



# Beths Grammar School

an 11 – 18 selective school with academy status

Headteacher: Mr R J Blyghton

Hartford Road, Bexley, Kent DA5 1NE Tel: 01322 556538 Fax: 01322 621212

Email: [admin@beths.bexley.sch.uk](mailto:admin@beths.bexley.sch.uk) Website: [www.beths.bexley.sch.uk](http://www.beths.bexley.sch.uk)



## Risk Assessment System of Controls

### Communication and Wellbeing

- The weekly staff bulletin provides staff with details of revised guidance/procedures, along with any additional procedures or measures being considered. Staff are invited to feedback.
- Details of the EAP are included within the bulletin to provide staff with access to confidential support that covers a range of issues.
- Staff are provided with the opportunity to send in questions and/or queries ahead of planned remote staff meetings.
- Staff, students and parents are regularly surveyed and updated with the outcome, regarding:
  - How the school is running in the current climate
  - Is the school doing everything to ensure their safety
  - Is the school addressing their wellbeing and mental health needs
- Form time provides pastoral contact and enables students with concerns to be supported.
- A counsellor is employed and based in the school for student support.
- SENDCo liaises with the Head of SEND at Bexley and the designated lead. Information regarding vulnerable students and/or students with additional needs has been received and the IEN team are continuing to work with and support students.
- SENDCo continues to liaise/discuss with Key Stage Managers/Safeguarding Lead to identify vulnerable students who may have additional needs.
- Contact with self-isolating staff/students is maintained and they are encouraged/supported to continue to work from home. Remote learning is available if required, as classrooms have been equipped with cameras and microphones to allow students to participate in timetabled lessons. Regular contact will be made by relevant members of staff on a pastoral basis. In the event the students do not have access to online learning, they should notify the school who will ensure measures of accessing the curriculum are made available.
- Staff are encouraged to avoid using Department Offices and the Staffroom where possible. Close contact should be avoided with both colleagues and students.
- Any student with a medical condition that impacts upon any aspect of their school life will be dealt with on an individual basis. Good communications will be maintained with both the family and any outside bodies to ensure there is an understanding of the condition and the measures that may be required. In the event it is felt that attending school would be detrimental to the student's health, it may be necessary for the student to revert to remote learning.

### CEV and Pregnant staff

- Individual risk assessments will be carried out for any member of staff who is, or becomes, pregnant and for those who have been classified as CEV. This will be regularly reviewed with their SLT Line Manager.

## CONTROL MEASURES

### Limiting Transmission

- Students remain in year group bubbles at break and lunchtimes and have their own servery and outside area. Staggered break and lunchtimes have been retained to reduce the number of students out of class at any one time.
- Windows and doors to remain open to provide a supply of fresh air where possible and to improve ventilation. Students/staff may wear coats in class during cold periods. Where available, high-level windows should be opened to reduce draughts.
- Fire doors, linked to the fire alarm system, will be opened ahead of students/staff arriving.
- Day cleaner(s) have been retained to ensure cleaning standards are maintained throughout the school day.
- Due to the increased number of cases, staff and students are required to wear face coverings in communal areas or when distancing is difficult. This will be kept under review.
- The school maintains a supply of face masks in the event they are required.
- Assemblies and meetings have reverted to remote/virtual, due to the increased number of cases. This will be kept under review.
- A minimum of twice weekly testing is requested of both staff and students. Where there has been an increase in cases within a particular year group, daily testing is recommended.
- Staff and students are asked to submit their test results to TestRegister to enable an accurate overview of testing within the school and to provide the school with fast notification in the event of a positive result. Reminders are sent from TestRegister twice weekly (Wednesday and Sunday). Test register provides a link to the Government website to ensure the result is also recorded there.
- Regular handwashing is encouraged (external sinks have been provided for easy access during break and lunch times). Hand sanitising units have been installed in every classroom, the entrances to all buildings and in all communal areas. In line with CLEAPSS guidance, functioning science laboratories do not have hand-sanitiser, instead soap, water and paper towels have been made available.
- An additional free-standing bottle of hand sanitiser is on each teacher's desk along with sanitising wipes and tissues. Staff and students are asked to sanitise their work area upon arrival and departure to/from the room.
- PPE is available for staff where necessary (visor, mask, gloves, apron).
- Posters reminding staff and students of the measures in place are displayed throughout the school and include handwashing, 'catch it, bin it, kill it', toilet lids down before flushing, distancing and mask wearing.
- Additional colour-coded bins (yellow lids) have been distributed across the school for the disposal of tissues and sanitising wipes, and students are regularly reminded to catch their coughs and sneezes with a tissue or elbow.
- Tissues have been made available in all rooms and supplies are monitored/replenished by cleaning staff during the 'end of day' clean.
- The parent/carer of any student presenting Covid-19 symptoms will be contacted and asked to collect them, to avoid the use of public transport. Staff members with their own transport will be strongly advised to return home and organise a PCR test.
- Staff and students are regularly reminded they must not attend school if they are displaying any of the Covid related symptoms. The school must be informed, a PCR test taken and the result submitted on TestRegister and the Government website.
- Air conditioning units may be used with additional ventilation measures.
- Hand dryers have been switched off in line with current guidance and signage is displayed asking that the toilet lid is closed prior to flushing to avoid spray contamination.
- The school will regularly remind all staff members, students and parents that they will need to be ready and willing to [book a test](#) if they are displaying symptoms

