



HORNSBY HOUSE

SCHOOL

Risk Assessment

School Reopening to All Pupils During the Coronavirus (COVID-19) Pandemic

Risk Assessment

Checklist – Appendix 1

Local Outbreak Control Plan – Appendix 2

HSE Air Conditioning and Ventilation – Appendix 3

All other overarching risk assessments are deemed to include the terms of this risk assessment. Specific risk assessments (e.g. for Music, Drama, PE & Games and Educational Visits) are also deemed to include this risk assessment for the time being and will reviewed as soon as possible.

School Name:	Hornsby House
Site Details:	Hearnville Road SW12 8RS
Risk Assessor's Name:	Gabrielle Bunning
Risk Assessment Date:	28 – 31 August 2020

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School from September 2020 in line with the government guidance.

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	<i>Clinically vulnerable and clinically extremely vulnerable staff.</i> <i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i>	<i>All staff required to complete the COVID-19 RA prior to returning to school in September 2020</i> <ul style="list-style-type: none"> • <i>The School will continue to follow latest Government guidance for schools published 28 August and implement the recommended protective measures.:</i> • <i>Following the full measures in this guidance will ensure the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.</i> • <i>For staff identified as clinically vulnerable or clinically extremely vulnerable, the School will carry out an individual risk assessment to agree on suitable control measures to reduce the risk so far as is reasonably practicable.</i> • <i>All staff advised to maintain social distancing of 2 metres.</i> • <i>Hand sanitising at the entrances to all buildings</i> • <i>Staff advised to adhere to rigorous hygiene measures. Including regular hand washing</i> • <i>Minimise requirement for shared work space.</i> • <i>Sanitising wipes and gloves available if it is necessary to use a shared key board / mouse.</i> • <i>Accommodate additional measures where reasonably practicable.</i> 	N	1

Description of Hazard	Who could be harmed and how?	• Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at school.</i></p>	<ul style="list-style-type: none"> • <i>Review pupil health records to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable.</i> • <i>For pupils identified as clinically vulnerable or clinically extremely vulnerable, parents/carers to provide details of any medical advice and an individual risk assessment to be carried out and recorded prior to their return to school to agree on suitable control measures to reduce the risk to an acceptable level.</i> • <i>Contingency plans are in place to enable immediate access to remote education for pupils where necessary (i.e. for those pupils who may need to self-isolate).</i> 	N	2 / 3
<p>Lack of staff available to operate safe staff pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site as a result of:</p> <ul style="list-style-type: none"> • Either themselves or a member of their household developing symptoms of COVID-19; • Being notified to self-isolate by NHS Test & Trace; and/or • Having an underlying health condition that results in them being clinically extremely vulnerable. 	<p><i>All.</i></p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</i></p>	<ul style="list-style-type: none"> • <i>Consideration will be given to key staff required for the day-to-day operation of the School:</i> <ul style="list-style-type: none"> ○ <i>Senior management;</i> ○ <i>Estates/facilities/maintenance staff to complete opening and closing of the site, routine monitoring (such as weekly fire alarm checks, temperature checks and flushing for prevention of legionella etc.), and deal with any urgent maintenance issues;</i> ○ <i>Catering staff to provide food for staff and pupils;</i> ○ <i>Cleaning/housekeeping staff to maintain high levels of cleanliness;</i> ○ <i>Teaching staff to supervise pupils attending site.</i> • <i>To minimise the risk of spread of infection careful consideration will be given to number of staff required for staff to child ratios that permit for the planned small group working.</i> • <i>Review of key staff and minimum service requirements;</i> • <i>Identify those staff who will be required to commute to and from the school site. Discuss alternative to using public transport. Provision of parking permits for those staff who wish to drive to work.</i> 	N	

Description of Hazard	Who could be harmed and how?	• Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they will be sent home and advised to follow the stay at home guidance. If their life is at risk or if they are seriously ill, then a member of staff should call 999. • They will be referred to have a test to see if they have COVID-19. • If a pupil becomes unwell with a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site, they will be sent home with their parent/carer and advised to follow the stay at home guidance. If their life is at risk or if they are seriously ill, then a member of staff will call 999. • If a member of staff or a pupil is sent home with COVID-19 symptoms they will be advised they must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic member of staff / pupil first had symptoms. <p>N.B. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <ul style="list-style-type: none"> • The Schools will ask parents and staff to inform them immediately of the results of a test: • 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. • if someone tests positive, the School will insist they follow the 'stay at home: 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 	<p>N</p>	<p>3</p>

