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E. Rooming/accommodation risks

Are there any identifiable risks relating to COVID-19 arising from departmental accommodation use? How will such risks be managed at an acceptable level?

Risk (Activity and type of risk it poses)	Risk-mitigating control-measures	Additional comments or update following evaluation and reassessment

F. Any other risk-factors not previously identified

Risk	Risk-mitigating control-measures	Additional comments or update following evaluation and reassessment



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It is the responsibility of all members of the department to ensure their understanding of, and adherence with, this departmental risk-management plan, overseen by the Head of Department. It is also the responsibility of all members of the department to monitor its effectiveness in managing risk, by communicating to the Head of Department, or to a senior manager, any changes, or perceived deficiencies in the plan, at the earliest juncture.

This plan should be updated with relevant revisions whenever a material change in situation is observed by any member of the department. It should also be reviewed half-termly.

Record of review:

Date of review	Brief summary of changes	Signed (reviewer – normally HoD)	Name printed
Initial acceptance	As recorded above.		