



Rougemont School

**Results of COVID-19 Risk Assessment
Autumn Term 2021**

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Introduction

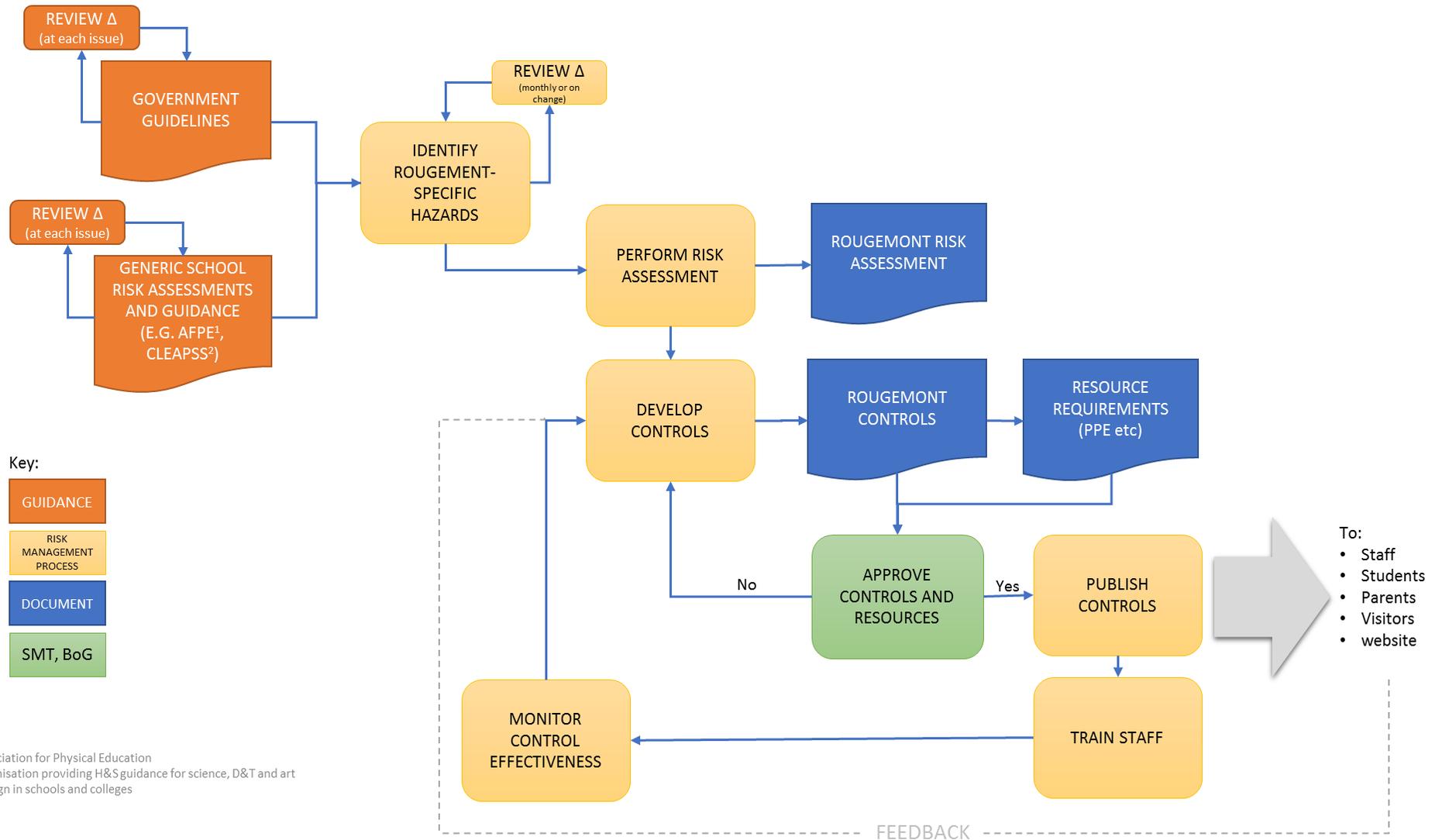
In Annex B of its Operational guidance for schools and settings from the 2020 autumn term the Welsh Government stated that:

Everyone needs to assess and manage the risks from coronavirus (COVID-19). This means school employers and leaders are required by law to think about the risks the staff and learners face and do everything reasonably practicable to minimise them, recognising they cannot completely eliminate the risk of coronavirus (COVID-19). School employers must therefore make sure that a risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable and make the school COVID-secure.

