

St. Aubyns School Risk Assessment – Return to School Summer Term 2021 (19 April)

On 22 February 2021 the Government announced that schools in England will reopen to all pupils on 8 March 2021.

We must be able to achieve the following controls as defined by the Department of Education before opening the School to all pupils. This risk assessment has been undertaken to identify the measures needed to reduce the risks from coronavirus (COVID-19) so far as is reasonably practicable. It will be reviewed regularly by SMT and the Governing Body's Health & Safety committee. Where actions are implemented, they must be reworded if necessary to show how the controls have been applied, added/amended. The risk rating for each identified hazard must be considered and decided as Low, Medium, or High based on how the School proceeds with the control measures.

This Risk Assessment aims to provide a shared safe approach to inform an Action Plan for the return of pupils to School based on the Government guidance documents:

[Schools coronavirus \(COVID 19\) operational guidance](#) (applies from March 8th) February 2021 Updated 6 April 2021

[Annex A: health and safety risk assessment](#) Updated 6 April 2021

[Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) Updated 1 March 2021

[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\)](#) Updated 30 March 2021

[Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19](#) Updated 1 April 2021

[COVID-19: suggested principles of safer singing](#) Published 20 November 2020

This Risk Assessment builds on the work of the original Risk Assessment for the full return to School in September 2020 (Date of Assessment 7 July 2020) and the many updates to it.

As restrictions ease during the term individual events will be risk assessed in terms of COVID controls as appropriate.

Date of Assessment: 26 February 2021

Approved by the Governing Body's Health & Safety committee representatives: 4 March 2021

Latest Review: 15 April 2021

System of controls

This is the set of actions we must take. They are grouped into 'prevention' and 'response to any infection'.

Prevention

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following local health protection team advice.

PREPARING SCHOOL BUILDING

| What are the hazards? | Who & how might someone be harmed? | Factors to consider to control risks | Risk Rating L / M / H | Notes/What else do you need to do (if applicable)? | Action by who / when? | Date Completed |
|--|--|--|------------------------------|--|--------------------------------|----------------|
| Lack of H & S compliance when school grounds/buildings reopen | Employees, pupils, visitors An employee / visitor injured due to lack of building safety, statutory compliance checks, health and safety checks prior to opening | 1 The school site and every room being used should be cleaned as part of the schools cleaning regime prior to return | L | 1 Book cleaning | 1 MF Everbrite | 1 05/03 |
| | | 2 Cleaning stock and cleaning regime to be increased as part of the key control measure for enhanced cleaning and sanitising | | 2 New cleaning schedule established | 2 MF, Everbrite | 2 05/03 |
| Someone entering the premises with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Anyone who presents with COVID 19 symptoms is not allowed on site. Nurse can be called to assess. | M | 1 Signage. Gatekeepers, office staff and Nurses aware | 1 MF | 1 05/03 |
| | | 2 Limited and restricted access to School site for parents/carers (collecting pupils only) | | 2 Remind parents of procedure and timings | 2 LB | 2 05/03 |
| | | 3 Limited access to visitors (essential ones only). Detailed paperwork required, plus checking into the NHS Covid Track and Trace app using the school QR code available at the main gate and at the school office | | 3 Signage and paperwork at entrances. Gatekeepers, office staff and Nurses aware | 3 MF, gatekeeper, office Staff | 3 05/03 |
| | | 4 Staff to be tested for COVID as part of the 'rapid testing' programme. There is a separate Risk Assessment for this. On site testing has been replaced by home testing | | 4 Monitor government changes. | 4 MF and Nurses ongoing | 4 Ongoing |
| | | 5 Year 7 & 8 pupils to be tested for COVID as part of the 'rapid testing' programme. Three times on site and then at home. There is a separate Risk Assessment for this. | 5 Monitor government changes | 5 MF and Nurses | 5 Ongoing | |

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| Physical arrangements - social distancing | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Where children can be kept socially distant from staff, they should be. Adults should maintain a minimum 2 metre distance from each other. When it is not possible for adults to socially distance from pupils they should avoid close face to face contact and minimise time spent within 1 metre of them. Pupils should be supported to do the same where possible. This is less likely for younger children. | M | 1 Remind staff | 1 LB/HoDs | 1 03/03 |
| | | 2 Plan for class 'bubbles' to stay together as much as possible and for Year group bubbles to be used when necessary (e.g. After School Care, Games). Children from different year groups will not mix except for Years 7 & 8 who will (due to their low numbers) | | 2 Remind staff and parents via School Plan | 2 LB | 2 05/03 |
| | | 3 EYFS classes and groups to observe correct staff/child ratios. | | 3 Remind staff and parents via School Plan | 3 LB | 3 05/03 |
| | | 4 Set up desks as far apart as possible with pupils facing forward. | | 4 Rearrange classrooms | 4 JL (advised by HoDs) | 4 05/03 |
| | | 5 Designated areas for staff breaks that maintain social distancing and hygiene. | | 5 Remind staff | 5 HoDs | 5 05/03 |
| | | 6 Briefings and assemblies will be delivered via Teams | | 6 Remind staff | 6 HoDs | 6 05/03 |
| | | 7 No other staff (e.g. maintenance) should visit bubbles unnecessarily whilst children are in them and if they need to go in at other times must clean surfaces that they touch. | | 7 Remind staff | 7 SMT | 7 05/03 |
| | | 8 Before and After School Care to be available for children when needed. | | 8 Advertise to parents | 8 MS | 8 01/03 |
| | | 9 Limited co-curricular activities programme offered | | 9 Advertise to parents | 9 MS | 9 01/03 |
| | | 10 No 'mass gatherings' to be held in School | | 10 N/A | 10 N/A | 10 N/A |

