

OPERATING DURING CORONAVIRUS RISK ASSESSMENT BEDFORD SCHOOL

Risk Assessment of operating during coronavirus pandemic.

Who Might be Affected? Staff, students and visitors

Date of Assessment: 19 April 2021

Date of Review: 17 May 2021

Name of Assessor: Director of Finance & Operations - A J Macfarlane

NB: These control measures are in addition to site wide and departmental risk assessments.

This risk assessment covers the reopening of Bedford School to years 3 to 13 inclusive from 8 March 2021 following the national lockdown

This risk assessment has been created with an integrated approach to Health & Safety and Safeguarding and should be read in conjunction with the relevant Safeguarding, Child Protection and Health & Safety policies which can be found at <https://www.bedfordschool.org.uk/portals/parents/school-policies/>

The risk assessment will be reviewed regularly based on ongoing operational experience and emerging Government advice.

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Who might be harmed and how

- Most people are at risk from infection (staff, children, visitors, etc).
- The risk of COVID-19 infection is higher for vulnerable people.
- The list of who is currently vulnerable includes: the elderly, those with chronic underlying health conditions, pregnant women.
- Government advice also suggests that there are particular demographic groups more at risk from COVID-19, including people in Black, Asian and Minority Ethnic (BAME) communities.
- The majority of cases lead to mild symptoms (persistent coughing, high temperature, change in sense of smell and/or taste).
- The disease, however, can be fatal.
- Scientific evidence suggests transmission is via person to person spread as airborne droplets and also via surfaces contaminated with virus.
- The predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

Risk assessment element, including Government and other recognised guidance, and existing control measures	Additional Control Measures identified and required to mitigate the risk assessment element
<p><u>1 Government Advice</u></p> <ul style="list-style-type: none"> Government guidance is being reviewed on a daily basis to ensure the latest available information is put into practice. Current overarching Government guidance can be obtained here: <ul style="list-style-type: none"> Schools' coronavirus (COVID-19) operational guidance Face coverings in Education March 2021 Actions for schools during the coronavirus outbreak COVID 19 Spring Response Bedford School has pledged to support, in full, the Boarding Schools' Association (BSA) COVID-Safe Charter <ul style="list-style-type: none"> BSA COVID-Safe Charter Other key guidance referenced at different stages includes: <ul style="list-style-type: none"> Education and childcare Staying alert and safe Safe working in education...including the use of PPE Decontamination in non-healthcare settings NHS Test and Trace: how it works Guidance for households with possible coronavirus infection Coronavirus (COVID-19): Social distancing How to self-isolate when you travel to the UK Vehicles: working safely during coronavirus Face coverings in Education Using PPE at work during the coronavirus pandemic Offices & contact centres Performing Arts All unnecessary travel should be avoided. Increase the use of telephone calls, web conferencing, etc. All meetings on site will be observing social distancing rules or conducted utilising technology. Unlike older children and adults, primary age children cannot be expected to remain 2 metres apart from each other and staff. If you can keep older children within those small groups 2 metres away from each other, you should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. 	<ul style="list-style-type: none"> The school follows the Government's System of Controls, grouped into 'prevention' and 'response to any infection' to effectively reduce risks at school and create an inherently safer environment. All staff (teaching and support) are required to complete training (including relevant iHASCO modules) in all aspects of hygiene, social distancing and operational protocols. They are also expected to complete updated training as required throughout the pandemic. A record will be kept by Human Resources to ensure that staff have completed relevant training. Line managers take responsibility for the application of detailed training of their staff, in line with the overarching School Risk Assessment, and the detailed Department Risk Assessment. Training material will be kept on the Staff Portal and updated to ensure it is consistent with the Risk Assessment and latest government guidance. Education of pupils on responsible hygiene, social distancing and behaviour protocols on arrival at school, including updated guidance where applicable. By observation, pupils will be monitored on an ongoing basis to ensure they carry out instructions, and they will be updated whenever the guidance that affects them is updated. All training, that requires congregations, and group exercises has been suspended within the School or adapted to minimise social contact wherever possible. Fire drill protocols are being modified in relation to the collection of people at assembly points (see Section 16 below) Poster material related to social distancing and good hygiene is throughout the school and staff are reminded regularly of the importance of social distancing. Line managers liaise with their teams to review staff start and finish times, with a view to reduce potential congestion. Staff are encouraged to avoid public transport en-route to work where possible. Latest government guidance confirms that staff and pupils can wear standard school clothes/uniform and laundry procedures do not need to be different from normal. The school will undertake additional COVID-compliant cleaning of identified areas in the event of any staff member, pupil or visitor being confirmed as having coronavirus. If the COVID alert level increases, the School will follow national and local guidance on ongoing procedures and controls. <p>During periods of a local or national 'lock-down', attendance on site will be limited to:</p> <ul style="list-style-type: none"> Boarders who have returned to school Boys whose parents are key workers according to the prevailing government guidelines Staff who are unable to work from home Boys and or parents/guardians attending school for the purposes of collection teaching recourses, exercise books or other items of work including art of D&T projects.

<p>1a LFD Testing</p> <p>A separate risk assessment is available for Lateral Flow Testing of staff and students here. Further information on Mass Asymptomatic Testing (LFD testing) is here. The in-school testing programme is now by exception only and has been replaced by twice weekly Home testing.</p> <p>Further details on the LFD test at home is here. All staff and pupils will be offered testing kits as provided by DHSC.</p> <p>Home testing kits for family members will not be provided by the school and should be obtained from local collection centres as advised in the link above.</p>	<ul style="list-style-type: none"> • If a boy has a LFD test and it was positive, then they and other members of their household are advised they must self-isolate. • All positive results from rapid tests need to be confirmed with a standard PCR test. Following positive LFD test, a confirmatory PCR test should be booked online or by calling 119. Whilst awaiting the PCR result, the individual and their close contacts should self-isolate. • If the PCR test is negative, it overrides the self-test LFD test and the individual can return to school • When taking a test at home, you should report your result to the NHS following the guidance in the self-test guide that comes with the testing kit and also report their result to school. • You should use the form here to report your test result to school.
<p>2 Staff Levels</p>	<ul style="list-style-type: none"> • Staffing levels across all departments are kept under review to ensure the site can function operationally and safely, adhering to the required ratios. • Individual staff will continue to be monitored by line managers to ensure their own health, safety and welfare is maintained (both physical, mental and emotional) • The school can continue to engage supply teachers and other temporary or peripatetic teachers or other temporary staff. These staff can operate in more than one school (for example PAA staff may work in multiple Harpur Trust sites). These staff must adhere strictly to the school's social distancing and hygiene rules and: <ul style="list-style-type: none"> ○ Maintain distancing requirements with each group they teach, where appropriate. ○ Avoid situations where distancing requirements are broken, for example demonstrating a partnering work in dancing ○ Make efforts to reduce the number of groups taught and locations worked in, to reduce the number of contacts made.
<p>3 Self-Isolation (more details in sections 14 and 15 below)</p> <ul style="list-style-type: none"> • The school is following government guidance on self-isolation. In the event of any staff member exhibiting symptoms they must self-isolate and arrange to take a COVID test • Anyone identified as a close contact should self-isolate • The latest NHS advice is available from the following link: https://www.nhs.uk/conditions/coronavirus-COVID-19/ 	<p>Attending school</p> <p>Staff</p> <ul style="list-style-type: none"> • Staff can continue to attend school at all local COVID alert levels unless there is a local or national lockdown. • In the event of a further lockdown, staff should work from home where this is possible. • Shielding advice has been paused nationally from 31 March. Clinically Extremely Vulnerable CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace. • Staff and pupils who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school unless advised otherwise by an individual letter from the NHS or a specialist doctor. • Clinically Vulnerable (CV) staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission and should ensure their risk assessment is reviewed with their line manager. • Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.

