



# COVID-19 Risk Assessment

## Return to School (5 January 2022)

### Introduction

This COVID-19 risk assessment identifies risks and assesses and describes methods of controlling those risks. We recognise that this risk assessment must be a dynamic process, updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

As of 5 January 2022 - The current status of the school (see below) is 2. OPEN. This risk assessment is carried out on this basis. We are continuing to follow government guidelines and asking for staff and secondary pupils to wear masks in communal areas and all to continue social distancing.

### Rationale

The logic behind these actions, and the need for this risk assessment, is the ongoing 'duty of care' the School has for its whole community: Governors, staff, parents and pupils.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 Schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the School population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils/staff that may be more vulnerable to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing Schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to School fees and examinations.

### The School – States of Operation

For the purposes of this risk assessment several stages of operation for Schools have been considered:

- |    |            |                                                                        |
|----|------------|------------------------------------------------------------------------|
| 1. | Fully Open | Business as usual: no travel or trip restrictions.                     |
| 2. | Open       | Business as usual: with caveats – no visitors or trips.                |
| 3. | Open T     | In transition: some teaching in School and some remotely.              |
| 4. | Open K     | Key staff and certain children in School. All other teaching remotely. |
| 5. | Open R     | Teaching is all achieved remotely.                                     |



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6. Fully Closed No one on site except Head/Bursar and maintenance staff.

### **Risk Assessment**

Government advice states that “every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.”

### **Running the School - Assessing the Risk**

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a School will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require regular revision and will include, but not be limited to, the following questions:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and Governors?
- C. Are changes reviewed by Governors?
- D. Is access to School controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Are there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will be considered for pupils, parents and staff:

- M. What SD rules has the School decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the School decided to equip staff and pupils? The range of PPE may include:



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- a. Masks;
  - b. Gloves;
  - c. shields (for face or lecterns, desk separators, staff desks);
  - d. sanitisers (gel and tissues).
- O. Medical. Who has:
- a. Pre-existing medical conditions and are they fully declared?
  - b. Have all vulnerable pupils, parents and staff been identified and recorded?
  - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
  - d. Come into contact with anyone tested positive to COVID-19?
  - e. Travelled where: other than home and School?
  - f. Been sent home with COVID-19 symptoms (a cough, high temperature, loss of taste & smell or shortness of breath)?
- P. Have all adhered to the external socialising rules set by the School such as:
- a. shopping;
  - b. parties;
  - c. games and play;
  - d. travel (other than home to School and return).
- Q. Are plans being considered for School events including parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, is at Annex A.

### Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which will be considered on a daily basis for the safety of pupils, staff and parents.

The Senior Leadership Team (SLT) will analyse and then co-ordinate the way ahead. To do this, information will be drawn from all relevant agencies in order to ensure informed decisions and changes that reflect a safe and secure School environment.



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## ANNEX A

### A) Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none"> <li>Head monitors ISA /DfE/Gov.UK</li> <li>Bursar monitors ISBA/DfE/Gov.UK</li> <li>Head/Bursar attend all relevant sector association webinars</li> <li>Governors are provided with access to information and opportunity to attend advisory webinars.</li> </ul>	YES	No change
B	Are changes regularly communicated to staff, pupils, parents and Governors?	<ul style="list-style-type: none"> <li>General announcements are communicated by the Head via email.</li> <li>Updated Policy document is available to staff via SharePoint and Parents via the School Website/email.</li> <li>Pupils receive updates from teaching staff directly.</li> <li>COVID is a weekly addition to the staff and SMT meetings.</li> </ul>	YES	No change
C	Are changes reviewed by Governors?	<ul style="list-style-type: none"> <li><b>Governors review the Risk Assessment documents termly or as changes occur and an online meeting with the Head and Bursar is held fortnightly.</b></li> <li>Governors ratify any decision to open the School or make any amends to the School's "status of operation".</li> </ul>	YES	No change
D	Is access to School controlled effectively and are visitor (if allowed) details recorded?	<ul style="list-style-type: none"> <li>Visitors only permitted by advance arrangement, declaration of good health in advance and continued mandatory ID checks.</li> <li>No visitors permitted without the express permission of the Head/Registrar/Bursar.</li> <li>Visitors and staff sign in using touch-screen Inventory system available by the front door providing social distancing to reception/office staff.</li> <li>All visitors directed to Main Reception Area. Communicated in advance of arrival and strictly observed.</li> </ul>	YES	No change
E	Are Social Distancing (SD) and other	<ul style="list-style-type: none"> <li>Rules and requirements are updated dynamically and communicated to</li> </ul>	YES	No Change