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| Lifts, corridors and stairs Someone entering the workplace with CV19 | Employees, pupils, visitors An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Lifts are rarely used – only 1 person in a lift at a time. | M | 1 Signage to be checked and cleaning products kept in each lift | 1 JL | 1 05/03 |
| | 2 Use of stairs to be promoted in a controlled manner and one way where possible. | 2 Signage to be checked | | 2 JL | 2 05/03 | |
| | 3 regularly sanitise and wipe all the surfaces that staff may come into contact with i.e. buttons, doors, switches, hand rails etc. install sanitiser units as required | 3 Everbrite cleaners will be in school from 9am each day to complete a rolling programme of cleaning these surfaces | | 3 Everbrite | 3 08/03 onwards | |
| | 4 Regulating use of corridors and staircases, completing floor checks, areas safety checks and recording/reporting any concerns to management | 4 All staff to be on their guard to ensure compliance | | 4 All staff | 4 08/03, ongoing | |
| | 5 Leave any internal doors open where possible, installation of Dor gard door restrictors to fire doors that are high use and to high contact doors, but not in higher risk rooms such as plant areas and kitchen areas. | 5 Regular check on all of the Dor gard door restrictors to ensure closing operation is tested and replacement of batteries when required | | 5 JL to re-assess | 5 05/03 and ongoing | |
| | 6 Keep one way flow system in corridors and stairs and throughout the buildings where possible. Brief, transitory contact, such as passing in a corridor, is considered low risk. 6a.However, staff and visitors should wear a face covering or mask when moving about the site (unless exempt). 6b.Pupils in Years 7 & 8 should wear masks when they can't socially distance (unless exempt). | 6a Remind staff 6b Inform parents 23/10/20 | | 6 HoDs 6b LB | 6a 03/03 6b01/03 | |
| | 7 Floor and wall signage. | 7 Check as required | | 7 JL | 7 05/03 | |
| | 8 Government guidance is that doors stay open when more than one person is in a room H &S guidance for Fire doors is that they are closed – have to risk assess each door that is to be open A. Doors to Classrooms accessed from outside can be left open – as they are not protecting an escape route | 8 Remind staff | | 8 HoDs | 8 03/03 | |

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| | | <p>B. Reception classrooms also ok to leave open – pupils will be out through the conservatory before there is an issue and each class has a dedicated exit</p> <p>C. Nursery classrooms – ok to leave doors open</p> <p>D. ASC doors – leave open as two escape routes</p> <p>E. Classrooms indoors – if on to an escape route need to be risk assessed</p> <p>F Top corridor seniors – class doors can be left open but fire doors in the corridor have to be kept shut. If that is an issue due to lots of handling they can be propped open to let the class in/out but then have to be closed. Same when pupils leaving, you can prop open but have to close after the last person is out. Insurers suggest that we move a dorguard door retainer unit (If we have any) to the fire doors in corridors.</p> <p>G Year 3 classrooms can be left open</p> <p>H Year 1 and 2 classrooms don't have dorguard door retainers so need to be closed when vacated.</p> <p>I Fire doors in corridors are to be closed when not in use, or on release mechanisms.</p> | | 8F. review Dorgard door restrictors and move to high risk doors | 8F JL | 8F 05/03 |
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| <p>Offices - staff exposure</p> <p>Someone entering the workplace/office with CV19</p> | <p>Employees, pupils, visitors and their household</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | 1 Office to keep a physical barrier to prevent access to anyone other than office staff | M | 1 N/A | 1 MF | 1 05/03 |
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| | | 2 For shared areas (more than one staff member) a review of equipment to restrict shared items, touch/contact areas. Telephone headsets – they should only use their own. | | 2 In the one shared area staff have their own headsets and are socially distant | 2 – MF | 2 05/03 |
| | | 3 For shared areas the desk, telephone, keyboard, PC, PC hard drive box and any frequent contact surface should be cleaned between users. | | 3 Spray cleaner and cloths will be available in the main school office to clean the shared switchboard and computer | 3 – MF | 3 05/03 |
| Office layout and space Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Office furniture to achieve 2 metre social distancing | M | 1 Move furniture | 1 All managers | 1 05/03 |
| | | 2 Managers monitor usage of spaces regularly | | 2 | 2 All managers | 2 Ongoing |
| | | 3 For areas where regular meetings take place, help people maintain social distancing (outdoor or “teams” meetings can be used) | | 3 Inform staff | 3 All managers | 3 Ongoing |
| | | 4 Do not have staff sitting facing each other | | 4 Inform staff | 3 All managers | 3 Ongoing |
| Circulation of fresh air Someone entering the workplace with CV19, staff fear and concerns of becoming infected by air circulation | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Keep ventilation systems maintained regularly and adjusting systems where necessary | M | 1 The servicing regime for the air conditioning units in school has not been interrupted | 1 JL | 1 Ongoing |
| | | 2 Maintain/monitor ventilation systems | | 2 | 2 JL | 2 05/03 |
| | | 3 Check service and or adjustments required | | 3 | 3 JL | 3 05/03 |
| | | 4 Opening windows and doors frequently to encourage ventilation where possible | | 4 All staff to be reminded | 4 HoD | 4 03/03 |
| | | 5 Keep the systems operating continuously | | 5 Systems will not be shut down | 5 JL | 5 Ongoing |
| | | 6 Our air conditioning units are recirculated air so should not be used until UV filter added | | 6 UV filter to be added and unit not used until this has been completed | 6 JL | 6 05/03 |