	<ul style="list-style-type: none"> For members of staff who are pregnant, breastfeeding or have given birth within the last 6 months, the workplace risk assessment is checked to see if any new risks have arisen and appropriate, sensible action to reduce, remove or control them is put in place. <p>Boys</p> <ul style="list-style-type: none"> Boys should continue to attend school at all Local COVID Alert levels unless there is a local or national lockdown. In the event of a lockdown, boys should remain at home with remote teaching unless they are boarders who have returned to school or key worker children or to briefly collect teaching resources or project work. In the event of a national or local lockdown, key worker boys attending school will additionally have their temperature checked on arrival. For day boys, it is the responsibility of parents/guardians to assess whether their child is well enough to attend school; this should include a daily check for any symptoms – if there is any doubt the child should not attend school. Absence should be reported in the usual manner. For boarders, it is the responsibility of senior boarding staff, supported by the school medical team, to assess whether the boarder is well enough to attend school; this should include a daily check for any symptoms – if there is any doubt, the boarder should self-isolate. Absence should be reported in the usual manner. It is the responsibility of staff members to assess whether they are fit enough to be in school. The school medical team will supply guidance to be included with staff training material (see Section 1 above). Advice from the school Medical Centre may be sought if appropriate. Absence should be reported in the usual manner. The school will undertake cleaning following guidelines here in the event of any child or staff member being confirmed as having coronavirus. Day boys or staff who begin to display symptoms of the virus (high temperature, a new continuous cough or a loss or change to sense of smell or taste) whilst at school will be moved to a designated isolation room / medical centre and isolated until they can be collected. See Section 14 below for more details. Boarders who begin to display symptoms of the virus (high temperature, a new continuous cough or a loss or change to sense of smell or taste) will be required to stay in self-isolation whilst a COVID test is carried out. See Section 14 below for more details. Overseas boarders arriving from countries that are not exempt from quarantine requirements will be required to spend their first 10 days at the school in quarantine. Current government guidance can be found here. Overseas boarders arriving from 'Red list' countries are able to quarantine at school, subject to being in possession of letters from the DfE and the School, both of which can be requested from the Bursary. Full guidelines are here.
<p><u>4 Personal Hygiene</u></p> <ul style="list-style-type: none"> Government guidance requires everyone at school to clean their hands more often than usual. Cleaning hands can be achieved either with soap and running water or with hand sanitiser. Where both options are available, hand-washing should always be encouraged for a minimum of 20 seconds. 	<p>Hand sanitising</p> <ul style="list-style-type: none"> Sanitiser gel will be located at entrances to the school buildings. Pupils are asked to bring their own sanitiser gel to school with them. If they do not have their gel with them, they will be required to use the gel provided. A member of staff will be on duty to monitor the proper cleaning of hands by boys before they enter the site.

- All staff and pupils should clean their hands on a regular basis throughout the day. In particular, all staff and pupils are required to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- Also reminded to catch coughs and sneezes in tissues – “Catch it, Bin it, Kill it” – and to avoid touching face, eyes, nose or mouth with unclean hands.
- Hand washing facilities with soap and hot water in place.
- Hand sanitisers and disposable disinfectant wipes in every classroom plus every other communal room where washing facilities are not readily available
- Hand sanitisers available in all entrance areas

[safe working in education and childcare settings](#)

[nhs - best way to wash your hands](#)

HSE guidance - [Bathrooms, toilets and washbasins](#)

- It is recognised that children of primary school age will require greater supervision when using alcohol-based sanitiser gel. If supervision is difficult in a particular situation, and hand washing is not an option, use of hand wipes is acceptable.
- All staff and visitors will be required to clean their hands when they arrive on site by using the sanitiser gel at the entrance gate and (for visitors) further sanitiser gel available at the reception desk.
- When pupils arrive at school in the morning, a member of staff will be located in a gazebo adjacent to each permitted entrance gate. Staff will check that each pupil has brought, and uses, sanitiser gel to clean their hands before entering the school. Additional sanitiser gel will be available for use if the pupil has forgotten to bring his own. A covered bin will also be available for the safe disposal of any face coverings the students have worn on their journey to school.
- Thorough hand cleaning practices will be encouraged during lessons and in toilets. Where possible, hands should be washed with soap and water for a minimum of 20 seconds. If this is not possible, sanitiser gel should be used.
- Additional hand cleaning facilities are provided on the playing fields and play areas.
- Hand washing facilities are provided in strategic locations throughout the school campus and are readily accessible.
- Drinks fountains to be isolated and remain unused. Water refill points to be located at strategic points throughout the school to allow staff and pupils to refill bottles as required.
- Students receive detailed training on hand cleaning. This will be monitored and reinforced regularly throughout the teaching day.
- Hand dryers remain in operation in accordance with HSE advice
- Roller dryers in toilets are disconnected/removed and replaced with paper towels and bins.
- Tissues/paper towels will be made available throughout the workplace.
- Hygiene stations to be provided in locations adjacent to groups of classrooms.
- Hygiene stations are located in each boarding house.
- Hygiene stations are within easy access of all other locations where people congregate.
- All hygiene boxes have face masks, gloves, plastic aprons, clinical waste bags. Gauze for nose bleeds or similar. Paper towels/ tissues. Eye goggles.
- Replenishment of hygiene box items is a collective responsibility. If items are running low, staff should request replacement following the instructions on each box.
- All first aid boxes will also have additional faces masks, gloves, aprons, resuscitation mouth shields and clinical waste bags.
- Staff who wish to be prepared for 1st aid assistance should carry face mask, gloves, resuscitation face shield and antibacterial gel on their person.
- All staff are required to clean and disinfect their equipment (e.g, desk, PC, keyboard, mouse) at the beginning and end of each teaching session.
- Staff should avoid using their colleagues’ phones, work tools and equipment wherever possible. If it is necessary to share equipment it should be cleaned and disinfected before and after each use. Cups and drinking/eating vessels should not be shared. Paper towels should be used for drying cups/plates etc rather than cloth tea towels.
- Where possible, reduce the use of shared school photocopiers, computers etc. however if required hand sanitiser is provided to clean hands before and after use.

Ventilation

- It is important to ensure rooms are well ventilated and a comfortable teaching environment is maintained.