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	hygiene rules communicated, understood and applied?	<p>parents, pupils and staff on a weekly basis by the Head (Newsletter &amp; Email) and by regular update on the School website.</p> <ul style="list-style-type: none"> <li>Pupils are advised directly by teaching staff on a daily basis.</li> <li>Visitor information and guidance given at reception (guidelines sheet and also verbal communication from office staff when visitors signing in).</li> <li>Contractor handbook signed off as required.</li> <li>Ventilation of rooms – opening of classroom windows by teachers <b>throughout day is encouraged</b> to circulate fresh air.</li> </ul>		
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<ul style="list-style-type: none"> <li>On site posters.</li> <li>Posters in communal areas and classrooms to remind of the SD requirements.</li> <li>Hand sanitiser units set up plus mobile hand sanitiser pumps / disinfectant wipes in all classrooms.</li> </ul>	YES	
G	Is there sufficient supplies of hygiene materials and are they well placed?	<ul style="list-style-type: none"> <li>The School has sufficient stocks of PPE including visors/face masks for Staff, hand sanitiser, handheld thermometer in school office.</li> <li><b>Primary Pupils can wear masks if they wish but they are not being provided by the School. Secondary age pupils have to wear masks in communal areas and classrooms. Disposable masks are provided as needed.</b></li> <li>Hand sanitiser units placed around the school in main thoroughfare areas and ensuring covering each main route.</li> </ul>	YES	<b>Following Government Guidelines in respect of masks</b>
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and	<ul style="list-style-type: none"> <li>A deep clean of the school undertaken during the school holidays by the regular cleaning company used by the school under the direction of the Bursar.</li> <li>Caretaker to continue to <b>disinfect</b> hard surfaces during routine site walks at specified times of day</li> </ul>	YES	Spray used lasts for 5 hours, we will carry it out at first break



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	regularly used hard surfaces?	<ul style="list-style-type: none"> <li>JP will clean daily as directed by the Bursar.</li> <li>Cleaning company will perform thorough daily cleans from 1/9/2021 as directed by Bursar/Head</li> </ul>		
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<ul style="list-style-type: none"> <li>The School is currently NOT permitting the use of shared equipment such as musical instruments.</li> <li>Agreement to purchase additional sets of equipment if regularly used or sanitise equipment as needed.</li> <li>Each member of staff and every pupil will be required to use and retain their own pens, pencils and other stationery equipment.</li> <li>As much as possible telephones will be kept to single users and sanitiser wipes will be provided.</li> <li>There is sanitiser unit near the main staff room photocopier and both copiers have sanitiser wipes.</li> <li>Any group activities will be individually risk assessed</li> </ul>	YES	We will be having group activities again and sanitisation will be required of all shared equipment. Play therapy and OT are individually risk assessed due to the nature and ability to sanitise between sessions.
J	Are high risk areas being regularly monitored for hygiene?	<ul style="list-style-type: none"> <li>All members of the SLT and the Caretaker will regularly check high risk areas to ensure that appropriate hygiene standards are being observed.</li> <li>Operation of a "tick-list" in all areas to confirm regular checks by staff.</li> </ul>	YES	No change
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<ul style="list-style-type: none"> <li>Requirement to re-close would be communicated as original closedown on 4 January 2021. Proven channels of communication.</li> <li>Remote teaching would resume in the event of any lockdown – full or partial</li> </ul>	YES	No change
L	Are all the risks identified properly mitigated and regularly re-assessed?	<ul style="list-style-type: none"> <li>The Bursar/Head will discuss operational risks observed (building/facilities/health) on a regular basis, having also consulted the onsite caretaker.</li> <li>Teaching Staff will report concerns to the Head who will consider/action in</li> </ul>	YES	No change



