

# **YATELEY MANOR**

## **Policy and Procedure Management of Covid-19 Risk**

**System of Controls  
& Summary Risk Assessment**

**Updated April 2021**

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## SYSTEM OF CONTROLS

The school has reviewed the current guidance from the government and PHE and will continue to treat the government's guidance and expectations as a minimum for the health and safety of our community. Guidance from HSE has also been reviewed as best practice and advice across our networks within the sector: ISBA, IAPS, AGBIS and our insurers.

An extensive updated Risk Assessment has been developed prior to full reopening in March, reviewed by SLT, Governors and shared with employees. This risk assessment has been continually reviewed throughout the current term. For the summer term 2021, the risk assessment has again been thoroughly reviewed to ensure best practice and updated guidance has been considered.

Supervision of pupils remains paramount and is in place to support adherence to the integrity of bubbles, good hygiene and appropriate distancing. This continues to be undertaken on an age-appropriate basis. Pupils are briefed and families are asked to reinforce the need for good hygiene behaviours: e.g. regular handwashing (additional outdoor hand-washing stations are installed), social distancing, covering faces if coughing or sneezing.

Social Distancing will be impressed at all times, utilising the full extent of the school grounds. In order to offer as broad curriculum as possible pupils from Year 5 upwards will move around the school to make use of the facilities. For Years 3 & 4 each class has an allocated classroom for the majority of their lessons. Teachers will move between classrooms (taking hygiene measures accordingly). More broadly, children will be grouped together in large 'bubbles' across consecutive year groups, as follows:

- Nursery,
- Reception, Year 1 & 2
- Year 3 & 4
- Year 5 & 6
- Year 7 & 8

Wherever possible, children will be within these bubbles and in separate areas (lessons, break, lunch, games). There may be limited exceptions, where other safety measures will be taken (e.g. home to school bus routes).

There will be no large gatherings, such as assemblies, in the Fyson Blum Hall, gym, studio or Manor Place Hall. Larger meetings (of pupils or staff) may continue to take place using Teams. If small meetings are to be held (as a last resort), they should be in a well ventilated space and all participants socially distanced.

Home to school bus routes will run as usual. We will continue to work with our transport partners, who are undertaking enhanced cleaning and hygiene regimes. All pupils travelling on our bus routes in Years 7 & 8 must wear a mask or face covering at all times (as is the case on public transport), and should, wherever possible, sit with children in the same year group bubbles.

Additional PPE and cleaning supplies are made available to staff that require these (e.g. sprays, disposable wipes, face visors)

Facemasks may be worn, in line with guidance. Staff and pupils in Years 7 & 8 are required to wear face masks when moving around the school in internal public spaces such as corridors. In the case of teaching staff, particularly younger children, consideration should be given to the impact this will have on interactions. The school has made available visors for staff who request them.

Teaching will follow guidance of side by side group work and avoid face to face discussions. Teachers will teach from the front where possible with at least 1m+ space between themselves and pupils.

The catering provision will continue with a range of meal options, including vegetarian and those with dietary/allergen needs, the service will continue to be revised to reduce and eliminate contact points. In particular, pupils will queue, sit and eat in their allocated year group bubbles, in allocated zones (in the dining hall) at allocated times. Staff will either eat with their allocated year groups or in a separate area, sitting side by side and socially distanced.

The dining room is a multi-bubble space. The equipment used for lunches will be cleaned after each bubble has finished lunch. All pupils will sit facing the same direction to limit face to face contact. At least 2m gaps will be between tables where different bubbles may be in occupation.

Wherever practical, shared equipment across different bubbles will not be used. For example, certain shared toys and learning resources have been removed from the younger year group classrooms. For specialist equipment (e.g. in Science), enhanced cleaning measures will take place between use. Cleaning resources have been provided to enable equipment to be cleaned between different bubble uses where a 72 hour period between uses is not available.

Ventilation is facilitated wherever possible, e.g. with windows open in suitable weather. Measures are being installed to aid additional ventilation in corridors that conform to fire regulations.

An enhanced cleaning regime is in place and all staff are briefed on the requirements.

Toilets are, wherever possible, allocated to bubbles, to avoid cross-over of people, and are being cleaned on an enhanced basis.

Visitors to the site will be limited and only permitted in exceptional circumstances. Where they do come on site they must on all occasions sign in at Reception, where they will be asked to complete a Self-Declaration Form (except where already submitted and no changes applicable). Visitors will be accompanied and limited to only areas of the site essential to their visit.