Government guidance:

[Face coverings in Education March 2021](#)

[Face covering exemptions](#)

- **Windows:** Opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space).
- **Internal doors:** Opening internal doors can also assist with creating a throughput of air, *with the exception of fire doors, which must remain closed.*
- **External doors:** if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
- **Mechanical ventilation systems:** These are adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
- To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:
 - opening high level windows in preference to low level to reduce draughts
 - increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
 - additional suitable indoor clothing in line with the uniform is permitted
 - rearranging furniture where possible to avoid direct drafts

Face Coverings

- For pupils in year 7 and above, we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors, communal areas and lunch queues where social distancing cannot easily be maintained.
- Face coverings do not need to be worn by pupils when outdoors on the premises. In addition, we now also recommend that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.
- This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.
- In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).
- Children in year 6 and below should not wear face covering.
- Departmental specific risk assessments are in place where the wearing of a face covering could impede the ability to operate machinery safely
- Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in education settings or in public places
- A stock of face visors or shields are available for staff use on an elective basis, but these should not be used as an alternative to face coverings

Books, texts, and project work

- Books and student work can be taken home/collected in to mark. Good hygiene must be ensured when doing so, i.e. wash hands immediately after handling student work, and do not touch other items/surfaces/face until hands are clean (a good analogy to this is to imagine the work is actually raw meat - you wouldn't touch anything else after handling raw meat until you have washed your hands properly). However, if possible, it is wise to

	<p>implement additional strategies. Students may photograph and email in their work, to be marked digitally.</p> <ul style="list-style-type: none"> Alternatively, work could be placed into a box by children and isolated for 48 hours (72 hours for plastics) before being marked.
<p><u>5 Travel to and from school</u></p> <ul style="list-style-type: none"> Where Government rules allow, the timings of the school day will be as normal. As a result, all drop off / pick up arrangements will remain unchanged. https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers 	<ul style="list-style-type: none"> Staff and pupils are encouraged wherever possible to travel to school by foot or bicycle or alone/isolating family groups using their own transport. Where this is not possible and public or dedicated school transport is used, government and social distance guidelines should be followed. Parents are advised of all measures set out in government guidelines for safe use of public transport, including use of face coverings for children aged 11 years and older. Except during periods of lockdown, timetabling is designed to enable staggered start (Prep School) and finish times (Prep School and Upper School) to keep groups (bubbles) apart as they arrive and leave school. Parent drop off and pick up protocols have been reviewed and guidance provided to parents. Parents are discouraged from exiting their cars. Staff will be positioned to assist children arriving and departing by bus to the relevant entrance gate and in relevant bubbles. Access to site is restricted to permitted people only (staff, designated year group children, and approved visitors) Access to site limited to designated entry points only. All other entry points will be locked and access by these points will be prohibited. All visitors must report to reception and full details recorded should they be required for NHS Test and Trace. Entry to buildings and sanitisers on entry to adhere to current social distancing guidelines by use of posters and markings.
<p><u>5a Dedicated Transport</u></p>	<ul style="list-style-type: none"> Journeys to/from School operated by external providers (dedicated school transport) are separately risk assessed by the providers of these services. Each bus company has a seating plan for their buses. Parents should ensure they are comfortable with the service being offered prior to use and make use of this service entirely at their own risk. The school has no control over these services as they are provided by the companies themselves or set up by parent bodies. The school works with the bus operators to ensure the approach adopted to manage COVID risks on their services comply with the school's standards, including: <ul style="list-style-type: none"> Separate bubbles as far as possible Use of hand sanitiser when boarding/d disembarking Additional cleaning of vehicles Organised queuing and boarding where possible Distancing within vehicles where possible Use of face coverings where possible (this does not normally apply to children under the age of 11) Seating plans are available as required

<p>6a Travel arrangements for boarders</p> <ul style="list-style-type: none"> • The school will comply with guidelines set out in the BSA COVID-Safe Charter here • Parents will also be advised to comply with Government requirements relating to quarantine arrangements: https://www.gov.uk/provide-journey-contact-details-before-travel-uk Schools Coronavirus Operational Guidance 	<ul style="list-style-type: none"> • Communicate travel arrangements and protocols with parents • Parents of overseas boarders will be reminded of the requirement to complete an on-line quarantine form within 48 hours of arrival in the UK. This form must be shown at the UK border, and will be used by the government to contact the individual if he or someone he has travelled with develops coronavirus symptoms. Full details at https://www.gov.uk/provide-journey-contact-details-before-travel-uk • Where the Government has implemented travel corridors, individuals returning to or visiting England from certain countries do not need to self-isolate on arrival, and, where possible, relevant parents will be notified. The list of exempt countries is under constant review by the UK Government and is subject to change with little notice. Travel corridors are currently suspended. • Overseas boarders arriving from ‘Red list’ countries are able to quarantine at school, subject to being in possession of letters from the DfE and the School, both of which can be requested from the Bursary. Full guidelines are here. • Where pupils have travelled to England from a country from where travel is permitted, they are required to quarantine in a boarding house for 10 days. Pupils are eligible for the test to release scheme. • Where required, for overseas boarders, the School will: <ul style="list-style-type: none"> ○ Ensure the pupil is met by a named person, which could be a guardian, or an approved taxi driver, who is aware of, and follows, appropriate social distancing guidance; ○ Ensure that the named person wears a face covering at all times when in proximity to the student in enclosed areas, especially in vehicles unless screens are provided; ○ Ensure that the journey to school is direct, that the vehicle contains sanitiser and suitable wipes, and that any required toilet stops are conducted in accordance with relevant safety guidelines; ○ Depending on the length of journey, provide the student with suitable food and drink and ensure that packets, bottles and containers are sanitised before use. • For all boarders upon arrival at school, boarding staff will: <ul style="list-style-type: none"> ○ Ensure all changes to routines and all new safety arrangements, which have been previously notified in writing, are fully explained to pupils, with full induction for any pupils new to the school; ○ Encourage the pupil to contact home shortly after arrival; ○ Explain the new fire evacuation procedures and conduct a drill shortly after arrival; ○ Ensure the pupil has an opportunity to discuss their fears, worries and concerns with a trusted member of the residential boarding staff.
<p>6b Use of School Vehicles</p> <ul style="list-style-type: none"> • Government guidance may be obtained at: https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19/vehicles#vehicles-7-2 	<ul style="list-style-type: none"> • School vehicles to be used only where alternative options including use of staff own cars are not available, and where use of the vehicle is considered essential. The starting point for general visits from site should be the use of own vehicles. Staff are insured by the school for school use of their own vehicles. • Where possible, students should remain in their bubble whilst on school transport. • Students are to socially distance, where possible, and wear face coverings whilst on school transport.