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		conjunction with the Bursar/Caretaker/SMT as appropriate. <ul style="list-style-type: none"> <li>• A regular update (minimum weekly) will be provided to the Head by the Bursar or Caretaker.</li> <li>• A fortnightly update will be provided to Governors by the Head and Bursar.</li> </ul>		
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### B) Pupils, Parents and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	<ul style="list-style-type: none"> <li>• The School uses Facebook and Twitter in addition to its own website, email and texting channels to communicate with parents and staff. These channels are maintained and reviewed operationally by the Office staff.</li> <li>• Registrar/Office monitor content of messages posted on Social Media.</li> <li>• Email services checked operationally by the Office/Head</li> <li>• Feedback from parents being received by all and fed back to the Head personally.</li> <li>• Schoolbase portal will be used for email messages and also weekly parent newsletter.</li> </ul>	YES	No change
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and Governors?	<ul style="list-style-type: none"> <li>• The Head, all SLT and Bursar are available by email at all times for parents and staff to communicate to.</li> <li>• Pupils are directly connected each day with their tutors and class teachers. Every week the teaching staff are asked for feedback.</li> <li>• Chair of Governors undertakes a fortnightly review meeting by video conferencing with Head. The Chair of Governors is in regular contact with the Head and Bursar and</li> </ul>	YES	No change





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		available on need to assist with strategic matters and provide some operational feedback. <b>All Governors are updated as necessary</b>		
3	If there is a Governor and / or officer for the School / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	<ul style="list-style-type: none"> <li>The Chair of Governors co-ordinates all Covid-19 related matters with the Governing Body. The CoG contact details are published on the School website for parents.</li> <li>The Head acts as the "Covid-19 Co-ordinator" (available by email/phone) working closely with the Bursar.</li> <li>The Head/Registrar live nearby and therefore available as required for staff and pupils. Parents can contact by email or telephone through well-established channels.</li> <li>All staff emails are published on the School website for parents use.</li> </ul>	YES	No change
4	Is there a system to communicate with parents and staff that have not returned to School for fear of infection?	<ul style="list-style-type: none"> <li>The Head retains overall control of the communications with parents, with reference to the SLT, Governors and Bursar</li> <li>The Head and Office are nominated as points of contact for parents and/or staff who wish to report dis-inclination to attend in advance.</li> <li>Children expected at School who do not attend will be contacted by their Class Teacher on the day. This may be delegated to the Office.</li> <li>The Headmaster will be alerted to non-attendees on a daily basis and will co-ordinate a suitable approach with the Bursar.</li> <li>Where appropriate LA will also be notified.</li> </ul>	YES	No change
5	Who has travelled where: other than home and School?	<ul style="list-style-type: none"> <li>Head write to all parents and staff with health declaration asking for them to confirm that they have followed government guidelines. This is carried out at the beginning</li> </ul>	YES	





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		of each term (for Sept 2021 this is also part of the test & trace)		
6	What are, and have the hygiene rules set by the School been adhered to by pupils, parents and staff?	<ul style="list-style-type: none"> <li>The basic plan for movement around the site and hygiene rules are being communicated to Pupils/parents/staff at the beginning of term and with regard to any changes via weekly newsletter</li> <li>The hygiene rules are communicated to staff and pupils via posters displayed around the School.</li> <li>Teaching staff update pupils personally on a daily basis, and staff are reminded weekly by the Head via email/staff meetings.</li> </ul>	YES	Masks are mandatory in public spaces and classrooms for secondary aged children and adults.
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<ul style="list-style-type: none"> <li>All staff are reminded of the symptoms of C-19 and the requirements for SD via posters around the School, staff meetings and by emails from the Head, Office and Bursar.</li> </ul>	YES	No change
8	Is School transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	<ul style="list-style-type: none"> <li>Transport will be in place including JBS and minibus. Communications to parents prior to beginning of term will confirm to parents arrangements in place. If changes occur during the school term, parents will be notified and a plan put in place as necessary.</li> </ul>	YES	No change
9	How is registration throughout the day managed including temperature / health checks?	<ul style="list-style-type: none"> <li>Pupils or staff reporting C19 symptoms are directed to office where they will be checked by First Aid staff (wearing suitable PPE).</li> <li>If pupil identified by a teacher/class lead as having potential symptoms the teacher/class lead will send pupil to office with instruction to go home.</li> <li>If symptoms confirmed the person will be isolated in the staff room and in the case of pupils, parents will be immediately contacted to collect their child.</li> </ul>	Reasonable measures taken	No change