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| Contaminated workplace Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 a Key areas and touch points form part of the specified cleaning schedule (keyboards, work surfaces, door handles, doors, entrance areas, toilets, taps etc.) b Staff will be responsible for cleaning any keyboard they use. Spray cleaner and paper towels, or where possible, cleaning wipes are issued to all classrooms and work areas. | M | 1 Two Everbrite cleaners are on site for the whole of the school day | 1 a Everbrite and MF B HoDs and MF to advise staff | 1 Ongoing 03/03 |
| | | 2 Hand sanitisers placed in the workplace | | 2 Replenish stocks | 2 JL | 2 05/03 |
| | | 3 Extra hygiene requirements (handwashing, sanitising etc.) enforced | | 3 Reminders to all to enforce. Signage in place | 3 SMT | 3 05/03 and ongoing |
| | | 4 Multi-use handtowels are not used to dry hands | | 4 N/A | 4 N/A | 4 N/A |
| | | 5 Antibacterial wipes, spray and hand sanitisers will be provided throughout the school for each department | | 5 N/A | 5 JL | 5 05/03 |
| | | 6 Confirmed cases of work-related CV-19 to be reported to the DfE as required by guidance. | | 6 | 6 HS & MS | 6 As required |
| | | 7 Review any further cleaning regime in light of potential outbreaks, and have this as a contingency plan | | 7 Will do when required | 7 Everbrite and MF | 7 Ongoing |
| | | 8 Ensure the correct cleaning products are being used for infection control | | 8 | 8 Everbrite and MF | 8 28/08 |
| Gatherings, emergency evacuation Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1.Social distancing standards marked out clearly where possible around the buildings/grounds to keep staff/parents/pupils(as required) at least 2 metres apart at all times. Assembly areas to maintain social distancing where possible | L | 1 Tape, paint social distance markings, signage | 1 JL | 1 05/03 |
| | | 2. If we have any PEEPS 'personal emergency evacuation plans' these are to be reviewed for each building with the identified evacuation team. 'Buddy' packs should be installed next to the evacuation transfer/meeting location to include | | 2 None at present but this will be monitored | 2 Nurse & MF(when required) | 2 Ongoing |

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| | | surgical face masks for all parties involved in personal evacuation procedure | | | |
| | | 3. Manage any gathering of people close to the building entrances and disperse groups if necessary, keeping a safe distance themselves, or if pupils come together in large groups | | 3 Monitor and disperse at drop off and collection | 3 SMT 3 Ongoing |
| | | 4. Staggered start and end to the School day for each year group to keep numbers of parents pupils manageable at one time. | | 4 Plan in place to be advised to staff and parents | 4 LB 4 05/03 |
| | | 5. Emergency evacuations (e.g. Fire) – priority is to get out quickly and safely. Social distancing may be compromised. | | 5 Inform staff – usual fire drill | 5 LB 5 05/03 |
| | | 6. Drop off/pick up arrangements organised to observe social distancing and avoid crowds. | | 6 Inform parents Maintenance staff in Bunces Lane (Hi Viz) to control | 6 HS & JL 6 05/03 and ongoing |
| Provision of first aid in buildings and at break times | Employees, pupils, visitors and their household | 1. Review existing first aid needs in line with Health and Safety Executive (HSE) Guidance on First Aid cover and qualifications during COVID-19 e.g.: <ul style="list-style-type: none"> High risk activities to be suspended or postponed where practical Extension of first aid certificate renewal date if run out | M | 1 Infection control policy has been updated and approved by governors | 1 Nurses 1 Nov 2020 |
| Someone entering the workplace with CV19, giving first aid to staff/others | An employee / visitor enters the workplace with CV19 and passes it on, applying first aid to staff/pupils in close contact | 2 It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster to themselves where able to do so. | | 2 The first aid policy has been updated and approved by governors | 2 Nurses 2 Nov 2020 |
| | Causing severe infection/disease onto others | 3 Those administering first aid should wear PPE appropriate to the circumstances (see First Aid policy), including surgical face masks when working in close contact. Wash hands and ensure the affected area is cleaned upon completion. | | 3 Ensure sufficient PPE is in school. Remind first aiders | 3 Nurses 3 05/03 and ongoing |

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| | | <p>4 Only one person being treated in the medical room at a time - allocate another room / area as a waiting/collection area. Pupils are not to be sent to the medical room until the nurse has been telephoned. Pupils will then be sent by appointment with priority being decided by the nurse.</p> <p>5 Nurse (s) to train staff re procedures</p> <p>6 PPE that had been used to deal with a suspected case of COVID-19 needs to be double bagged and stored for 72 hours, we now have a 'waste bin' for this purpose in the Medical Room. It is currently in the bedroom and clearly labelled. There are some small white rubbish bags next to the bin although any bags will do (old carrier bags for example).</p> <p>7 Lunchtime Supervisors have been issued with a "bumbag" containing basic first aid items in order that they can administer basic first aid as required, being mindful of the required social distancing and the requirement to avoid close contact.</p> | | <p>4 Advise staff</p> <p>5</p> <p>6 Remind staff</p> <p>7 MS to remind LTS re use</p> | <p>4 Nurse 05/03</p> <p>5 Nurse</p> <p>6 Nurse</p> <p>7 MS</p> | <p>4 05/03</p> <p>5 02/09</p> <p>6 05/03</p> <p>7 08/03</p> |
| <p>Kitchen/staff areas</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, pupils, visitors and their household</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 Social distancing in place, signage at appropriate points around the site</p> <p>2 Taps/Kettles etc to be cleaned before and after use with appropriate cleaning material/wipes</p> <p>3 Staff reminded with signage next to taps NOT to allow their cups to touch the tap</p> <p>4 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum</p> <p>5 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds</p> | M | <p>1 Remind staff</p> <p>2 Remind staff to use cleaning products available in kitchen areas</p> <p>3 Remind staff</p> <p>4 Regular reminders to staff re distancing and avoiding close contact</p> <p>5 Remind staff</p> | <p>1 LB</p> <p>2 MF</p> <p>3 MF</p> <p>4 LB</p> <p>5 MF</p> | <p>1 05/03</p> <p>2 05/03</p> <p>3 05/03</p> <p>4 05/03</p> <p>5 05/03</p> |