	<ul style="list-style-type: none"> • If any school vehicle is used, either: <ul style="list-style-type: none"> ○ all internal and external surfaces and other objects within the vehicle should be cleaned and anti-viral spray used within the vehicle; or ○ the vehicle should remain unused for 72 hours (issue of keys will be managed by the Transport Officer in the Security Department to ensure compliance with the 72 hour requirement) ○ Vehicles keys are cleaned between uses • Keys for school vehicles are to be collected from, and returned to, the Security Department to ensure compliance with social distancing and COVID-19 hygiene requirements. • Staff using a school vehicle will be responsible for standard pre-drive checks. • Staff are required to clean hands before using the vehicle. Hand sanitiser will be provided in each vehicle. • All materials, belongings and waste to be removed by vehicle users once finished. • If a vehicle needs cleaning after use by a suspected COVID-19 individual, refer to item 9.
<p><u>7 Social Distancing when working within the School</u></p> <p>A contact is a person who has been close to someone who has tested positive for COVID-19 from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after. A risk assessment may be undertaken to determine this, but a contact can be:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19 • anyone who has had any of the following types of contact with someone who has tested positive for COVID-19: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to-face conversation within one metre ○ been within one metre for one minute or longer without face-to-face contact ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) ○ travelled in the same vehicle or a plane • In the classroom ideally, adults should maintain 2 metre distance from each other, and from boys. This is not always possible, particularly when working with younger children, but if members of staff can do this when circumstances allow that will help. In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. • The only people an individual does not need to distance themselves from are those they live with and those in a “support bubble” – whether at home or at work. • Avoid physically greeting others for example by shaking hands and nudging elbows. A simple ‘good morning’ or ‘good afternoon’ will suffice and will also adhere to the 2-metre clear social distancing measures. This is the school’s “no touch” rule. • The overarching principle in Government guidance is that the number of contacts between children and staff must be minimised. This is achieved through keeping groups separate (in “bubbles”) and through maintaining distance between individuals. • Bubbles are based around whole year groups. Boarding houses are defined as households, each of which will be treated as a bubble. In most boarding houses, mini self-contained bubbles (or pods) 	<ul style="list-style-type: none"> • Detailed plans for the operation of bubbles in both the Upper School and Prep School are drafted by the CMT or SLT and their supporting senior staff members. • In the event of a further national or local lockdown, with key worker boys at school, bubbles will be adjusted accordingly. • Registration: the school office will provide updates on numbers of students in school each day. • Work is planned to minimise contact between staff members. The over-riding principle is to identify bubbles and minimise contact between bubbles. This is achieved, where possible, by minimising pupil movement and requiring teachers to move between lessons. • Upper school teachers will move between lessons to minimise the amount of pupil egress along corridors and the risk of bubbles meeting where social distancing cannot be maintained. • Where possible, use of designated doors for entry / exit into buildings • Where possible, routes are marked out to enable staff and students (within bubbles) to enter and leave buildings, and within buildings. • Separation within corridors, other circulations area and welfare facilities is promoted, where possible, by the use of floor markers; this is further achieved by staggering of lunch times • Where possible, one-way systems operate on stairs and corridors. • In the Upper School, Students do not move from their zone, except for specialist subjects, such as Science, Music, Art & DT, Drama and Computer Studies • Line managers and Department Heads to ensure social distancing protocols are maintained and that adequate COVID-19 compliant facilities are available on sites. • Welfare facilities for both staff and student use have been identified. • Outdoor teaching is considered where practical (for example physical education). • Unnecessary items are removed within teaching spaces and storage is available elsewhere. • Classroom and other teaching areas are adapted where possible to comply with social distancing protocols. Where possible, desks will be spaced further apart (or marked as out of bounds) and forward facing to ensure that staff and students comply with social distancing guidelines. • Fixed labs have stations marked out using stools. • Staff can operate across different groups or bubbles

have been identified which will also operate under the guidance relating to households. Relevant activities are structured and modelled around these principles.

- The basis of bubbles is that they stay together throughout the school day and will socially distance from each other.
- Government guidelines permit children being kept in their class or year groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day.
- Social distancing within each boarding house is ensured by splitting the bubble into smaller pods. Pods are required to socially distance from each other just as bubbles will throughout the school.
- Government advice can be accessed here:
- [staying alert and safe - social distancing](#)

- Staff should be at the front of a class, away from pupils, maintaining a 2-metre distance (where possible) from children and other staff.
- Adults minimise close contact time with an individual (maximum 15 minutes) spent within 2 metres of anyone and avoid close face to face contact at all times.
- Secondary-aged children are educated and supported to maintain distance and not touch staff or their peers. This will be more difficult to achieve for younger children and children with complex needs, but the aim is to achieve a similar level of compliance where possible.
- Large gatherings (assemblies etc) of more than one group or bubble are avoided.
- Staff work areas are re organised to comply with social distancing protocols. This includes ensuring workstation areas are adequately spaced and consideration to areas that staff use as ‘walk throughs’.
- Transparent screens are installed at reception areas and in staff offices as necessary.
- Students are monitored during break times and whilst moving about the site to promote social distancing
- Wherever possible, fixed seating plans are used in classrooms and a daily record maintained of where students are seated in relation to each other.
- Lifts are be used unless needed for disabled access or to transfer goods in which case staff send goods up and down without accessing the lift.
- No food is provided at break times (ie the tuck shop will be closed).
- During full school opening, lunch times will be staggered to reduce numbers moving within buildings or within halls and dining areas.
 - During periods of lockdown, with only key worker boys, tables will be allocated for the bubbles.
- Separate play areas will be provided for teaching groups. Where possible, these are marked for ease of identification.

8 Personal Protective Equipment (PPE)

- [Government guidance on face coverings in schools](#)
- [HSE - Using PPE at work during the coronavirus pandemic](#)
- [Technical specifications for personal protective equipment \(PPE\)](#)

Note that PPE has a specific definition, and that PPE is not the same as face coverings.

- PPE is only needed in a very small number of cases if:
 - an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
 - a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used
- Reference to PPE in the following situations means:
 - fluid-resistant surgical face masks (also known as Type IIR)
 - disposable gloves
 - disposable plastic aprons
 - eye protection (for example a face visor or goggles)
- The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is:
 - a face mask should be worn if a distance of 2 metres cannot be maintained
 - if contact is necessary, then gloves, an apron and a face mask should be worn
 - eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting

	<ul style="list-style-type: none"> • If a child tests positive for coronavirus (COVID-19) and needs to remain in a residential setting, the same type and level of PPE as above should be used. • PPE is provided for core groups including: <ul style="list-style-type: none"> ○ Medical Staff ○ Boarding staff ○ Cleaning Staff (see further details in relation to deep cleaning in section 9 below) ○ First aiders
<p><u>9 Cleaning and Disinfection</u></p> <ul style="list-style-type: none"> • Government guidance on cleaning requirements in non-healthcare settings: decontamination in non-healthcare settings • Guidance for managing playgrounds and outdoor gyms 	<ul style="list-style-type: none"> • An enhanced cleaning schedule is established to ensure more frequent cleaning of rooms and shared areas that are used by different groups. • Equipment is cleaned and disinfected daily or used on rotation allowing 72 hours between use. Staff and pupils are responsible for disinfecting equipment within their classrooms/offices/work areas. • Teaching equipment such as pens and pencils should not be shared between students/pupils. • Hygiene stations to be stationed in close proximity to all rooms where people congregate (including classrooms) to include disposable wipes, disinfectant spray/keyboard spray, gloves (for optional use) and waste bin with black bin bags. • Increased cleaning and disinfection of frequently handled or touched surfaces within classrooms, teaching areas, common rooms, entrances, and dining halls, and all similar areas in boarding houses. • Staff should wipe down touch points in kitchens (e.g. kettle/urn handles, fridge door handles, taps) with a disinfectant wipe after each use. • Where there is the requirement to share equipment, e.g. science, ICT or music equipment, this will be cleaned and disinfected following use or alternative teaching practices followed. • Outdoor playground equipment for years 3 & 4 are cleaned more frequently. • Pupils are allowed to bring bags to school containing essential items that only they use (and are not shared) including lunch boxes, hats, coats, stationery, pens and pencils, and mobile phones and other devices. • Pupils and teachers can take books and other shared resources home, provided these are required for educational purposes. Hand cleaning and cleaning of these items before use (including rotation) should follow the standard rules. • Bins, with bin bags that can be tied off at the top, will be provided in every teaching area. Bins will be emptied for disposal on a daily basis. • Cleaning team management will carry out regular checks of cleaning practices • Additional mid-day cleaning to be undertaken in high use areas such as classrooms, toilets, rest areas, circulation spaces, corridors and staircases, including handrails and door handles. • Boarding houses have supplementary cleaning in addition to normal morning rota (ie afternoon/evening + Sunday morning/afternoon/evening) <p>Cleaning after an individual with symptoms or confirmed case has left the area</p> <ul style="list-style-type: none"> • PPE, cleaning, disinfection, laundry and waste disposal will follow the guidelines set out in decontamination in non-healthcare settings. In particular:- <ul style="list-style-type: none"> ○ PPE will be based on a risk assessment of the circumstances. Minimum PPE will include disposable gloves and apron, with normal 20 second hand washing with soap and warm water following their removal.