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10	Are transit spaces (corridors), social zones (car parks, staff rooms, playgrounds) configured to SD rules?	<ul style="list-style-type: none"> <li>Staggered timings of breaktimes and lunches will still be considered as appropriate</li> <li>Lunches will continue to be consumed in classrooms</li> <li>The plan will be communicated to pupils, parents and staff.</li> </ul>	YES	No change
11	Are learning and games spaces configured to SD rules?	Appropriate Games Lessons will take place on site.	YES	No change
12	Are different age groups catered for in terms of timetabling, length of the School day and exposure to other age groups.	Staggered timings will be in place as appropriate and clearly communicated	N/A	
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<ul style="list-style-type: none"> <li>School Counsellor available (ELSA), School DSL on site. Also Counsellor for mental health is available</li> </ul>		

### C) Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<ul style="list-style-type: none"> <li>Safeguarding document has been updated and shared with staff by DSL during INSET</li> <li>Staff handbook available</li> </ul>	YES	No change
2	Are the DSLs easily contacted and their contact information known to all?	<ul style="list-style-type: none"> <li>DSLs details are well known. They are available either on site or by email/telephone daily.</li> </ul>	YES	No change
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Policy available	YES	No change
4	Are class sizes reduced and kept together in their "bubble" (minimising	Bubbles in place and will be kept under review in accordance with government guidelines	YES	



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	contact with others) and properly supervised? (14.5.20)			
5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities?	Activities will be separately risk assessed and appropriate PPE will be available.	YES	
6	Are staff having sufficient down time / rest during the working day / week? (14.5.20)	There will be cover in order for staff breaks at school.	YES	No change
7	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Full induction to take place.	Reasonable measures in place	No change
8	Are sporting, play and SD rules clear to staff and pupils?	Head to reinforce at staff meeting.	YES	No change
9	Are drama, dance and music activities applying SD rules?	Individual risk assessments to be undertaken.	N/A	No change
10	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<ul style="list-style-type: none"> <li>Staff meetings take place by TEAMS and separate groups as appropriate.</li> <li>Avoid any unnecessary gatherings in communal spaces</li> <li>Caretaker/office to ensure that there are sanitiser and wipes for shared equipment (hot water, photocopier, fridge, telephones etc).</li> <li>Staff to adhere to Heads COVID instructions</li> </ul>	Reasonable measures in place	
11	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Yes	YES	No change
12	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	2 metre distancing	YES	No change
13	Do classrooms reflect SD layout, PPE, screening	Yes. Caretaker to clean at first break	YES	No change



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	and regular cleaning rules?			
14	Have unnecessary items been removed from classrooms and other learning environments? (14.5.20)	Teachers preparing individual classrooms within guidelines	YES	No change
15	Are soft furnishings, soft toys and toys that are hard to clean been removed? (14.5.20)	All removed apart from therapy spaces – individual risk assessments have been undertaken, easily cleaned items are allowed.	YES	
16	Can staff manage to deliver both in-School and remote learning, whilst in the transition phase?	On-site teaching from 7/9/2021, if a pupil is not in school they are marked as absent and usual rules apply. A teacher maybe able to teach remotely into school under isolation circumstances but this will have to be discussed and agreed by the Head	N/A	
17	Are assemblies, break times, drop-off and collection times sufficiently well staggered? (14.5.20)	Staggered as required	N/A	
18	Are meal times safely managed?	All children to bring lunchboxes. In-line with normal policy. Will eat in classrooms	YES	No change
19	What are the risks of providing breakfast and after School clubs? (14.5.20)	<ul style="list-style-type: none"> <li>Individual risk assessments are carried out</li> </ul>	N/A	No change
20	What vulnerable staff and children are in School / home, is medical advice being followed and are they properly supported? (14.5.20)	<ul style="list-style-type: none"> <li>Staff declaration and responses being monitored.</li> <li>Pupils will be covered by test/trace declaration to determine any new factors.</li> <li>Support is in place for those with identified needs.</li> </ul>	Reasonable measures in place	No change
21	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported? (14.5.20)	<ul style="list-style-type: none"> <li>Regular bulletins added to weekly staff email.</li> <li>Head to contact ELSA for further suggestions.</li> <li>Regular staff informal chat time slot once a week. To bring together remote and on-site staff.</li> </ul>	YES	No change