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| | Causing severe infection/disease | 6 Staff not to share cups and cutlery (bring own or use disposables) | | 6 Remind staff | 6 MF | 6 05/03 |
| | | 7 Staff to be encourage to go outside during breaks | | 7 Remind staff | 7 LB | 7 05/03 |
| | | 8 These areas to have an increased cleaning regimes in place managed and monitored | | 8 Everbrite cleaners will be in school during the school day for this | 8 Everbrite | 8 Ongoing |
| Main Kitchen/Canteen Dining Hall Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Ensure social distancing is in place for the kitchen and kitchen staff whether they are your own or contract staff | M | 1 - 6 Holroyd Howe (HH) have details in their re-mobilisation document given to the School. They will advise their staff accordingly | 1 – 6 HH training and implementing | 1 - 6 05/03 |
| | | 2 PPE masks are not required within the kitchen (but can be worn). NB Due to the nature of heat, steam, touching of face/masks increases poor hygiene standards. Staff advised | | | | |
| | | 3 Social distancing at the servery which is managed and monitored | | | | |
| | | 4 Shielding/sneeze screens to be used to protect the kitchen staff serving | | | | |
| | | 5 Review contractor covid working risk assessment and shared risk communication to ensure control measures known and achieved. Access point for boxed food. | | | | |
| | | 6 Staff to be encouraged to wash their hands before / after eating for at least 20 seconds and frequently during the day | | | | |
| | | 7 Communication with Holroyd Howe re covid-19 sickness procedures in place to ensure that the school to be informed of any covid-19 related staff sickness, without delay, including BC plan if the whole kitchen crew have to self- isolate | | 7 HH to advise MF | 7 HH | 7 As required |
| | | 8 Review the number of kitchen staff required in the kitchen generally and at one time | | 8 | 8 HH | 8 05/03 |

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| Toilet areas Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Social distancing in place with signage. Signage on all toilet facilities and nearby to re-inforce social distancing and the need to be alert | M | 1 | 1 EH, SL | 1 05/03 |
| | | 2 Staff to stay alert at all single doors access and egress and potential meeting points, therefore proceed with caution and be prepared to take a step back to allow others to keep their distance. Signage added as a reminder | | 2 | 2 EH, SL | 2 |
| | | 3 Washing hands is paramount. Signs in all toilet facilities | | 3 | 3 EH, SL | 3 05/03 |
| | | 4 There will be an increased cleaning regime in these areas | | 4 Booked with Everbrite | 4 Everbrite | 4 05/03 |
| | | 5 Control system in place for pupil toilet area, limit to year groups where possible. | | 5 Increased cleaning of toilets used by more than one year group | 5 HS | 5 05/03 |
| Meeting rooms Someone entering the workplace with CV19 | Employees, governors, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Hold meetings online whenever possible. Physical meeting dates and attendance are to be recorded for potential tracking requirements (minutes) | L | 1 Remind staff | 1 - 5 LB 05/03 | 1 - 5 05/03 |
| | | 2 'Informal meetings' should be held outside or in well ventilated rooms with doors and windows open, maintaining social distancing | | | | |
| | | 3 'Informal meetings' - avoid sharing pens and any other items | | | | |
| | | 4 'Informal meetings' - hand sanitiser to be provided in rooms | | | | |
| | | 5 'Informal meetings' - all participants to wear masks/face coverings unless exempt | | | | |
| Security | Employees, pupils, visitors and their household | 1 Maintenance staff will patrol the school grounds in shifts wearing hi-vis jackets to increase security whilst we have more doors open | L | 1 Doors in key areas will be left open or have the ability to be kept open to avoid any need to touch handles | 1 JL (weekly) | 1 ongoing |

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| Someone entering the workplace | An employee / visitor enters the workplace and attacks staff/children | 2 Review security in buildings that may still not be in use, external gates that may be used now in addition to normal entrance and exit gates | | 2 This will be monitored by the caretaker | 2 JL, CW (weekly check) | 2 ongoing |
| | Causing severe infection/disease | 3 Review individual SEN concerns if the school building is being open with doors open etc. re: pupils leaving the school unauthorised | | 3 Risk assess any pupils with an EHCP and advise security staff as required | 3 CW | 3 ongoing. None as of 26/02/21 |
| Accidents, Security incident, emergency Someone entering the workplace/ with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 It is important to understand and make clear that in the event of any emergency situation, staff do not have to stay socially distant. E.g. in the event of an unsafe 'event' such as a terrorist attack, fire, explosion risk where large numbers may have to move fast to evacuate | M | 1 Remind staff | 1 MF | 1 05/03 |
| | | 2 Staff involved in emergency situations that may bring them into close contact should ensure that they pay particular attention to sanitation measures immediately afterwards including washing of hands | | 2 Remind staff | 2 MF | 2 05/03 |
| Lettings Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others | 1 Lettings are not taking place at this time | N/A | N/A | N/A | N/A |

INFECTION CONTROL

Hazard Awareness - People can catch the virus from others who are infected in the following ways:

- virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales
- the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc
- people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth

| What are the hazards? | Who & how might someone be harmed? | Factors to consider to control risks | Risk Rating L / M / H | What else do you need to do (if applicable)? | Action by who / when? | Date Completed |
|------------------------------------|--|--|--------------------------|--|-----------------------|----------------|
| Close contact in classrooms | Employees, pupils, visitors and their household An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others Transmission of the virus between staff and children, and into the wider community. | 1 Staff and pupils with COVID symptoms will not be allowed on site. | M | 1 Remind all staff and parents | 1 HS | 1 05/03 |
| | | 2 Review the layout of each room to determine location of seats and tables for maximum social distancing. | | 2 | 2 HoDs | 2 05/03 |
| | | 3 Staff are to maintain a safe distance between each other and pupils are to be encouraged to do so whenever possible | | 3 Remind staff | 3 LB | 3 05/03 |
| | | 4 Markings to help pupils visualize and maintain social distancing | | 4 | 4 JL | 4 05/03 |
| | | 5 Rooms keep as well ventilated as possible (opening windows) or via ventilation units. | | 5 Remind staff | 5 SMT | 5 Ongoing |
| | | 6 Take opportunities for outdoor learning to deliver the curriculum when possible to assist in social distancing as much as possible (transmission outside is less likely). | | 6 Remind staff | 6 SMT | 6 Ongoing |
| | | 7 Singing is limited by the restrictions in: : https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing all music lessons to be in both the music classroom and the PAC at the same time so that the class can visit the PAC for 15 minutes singing, if needed. The space is large enough, has good | | 7 Inform staff | 7 HS 19/04 | 7 |