	<ul style="list-style-type: none"> ○ PPE in a boarding house will also include PPE to protect eyes, mouth and nose. ○ High-grade detergent disinfectant (1000ppm available chlorine (eg a bleach or diluted chlorine tablets) or other disinfectant confirmed as effective against coronavirus/enveloped viruses) will be used in compliance with manufacturer’s instructions. ○ Normal laundry procedures will be used. Dirty laundry must not be shaken. ○ Waste must be placed in a tied plastic bag which is inserted in a second tied plastic bag. It should then be stored in a safe place for 72 hours pending the outcome of a COVID test on the suspected person. If the test outcome is negative, the waste bag will be removed with other normal waste. If it is positive, the waste bag will be collected by a specialist contractor and treated as hazardous waste.
<p><u>10 Off School Meetings and Travel</u></p>	<ul style="list-style-type: none"> • Unnecessary travel to other schools will be avoided and where possible meetings will be held via telephone calls/web conferences. • Only if absolutely necessary participants should attend in person. • Wherever possible, attendees should be two metres apart from each other. • Rooms should be well ventilated/windows opened to allow fresh air circulation. • Where possible, meetings should be held in open areas. • All school residential trips are on hold pending a review by Government of their advice. • Educational day visits are currently not advised. • Competitive sport is now permitted, and offsite sports activities will be reviewed in the light of prevailing government advice, again on a sport by sport or case by case basis. • If a non-residential domestic educational visit is arranged, a normal risk assessment will be completed, and will be enhanced to ensure additional COVID-safe control measures are in place (including social distancing and hygiene). • All meetings of more than two people to be conducted online wherever possible. If meetings take place in the same room, they should follow Government social distancing guidelines wherever possible.
<p><u>11 External Hirers</u></p>	<ul style="list-style-type: none"> • Hiring of external school facilities is permitted in line with the latest guidance. • Indoor lettings are not permitted until the Government approve Stage 3 of the Spring response (no earlier than 17 May 21). • This will be reviewed in line with the latest government guidance.
<p><u>12 Departmental and Co-curricular Risk Assessments</u></p> <ul style="list-style-type: none"> • Government guidelines require the school’s wider risk assessments to be reviewed and updated and to consider the need for revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19) 	<p>In the event of a lockdown, provision of any co-curricular activity and sport for those boys in school should be reviewed in line with the prevailing advice.</p> <ul style="list-style-type: none"> • Heads of departments and activities required to review and update their detailed risk assessments in accordance with government guidelines • All updated department risk assessments to be maintained, monitored and indexed centrally by the bursar’s department. • Social distancing should be maintained in all activities by keeping year group bubbles apart wherever possible (in line with section 7). • The cleaning regime described in section 9 will be deployed in all areas. In addition, pupils will be expected to clean all equipment in specialist departments before and after use and regularly clean hands with soap and water or sanitiser. These procedures will be supervised by the staff responsible. • The hygiene regime described in section 4 will be enhanced by maximising ventilation through open doors and windows wherever possible.

	<ul style="list-style-type: none"> • A register will be kept of pupil attendance and location in each activity for the purposes of Test & Trace.
<p>12a Arts</p> <ul style="list-style-type: none"> • Quarry Theatre • Speech & Drama • Dance • Music <p>DfE Schools Operational guidance</p>	<ul style="list-style-type: none"> • When permitted by Government guidance and not before Step 3, the Quarry Theatre may open for performances in front of a live audience in accordance with https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • Rehearsals and broadcast performances, without a live audience, can take place. • Singing, wind and brass instrument playing can be undertaken in line with this and other guidance (including Schools coronavirus operational guidance) , in particular guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts. • Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained. • Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space. • If indoors, use a room with as much space as possible, for example, larger rooms, rooms with high ceilings are expected to enable dilution of aerosol transmission. • Certain parts of the theatre building will be used for supplementary classroom space for Prep School boys to assist with social distancing. • Departmental risk assessments to be completed for each of these activities, based on the principles of: <ul style="list-style-type: none"> ○ Only bubbles may do activities together ○ Students to be optimally socially distanced ○ Entrances, exits and corridors to be kept one way where possible to avoid bubbles meeting. ○ Teachers and pupils to wipe down of all touched surfaces at the end of each session (similar to classrooms) where areas have been used by difference bubbles ○ Teachers to remain 2 metres apart from pupils where possible. If this is not achievable, other mitigation measures should be considered. ○ Where possible, theoretical lessons not requiring access to instruments or other specialist equipment, should take place in a classroom in the relevant year group zone. ○ Where the lesson takes place in the specialist department, and where it is not possible to organise pupils at forward-facing classroom desks, pupils should be positioned back-to-back or side-to-side, avoiding sharing of instruments or equipment, and ensuring where possible good ventilation. ○ Music students should use their own instrument – no shared hire equipment will be provided and instruments should not be shared. ○ The handling of music scores, parts and scripts is limited to the individual using them. ○ In the Music School, there is a planning restriction that prevents the opening of windows on the side of the building facing St Peter’s Street. In these circumstances, because of the lack of ventilation, the rooms on this side of the building cannot be used for classroom teaching. They also cannot be used by both the tutor and pupil in one-to-one tuition. Therefore, the pupil will be permitted access to the room on his