## **Catering**

- Catering staff adhere to their own system of controls. The school has been provided with a copy.
- All staff wear masks at service time or when moving around the school.
- Buffet lunches are not provided due to the increased risk of cross-contamination.

## **The School Day**

- The start, break times and end of the school day remain staggered to reduce the number of people mixing.
- All year group bubbles have their own zoned servery and outside space. Students are aware of the routes they must take to move around the site.
- Sporting fixtures against other schools can now take place. Staff and students who are travelling in school transport must wear a face covering, windows must be opened, frequently touched surfaces must be cleaned with sanitising wipes before and after use, and disposed of in the bags provided. Students must not be allowed to travel within the driver's compartment. Because of the proximity in a confined space, students and staff are strongly encouraged to ensure they have taken an LFD test to assist with keeping themselves and other school communities safe, and to avoid any spread of the virus. The result must be recorded on both TestRegister and the Government website.
- Practical music lessons can take place working within the current guidelines.

## **Testing**

- Staff and students are strongly encouraged and regularly reminded to test twice weekly using the provided Lateral Flow Devices. Reminders are sent weekly via the staff bulletin and the weekly publication for parents/students. Due to the increase in case numbers, regular correspondence from the school to parents/carers is sent. All results must be logged on TestRegister and the Government website.
- Anyone who has tested positive for Covid-19 in the last 90 days are advised not to test. Should they choose to take part in the testing programme, and they receive a positive result, they will be advised to self-isolate for 10 days.
- In the event of a positive LFD result (or 2 void results), whether conducted at home or supervised at school, the person must isolate immediately, and a PCR test must be taken within two days of the LFD to confirm the result. If the PCR test shows as negative, the student or staff member can cease isolating and return to school/work.
- In the event of a positive result, the Initial Contact form will be completed and submitted to the LA, C19-Bexley and PH Bexley.
- In the event thresholds for detecting transmission are met (5 cases of students or staff, who are likely to have mixed closely, test positive in a 10-day period or 10% of students or staff who are likely to have mixed closely test positive in a 10-day period by LFD or PCR), additional measures will be discussed with the LA, PH Bexley and LCRC and implemented.
- Student and staff members who refuse to test will be permitted to return to school and must adhere to the safety measures in place – hands, face, space, and the wearing of a face covering where distancing cannot be maintained.

## **Positive case in school**

- In the event of a positive result in school, from either LFD or PCR, or anyone displaying symptoms, they must go home immediately and follow public health advice. They must avoid using public transport and wherever possible, should be collected by a member of their family or household. A well-ventilated room and toilet facilities are available whilst they are awaiting collection.

- Appropriate PPE will be worn if close contact is necessary.
- The room and toilet facilities will be deep cleaned once the rooms have been vacated.
- Individuals are no longer required to self-isolate if they live in the same household as someone with Covid-19, or are a close contact of someone with covid-19 provided one of the following applies:
  - They are fully vaccinated
  - They are below the age of 18 years and 6 months
  - They have taken part in or are currently part of an approved Covid-19 vaccine trial
  - They are not able to be vaccinated for medical reasons
- Although under 18 years and 6 months, and double vaccinated adults are not required to self-isolate if they are a close contact, they will be strongly advised to take a PCR test. In the event it is positive, they will be required to isolate.

### **Cleaning**

- Additional day cleaners are employed to maintain a regular cleaning regime of the frequently touched surfaces, toilet facilities and any rooms that are required for use by a different bubble to enable a balanced curriculum.
- Full cleaning takes place at the end of each school day.
- Cleaners will use recommended cleaning products and adhere to Covid-19 cleaning methods: ‘one site, one wipe, one direction’.
- Appropriate PPE is provided, and staff are requested to wear it when necessary.
- Records are maintained detailing the room/area used in the event someone displays symptoms of Covid-19 and the area is then thoroughly sanitised using recommended methods.
- Electric hand dryers have been switched off and paper towels issued.

