

CONFIDENTIAL



BURGESS HILL
— GIRLS —
Tomorrow's Women

RISK MANAGEMENT MATRIX

March 2021

Updated April 2021

All staff (academic & support) have been briefed on the action taken by the school to ensure we follow Government Guidance.

LIKELIHOOD

High Red 3 Highly likely
Medium Yellow 2 Most likely
Low Green 1 unlikely

IMPACT

High Red	Medium Yellow	Low Green
A significant impact on the totality of the school's business including financial impact. A major impact on the school's reputation A prolonged (week+) effect on the operation of the school An effect on large numbers of pupils and staff A matter that would require the implementation of the Crisis Management Plan	A significant effect on a number of departments A significant but not major impact on the school's reputation A prolonged (week+) effect on the operation of a significant part of the school A serious effect on the operation of the school A matter that would require special written procedures to cover it	A significant effect on one department A minor impact on the school's reputation A serious effect on the operation of the school for one day or less A matter that should be dealt with through normal managerial processes



RISK MANAGEMENT MATRIX

COVID 19 Virus

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- wearing of face masks by all staff and senior school pupils when moving about the school and in classrooms (Yr7 and above)
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and using one way systems
- This RA should be read in conjunction with the COVID 19 H&S RA and Catering RAs. Also the Government Guidance Document
- There are also subject specific RAs for, specific subject areas
- All Staff & pupils (yr7-13) will be tested on a twice weekly basis
- *Suspected cases:*
Testing may take place at school or parents asked to seek NHS testing
- *Confirmed cases:*
children sent home and should be isolated for 10 days (including is someone in their household tests positive)

If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school may have an outbreak and should contact PHE for advise

March 2021 – TESTING – see spate Risk Assessment

Risk Factor	Likelihood	Impact	Control Procedure	Person Responsible	Mitigation	Residual Risk
Spread of Infection within school			<ul style="list-style-type: none"> • Washing your hands often - with soap and water, or use alcohol sanitiser if handwashing facilities are not available. This is particularly important after taking public transport • covering your mouth or nose when you cough or sneeze with a tissue, then throwing the tissue in a bin. • Pupils/teaching staff who feel unwell should stay at home and should not attend school • pupils, students, staff and visitors should wash their hands: <ul style="list-style-type: none"> • before leaving home • on arrival at school/ nursery • after using the toilet • after breaks and sporting activities • before food preparation • before eating any food, including snacks • before leaving school/ nursery • use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available • avoid touching your eyes, nose, and mouth with unwashed hands • avoid close contact with people who are unwell • clean and disinfect frequently touched objects and surfaces 	Executive SLT All teachers and TAs All support staff	Share information relating to infection control around the school Teachers to supervise handwashing	