	<p>own and will be taught on-line by remote access on a laptop. Where possible, a ventilation vent under each window will be left in the open position.</p> <ul style="list-style-type: none"> ○ Full height screens are provided for woodwind and brass individual music lessons
<p><u>12b Practical Science and Technology</u></p> <ul style="list-style-type: none"> ● Art ● Design Technology ● Sciences 	<ul style="list-style-type: none"> ● Relevant COVID compliant guidelines are provided by CLEAPSS http://science.cleapss.org.uk/Resource/A-guide-to-What-is-CLEAPSS.pdf ● All detailed risk assessments to be directed by CLEAPSS guidance cross-referred to the School's overarching Risk Assessment to ensure consistency. ● Pupils' entry to/exit from teaching spaces will be controlled with socially distanced queuing systems where possible. ● Pupils should provide their own aprons to minimise the risk of cross contamination, or if school aprons are used, they should be set aside for an appropriate length before being used by other students. ● If goggles are shared, they must be cleaned between use with alcohol-free sanitiser/wipes. The same applies to eye pieces on microscopes. ● Hand sanitiser must be completely dry before working with open flames or heat. ● In Art, individual basis sets of equipment will be provided to year groups 10-13 which will be stored in individually named folders to ensure they are used only by that named person. Where specialised equipment is used the item should be cleaned thoroughly after use. Y9 will be allowed to use available equipment and asked to sanitise hands before use, and wipe equipment down after use and at the end of the lesson.
<p><u>12c Computer Science</u></p>	<ul style="list-style-type: none"> ● Practical, computer-based work will be carried out by pupils on individual workstations. ● Where possible pupils are not seated across from each other but side-to-side or back-to-back. Table arrangements should not have learners face-to-face. ● Staff should teach and demonstrate computer techniques in a way that preserves 2 metre social distancing. Using the whiteboard, laptop and projector is the preferred approach. ● All equipment should be cleaned and disinfected on a regular basis in accordance with strict controls and procedures set out in the detailed department risk assessment. Shared equipment should be avoided where possible, and the equipment should be subject to the strict cleaning procedures set out in the departmental risk assessment if that equipment is to be accessed by another user.
<p><u>12d Sports</u></p> <ul style="list-style-type: none"> ● Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. ● Outdoor sports should be prioritised wherever possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. ● Relevant government guidance: <p>Restricting attendance during the national lockdown: schools Schools operational guidance</p>	<ul style="list-style-type: none"> ● The School has established its approach to permitted sports activities by reference to the relevant sport governing body COVID guidance that has been approved by government. ● In accordance with Test and Trace, the School will keep written information on participants at both individual training sessions and all matches. This must be detailed enough to allow NHS Test and Trace to contact all participants if a player becomes ill with COVID-19. These records will be kept for 21 days (in accordance with guidance). ● The organisation of all individual and team sports will be in accordance with all overarching COVID-safety requirements relating to cleaning, hygiene and social distancing set out elsewhere in this Risk assessment. ● Sports should be conducted within bubbles where possible, but exceptions to this are permissible in line with national sports' body guidelines. Bubbles will be kept separate by a minimum of 2 metres at all times.

<ul style="list-style-type: none"> • Sport guidance approved by Association for Physical Education: Association for physical education - COVID guidance • Relevant school Risk Assessments - linked to Government and National Governing Body guidelines <p> England hockey - COVID guidance England rugby - COVID guidance Football association - COVID guidance English cricket board - COVID guidance England athletics - COVID guidance British fencing - COVID guidance England golf - COVID guidance Lawn tennis association - COVID guidance British rowing Swim England - COVID guidance Table tennis - COVID guidance England squash - COVID guidance Badminton England - COVID guidance Volleyball England - COVID guidance Basketball England - COVID guidance Shooting - COVID guidance Rugby fives – COVID guidance </p>	<ul style="list-style-type: none"> • If the sport or recreational activity requires contact with communal surfaces, hand sanitisation will be a requirement at intervals. • Shared equipment such as rackets and bats should be avoided. • Based on the individual sport risk assessments and availability of facilities listed below, a hybrid programme has been developed. This will be reviewed regularly and it may be possible to extend this programme based upon risk assessments and facility availability. • The Director of Sport and DFO will keep a watching brief on the evolution of return to sport on a sport-by-sport basis. Sport by sport risk assessments will be required and must receive DFO sign-off before the sport can proceed. • Each risk assessment will be cross referred to the relevant governing body guidelines (see links left) and also against the overarching school requirements in this Risk Assessment to ensure consistency. • Fitness and gymnastics – https://bedfordschool.sharepoint.com/:w:/t/USPEDepartment/EWuAQVbdhWxEuzdfNmdJfsAB_zKmbyXeTVuwtXBU4K8xbQ?e=WhhsHB <p>Gordon Field</p> <ul style="list-style-type: none"> • Different year groups use the student toilets in the brick pavilion with the following in place for every session: <ul style="list-style-type: none"> ○ only one person in each toilet at any time ○ front (blue) doors to be left open for ventilation (and closed/locked at conclusion of the afternoon) ○ Students informed and reminded on a regular basis of this protocol ○ Students to wash hands thoroughly / sanitise on arrival and departure ○ Staff to use toilets at the 'white' pavilion ○ Thorough cleaning is in place between sessions on Wed and Fri I have also put some signs up. ○ Sanitiser is available in the toilets and disinfecting wipes in the green hockey store and other store for use with equipment.
<p>12e Venture</p> <ul style="list-style-type: none"> • CCF • DoFE <p>https://www.dukeofed.org/covid19</p>	<ul style="list-style-type: none"> • Departmental risk assessments to be completed for each of these activities, based on the principles of:- <ul style="list-style-type: none"> ○ Only bubbles may do activities together ○ Students to be optimally socially distanced ○ The Department for Education currently advises against all educational visits . This will remain the School's policy until further notice. • CCF for Bedford School can operate within the year group bubbles • As DoFE is a horizontally designed organisation, it will be possible to organise activities within bubbles. Subject to a detailed departmental risk assessment that ensures COVID compliance, and current DoE guidance, activities can take place.

<p><u>12f Clubs</u></p>	<ul style="list-style-type: none"> • Each club to be identified and a risk assessment completed and approved before the club activity can proceed. • The club risk assessments should be completed on the basis of: <ul style="list-style-type: none"> ○ Only bubbles may do activities together ○ Students to be optimally socially distanced
<p><u>12g Trips</u></p> <p>travel advice for educational settings</p>	<ul style="list-style-type: none"> • Education day trips can take place must be conducted in line with current coronavirus (COVID-19) secure guidelines and regulations. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. • Domestic residential trips may take place when Step 3 has been reached and no earlier than 17 May 21 • International residential trips - no overseas trips will be arranged until further notice. • Ickwell Nature Reserve is permitted access. • Each visit must first be risk assessed, to include all relevant risk control measures outlined in this overarching Risk Assessment. This will include a detailed assessment of COVID compliant travel arrangements.
<p><u>13 Medical and First Aid</u></p> <ul style="list-style-type: none"> • The school employs a qualified medical team who assess, interpret and apply latest official guidelines • The school refers to expertise provided by qualified medical governor representatives, local GP surgery and local Public Health England office as necessary. 	<ul style="list-style-type: none"> • A review of first aid procedures to comply with social distancing requirements will be undertaken • Review suitability and quantities of PPE for first aiders to utilise including gloves and disposable aprons, masks as required. • When dealing with first aid incidents, first aiders will be reminded to be continuously aware of the risks to themselves and others. • Safe disposal of all medical waste in marked medical waste bin.
<p><u>14 If someone becomes unwell at school displaying COVID-19 symptoms</u></p> <ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school. • NHS Test and Trace – How it works https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • The various options and procedures for how to get tested are set out here: https://www.gov.uk/guidance/coronavirus-COVID-19-getting-tested • Stay at home guidance https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance <p>Definition of close contact</p> <ul style="list-style-type: none"> • Direct close contacts – face to face contact with an infected person for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin, including hand shaking) • Proximity contacts – extended close contact (< 2 metres for more than 15 minutes) with an infected person • Travelling in a small vehicle, like a car, with an infected person <p>Engagement with NHS Test and Trace process</p> <ul style="list-style-type: none"> • Bedford School falls under the East of England Health Protection Team Public Health England Second Floor Goodman House 	<ul style="list-style-type: none"> • To assist with Test and Trace procedures, the school will maintain daily records of pupils and staff in each group/bubble/boarding house, including any close contact that takes place between children and staff in different groups. • If a staff member or pupil becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they should be directed to the isolation room / medical centre for review, and arrangements made to be tested and isolate while the results are awaited. If the staff member or pupil displays symptoms off-site, they should self-isolate and arrange to be tested. • If a staff member or pupil feels unwell with symptoms of COVID-19, they should be provided with PPE. • Isolation rooms will be provided for Prep School and Upper School pupils and also for boarders in George Godber House for the nurse to be in attendance during school hours. If a child is awaiting collection in an isolation room, the door to the room should be kept closed (depending on the age and needs of the child), with appropriate adult supervision if possible. A window should be opened for ventilation. If the isolation room is not available for some reason, the affected child should be moved to a ventilated area which is at least 2 metres away from other people. • If a boarder shows symptoms, they should initially self-isolate in George Godber House (or in an isolated room in their own boarding house if a room in George Godber House is not available). • The boarder will be tested under the supervision of a medically trained member of staff. • Children under the age of 11 will need to be helped by parents/carers/medically trained member of staff if using a home testing kit. • If the child needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.