The Hub in the main school building and at Manor Place will be for drink making only. These drink making facilities will be available but staff reminded that they must clean area after every use. These areas will not be able to be used for gatherings.

Staff are not generally able to bring family members on site in term time. By exception and with permission of the Headmaster, this may be possible, and they should follow the same process as other visitors.

All pupils in Years 7 & 8, along with employees of Yateley Manor, are given home testing LFD kits. These lateral flow tests will help monitor if covid-19 is present in school. Twice weekly testing will be conducted throughout the term, until told to cease by the DfE of UK Government. Only those pupils and staff members who have a negative test result may come into school. All results are logged with the NHS and School to enable track and trace, if needed.

Any visitors who may be onsite and engaged with the pupils and staff for example peripatetic staff, will have an on-site LFD test when they arrive.

Any holiday staff will be given home testing kits to ensure continual monitoring of all school attendees.

## HOLIDAY CLUB PROVISION

The school has reviewed the current guidance from the government and PHE and will continue to treat the government's guidance and expectations as a minimum for the health and safety of our Holiday Club community.

### [Holiday Club Guidance](#)

As present the School will continue to implement measures in operation during the school term during the holiday periods;

- Continually review the Holiday Club risk assessment in line with current government advice
- Continue with social distancing requirements.
- Only offer the holiday club to pupils of Yateley Manor. This is to reduce number of visitors on site.
- Bubbling of year groups who attend.
- Limiting capacity of the bubbles taking into account staffing and cleaning requirement.
- Separate resources per bubble.
- Separated eating facilities.
- Staff will be responsible for set bubbles but are allowed to freely move.
- Staff to continue with lateral flow home testing twice a week.
- To aid consistency of bubbles, no one the day bookings will be accepted and only part weekly or weekly bookings will apply.

## PROTECTING CLINICALLY VULNERABLE (CV) AND CLINICALLY EXTREMELY VULNERABLE (CEV) WORKERS

As an employer, the school recognises its duty to protect workers from harm, has reviewed the risk to those who are particularly vulnerable to coronavirus and put controls in place to reduce that risk.

### Supporting workers in higher-risk groups

The Public Health England recognise higher-risk groups including:

- Older males
- Some black, Asian or minority
- High body mass index (BMI)
- Ethnicity backgrounds
- Health conditions e.g. Diabetes

While additional controls for these groups are not mandatory, the school has identified CV and CEV colleagues and will offer all reasonable adjustments and support them through:

- Creating and supporting a COVID -safe culture in the school, through ongoing training and communication, engaging both individuals and wider school community to ensure controls are applied stringently
- Contacting staff regarding their CV/CEV status and offering individual discussions with the Bursar, around particular concerns who will coordinate reasonable adjustments;
- The creation, implementation and revision of this policy and risk management, setting out controls in place minimise transmission to keep everyone safe;
- Applying these controls, monitoring, listening to any concerns and reviewing.