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		<ul style="list-style-type: none"> <li>Reiterate to all staff the welfare support available to them.</li> <li>Pupil support plan being put in place with further facilities being reviewed</li> <li>New mental health counsellor employed to support staff and pupils</li> </ul>		
22	Where activities have been re-scheduled is SD working and are the timings sufficient?	Head to update where appropriate.	YES	

### d) Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help? (14.5.20)	<ul style="list-style-type: none"> <li>Head has advised staff via staff meetings</li> </ul>	YES	No change
2	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied? (14.5.20)	<ul style="list-style-type: none"> <li>Yes – posters and reminders communicated</li> </ul>	YES	No change
3	Is there anyone in addition supervising the normal first aid trained staff?	<ul style="list-style-type: none"> <li>First Aiders are the School Office staff and teaching staff, teaching assistants.</li> <li>No further medical advisors present in the building.</li> </ul>	Reasonable Measures	No change
4	Are there sufficient first aid trained staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<ul style="list-style-type: none"> <li>AD/JP to lead on this. Other staff on site also trained</li> </ul>	YES	No change



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5	If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded? (14.5.20)	<ul style="list-style-type: none"> <li>Temperature testing equipment will be sanitised in between each use when used.</li> </ul>	YES	Temperature no longer checked unless relating to pupil/staff showing symptoms
6	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"> <li>Medical Needs Policy reviewed and added reference to COVID 19 policy</li> </ul>	YES	No change
7	Is the medical room(s) properly equipped?	<ul style="list-style-type: none"> <li>School First Aid Room is fully equipped and will be used for non-Covid 19 suspected illness</li> <li>Covid-19 symptomatic patients will be attended to in the staff room.</li> </ul>	YES	No change
8	What has the School decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<ul style="list-style-type: none"> <li>Head to update with reference to SLT and Bursar.</li> <li>Gloves and masks purchased for staff, use, care and disposal procedures to be communicated.</li> <li>Children to bring in their own masks. They are expected to wear masks on transport (as guided by minibus driver and JBS service) and other communal areas as directed by Head under government guidelines.</li> <li>Face shields to be worn by staff is now optional, masks in communal areas are required.</li> </ul>	Reasonable measures in place	
9	Do the sickness management rules need to be re-stated and the "don't come to work if you are ill" understood. (14.5.20)	<ul style="list-style-type: none"> <li>Head to communicate to all regularly by newsletter, email and posters in school.</li> </ul>	YES	No change
10	As different age groups have different risk profiles is each group (staff and pupils) risk assessed? (14.5.20)	<ul style="list-style-type: none"> <li>Head/Bursar need to keep a confidential list of staff and pupils and a risk assessment should be signed off by the Head</li> </ul>	YES – self declarations completed and reviewed	No change



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11	Is the School aware of all pre-existing medical conditions?	<ul style="list-style-type: none"> <li>Staff and pupil medical declarations sent out.</li> <li>Head to include request / reminder in pre-opening communications.</li> </ul>	YES	No change
12	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	<ul style="list-style-type: none"> <li>Head is alerted by staff member</li> <li>If office officially told it will be recorded on schoolbase.</li> </ul>	Reasonable measures in place	
13	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	<ul style="list-style-type: none"> <li>Office email sent out relaying guidelines at that time if have come into contact</li> </ul>	Reasonable measures in place	
14	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	<ul style="list-style-type: none"> <li>Details are maintained on Schoolbase</li> </ul>	Reasonable measures in place	No change
15	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	<ul style="list-style-type: none"> <li>Head initiates</li> </ul>	YES	No change
16	Who is shielding another family member and/or who has a condition that precludes their attendance at School? (14.5.20)	<ul style="list-style-type: none"> <li>List is based on information from health questionnaires.</li> </ul>	Reasonable measures in place	No change
17	Is proof required for shielding and of individual conditions? (14.5.20)	<ul style="list-style-type: none"> <li>Yes – declaration forms completed by all staff and individual requirements will be actioned</li> </ul>	YES	No change
18	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<ul style="list-style-type: none"> <li>Yes, School Staff Room which can be isolated as needed.</li> <li>Isolation area is regularly cleaned.</li> </ul>	YES	No change
19	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	<ul style="list-style-type: none"> <li>Achieved by using infra-red thermometer.</li> </ul>	YES	
20	If emergency services are called is there well understood procedure, RV	<ul style="list-style-type: none"> <li>First Aid policy to be followed</li> </ul>	Reasonable measures in place	No change