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| | | ventilation (side doors will be open) and children can sit/stand suitably distanced all singing away from each other, i.e. in a large circle facing outwards. | | | | |
| Poor Infection control Someone entering the workplace/offices with CV19 Causing severe infection/disease | Employees, pupils, visitors and their household An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Seating pupils at the same desk each day as much as possible | M | 1 – 6 Communicate plan, timetable and RA to parents and staff | 1 - 6 LB | 1-6 05/03 |
| | | 2 Pupils use the same room throughout the day as much as possible | | | | |
| | | 3 Implement a one-way system when needed | | | | |
| | | 4 Lunch breaks organised to keep bubbles apart | | | | |
| | | 5 Certain rooms (e.g. dining hall, field) can be 'shared' as long as different year groups do not mix and enhanced cleaning regime in in place | | | | |
| | | 6 Timetable and breaks to plan for 'safest movement' around the school buildings | | | | |
| | | 7 Pupils in Years 7 & 8 should wear a face covering or mask in class and when moving around the school (unless able to socially distance) | | 7 Inform parents | 7 LB | 7 05/03 |
| | | 8 Dining room - tables and benches should be cleaned between each bubble. Clean hands after eating. | | 8 Remind LTS staff | 8 LTS, MS | 8 Ongoing |
| | | 9 Dining Hall toilets – Increased cleaning | | 9 | 9 Everbrite | 9 Ongoing |
| | | 10 Promotion of hand cleaning and sanitising | | 10 | 10 All staff | 10 Ongoing |
| | | 11 Provide support for all children to follow the measures. Age appropriate signage, lessons, social stories to support pupils understanding how to follow rules. | | 11 | 11 All staff | 11 Ongoing |
| | | 12 3 assigned staff rooms, and other rooms/offices to ensure there is a limit on the numbers, observing social distancing | | 12 | 12 MF | 12 Ongoing |
| | | 13 Review use of shared resources to prevent the potential spread by hand contact. Items or areas that are shared materials should be cleaned and disinfected more frequently | | 13 Remind staff | 13 HoDs | 13 05/03 |

| | | | | | | |
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| | | 14 Enhanced cleaning of soft toys, and furnishings, that are difficult to clean | | 14 Remind staff | 14 HoDs | 14 05/03 |
| | | 15 Implement thorough cleaning of the rooms at the end of the day, this being supported by enhanced cleaning during the school day | | 15 | 15 Everbrite | 15 Ongoing |
| | | 16 Plan parent drop off and collection, do not engage in close contact with parents/groups, keeping social distancing measures in place | | 16 Remind parents and staff of procedures | 16 LB | 16 05/03 |
| | | 17 Break time snacks/milk handed out by staff (staff sanitise). Routines for collection/distribution established and communicated to staff. | | 17 Remind staff | 17 HoD | 17 05/03 |
| | | 18 No paper notes to/from parents and Nurse | | 18 Remind parents/staff | 18 Nurses | 18 05/03 |
| | | 19 BASC arrangements – plan rooms, pick up, collection etc | | 19 Inform relevant staff and parents | 19 MS | 19 05/03 |
| | | 20 Staff informed to wear a face covering or mask unless exempt when - <ul style="list-style-type: none"> • On gate duty in the mornings (including gate and maintenance staff) • Dismissing children from the playground at the end of the day, as parents are occasionally asking to speak to teachers • On the Senior School corridor) • Handing out trays to pupils at lunchtime • On duty in the Dining Room (including catering staff who are on the pupils side of the hatch) • In staff rooms when you are not eating/drinking (2 metre distancing should also be maintained) • During staff meetings that are held in person (2 metre distancing should also be maintained) • Staff to be asked to wear masks when moving about the school. | | 20 Remind staff | 20 LB | 20 05/03 |

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| | | Staff are allowed to wear masks and/or visors at other times if they want to. | | | | |
| Poor Hygiene Someone entering the workplace/offices with CV19 Causing severe infection/disease | Employees, pupils, visitors and their household An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others | 1 Enhanced hygiene control required (eg hand sanitising). Pupils will be instructed to wash hands at regular intervals | M | 1 Check signage | 1 Teachers | 1 Ongoing |
| | | 2 Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments | | | 2 MF | 2 05/03 |
| | | 3 Clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Cleaners booked to be on site all day. | | 3 Teachers to have cleaning resources | 3 Teachers, TAs and cleaners | 3 Ongoing |
| | 4 Normal detergents will remove traces of the Covid-19 virus, it must be ensured that there are sufficient supplies and cleaning staff are available to maintain good infection control. | | | 4 Everbrite and MF | 4 05/03 | |
| | 5 Ensure that all adults and children (frequent reminding/education/signage): <ul style="list-style-type: none"> • Frequently sanitise their hands with soap and water for 20 seconds and dry thoroughly (hand driers can be used) • Use the '24 hour' gel upon arrival at the school, clean hands before and after eating, before and after toileting and after sneezing or coughing • Are encouraged not to touch their mouth, eyes, and nose, this may be a repeat reminder needed for many of the younger pupils • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it') • Promoting the 'catch it, bin it, kill it' control in group discussion, internet videos, posters | | | 5 All staff | 5 Ongoing | |

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| | | <ul style="list-style-type: none"> • Ensure that help is available for children and young people who have trouble cleaning their hands independently • Consider how to encourage young children to learn and practise these habits through games, songs, and repetition <p>Signage will be in place and verbal reminders will be given throughout the day.</p> | | | | |
| | | 6 Ensure that bins for tissues are emptied throughout the day, non-hand touch closed lid bins preferred | | | 6 Everbrite | 6 Ongoing |
| | | 7 Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units | | | 7 All staff | 7 Ongoing |
| | | 8 Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation | | | 8 All staff | 8 Ongoing |
| | | 9 Ensure there are sufficient supplies of soap, anti-bacterial gel, hand towels and cleaning products with stock monitoring and re-ordering procedures set up. Coshh safety data sheet, coshh risk assessment, secure storage of substances away from pupils, staff training/knowledge of substances being used, if school staff are cleaning areas in addition to the cleaning team, consider easy wipes that clean and throw away that are better for coshh control than cleaning sprayed products and bottles of substances/liquid. Supplies in place & re-order schedule prepared. Stored either in the Bursars office or with the Facilities Manager. Staff to ensure cleaning products in use in teaching areas are securely stored | | | 9 – 14 MF, Everbrite | 9 05/03 |
| | | 10 Ensure soap and hand towels are regularly topped up at all washing stations. Supplies in place. | | 10 Monitor throughout the day | 10 Everbrite, JL | 10-14 ongoing |