### **Reasonable Adjustments**

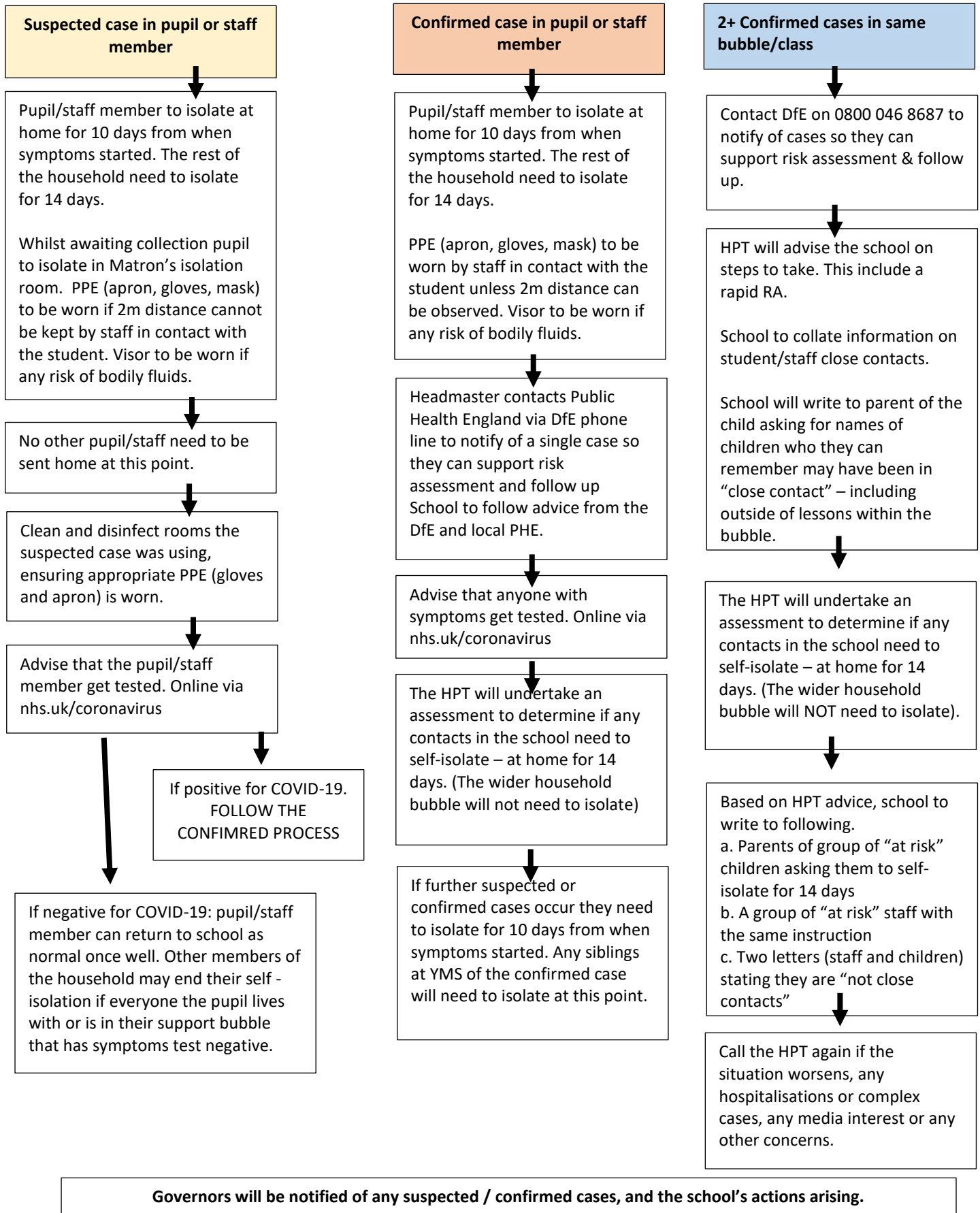
Reasonable adjustments will be considered on a case by case basis. However, examples may include: flexible working arrangements; restricting to tasks which can be fully socially distanced; limiting physical working location, such as a socially distanced workspace; attending all meetings via Teams rather than in person.

All staff will be offered additional hygiene materials, such as their own cleaning products (e.g. anti-viral surface sprays, to be stored responsibly when not in use) for additional cleaning, a face visor, hand gel. Staff are welcome to wear gloves and/or a mask.

### **Pregnant workers (new and expectant mothers)**

Pregnant workers are in the clinically vulnerable (CV) category and the measures above apply. Beyond the Covid 19 measures, the school recognises its duty to have measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. Where it is not possible to make sufficient reasonable adjustments to the job or facilitate working from home, the school will place a pregnant worker on paid leave, in line with regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.

## ACTION IN THE EVENT OF A COVID-19 CASE AT THE SCHOOL



## MANAGEMENT OVERSIGHT

This document, the accompanying Risk Assessments, and other protocols relating to the management of health and safety will be reviewed on a regular basis (see below) by a number of groups.

Group	Membership	Frequency	Remit
Senior Leadership Team (SLT)	Headmaster, Bursar, Deputy Head, Assistant Heads, Head of Learning Support.	Weekly	Executive leadership of the school, including safety measures, as delegated by the Board.  SLT will co-ordinate key functions in day to day running of the school in respect of measures taken for the management of Covid-19 risk assessment.
Governing Body	Chair of Governors Vice Chair Other Governors as required Head Bursar	As required	Steering group of the Governing Board, supported by the Head and Bursar.



## EXTERNAL LINKS

### Actions for schools during the coronavirus outbreak

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

### Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

### New and expectant mothers.

<https://www.hse.gov.uk/mothers/index.htm>

### Working safely during coronavirus

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

### Early Years Foundation Stage: Coronavirus Disapplications

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

### Guidance for food businesses on coronavirus (COVID-19):

<https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>