At Rougemont School we continue to follow our risk assessment process, outlined in the Process Overview (page 3). Pupils, staff, parents, visitors and contractors are included within its scope, as are all activities within the School site, on School transport and during offsite trips and educational visits. Appropriate control measures have been devised in accordance with Welsh Government, DfE and PHW guidance (see References, page 11). These control measures, as described in the table on pages 4-10, inform our policies and procedures (listed on page 11).

Implementation of these control measures, policies and procedures reduces the residual risk of virus transmission (and concomitant risk to health) for those within scope to as low as reasonably practicable. The Senior Management Team (SMT) and Board of Governors (BoG) are confident that the residual risk is tolerable and, therefore, that the School remains COVID-secure.

Risk Management Process



Control Measures

Hazardous Situation	Control Measures
<p>An infectious person enters the School site</p>	<p><i>Measures for preventing an infectious person from entering the school site.</i></p> <p>Lateral Flow Devices (LFDs) are available for staff and Secondary pupils working in/attending school to take a coronavirus test at home, twice weekly¹. Testing is voluntary, but those who are eligible are strongly encouraged to participate to reduce the risk of asymptomatic transmission within the School.</p> <p>Pupils, staff and visitors are instructed not to enter the School site if they, or members of their household, experience any coronavirus (COVID-19) symptoms, or have a positive LFD or PCR test result, or are requested to do so by the NHS Wales Test, Trace, Protect Service (TTP). They should proceed according to the advice and guidance provided under Self-isolation on the Welsh Government website and by TTP.</p> <p>Staff and parents/guardians of pupils who are affected are instructed to inform the School as soon as possible using a confidential email address, COVID19@rougemontschool.co.uk.</p> <p>In addition to following the guidance provided on the Welsh Government website staff and pupils are requested to observe the following control measures if a member of their household has coronavirus symptoms and/or tests positive:</p> <ol style="list-style-type: none"> 1. Prep School pupils - parents keep pupils at home until the positive case's self-isolation period ends. 2. Staff and Secondary pupils - <ul style="list-style-type: none"> ○ do not come into School until they have a negative PCR test result, even if they are fully vaccinated; ○ if they are participating in the LFD program, self-test each day¹ until the end of the case's isolation period; and ○ keep the School informed of all test results via COVID19@rougemontschool.co.uk. <p>Staff and pupils should consider seeking a PCR test if they are experiencing any of the recognised wider symptoms² of COVID-19 and they are new, persistent and/or unusual symptoms for them. However, unless they develop one of the three main symptoms the individual's household does not have to self-isolate.</p> <p>Pupils, staff and visitors who have been in a country outside of the Common Travel Area (UK, Ireland, the Channel Islands and the Isle of Man) at any point during the previous 10 days should consult and comply with the Welsh Government's Rules for foreign travel to and from Wales: coronavirus (COVID-19).</p> <p>Visitors, including parents, may not enter the site without prior arrangement. On arrival they are asked to confirm that they are symptom-free.</p>

Hazardous Situation	Control Measures
	<p>In the event of a pupil testing positive for coronavirus, parents are informed if they are required to keep at home pupils identified by TTP as close contacts. The School’s Registrar ascertains which pupils have been in contact with each positive case and sends their parents ‘warn and inform’ letters reinforcing key messages about the risk to others from COVID-19 and what can be done to minimise this risk. Self-isolating pupils will access online provision appropriate to their section of the School. Teaching staff may also be requested to self-isolate.</p> <p>In the event of multiple positive cases, Welsh Government guidelines for identifying and managing clusters and incidents are followed, as described in the Local COVID-19 infection control decision framework for schools. The School’s Registrar will inform and liaise with the local Environmental Health Officer. The School will also review its Coronavirus risk assessment, including the measures in place in the school, the numbers of children attending, consistency of staff working with groups of learners, and infection and control measures. Staff and parents will be engaged in this process, and a revised plan will be communicated to them, providing the opportunity to reinforce good practice and ensure that signs and symptoms of COVID-19 are understood and acted on appropriately i.e. self-isolating and testing.</p> <p><i>Measures for isolating an infectious person who develops symptoms whilst on site.</i></p> <p>If anyone at School experiences symptoms of COVID-19 whilst on site then they are sent home and advised to follow the guidance provided under Self-isolation on the Welsh Government website and by TTP .</p> <ul style="list-style-type: none"> ● If a pupil, their parents/guardians are contacted and requested to collect them from the School as soon as possible. ● Whilst awaiting collection, pupils are isolated under supervision. <p>¹except within 90 days of a positive PCR test ²fatigue, myalgia (muscle ache or pain), a sore throat, a headache, a runny nose, nausea, vomiting, or diarrhoea</p>
<p>Virus transmission from asymptomatic and pre-symptomatic individuals via aerosols and airborne droplets.</p>	<p><i>The risk of airborne virus transmission is minimised through social distancing, face coverings, maximising time spent outside and ventilating indoor spaces.</i></p> <p>Social distancing between groups of pupils:</p> <ul style="list-style-type: none"> ○ Pupils are no longer kept in contact groups (‘bubbles’). However, at the beginning and end of the school day drop-off/pick-up for different year groups remain at different locations on the School site.