Station Approach

Harlow

Essex

CM20 2ET

Email: EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@NHS.net

Telephone: 0300 303 8537

- The bathroom, classroom, and any other surface visibly contaminated with bodily fluids, will be cleaned and disinfected after use with a product containing 1000ppm available chlorine, or a product confirmed to be effective against enveloped viruses. The contact time specified on the product must be followed before wiping clean.
- Any other places where the child has been for a brief period such as corridors, but have not visibly contaminated surfaces, will be cleaned as normal.
- Any products used for cleaning (disposable cloths and mop heads) must be disposed of in clinical waste, or double bagged and tied and stored for 72 hours or a negative test result before being put into ordinary waste.
- When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
- A sign will be placed on the bathroom door to prevent entry until cleaned.
- The self-isolation room and bathroom will be kept clear of unnecessary items in order to facilitate thorough cleaning and disinfection.
- Efforts should be made to contact the parents of day pupils as soon as possible and they will be required to remove the pupil from the school under supervision to minimise the risk of contact with other people.
- Efforts should also be made to contact the parents or UK guardians of boarders as soon as possible, and if feasible, they will be asked to remove the boarder from the school to follow the same procedure. If this is not possible, the boarder will be isolated in George Godber House and tested
- Other children or staff within the bubble do not need to isolate at this point but will be contacted, confirming there is a suspected case within the bubble. If a positive test result is received then at that point, for day children, Test & Trace will determine the next steps which may require that the entire bubble will be sent home to isolate for 14 days. As boarding houses are classified as households under the guidelines, the entire pod will be required to self-isolate for 14 days from the time the boarder first develops symptoms, unless he tests negative.
- Social distancing will be observed but if the nurses or carers need to be more closely involved, full clinical PPE must be worn.
- Any members of staff who have helped someone with symptoms without wearing PPE, and any pupils who have been in close contact with them, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see 24 below) or they have been requested to do so by NHS Test and Trace.
- When the child shows symptoms, the staff will need to keep a record of anyone that the child has been in contact with, and ensure the parents/carers do the same, in the event that the child tests positive or if asked by NHS Test and Trace.
- Any such incidents will be logged in the school's COVID-19 log.
- If a child or adult tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. Other members of their household can also stop self-isolating at that point. The child or adult concerned may still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until they are better.
- The school should not request evidence of negative test results or other medical evidence before admitting boys or welcoming them back after a period of self-isolation.

15 Confirmed case of coronavirus in the school

Current rules on self-isolation: <https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection>

Engagement with NHS Test and Trace process

- Bedford School falls under the East of England Health Protection Team
Public Health England
Second Floor
Goodman House
Station Approach
Harlow
Essex
CM20 2ET
Email: EastofEnglandHPT@phe.gov.uk or phe.EoEHPT@NHS.net
Telephone: 0300 303 8537

Definition of close contact

- Direct close contacts – face to face contact with an infected person for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin, including hand shaking)
- Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
- Travelling in a small vehicle, like a car, with an infected person

16 Health & Safety, including Fire Safety

- All current Health & Safety procedures remain in place.
- Interim measures addressing fire safety management will be of a temporary nature in response to the current COVID-19 crisis. Once the crisis is considered to be over, normal fire safety measures should be reviewed, and normal procedures restored

- Swift action must be taken by the school the moment it is known that someone has tested positive.
 - The first priority is to contact the local health protection team who will guide the school through all subsequent steps.
 - This will include reliance on Test and Trace and will result in a rapid risk assessment of the situation.
 - This may result in the health protection team advising on others who must be sent home to self-isolate for the prescribed period.
 - This will include other people who have been in close contact with the affected person. If someone is sent home to self-isolate in these circumstances by the health protection team, other household members do not need to self-isolate themselves unless the self-isolating person develops symptoms.
- Review cleaning requirements of all areas accessed by a confirmed case.
- Review additional cleaning requirements for medical centre should a confirmed case be seen there.
- If a member of staff or pupil is sent home they must contact 111 and apply for a COVID-19 test. They and their household will be required to self-isolate in accordance with current Government guidelines. Close liaison must be maintained with the local Health Protection Team. NHS Test and Trace will be managed by Public Health England (PHE) within 48 hours at the latest.
- If you are notified by NHS Test and Trace of a positive test result you must complete your full isolation period. Your isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your test was taken. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days.
- Others in the relevant household/bubble will be required to isolate for 10 days.
- If someone tests positive, they should follow the guidance at <https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection>
- The individual should only return to school after they have completed 10 days in isolation starting from the onset of their symptoms, and then only if they have no symptoms other than a cough or loss of smell/taste (this is because the cough or loss of smell/taste can last for several weeks once the infection has gone). If they have a high temperature, they should keep self-isolating until their temperature returns to normal.
- If you live in the same household as someone with COVID-19 and you develop symptoms while you are isolating, arrange to have a COVID-19 PCR test. If your test result is positive, follow the advice for people with COVID-19 to stay at home and start a further full 10 day isolation period. This begins when your symptoms started, regardless of where you are in your original 10 day isolation period. This means that your total isolation period will be longer than 10 days.
- Other members of the household/bubble should continue self-isolating for the full 10 days.
- If two or more confirmed cases occur within 14 days, or an overall increase in sickness occurs, there may be an outbreak and the school will follow the instructions of the health protection team.

- Planned termly fire drills will be revised to comply with social distancing requirements. Full details will be issued to staff regarding any changes to fire evacuation procedures.
- Teachers to remind pupils of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar buildings.
- Building Fire risk assessments reviewed.