			<ul style="list-style-type: none"> no parents or visitor on site (beyond a specific point) no parents inside school buildings one way systems in place protective screens on Reception areas items removed from classrooms as per the Government guidance staff to wipe down their desk and workstation before and after use Safety posters – Hands – Face – Space placed around the school site, including in support offices etc 			
Drop off & collection			<ul style="list-style-type: none"> parents will drop children off in the Prep school car park – staff will meet and direct the children to specific entry points The drop off zone & top of Glendale path will be staffed at the end of the day Teachers will take Prep Sch children to the drop off zone for collection. Senior Sch children will go unescorted No parents are permitted into the school buildings 2m markings set out around drop off and collection points External lighting around drop off and collection points Staff (Nursery & Prep) to wear masks when handing over pupils to parents 	SLT Teachers and TAs Support staff	Information sent to parents and shared with staff Awareness of moving traffic, Prep pupils escorted at all times.	
Classrooms			<ul style="list-style-type: none"> furniture & various items of equipment have been removed and seating has been spaced out to create as much distance as possible all desks enable pupils to face forward in the class teacher zone created in SS, not required in Prep Sch handwashing on entering & leaving the classrooms/buildings separate entry points for all year groups daily cleaning and specific areas cleaned during the day all classes (including nursery) are encouraged to teach outside as much as possible and at least once a day All staff must wear masks (support, Nursery, Prep and Senior School) and pupils Yr 7 and above in classrooms (Nursery & Prep optional) and in communal areas within buildings such as corridors etc. 	Teachers and TAs Housekeeping	Information sent to parents and shared with staff Prep Sch pupils escorted at all times.	
Break times			<ul style="list-style-type: none"> All year groups play within their own zoned area (Prep Sch playground fenced off) Form groups to remain in their form room or classroom if it is wet break and should wear masks Nursery in their own zoned area hand washing on re-entering the buildings/classroom pupils only use the toilets in their designated area external one way system reviewed and amended 	Teachers and TAs Nursery staff	Information sent to parents and shared with staff Pupils escorted at all times.	
Lunch Time (Dining room)			<ul style="list-style-type: none"> Year groups have their own dining room zone. Sixth Form eat in Cedar Lodge. Nursery eat in their classrooms. Catering staff will serve pupils With the exception of Prep Sch, staff will have packed lunches Nursery will continue to eat in their building Prep school will split into two sitting for lunch time – Yrs R, 1, 2, 3, 6 on first sitting Yrs 4 & 5 on second sitting Review of Prep School lunch system – Pre-Prep and Yr6 @ 12:00 & 12.10, Yr3, Yr4 & Yr5 @ 12:30 	All staff	Information sent to parents and shared with staff Pupils will only use the toilets in their area. Dining room toilets are for catering team only	
Pupil or staff member contracting the virus			<ul style="list-style-type: none"> Parents advised that children are not to come in to school if they feel unwell Staff advised to not come in if they are unwell Testing will be requested to confirm possible COVID infection Should a child or member of staff become unwell they will be isolated before being sent home If there is a delay in the collection of a child nurse will hold them in her medical room (PPE to be worn) General scrapes and bumps – nurse will come to the pupil Should the Nurse become unwell first aid will be covered by paediatric first aiders Should a pupil or member of staff become unwell they will be sent home and should arrange a PCR test 	All staff	All staff informed Having nurse on site means, we are able to isolate anyone who becomes unwell.	
Disruption to the academic provision due to a member of staff or a pupil bubble needing to isolate			<ul style="list-style-type: none"> Preparation of Google classrooms/Tapestry with academic work If a teacher is unwell and can teach, cover work will be provide but online teaching may not be possible (see Hybrid Handbook) Confirmed case - Parents notified and pupils asked to stay at home and isolate for 14 days Monitor pupils in other year groups Nurse in school to manage anyone who falls ill during school time Classrooms set up as per Government guidance 	Teachers & Nursery staff	Share information relating to Government guidance	