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	<ul style="list-style-type: none"> ○ All Junior, Senior and Sixth Form pupils eat, at their specified times and in their designated areas of the Refectory, whilst Infants eat in the Infant Hall. In the Refectory, year groups' eating times are staggered, and they are seated in different areas of the dining area and Auditorium, accompanied by staff from arrival to departure. ○ Each year group has been allocated a different outdoor area for play and recreation. Prep School, Senior School and Sixth Form pupils use different mustering points for fire drills and alarms. <p>Social distancing between individuals:</p> <ul style="list-style-type: none"> ○ Adults (staff, parents, and visitors) maintain a 2m distance from each other, where possible. ○ Senior School and Sixth Form pupils maintain a 2m distance from staff and, where possible, from each other. ○ One-way systems are used within buildings, although corridors may be used in both directions by pupils and staff during teaching sessions. ○ Classrooms are arranged with forward facing desks. ○ A maximum of six people at a time can occupy a staff room or other staff communal area. ○ Subject-specific risk assessments have identified additional social-distancing control measures which are in place. For example, to avoid crowding in changing rooms, additional rooms have been made available for changing into and out of PE kit. ○ 'Shout' gatherings have been reduced in number to twice weekly and take place in large, well-ventilated venues. One has been replaced with a notice via Engage. Other meetings between staff are held in larger, well-ventilated rooms with social distancing. ○ Google Meet/Zoom meetings are offered in place of parent/staff face-to-face meetings. Parents are encouraged to continue to contact individual members of staff via telephone, the Parent Portal and by e-mail. Face to face meetings are by appointment, only. ○ Visits to the PTA Uniform Shop are by appointment only, and orders are placed via email. <p>Face coverings:</p> <ul style="list-style-type: none"> ○ Face coverings must be worn at all times in indoor communal areas by Senior school and Sixth Form pupils and staff (except whilst teaching, eating or drinking). ○ Visitors should also use a face covering. ○ Exemptions are as specified by the Welsh Government in Face coverings: guidance for public. ○ Face coverings should be made up of three layers but do not need to be medical-grade face masks. ○ Perspex screens separate catering staff from other staff and pupils at the Refectory and Infant Hall food counters, and on the school buses. ○ All pupils and staff/drivers wear face coverings on school buses.