# COVID-19 Risk Assessment

## Return to School (5 January 2022)

	and cleared routes in and out?			
21	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	<ul style="list-style-type: none"> <li>• SLT and Bursar undertake regular checks with staff to ensure compliance</li> <li>• Reminders of how to use PPE provided.</li> </ul>	YES	No change
22	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	<ul style="list-style-type: none"> <li>• Yes, usual access requirements undertaken.</li> <li>• Pre-registered visitors details and lanyard production.</li> <li>• Access via Main School Reception LOBBY ONLY</li> <li>• Visitor is taken to area of work and supervised throughout with SD protocols observed</li> <li>• Contractors Handbook issued and declaration signed</li> <li>• Insurance and RAs obtained as necessary</li> </ul>	YES	No change
23	Do medical staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	YES	No change
24	What is the policy on washing School clothes so as to prevent infection?	<ul style="list-style-type: none"> <li>• Pupils wear uniform when attending school and clothes suitable for outdoor activities as no changing on site provided.</li> <li>• Parents and staff asked to observe excellent standards of hygiene throughout including clothing worn in school.</li> </ul>	Reasonable measures in place	No change
25	Testing of staff and pupils – what measures put in place	<ul style="list-style-type: none"> <li>• To follow Government guidance on testing to be carried out</li> <li>• All staff will perform tests from 31/8/2021 – all will be home tests unless they need support, they will do two tests per week</li> <li>• Year 7-11 pupils will be tested on return to school If a pupil refuses to be tested then the school will inform parents. Re-emphasis to pupils about symptoms if a test has been refused. Home tests sent home</li> </ul>		



# COVID-19 Risk Assessment Return to School (5 January 2022)

		<p>with pupils to be carried out from 9/9/2021.</p> <ul style="list-style-type: none"> <li>Primary pupils do not have to be tested. (as at 1/9/2021)</li> <li>Testing will be carried out in suitable area for testing on 6 &amp; 7/9/2021. The 6 Staff have been trained to co-ordinate the testing regime.</li> </ul>		
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## e) Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	<ul style="list-style-type: none"> <li>Will be provided with initial training upon return to School and weekly reminders as a minimum.</li> <li>Will be updated when new requirements advised by Govt. PHE etc.</li> </ul>	YES	No change
2	Do support staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> <li>Yes all available in each room being used including School Office, Kitchen etc.</li> </ul>	YES	No change
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	<ul style="list-style-type: none"> <li>Cleaning regimes reviewed regularly by Bursar, and Caretaker.</li> <li>Regimes updated in line with latest PHE, Govt advice and guidelines.</li> </ul>	YES	No change
4	Are all security and access systems regularly checked, updated and re-coded?	<ul style="list-style-type: none"> <li>All systems are fully maintained and working. The School has been overseen by the Head/Bursar through the initial lockdown period.</li> </ul>	YES	No change
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	<ul style="list-style-type: none"> <li>No</li> </ul>	Reasonable measures in place	NO
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<ul style="list-style-type: none"> <li>Yes, by Bursar and Caretaker.</li> </ul>	YES	No change



# COVID-19 Risk Assessment Return to School (5 January 2022)

## f) Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Gas supply, venting and valves?	Pipes, connections, seals all Checked Feb 21 as part of boiler inspection	Regularly Serviced	No change
2	Have air conditioning ducts and units been checked and reviewed?	Inspection carried out and remedial works carried out	YES	
3	Electrical tests up-to-date including emergency lighting and PAT?	<ul style="list-style-type: none"> <li>Yes all up-to-date.</li> <li>PAT testing completed during Oct/Nov 2021 will be renewed</li> </ul>	YES	No change
4	Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none"> <li>Yes checked regularly and logged</li> </ul>	YES	No change
5	Fire alarm panel, system and extinguishers in date and serviced?	<ul style="list-style-type: none"> <li>Yes new system installed July 2021 and serviced 6/9/2021</li> </ul>	YES	No change – regular testing carried out
6	Have waste procedures been reviewed?	<ul style="list-style-type: none"> <li>All in place</li> </ul>	YES	No change
7	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none"> <li>Confirmed registered, insured, maintained.</li> <li>Bursar/caretaker to stock all School vehicles (2 x minibuses) with sanitiser</li> </ul>	YES	No change