Deliveries/collec tions Visitors /contractors			<ul style="list-style-type: none"> Screens set up on the reception desks Parents collecting a child will be asked to wait outside the building Richard to be called to meet contractors – no badges issued, as they will be escorted at all times. Visitors to Prep & Senior School Receptions are to wear masks. Screens within offices where more than one person is sat for long periods of time eg: the two reception areas PNPs to visit after 4pm Nursery will continue with settling in days for new pupils 	Admin staff & SLT	Admin Staff Briefed	
After school clubs			<ul style="list-style-type: none"> Clubs (run by school staff) to run in year groups only on alternate weeks. eg: yr3 one week and yr4 the next. Clubs run by external providers to be asked to divide them up into year groups only. Prep sessions to also be separated into year groups only and stay in separate rooms Extra-curricular activities – from 29 March children can attend outdoor extra-curricular provision regardless of circumstances (ie it does not need to be in order for parents to work). From 12 April, it is intended that access to extra-curricular provision and wraparound care will extend to indoor provision regardless of the reason for attendance. Schools should therefore feel able to resume all extra-curricular activities and clubs from next term 	Sue Collins Suzy Clapp	All staff	
Risk Factor	Likelihood	Impact	Control Procedure	Person Responsible	Mitigation	Residual Risk
School Transport			<ul style="list-style-type: none"> Pupils (age 11 and over) and drivers to wear masks and buses are cleaned after every run. 	Transport manager & drivers	All drivers briefed	
Off term and external hirers of school site			<ul style="list-style-type: none"> No external hirers 	Executive SLT		
Wearing of Masks			<ul style="list-style-type: none"> Staff (academic and support) and Senior School pupils must wear facemasks in classrooms* and in communal areas outside of the classroom. Nursery & Prep school teachers to wear masks when receiving or returning pupils to parents. Also in communal areas outside of the classroom. Prep school pupils will not wear masks School transports – drivers and passengers of age 11 and over will wear masks Boarding staff may wear face masks in the boarding house if they wish * should a teacher feel their classroom permits safe 2m distancing they are to request a sign off from an Exec member of SLT before girls remove masks. – EAL will advise staff 	All Staff	All staff have been briefed	
Working from home			<ul style="list-style-type: none"> Admin support staff are required to work from home if possible Catering team divided into two Bursar to lead on creating a rota of when support staff are in or working at home 	Support staff Bursar	All support staff briefed	
Prospective pupil & parents visits			<p>Visitors to the setting Restrict all visits to the setting to those that are absolutely necessary. This means suspending parent and carer visits for</p> <ul style="list-style-type: none"> new admissions settling-in children new to the setting attending organised performances Nursery will continue with planned settling sessions for new pupils School trips – it is intended that educational day visits will be possible from 12 April, with Covid protective measures in place and following risk assessment. Residential trips may take place from 17 May at the earliest. These dates are both subject to changes to the government's broader "road map", and further guidance on residential trips will be provided by the DfE. 	SLT and admissions	SLT and admissions	
Sport, music Drama			<ul style="list-style-type: none"> see separate Risk Assessments Fixtures – from 29 March, outdoor competition between different schools can take place. This may extend to indoor competitions from 12 April, but will be based on the return of indoor grassroots sport. We hope to have updates on this over Easter 	Head of Depts.	All staff who teach these subjects	



School Site Testing			<ul style="list-style-type: none"> • separate Risk Assessment completed by Bursar and school Nurse 	Bursar	All volunteers and admin support staff	
Assessments for GCSE /A levels			<ul style="list-style-type: none"> • Assistant Head Academic – reviewing arrangements 	AHA	SLT and all SS Staff	
Those considered to be at greater risk			<ul style="list-style-type: none"> • Pregnant women specific RA written • CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), • Clinically extremely vulnerable staff and pupils – the guidance has been updated to take account of the pause to shielding guidance from 1 April. 	Exec SLT	All staff	
Yr11 Exams			<ul style="list-style-type: none"> • Year 11s wanting to revise in school when they are not in an exam are to go to the Year 11 Common Room in the first instance. • They are not permitted to be elsewhere on site during lesson time if they are not sitting an exam. Boarders will be in the revision rooms every morning but are permitted to return to the boarding house from 1.30pm if they do not have an exam. <p>The teacher on supervision should direct any overspill to the Media Suite in the first instance. Should a third supervising teacher be required please call/text Rohaise who will direct someone to supervise G11. 07971 466 0576. Ideally, it will be better to contain Year 11s within Little Croft / Art +Learning Support/EAL area as far as possible.</p> <p>Supervising teachers must be in the designated rooms for these periods. Students may arrive during the lessons so even if they're not there at the start, teachers should remain there.</p> <p>With a few exceptions, all supervising teachers are released from Y11 teaching.</p> <p>Students may go to lunch at 1.10 each day. They should not be let out of the supervised room early from P6.</p>	Assistant Head Academic	All Senior School Teachers	
Fitness Suite			<ul style="list-style-type: none"> • Certain machines not in use with signs on to keep space, • limit numbers in there at any one time , cleaning of equipment after use , which is a given operation even when not in a pandemic. Open windows doors etc 	PE Dept & House Keeping	All Staff	