Hazardous Situation	Control Measures
	<ul style="list-style-type: none"> ○ Face coverings are available from School stocks, if required. <p>Indoor ventilation and use of outdoor spaces:</p> <ul style="list-style-type: none"> ○ Ventilation is increased in all occupied indoor spaces through fully or partially opening internal and external doors and windows before, after and between periods of occupation. ○ The use of outdoor spaces for teaching and delivering curricula outdoors is maximised, for example in Music and Drama lessons. To facilitate this, marquees and gazebos have been erected; picnic benches and the Outdoor Classroom are also being deployed. ○ Pupils are also encouraged to spend as much time outside as possible at the beginning of the School day, during breaks and at lunchtime.
<p>Virus transmission from asymptomatic and pre-symptomatic individuals via surfaces.</p>	<p><i>The risk of virus transmission via surfaces is minimised through cleaning and personal hygiene and by reducing sharing of facilities and resources.</i></p> <p>Cleaning and personal hygiene:</p> <ul style="list-style-type: none"> ○ All members of the School community, and visitors, are encouraged to follow government guidance on washing and sanitising hands, using and storing face coverings, avoiding touching their faces and respiratory hygiene. Compliance is ensured through provision of sufficient time, facilities and cleaning resources, vigilance, verbal reminders, and visual reminders in the form of notices. ○ Cleaning regimes and staffing levels have been increased throughout the School, and the school day. For example, during the school day, Facilities staff regularly clean frequently touched surfaces in communal areas, e.g. door handles and light switches. ○ Cleaning agents that meet the standard (BS EN 14476) required to destroy SARS CoV-2 virions are used, and stocks are distributed and monitored to ensure they remain available in all rooms and areas of the school site. ○ In the event of a pupil or a staff member testing positive for coronavirus, additional cleaning is performed following government guidelines. <p>Facilities:</p> <ul style="list-style-type: none"> ○ Shared facilities that can tolerate cleaning agents, such as computer workstations and teachers' desks, are cleaned by staff before and after use. ○ Staff wash/sanitise their hands before and after using photocopier keypads. ○ Catering's biometric payment system has been replaced with payment via bank transfer, as have cash and card payments at the PTA Uniform Shop.

Hazardous Situation	Control Measures
	<p>Resources:</p> <ul style="list-style-type: none"> ○ Pupils do not share resources; they bring to school their own stationery, scissors and glue, and headphones for IT, and may not borrow items from other pupils. ○ To reduce the use of computer rooms, pupils have IT lessons in their classrooms using their own devices or school Chromebooks. ○ Teaching staff carry all their own equipment unless rooms are solely used by the individual teacher. ○ Each curriculum area has devised its own control measures for reducing virus transmission via surfaces, supplementing government advice with that of subject-specific professional organisations. Measures include meticulous cleaning or quarantining of resources used by staff and pupils and replacing practical with digital activities. For example, some Science practical work can be replaced with digital recordings of experiments, demonstrations projected using a visualiser or by computer simulations in which pupils can perform virtual experiments. ○ Methods for marking and assessing pupils' work and progress have been modified to ensure that they are COVID-secure. For example, pupils' work may be marked online and feedback to pupils is in a mixture of verbal, written and/or digital formats. ○ Following guidance provided by the School Library Association, returned library books are sanitised with antiseptic wipes before returning to library shelves.
<p>Virus transmission during offsite trips and educational visits</p>	<p>Staff organising offsite trips and educational visits consider the following in their risk assessment process:</p> <ul style="list-style-type: none"> ○ how to mitigate the risk of virus transmission during the different phases of the trip (including travel, refreshment breaks etc.), in line with current guidance for Wales (or for England, if applicable); ○ COVID-19 control measures are required outdoors; these are social distancing (or using face coverings where this is not possible) and maintaining good hand and respiratory hygiene; ○ arrangements for if a pupil develops COVID-19 symptoms during the visit; and ○ travel time should be minimised wherever possible. <p>The Outdoor Education Advisers Panel has developed guidance which may be useful for schools and settings considering undertaking visits.</p>
<p>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19</p>	<p>All staff download and complete the Welsh Government's COVID-19 Workforce Risk Assessment Tool for education, childcare, playwork, youth work and further education settings and follow the guidance provided. Following their self-assessment staff are encouraged to discuss their safety at work and any concerns they may have with designated risk assessors to consider the right actions to mitigate and manage that risk and ensure staff are as protected as much as possible. Risk assessments are reviewed whenever an individual's health or circumstances change.</p>