## Risk Assessment for COVID-19 Test and Trace Process

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Using the Government letter template to explain the process and consent form sent to parents/carers to ask for consent and key information also communicating the privacy statement.		



# COVID-19 Risk Assessment

## Return to School (5 January 2022)

No school "COVID-19 Testing Privacy statement".	Privacy statement in place and saved under GDPR policies. Will be published on website with this RA		
"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Communicated to parents/staff including communications with regard to home testing		
T&T data not recorded securely with consideration given to deletion after 14 days/as per government guidance.	Data is recorded on a spreadsheet with name, DOB, registration data, consent form, contact details, date of test 1 URN bar code, date, result, and other comments, invalid status – retake details, test 2 data. It is stored in sharepoint in secure area with only testing team having access.		
Those that have had "close contact" with someone tested positive for COVID-19 do have to follow self-isolation guidance	This is communicated to the parents/staff.		
Age-appropriate consent statement for testing (under / over 16) not properly completed.	Taken from our student personal records and will be sent to appropriate parents based on our pupil lists		
Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Maintained by office assistant		
Tests not supervised or conducted by trained staff.	Team setup and trained.		
Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Testing area is in an appropriate place		
Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Area being used has ability to socially distance and appropriate PPE/sanitisation in place		
Social distancing advice between testing staff and those being	As above		



# COVID-19 Risk Assessment

## Return to School (5 January 2022)

tested including distances between desks, chairs etc not being observed and supervised.			
Staff assisting with taking and processing swabs not wearing appropriated PPE.	All PPE in place and staff trained		
Process of swabbing not following training and / or updated guidance.	Only trained staff – staff and pupils will be performing their own		
Tested sample incorrectly handled safely during the process including disposal.	Limited members of team in this part of the process and only trained staff		
Process for informing parents / pupils / staff not understood and implemented.	Frequent communication with all involved.		
The process of barcoding, recording and communicating test results is not accurate and supervised	Closely controlled by team leader and only trained staff		
Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Only trained staff		
Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Closely controlled and only staff trained will be accessing testing process		
Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Closely controlled and only staff trained will be accessing testing process		
The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Waste will be clearly bagged, labelled and separately disposed of by professional company		
Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either	Based on current guidelines – will insist on proof of negative test prior to coming back to school if necessary		



# COVID-19 Risk Assessment Return to School (5 January 2022)

failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.			
Key layout requirements including staff (see next grid below) not being fully met.	Test area will follow government guidelines		

## Risk Assessment for COVID-19 Test Sites

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Team being setup with backup staff		
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Training completed taking time necessary		
Consent forms are not available and properly completed?	Consent forms and process in place		
Test site flooring is not non-porous.	N/a		
Test site is not well lit with a good airflow	N/a		
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	In a one way system – separate waiting area		
Test chair in the swabbing bay not a minimum of 2m apart.	Social distancing applied		
Each swabbing desk and associated processing desk not	Set up according to government guidelines		



# COVID-19 Risk Assessment

## Return to School (5 January 2022)

more than 1m away and Recording desk not located close by.			
No clear division and demarcation between swabbing and processing area.	According to government guidelines		
Non-authorised people and test subjects able to enter the processing area	Controlled area by the testing team		
Inadequate evidence of quality assurance, guidance and supervision.	Documentation and registers in place. Govt supplied quality checklists reviewed regularly for each role		
Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	All necessary cleaning responsibility and equipment in place		
Disorderly entry, processing, social distancing and exit movement.	One-way system and TAs controlling pupils		
Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Relatively low numbers required and manual handling considered		
Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Appropriate storage allocated. Thermometer in testing area which will be monitored.		
Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Controlled by TAs and teachers supporting the pupils		