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| | | 11 Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Bins will be emptied regularly | | 11 | 11. Everbrite | |
| | | 12 Cleaning staff to regularly clean the hand washing facilities. | | 12 | 12 Everbrite | |
| | | 13 Hand-sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving. | | 13 | 13. JL, office staff daily | |
| | | 14 Tissues will be provided for classrooms. Staff to replenish as needed. | | 14 | 14 All staff | |
| | | 15 Water fountains are closed (pupils will bring in water bottles) | | 15 N/A | 15 N/A | 15 N/A |
| Inadequate cleaning Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Formulating a cleaning schedule throughout the school building/s, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly | M | 1 revise as required and as circumstances/guidance changes | 1 MF, Everbrite | 1 Ongoing |
| | | 2 Thorough cleaning of rooms at the end of the day, managed and monitored | | 2 | 2 MF, Everbrite | 2 Ongoing |
| | | 3 Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day, this can be completed by non-cleaning staff, but a review of the substance, safety data sheet/risk assessment added to the schools coshh file. | | 3 Staff informed | 3 LB | 3 05/03 |
| | | 4 For a deep clean / disinfection (e.g. following a suspected/confirmed case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million | | 4 | 4 Everbrite | 4 Ongoing |

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| | | (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). PHE advise the COVID-19: cleaning of non-healthcare settings guidance | | | |
| | | 5 Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed. | | 5 | 5 Everbrite 5 Ongoing |
| | | 6 Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff. | | 6 | 6 Monitor regularly as advised by MF 6 AS, JL 6 ongoing |
| | | 7 Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. Arranged for extra cleaners on site all day | | 7 | 7 MF 7 05/03 |
| | | 8 Only cleaning products supplied by the school / contract cleaners are to be used. | | 8 | 8 Everbrite 8 Ongoing |
| | | 9 School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc. | | 9 | 9 MF 9 28/08 |
| | | <p>10 When cleaning a contaminated area</p> <p><u>Cleaning staff (trained cleaning staff) to:</u></p> <p>Wear disposable gloves and apron</p> <p>Wash their hands with soap and water once they remove their gloves and apron</p> <p>Fluid resistant surgical mask if splashing likely</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</p> <p>PPE to be double-bagged then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> | | 10 | 10 Everbrite & MF 10 28/08 |

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| <p>Exposure due to close contact/PPE concerns</p> <p>Someone entering the workplace with CV19</p> | <p>Employees, pupils visitors</p> <p>An employee / Pupil /visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 PPE is needed:</p> <ul style="list-style-type: none"> - where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained - where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> | <p>M</p> | <p>1A Minimal requirement for personal intimate care and suspected coronavirus cases will be dealt with by the school nurse.</p> <p>1 B Ensure adequate supplies are on hand</p> <p>1 C advise all staff so that they are aware of when to use PPE, how to put it on and how to take it off and dispose of it.</p> | <p>1A Nurse</p> <p>1B SL</p> <p>1C Nurse</p> | <p>1A Ongoing</p> <p>1B 05/03</p> <p>1C 05/03</p> |
| | | <p>2 If a parent wants a child to wear PPE, staff should monitor it's correct use and inform the Nurse if there is an issue so that the Nurse can inform parents</p> | | <p>2 N/A</p> | <p>2 All staff & Nurses</p> | <p>2 Ongoing</p> |
| | | <p>3 Face coverings to be worn by staff & visitors in communal areas outside the classroom or workspace. Staff informed</p> | | <p>3 Inform visitors</p> | <p>3 LB, office staff & gatekeeper</p> | <p>3 23/9 and ongoing</p> |
| | | <p>4 Reduce 'close contact' between staff and pupils when possible. Staff informed</p> | | | <p>4 LB</p> | <p>4 28/9 and ongoing</p> |
| | | <p>5 Encourage parents to wear face coverings when they come onto the school site at 'pick up'.</p> | | | <p>5 LB</p> | <p>5 25/9</p> |

INDIVIDUAL

| What are the hazards? | Who & how might someone be harmed? | What are you currently doing to control risks? | Risk Rating L / M / H | What else do you need to do (if applicable)? | Action by who / when? | Date Completed |
|---|--|--|--------------------------|---|-----------------------|----------------|
| Individual existing conditions Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others Causing severe infection/disease | 1 Staff and children who are clinically vulnerable, clinically extremely vulnerable or have underlying health conditions should attend school in line with current guidance. While in school they should follow the measures in this document to minimise the risks of transmission. Some people with particular characteristics may be at comparatively increased risk from coronavirus(COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report (https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes), which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend school as long as the system of controls set out in the DfE guidance are in place. | M | 1 monitor guidance for any changes | 1 LB/MF as required | 1 Ongoing |
| | | 2 Ensure up to date risk assessments for child(ren) with EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home. | | 2 N/A – we currently have no pupils in these categories | 2 N/A | 2 N/A |
| | | 3 Set up clear, repeated messaging to staff/parents/carers re procedures if pupils or family members have COVID or have symptoms | | 3 Remind staff/parents | 3 LB | 3 05/03 |
| | | 4 Shielding advice has been paused nationally from 31 March. 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. All other staff should continue to attend work, including those living in a household with someone who is CEV. | | 4 Inform relevant staff. | 4 MF | 4 31/3 |
| | | 5 Clinically extremely vulnerable pupils and students should return to their school or other educational setting from 1 April. This includes early years | | 5 Inform relevant parents – N/A | 5 N/A | 5 N/A |