Hazardous Situation	Control Measures
<p>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p>Pupils who are under paediatric or other specialist care and have been advised by their GP or clinician not to attend an education setting are provided with home schooling and support to ensure that their access to the curriculum, and their participation in School life, are maximised.</p> <p>Where a parent/carer whose child has been removed from the Shielding Patient List wishes their child to attend school arrangements are put in place to support attendance.</p>
<p>Staff providing first aid/ medical treatment to uninfected or infected asymptomatic/symptomatic individuals.</p>	<p>Staff follow Welsh Government guidelines concerning hand hygiene, which PPE to wear and how to remove and dispose of it.</p>
<p>Adverse effects of the pandemic on staff and pupils' mental health.</p>	<p>Support for staff:</p> <ul style="list-style-type: none"> ○ If they have any mental health concerns staff have been invited to contact members of a defined group of senior staff for support and/or a professional counsellor whose services have been contracted by the School. ○ Staff returning from absence due to coronavirus symptoms and/or a positive test result have a 'Return to Work' interview during which any support needs are assessed and provided for. ○ An SMT-lead Wellbeing Forum has been established to discuss and action ways to support staff and pupil wellbeing. <p>Support for pupils:</p> <ul style="list-style-type: none"> ○ Staff are encouraged to read and follow the advice provided by Every Mind Matters. ○ Staff endeavour to offer as much pastoral support to pupils as possible and are vigilant for the sometimes-hidden effects of the pandemic on young minds. ○ Focused support and monitoring are provided for individuals identified to be particularly at risk of mental health issues and/or who struggle with virtual schooling. Staff are updated daily with concerns for individual pupils displaying anxiety etc. ○ Online resources for supporting pupil's well-being have been shared with parents. ○ Teaching staff are mindful of pupils' anxiety levels when setting work.

Hazardous Situation	Control Measures
	<ul style="list-style-type: none"> ○ As many aspects as possible of our rich and varied School life continue, including House competitions and celebrations of national events, for example, the European Day of Languages. ○ The School's 'Theme of the Week' series is used to raise awareness of wellbeing and mental health issues and solutions.
<p>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p>The School follows HSE guidance on protecting home workers:</p> <ul style="list-style-type: none"> ○ A Staff Survey: Supporting Homeworking has been circulated, to assess and address home-working DSE needs and any other support that may be required, including re. mental health ○ Staff working from home are provided with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing. ○ As stated above, if staff have any mental health concerns they are invited to contact members of a defined group of senior staff for support and/or a professional counsellor whose services have been contracted by the School.
<p>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p>When pupils are learning at home:</p> <ul style="list-style-type: none"> ○ Pupils are provided with guidance on how to safely learn at home, using Top Tips for Pupils Learning from Home (aimed at younger pupils), and Top Tips for Students Learning from Home (aimed at older pupils). ○ Pupils and parents are provided with information on who pupils can speak to if they need help/support. ○ Staff recognise the additional challenges pupils face from working at home, when performing assessments, or delivering praise, for example. ○ Pupils learning at home for medical reasons are individually supported. ○ Pastoral time and assemblies continue if an entire year group is working at home. Form tutors check in 'live' with their tutees at least twice weekly and are contactable via the Form's Google Classroom. Assemblies are either live or recorded.
<p>Adverse effects of COVID19-related control measures on efficacy of existing policies and procedures.</p>	<p>The School's policies and procedures are subject to ongoing review to ensure that they remain current and effective.</p>

Policies and Procedures

Policies

Assessment of and for Learning
Behaviour
Curriculum
DSE
Fire Safety
Health & Safety

Marking
Safeguarding
School Attendance
Site Security and Access Controls
Vehicle and Driving Policy
Visitors

Procedures

Parents' Handbook
Employment Manual

References

[Local COVID-19 infection control decision framework for schools \(Welsh Government - <https://gov.wales/local-covid-19-infection-control-decision-framework-schools-autumn-2021-html>\)](https://gov.wales/local-covid-19-infection-control-decision-framework-schools-autumn-2021-html)

[Rules for foreign travel to and from Wales: coronavirus \(COVID-19\) \(Welsh Government - <https://gov.wales/rules-foreign-travel-and-wales-coronavirus-covid-19>\)](https://gov.wales/rules-foreign-travel-and-wales-coronavirus-covid-19)

[Getting tested for coronavirus \(COVID-19\) \(Welsh Government - <https://gov.wales/getting-tested-coronavirus-covid-19>\)](https://gov.wales/getting-tested-coronavirus-covid-19)

[NHS COVID-19 app](#)

[Actions for schools during the coronavirus outbreak \(DfE\)](#)

[Making your workplace COVID-secure during the coronavirus pandemic \(HSE\)](#)

[Routine testing for education and childcare staff \(<https://gov.wales/coronavirus-asymptomatic-testing-school-further-education-and-childcare-settings>\)](https://gov.wales/coronavirus-asymptomatic-testing-school-further-education-and-childcare-settings)