<ul style="list-style-type: none"> • alarm/emergency lighting will continue. • Fire doors will not be propped open, even as a measure to minimise surface contact unless they auto close when the fire alarm is activated. 	<ul style="list-style-type: none"> • Door handles and touch points will be cleaned regularly as per government guidance. • Information has been given to staff about what represents a fire door, and what does not.
<p>17 Homeworking</p> <ul style="list-style-type: none"> • Harpur Trust guidelines issued to all staff working from home. 	<ul style="list-style-type: none"> • Reviews will be undertaken with staff who are clinically extremely vulnerable to discuss the continuation of working at home where possible, or alternative arrangements if not. • PC users classed as habitual to complete a Display Screen Equipment Assessment whilst at their temporary workstation outlining the principles of good workstation set-up.
<p>18 Mental Health</p> <ul style="list-style-type: none"> • The Harpur Trust and school will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. <p>https://www.gov.uk/government/publications/COVID-19-guidance-for-the-public-on-mental-health-and-wellbeing</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876989/Easy_read_looking_after_your_feelings_and_bod</p> <p>https://www.gov.uk/government/publications/COVID-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-COVID-19-outbreak</p>	<ul style="list-style-type: none"> • Staff <ul style="list-style-type: none"> ○ Continued review and update of current advice to staff, the support available and how to obtain. ○ Continuous verbal and written communication to all staff to ensure they feel supported, and listened to, through the changes that are being made. ○ Reorganisation of work areas, where possible, to better facilitate social distancing and to ease anxieties. ○ Counselling available through Westfield for staff. ○ All staff have access to support through the Employee Assistance Programme and the School Counsellors ○ Heightened awareness of line managers. ○ Weekly CMT standing item on staff welfare. ○ Careful monitoring of workloads. ○ Efforts to maintain a community feel wherever possible; and keen stress on kindness. • Students <ul style="list-style-type: none"> ○ Continued review of resources and support available for students and parents ○ Weekly review of boys welfare by CMT ○ The school population will be supported during an understandably stressful time. Directing people to the School Counsellor, Medical Centre, Westfield Health (for staff), Every Mind Matters resources and their own GP. Other useful links/information to be given to pupils/staff. ○ Students' personal and social development will be a priority on return to school. ○ Support available for students in terms of bereavement. ○ Where the solution to a serious mental health issue may require action which clashes with COVID protocols, the senior pastoral team will be consulted (DRK, CJB, SJE, IJS). That team will weigh up the risks associated with various actions and are empowered, if necessary, to overrule any conflicting COVID protocols in the interest of mental health. The Head Master will be kept abreast of all such decisions. ○ Use of citizenship mornings and Movember period to focus on mental health issues. ○ Parents reminded of their responsibility to pass on any medical concerns to the school. ○ As much co-curricular as possible to continue, even during lockdown. ○ Pupil mentoring system.

<p><u>19 Safeguarding</u></p> <ul style="list-style-type: none"> • Established safeguarding culture which applies to every area of the organisation • A DSL is always available on site or by phone • All staff aware of their responsibilities through the Staff Code of Conduct • Up to date Safeguarding and Child Protection Policy which includes an addendum for safeguarding during COVID-19 • All staff received additional safeguarding training including the signs to look out for whilst children are remote learning • Vulnerable students and those with SEND including EHCP assigned a key worker who contacts child/parents regularly to review • Targeted 1:1 support for individuals where necessary including school counselling and pastoral check ins • Pastoral staff keeping CPD up to date which relates specifically to Mental Health Conditions and how to support both individuals and larger groups • Increased online safety sessions for students as part of PSHE 	<ul style="list-style-type: none"> • Safeguarding update to be shared with all staff in line with changes to any Government updates including updated advice on the likely increase in domestic violence and mental health conditions • Safeguarding information on individual children to be shared as necessary with teachers who are working with a particular bubble • Safeguarding to be considered as a priority around changes to the building entrances and exits • Continued review of safer recruitment processes to ensure that any recruitment is still subject to the same scrutiny
<p><u>20 Communicating plans</u></p>	<ul style="list-style-type: none"> • Inform children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Communications are sent to parents and carers to let them know of the control measures that are in place; advice is given on temporary collection and drop off procedures at the school; gatherings of parents and carers at the school gates is discouraged. • Inform parents that if their child needs to be accompanied to school only one parent should attend • Clarify to parents and students drop off and collection procedures including protocols for minimising adult to adult contact (for example, which entrance to use) • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • Ensure parents and young people are aware of recommendations on transport to and from school. Refer to government guidance on safe travel. https://www.gov.uk/guidance/coronavirus-COVID-19-safer-travel-guidance-for-passengers • Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether appropriate training would be helpful • Ensure that all contractors and suppliers understand the new procedures for access to the site and prepare accordingly to support the school's COVID-19 plans, including postal delivery, cleaning, catering, food supplies, hygiene suppliers and general maintenance • Coordinate with cleaning staff to ensure additional cleaning requirements are understood and agree additional hours to allow for this • Communicate reviewed timetables to parents, all staff. • Poster material related to social distancing and good hygiene is to be applied throughout the school and staff are reminded regularly of the importance of social distancing and hygiene protocols.

21 Visitors (including deliveries, H&S maintenance, prospective parents, supply staff, contractors, and other third parties)

- Visitors will be signposted to report to reception in the Bell Room of the Upper School or in the Prep School
- Visitors will only be permitted to remain on site if they cannot be accommodated using virtual meetings

[meeting people from outside your household](#)

- Discussions take place with all key contractors to ensure their control measures and ways of working comply with the school’s risk assessment.
- The reception desk is fitted with a Perspex screen to protect the receptionist. All transactions involving deposit or collection of items will be conducted according to the instructions posted at reception. A clear record of all visitors will be maintained by reception.
- Visitors who are required to come into school will be able to do so as long as 2 metre social distancing is maintained at all times and they clean their hands-on arrival with the sanitiser gel available at reception. Face coverings to be worn at all times.
- Visitors will be given clear instructions, before or on arrival, to ensure understanding of physical distancing and hygiene requirements.
- If visits can happen outside of school hours, they should.
- Recruitment will be undertaken remotely where possible. Any face to face meetings will be undertaken in accordance with the social distancing and safety measures outlined in this document.
- The route from Burnaby Road to the respective reception areas will be clearly marked.
- When organizing promotional visits for prospective parents, the following guidance will be used **[meeting people from outside your household](#)**. Tours of the school must follow this guidance.

22 General site safety

Guidance can be found here:

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

- Review site wide risk assessment
- Review statutory and general servicing and testing records and regimes to ensure compliance to include:
 - Hot and cold-water systems
 - Gas safety
 - Fire safety
 - Kitchen equipment
 - Security
 - Ventilation

23 Catering

- Normal breakfast offering for boarders using socially distanced seating arrangement, with each bubble/pod designated a specific section or table.
- No tuck shop/school shop at break time
- Introduction of staggered service times and controlled queuing in the form of a one-way system with clearly marked entrances and exits.
- Students/staff to be allocated group/bubble and designated time slots for dining for breakfast, lunch and supper sittings.
- Grab and go lunches for staff available from Café Bar window, using socially distanced queuing system
- No call for day boy supper
- Queuing areas to be clearly demarcated and compliant with social distancing guidance.
- Dining hall split into three distinct, self-contained and identical service areas plus three sectioned sitting areas A, B & C, with each bubble designated a specific section or table.
- Hand sanitisation points will be provided on each service section, to be used by pupils before food collection.

- All items will be served by the catering staff. Students to collect boxed salads in the dining room.
- Cutlery will be pre-wrapped and distributed by the catering team.
- Condiments will be pre-packaged and distributed by catering staff on request.
- Reduced menu offering to allow faster food service with no self service, except pre-prepared boxed salads.
- Introduction of a five-minute gap between each group to allow for cleaning and sanitisation (using D-10) of tables and touch points.
- Boarders in quarantine or self-isolation will have all meals delivered to the relevant boarding house door by vehicle. Meals to be collected by a member of staff who will deliver to the relevant boys.
- Catering staffing numbers will be kept to an essential minimum.
- A separate Sodexo Catering Site-Specific COVID-19 Risk assessment adhered to by all catering staff. A copy of which is available for viewing upon request.