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| | | <p>provision, wraparound childcare and applicable out-of-school settings.</p> <p>Children who live in a household with someone who is clinically extremely vulnerable are not advised to shield and should have returned to school or college on 8 March.</p> | | | | |
| <p>Someone becomes ill within the workplace</p> | <p>Employees, Pupils, Visitors</p> <p>Contracted CV19 by any means</p> <p>Causing severe infection/disease</p> | <p>1 If a child, young person, or staff member develops symptoms compatible with coronavirus the Nurse will take their temperature and call parent (for a child) to explain reasons for suspicions of exposure and ask for the parent to come to school to collect them ASAP. Any member of staff who becomes unwell with suspected coronavirus should go home and arrangements will depend on their condition. Call 999 if they are seriously ill or injured or their life is at risk.</p> <p>Child is sent to the solation area in the PAC or, if weather permits and the child is able to sit, to the gazebo holding area just outside the medical room, always supervised by the nurse or a competent person appointed by the nurse, adhering to social distancing guidelines. Explain to them that they are safe. If indoors, explain that you will close the door to the isolation room – make sure the blinds are up, so that they can be monitored and the window is open for ventilation.</p> <p>They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If they need to go to the bathroom whilst waiting for medical assistance, they should use the toilet in the medical facility</p> <p>The isolation area in the PAC or holding area under the gazebo and the toilet will need to be cleaned once they have left. If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) which sets out that they should self-isolate for at least 10 days after the day you get</p> | M | 1 | 1 Nurse | 1 As required |

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| | | symptoms and should arrange to have a test to see if they have coronavirus (COVID-19) | | | | |
| | | 2 School must follow the COVID-19: cleaning of non-healthcare settings guidance Decontamination in non-healthcare settings | | 2 | 2 Everbrite | 2 Ongoing |
| | | 3 If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could 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. Other members of their household can stop self-isolating. | | 3 | 3 | 3 |
| | | 4 If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 10 days. <ul style="list-style-type: none"> - Engage with the NHS Test and Trace process. - Manage confirmed cases of coronavirus (COVID-19) amongst the school community. - Contain any outbreak by following local health protection team advice. Miss Singleton, or in her absence Mr Shute, will contact either the local authority direct or if appropriate the DfE Helpline on 0800 046 8687 and select option 1 for advice on the action to take in response to a positive case. They will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following | | 4 | 4 HS &/or MS | 4 ongoing |

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| | | <p>triage, further expert advice is required, the adviser will escalate the school's call to the local health protection team.</p> <p>As part of the national test and trace program, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.</p> | | | | |
| <p>Visitors</p> <p>Someone entering the workplace/offices with CV19</p> | <p>Employees, staff, visitors</p> <p>An employee / visitor enters the workplace with CV19 and passes it onto others</p> <p>Causing severe infection/disease</p> | <p>1 Visitors on site will be kept to a minimum and only be allowed if considered essential (no educational visitors). Eg Child Protection issues Remote virtual meetings are encouraged as an alternative if possible. Posters to be displayed at points of entry used by visitors</p> <p>2 Any visitors that have to come into the work place should be informed of the social distancing requirements and told not to come if have any symptoms of COVID-19. On arrival the gatekeeper or office staff will ask visitors to complete a short questionnaire regarding any symptoms of COVID-19, and ask them to check into the NHS Covid Track and Trace app using the school QR code available at the main gate and at the school office. Information will be given to them before they access the site, covering social distancing and COVID-19 management standards in place.</p> | M | 1 Check signage | 1 SL | 1 05/03 |
| | | <p>3 Limits on numbers of visitors. Bringing in more people raises the risk to others/staff groups. No visits/visitors are to be arranged without the prior consent of SMT.</p> | | 2 Questions checklist prepared and ready for use. QR code in place at the gatehouse and main office | 2 MF, Gatekeeper and office staff | 2 05/03 |
| | | <p>4 No unannounced visitors. Advise gatekeeper and Reception office staff</p> | | 3 | 3 MS | 3 Ongoing |
| | | <p>5 Reception areas altered including not having a shared pen in use or a system of cleaning in between usage. Anyone visiting office to stand if</p> | | 4 Remind staff | 4 LB | 4 05/03 |
| | | | | 5 Monitor and arrange cleaning in | 5 Office staff | 5 Ongoing |

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| | | possible in the foyer area maintaining social distancing as per the guidelines and posters in the area. | | between visits as required | | |
| | | 6 No hand shaking and do not share personal items/property. | | 6 Remind staff | 6 LB | 6 05/03 |
| | | 7 Peri and external activity provider lessons can take place. | | 7 Organise timetables | 7 MS PM | 7 05/03 |
| Contractors Someone entering the workplace/offices with CV19 | Employees, pupils visitors An employee / visitor enters the work Causing severe infection/disease place with CV19 and passes it onto others | 1 Only necessary contractors to be allowed on site, and approved/authorised by managers. All instances requiring a contractor to attend on site are to be referred to the Bursar for authorisation | M | 1 | 1 JL | 1 Ongoing |
| | | 2 Contractors to be inducted to the normal health and safety induction processes, including the current COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene | | 2 Induction form to be completed | 2 JL | 2 Ongoing |
| | | 3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place | | 3 Maintenance team advised and given the question-set to complete and return to the Bursar | 3 MF | 3 Ongoing |
| | | 4 Normal risk assessment, method statements review, considering your own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements | | 4 Will continue | 4 JL | 4 Ongoing |
| | | 5 Normal management and monitoring of contractor works, wellbeing on site | | 5 Will continue | 5 JL | 5 Ongoing |
| | | 6 Reception areas having clear guidance on social distancing, hygiene requirements for visitors coming in | | 6 Check signage | 6 MF | 6 05/03 |
| | | 7 Reception and other host staff to be trained on the changes | | 7 | 7 MF | 7 02/09 |
| | | 8 Review of entry and exit areas to consider social distancing, space requirements, further opening of reception areas as part of the risk review | | 8 | 8 MF | 8 02/09 |