[People at increased risk from coronavirus \(Welsh Government - <https://gov.wales/people-increased-risk-coronavirus>\)](https://gov.wales/people-increased-risk-coronavirus)

[Information for Educational and Childcare settings \(Public Health Wales - <https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/educational-and-childcare-settings/>\)](https://phw.nhs.wales/topics/latest-information-on-novel-coronavirus-covid-19/educational-and-childcare-settings/)

[Protect yourself and others from coronavirus \(Welsh Government - <https://gov.wales/protect-yourself-others-coronavirus>\)](https://gov.wales/protect-yourself-others-coronavirus)

[COVID-19 Workforce Risk Assessment Tool for education, childcare, playwork, youth work and further education settings \(Welsh Government\)](#)

[Coronavirus COVID-19 Symptom Checker \(NHS Wales\)](#)

[Test, Trace, Protect \(Welsh Government - <https://gov.wales/test-trace-protect-coronavirus>, <https://gov.wales/test-trace-protect-process-summary>\)](https://gov.wales/test-trace-protect-coronavirus)

[Information for Individuals Tested for COVID-19 Infection \(NHS Wales\)](#)

[Face coverings: guidance for public \(Welsh Government - <https://gov.wales/face-coverings-guidance-public>\)](https://gov.wales/face-coverings-guidance-public)

[COVID-19: cleaning of non-healthcare settings outside the home \(gov.uk\)](#)

[Working safely during coronavirus \(COVID-19\) \(gov.uk\)](#)

[Guidance which may be useful for schools and settings considering undertaking visits](#)

[School Library Association](#)

[CLEAPSS](#)

[AFPE](#)

Update Record

Version number	Record of change	Change author	Date
1.0	Initial version		Uploaded to website 03/12/2020
1.1	Response to updated government guidance concerning self-isolation period (9 Dec 2020)	Susan Brown	16/12/2020
1.2	<ul style="list-style-type: none"> • Clarification – advise staff <i>to download and</i> complete the workforce risk assessment tool, edited hyperlink (p.8). • Staff who are clinically extremely vulnerable not to attend the workplace (p.8). • Addition to list of References Guidance on protecting people defined on medical grounds as clinically extremely vulnerable from coronavirus (COVID-19) (p.8, 11) 	Susan Brown	07/01/2021
2.0	<ul style="list-style-type: none"> • Updated throughout document links to government and government agency websites. • Additional control measures for times of increased risk of infection and limited attendance (pp. 6-7, 11). • Addition of reference to the <i>Staff Survey: Supporting Homeworking</i> (p.10). 	Susan Brown	01/02/2021
3.0	<ul style="list-style-type: none"> • Updated throughout document links to government, government agency and other websites. • Additional control measures for times of increased risk of infection and increasing school attendance (pp. 4-6, 8-9). • Addition of reference to Wellbeing Forum (p.10). • Updated Policies and Procedures lists. 	Susan Brown	04/03/2021

Version number	Record of change	Change author	Date
4.0	<ul style="list-style-type: none"> Updated throughout document links to government, government agency and other websites. Specified the School's Registrar as the single point of contact to inform and liaise with the local Environmental Health Officer in the event of multiple cases of COVID-19 associated with the School (p. 5). Removed screening temperatures control measure (p. 4). Removed control measures relating to limited school attendance (p. 7, 11). Removed reference to clinically extremely vulnerable people shielding (p. 9). 	Susan Brown	12/04/21
4.1	<ul style="list-style-type: none"> Lateral Flow Devices (LFDs) are now available for staff and [all] Secondary pupils (p. 4). Replaced <i>After-school provision, fixtures and onsite co-curricular clubs have been suspended with Separation of year group bubbles is maintained for pupils attending co-curricular clubs</i> (p. 6). Removed <i>No food or drink is consumed in staffrooms</i> (p. 8). 	Susan Brown	29/04/21
4.2	<ul style="list-style-type: none"> Updated reference to offsite trips and educational visits in the Introduction (p. 2). Updated control measures relating to foreign travel (p. 4). Added control measures to mitigate virus transmission during offsite trips and educational visits (p. 9). 	Susan Brown	24/05/21
5.1	Major revision in response to changes in Welsh Government self-isolation rules and operational guidance for schools (pp. 4-10).	Susan Brown	11/10/2021