



Framework for Managing COVID-19 Risks - September 2020

This framework contains the outcomes of various risk assessments undertaken by Haileybury to protect the welfare, health and safety of pupils and staff who learn, live and work within our community.

Haileybury has a number of key documents and processes in place to control the risks associated with COVID-19. The documents include an Infection Control Plan, school-wide and operational risk assessments and escalation plans in the event of suspected and/or positive cases of Covid-19.

Haileybury has and will continue to consult with external experts, such as a Professor of Microbiology from University College London Hospitals, and will carefully follow and implement the Government's guidance for schools, in particular ['Guidance for full opening: schools'](#).

As circumstances change, control measures and risk levels will be re-evaluated. A sub-group of the Senior Leadership Team (SLT) will meet regularly to monitor the effectiveness of the arrangements and controls and make adjustments where necessary. The most significant variable factor will be the prevalence of Covid-19 in the local area, in the UK and within the countries from which our international boarders have travelled.

The school's aim is to maintain as much of normal Haileybury life as possible for the all-round benefit of our pupils.

Communications

The school provides regular briefings and updates to pupils, parents and staff. A number of webinars were used during the summer to brief staff, pupils and parents on plans for pupils returning to school. Webinars continue to be used to keep parents up-to-date. The Admissions team are also available to assist with any questions from prospective and current parents. HMs (Housemaster or Housemistress) provide the main communication point for pupils and their parents.

Pupils have been given guidance on new arrangements at school via emails and documents, such as 'Return to School Autumn 2020 COVID-19 Guidance for Pupils' and during the new school year induction days.

Staff have been consulted on the new measures using webinars. Staff are provided with information, instruction and training on arrangements at the school. This is achieved by publishing protocols on the intranet, emailing updates and online training such as Infection, Prevention and Control modules.

Arrival at School

Pupils, parents or staff should not attend school if they are displaying any symptoms of Covid-19. Return dates for the start of term have been staggered according to year groups, to ensure minimal mixing of groups. Parents are not permitted to enter any school buildings.

The spread of buildings across a large school campus enables day pupils in different house groups to arrive at different locations, incorporating social distancing measures.

Pupils using the Haileybury minibuses to travel to school are required to wear a face covering and use hand sanitiser as they enter and exit the minibus. The minibuses are cleaned and sanitised between each journey.

International pupils are able to quarantine in an isolated boarding house at Haileybury before the start of the new term.

Reducing Contact and Social Distancing

Pupils and staff will adhere to social distancing guidelines at all times (See **Face Masks/Coverings** section below).

Boarders in the same house are classed as a household as they live together. Year groups have been organised into bubbles. Social distancing measures for pupils and staff are in place during lessons to protect pupils within bubbles and staff. Classroom locations and timetables have been adjusted to ensure additional space is available for lessons. Tutor groups, pupil assemblies and Chapel services are held via Zoom.

Marked zones have been created across the school to provide outside space for the different year group bubbles. Year groups rarely come into contact with other year groups. One-way systems have been implemented for highly populated areas, such as accessing the Dining Hall.

Support staff and teaching staff are encouraged to consider their department/building as a bubble and avoid accessing other work areas so as to minimise the mixing of groups of staff. Visitors to the school are not permitted unless essential to school business. Entry is strictly controlled via the Registry and Estates reception areas.

Hand and Respiratory Hygiene

Pupils and staff will be required, and reminded, to wash their hands regularly and thoroughly. Pupils and staff have access to soap and water in boarding houses and most buildings. Hand sanitiser is provided in all buildings. Pupils and staff have access to individual supplies of sanitiser wipes to use for cleaning equipment or contact surfaces.

The 'catch it, bin it, kill it' approach is promoted across the school via guidance documents and posters. Where it is safe to do so, windows will be kept open to ensure good levels of ventilation. Tissues and bins are available, with bins being emptied regularly.

Enhanced Cleaning

The Infection Control Plan identifies the enhanced levels of cleaning across the school. Locations have been categorised into high, medium and low risk. High risk areas are highly populated with surface contact points likely to be touched regularly by more than one person. These high-risk areas, including boarding houses and classrooms, will be cleaned twice a day.

Medium-risk areas include staff rooms and operational department areas, with cleaning taking place once a day. Low-risk areas include sports buildings and storage areas, where cleaning will be completed three times a week.

Pupil bed linen will be washed once a week at the main laundry. A laundry service for clothing is provided three times a week.

Face Masks/Coverings

The PPE Guide has identified staff roles involving work in many locations across the school. Cleaning and Maintenance staff fall within this group. These staff are required to wear face coverings during their work in order to protect pupil or staff bubbles in the various locations.

Pupils and staff are to wear face coverings in communal areas outside the classroom where it is difficult to maintain social distancing or when staff and pupils are moving around inside buildings.

Masks may be worn at any time by pupils except during sport, strenuous activity and when sleeping.

Co-curricular Activities and Trips

Dedicated risk assessments are in place for co-curricular and sporting activities to ensure social distancing measure are implemented, equipment is not shared (unless a cleaning regime is in place) and year group bubbles maintained. Sports departments are carefully following guidelines from national governing bodies (NGBs).

Most sports fixtures have been cancelled. A few have been permitted to go ahead if NGB guidance allows and suitable adjustments have been implemented. Adjustments include dedicated drop off areas for visiting schools and separate changing/toilet facilities which are cleaned and sanitised before and after use.

Music performances will include social distancing between the pupils and will be broadcast virtually via the website and social media platforms.

Government guidance has allowed a limited return of school trips. Residential trips are not yet permitted. Trips on offer will be day visits operated within year group bubbles.

Dining

Pupil mealtimes and access to the Dining Hall have been carefully assessed with the school's catering company. To enable social distancing and to maintain households and bubbles, pupils have been given set times to access the Dining Hall for meals. Due to the number of pupils breakfast is available both in boarding houses and the Dining Hall. One-way systems are used to access the Dining Hall and filter through the food counters. A queuing system is in place to keep pupil groups segregated, controlled by staff and senior pupils.

Meals are served by catering staff with cutlery provided on tables. Cleaning between groups in the Dining Hall is completed by Catering.

Pupils are able to access Grubber on a rotational basis of one house per day. To supplement this, pop-up shops and tuck shops are available in boarding houses.

Managing Suspected Cases

Protocols are in place for suspected, positive or negative cases of COVID-19. Pupils or staff should not attend school if they develop COVID-19 symptoms. If symptoms develop whilst at school, emergency PPE is available and clear directions are in place on where to isolate and how to inform the Health Centre and Deputy Master/Bursar.

Haileybury has developed contact tracing technology for pupils and staff. There is a dedicated link on the intranet for staff to alert the school to any suspected cases. The Deputy Master will then control the contact tracing process on the occurrence of a positive case.

The Escalation Plan details the actions to be taken in the event of a positive case, which includes contacting the Department for Education and following their directions. It provides a structure to be followed if the number of cases at school increases. The plan links to Government guidance on managing COVID-19 outbreaks.