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| | | 9 Consideration of changing times of contractor works, out of hours, during less busy times. | | 9 | 9 JL | 9 ongoing |
| Face Coverings Someone entering the workplace with CV19 | Employees, pupils, visitors and their household Causing severe infection/disease | 1 Staff & visitors should wear a face covering/mask in communal areas outside the classroom. Pupils in Years 7 & 8 should wear one when they can't socially distance, including in class. | M | 1 Remind staff and parents and visitors | 1 LB | 1 05/03 and ongoing |
| | | 2 Encourage parents to wear face coverings when they come on site at 'pick up' | | 2 Remind staff and parents and visitors | 2 SMT | 3 Ongoing |
| | | 3 The following guidance is applicable and should be followed; <ul style="list-style-type: none"> Washing hands thoroughly with soap and water for 20 seconds or use of hand sanitiser before putting a face covering on and after removing it Avoid touching your face or face covering as you can contaminate them with germs from your hands Change face covering if it becomes damp safe storage of them in individual, sealable plastic bags between use Continue to wash hands regularly Change and wash face covering daily If not washable they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again. Practise social distancing wherever possible | | 3 Remind staff and parents and visitors | 3 SMT | 3 Ongoing |

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| Work related travel Being in close proximity of people infected with CV19 and/or increased time spent in this environment | Employees, visitors | 1 Minimise non-essential travel, considering and preferring to have remote options. No trips planned & some admin staff working from home when possible | M | 1 | 1 MS | 1 ongoing |
| | An employee catches the virus travelling | 2 Minimise number of staff travelling together in any one vehicle, increasing ventilation and avoiding sitting face to face. | | 1 Maintenance staff advised not to travel together in school transport | 2 MF | 2 ongoing |
| | Causing severe infection/disease | 3 Cleaning regime programme for cleaning of school vehicles before use, after use, recording the schedule of cleaning. Spray cleaner and paper towels or wipes to be left in vehicles so that staff can clean as required before and after use | | 3 | 3 JL | 3 ongoing |
| | | | 4 Avoid public transport wherever possible. | 4 Remind staff | 4 LB | 4 05/03 |
| | | | 5 Follow government advice for face coverings on public transport | 5 Remind staff | 5 LB | 5 05/03 |
| | | | 6 There will be no off site activities | 6 Inform staff | 6 LB | 6 05/03 |
| Change management /communication/training Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee / visitor enters the workplace with CV19 and passes it onto others | 1 Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic | M | 1 Regular updates will be provided for staff | 1 SMT | 1 Ongoing |
| | | 2 Providing early information instruction before any changes to working practices Advice notice provided detailing changes to the school day and arrangements for re-opening generally | | 2 | 2 LB | 2 Ongoing |
| | | 3 Keeping all risk assessments/changes in risk updated as government guidance is updated often | | 3 Record versions and changes | 3 MS, MF | 3 Ongoing |
| | | 4 Full guidance to staff on changes to work environment and procedures in advance of any physical changes | | 4 | 4 SMT | 4 Ongoing |
| | 5 Increased staff communication to raise awareness of potential risks; directing staff to Government, NHS, PHE and local Council guidelines and resources: | 5 | | 5 SMT | 5 Ongoing | |
| Causing stress and anxiety | <ul style="list-style-type: none"> ▪ NHS guidance, how to wash your hands video (20 second rule) ▪ NHS advice on CV19; risks, symptoms, how CV19 is spread, how to avoid catching or spreading germs | | | | | |

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| | | <ul style="list-style-type: none"> Information posters displayed at key points and throughout premises Hygiene requirements (handwashing etc.) and practise of social distancing (2 metres) Posters and guidance to be displayed as discussed in various sections above | | | | |
| | | 6 Additional consideration given to those employees who may be deemed to be at increased risk in the planning of work activities | | 6 | 6 SMT | 6 Ongoing |
| | | 7 Employees to adhere to the 2m rule at work sites wherever possible and help train and change behaviour of pupils | | 7 Monitor | 7 All staff | 7 Ongoing |
| | | 8 Follow signage of egress and access to premises | | 8 | 8 | 8 Ongoing |
| | | 9 Government guidance on trace and track measures and clear guidance to managers and staff on actions required and support available | | 9 Information will be provided when available | 9 MF | 9 Ongoing |
| Stress and anxiety concerning returning to work Someone entering the workplace with CV19 | Employees, pupils, visitors and their household An employee catches COVID-19 or concern of catching virus causing stress and anxiety affecting the body causing illness and sick ness | 1 Identify staff with stress or anxiety and complete a follow up stress risk assessment. Monitor staff for signs of anxiety and refer to HR for a stress risk assessment | M | 1 | 1 HoDs, KP | 1 ongoing |
| | | 2 Communicate with staff by sharing risk assessments, plans etc This COVID RA is shared on website and in staff documents | | 2 | 2 MF & MS | 2 ongoing |
| | | 3 Ongoing clear communication between individuals / teams /homeworkers and Managers is clear: <ul style="list-style-type: none"> Agreed work activities Scheduled calls / contact time Wellbeing and Health (includes stress risk assessment) | | 3 SMT, weekly department meetings | 3 SMT | 3 ongoing |
| | | 4 Individual stress risk assessments to be completed following guidance if significant risks being identified and evidence of work related stress | | 4 N/A | 4 Managers, KP (as required) | 4 Ongoing |
| | | 5 Pupils to be monitored and any showing signs of anxiety to be referred to class teacher, HoDs, CW, MS, | | 5 | 5 Teachers/TAs | 5 ongoing |
| | | 6 Remind staff of Employee Assistance Programme | | 6 | 6. MF Half termly | 6 ongoing |

Overall Residual Risk (L / M / H):

MEDIUM

| Level of Risk | Suggested Action |
|---------------|--|
| LOW | Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate |
| MEDIUM | Control measures need to be introduced within a specified time period; continue to monitor and review |
| HIGH | Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable, the task or activity should be suspended |