### **Visitors and Contractors**

- All visitors, contractors and supply staff must adhere to the school’s system of controls and are strongly encouraged to take an LFD test ahead of their visit.
- Groups of visitors to the school should be avoided due to the increase in case numbers. This will be kept under review.
- Where a visit is crucial for the support/well-being of a student, or an educational service is being provided, the visit must be booked in advance and arriving early must be deterred.
- All clearance documentation must be emailed to the Operations Manager ahead of their arrival and original documentation should be brought on the day for verification at a safe distance and to avoid unnecessary handling.
- Visitors must book in at main reception where they will be registered on the Inventory system. A badge will be printed which the visitor retrieves from the printer and places on their clothes. Reception staff must sanitise the printer before and after each use.
- Where a room is required for a one-to-one meeting with a student, the room will be laid out with the appropriate distancing measures in place, hand sanitiser and sanitising wipes will be available, and the room will be ventilated.
- Visitors must be met by the relevant member of staff and escorted to and from their destination. Where possible, outside routes are to be used.
- The Site Manager must be notified of any facilities used to ensure they are thoroughly sanitised before the next use.
- Contractor visits will be restricted to school holiday periods where possible. Any visit will be scheduled to ensure only one company are in a particular area at any given time.

- To support Test and Trace, the school will hold records of visitors, contractors or parents who enter buildings for a minimum of 21 days, as this reflects the incubation period for Covid-19 and allows time for testing and tracing.

## **PPE**

- PPE is available for first aiders and anyone who is carrying out a specific task where the wearing of PPE is necessary.
- Staff have been made aware of the correct methods for the donning and removal of PPE, and a video is available [here](#).

## **Emergency Arrangements**

- In the event of a non-covid first aid emergency, a qualified first aider will attend wearing the appropriate PPE.
- If you are required to perform CPR, it is recommended that you only perform chest compressions in adults.
- In children, it is more likely to be a respiratory problem or lack of oxygen and so chest compressions alone will not be enough. Should you decide to perform mouth-to-mouth ventilation, a mouth shield should be used, and this is provided in all first aid kits. If the person has Covid-19, you must then stay at home and complete a full 10-day isolation. Guidance from the Resuscitation Council can be found [here](#).
- Early use of a defibrillator significantly increases the persons chance of survival and does not increase risk of infection. Two defibrillators are available on the school site: Main Reception and the LRC.

## **Travel**

- Parents are regularly encouraged to send their child to school by foot, cycle or to drop them part of the way to the school if the distance is too great. Arrangements have been made with Hall Place for parents to pick up or drop off their child in the Hall Place car park.
- When using public transport students are reminded, they must wear a face covering.
- Use of the school minibus is permitted, provided the following measures are in place:
  - Staff and students must wear a face covering.
  - Windows must be open.
  - Frequently touched surfaces must be cleaned with sanitising wipes before and after use and disposed of in the bags provided.
  - Students are not permitted to travel within the driver's compartment.
  - Because of the proximity in a confined space, students and staff are strongly encouraged to take an LFD test ahead of the trip, and the results must be recorded on TestRegister and the Government website.
- A dedicated coach service will regularly pick up the same students daily and students are required to follow the same safety procedures when travelling on school or public transport.
  - Masks must be worn.
  - Hands must be sanitised before and after boarding/alighting from transport.
  - When using the dedicated coach service, students must, where possible, remain in their year group bubble.
  - Masks should be removed without touching the front and disposed of in the allocated bins upon arrival to the school site or placed securely within a plastic bag if they are reusable.

## **Behaviour**

- The Behaviour Policy has been updated to include the new procedures that students must follow and the consequences of not doing so. It clearly explains what is expected of everyone and emphasises the importance of adhering to rules to ensure all are kept safe.
- Students will be provided with the opportunity to raise any issues they are experiencing during form time and measures/methods discussed with them.
- Students are provided with access to the school's counsellor if it is felt this will be of benefit to them.

## **Fire Safety**

- Routine checks of the fire alarm system, fire doors, emergency lighting and fire escape routes are checked daily/weekly as appropriate.
- Regular maintenance of the fire alarm system and firefighting equipment has been continued.
- Walk through fire drills have taken place for each year group bubble to ensure staff and students are fully aware of the procedures whilst ensuring there is no cross-contamination of students.
- The fire alarm siren has been tested during the school day to ensure all areas are able to hear it clearly.