		<p>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 displayed Covid like symptoms. If they still have a high temperature, they must keep self-isolating until their temperature returns to normal. They will be told that other members of their household including siblings should continue self-isolating for the full 14 days.</p> <ul style="list-style-type: none"> • All persons will be required to complete a health questionnaire prior to returning to school. • The School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). The School will contact The London Corona Virus Response Cell, Tel 0344326252. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • If a member of staff, pupil, visitor, or contractor displaying symptoms is awaiting collection, they will be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. If it is a young person who requires supervision, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Suitable Personal Protective Equipment (PPE) will be worn by staff caring for the individual whilst they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Information on the PPE required is provided in Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE). If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent or carer) will go online to www.nhs.uk (or call 111 if they don’t have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. • As parents / carers / family members arriving to collect a pupil/member of staff/contractor displaying symptoms may also have the virus themselves, they will not be permitted to enter the site but asked to wait outside the Mavis Gotto entrance. The School Nurse or other nominated person will bring the symptomatic person to the person who is collecting. 		
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Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Failure to implement suitable social distancing – general.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). The overarching principle to apply is reducing the number of contacts between children and staff. This will be achieved where possible by:</i></p> <ul style="list-style-type: none"> • <i>Grouping children together in year groups and where possible to minimise interaction between classes in that year group.</i> • <i>Avoiding contact between groups.</i> • <i>Arranging classrooms with forward facing desks.</i> • <i>Advising staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults.</i> • <i>Reducing the number of staff using the staff room.</i> • <i>Advising staff that masks must be worn in the staff room.</i> • <i>Advising specialist teachers to adhere to 2m social distancing.</i> • <i>Floor markings to indicate 2 metre space for teachers.</i> • <i>Encouraging older children to keep their distance within their group and not touch staff and their peers where possible.</i> • <i>Limiting as much as possible the interaction, sharing of rooms and social spaces between groups.</i> 	<p>N</p>	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Failure to implement suitable social distancing measures – arrival and departure of staff and pupils.</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Control measures</i></p> <ul style="list-style-type: none"> • <i>Entry to the site will be via the Hearnville Road Entrance and Ravenslea Road to reduce possible congestion.</i> • <i>Keypad entry system has been replaced with a swipe card.</i> • <i>Staff will be requested to observe social distancing on arrival and departure to reduce crowding into and out of the workplace.</i> • <i>Outdoor handwashing facilities, or alcohol hand rub/ sanitiser available at entry/exit points.</i> • <i>Staff to ensure that they wash their hands thoroughly upon arrival to the site.</i> • <i>Staff to direct pupils to wash their hands thoroughly upon arrival to the site (N.B. younger pupils and/or those with complex needs may require supervision/assistance).</i> • <i>Stagger pupil drop-off and collection times to keep groups apart as they arrive and leave school.</i> • <i>Protocol for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them.</i> • <i>Signage and floor markings to assist parents/ carers and pupils to maintain social distancing at the entry/ exit where queues are likely to form and for pupils lining up.</i> • <i>Signage and floor markings will be used to indicate one-way flow at entry and exit points.</i> • <i>Staggered drop-off and collection, and different drop-off/ collection locations to different pupil groups, only one parent/ carer to attend.</i> • <i>Parents/carers instructed that they must not gather at the school gates.</i> • <i>Parents instructed that other than the agreed drop-off and collection procedures, that they are not permitted to come onto the site without a prior appointment.</i> • <i>Clear procedures for arrival and departure covering all of the above communicated to staff, parents/carers and pupils.</i> 	<p>Y</p>	<p>8</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Failure to implement suitable social distancing measures – classrooms and other teaching spaces.	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>Desks/workstations will be spaced as far apart as possible.</i> • <i>Staff to maintain distance from their pupils (ideally 2m), staying at the front of the class where possible. Floor markings will support this. (It is recognised that this is not always possible, particularly when working with younger children, but if staff can do this when circumstances allow that will help).</i> • <i>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone where possible.</i> • <i>Desks and workstations arranged to ensure that pupils are seated side-by-side and facing forwards as opposed to face-to-face or side-on.</i> • <i>Where staff or pupils cannot maintain social distancing, particularly with younger children in primary schools, pupils to be kept in smaller class-sized groups.</i> • <i>Staff, pupils, and parents/ carers briefed on the new social distancing procedures.</i> 	N	
Failure to implement suitable social distancing measures – common areas such as access paths, corridors, lifts, social spaces, playgrounds, toilets etc.	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>All toilets will be cleaned regularly and pupils will be encouraged to clean their hands thoroughly after using the toilet. Number of touch points have been reduced through installing sensor taps and flushes.</i> • <i>Implementation of one-way systems with signage for, corridors and staircases.</i> • <i>Barriers in the playgrounds to keep year groups separate.</i> • <i>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.</i> • <i>Breaks and lunches staggered so that all staff and pupils are not moving around the school at the same time.</i> • <i>Staff and pupils to access Library (for maths lessons) and 4T directly from the outside to avoid congestion in entrance hall of the Nightingale Building.</i> • <i>Hand sanitiser stations in all entrance halls and entrances to shared classrooms.</i> • <i>Outside space to be used for breaks and exercise where possible.</i> 	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
<p>Failure to implement adequate social distancing and hygiene measures at lunchtime (and other mealtimes).</p>	<p><i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>Stagger lunches so that all staff and pupils are not moving around the school and using the dining areas at the same time.</i> • <i>Year groups to be kept apart and surfaces in the dining areas should be cleaned between each group.</i> • <i>Seating will be arranged to support social distancing in dining hall.</i> • <i>Screens will be used to separate year groups in the dining hall.</i> • <i>Specialist teachers required to wear masks when collecting lunch.</i> • <i>Specialist teachers will be provided with 'grab and go' meals (as opposed to self-service) to eat away from the dining hall.</i> • <i>Staff and pupils to be directed to wash their hands thoroughly before and after eating.</i> • <i>Consider using high-performance HEPA room air purifiers to improve air quality.</i> 	<p>N</p>	
<p>Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.</p>	<p><i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>Numbers in staff room strictly limited.</i> • <i>Staff required to wear masks in staff room and shared workspaces where it might not be possible to adhere to 2m social distancing.</i> • <i>Keep doors and windows open to ensure adequate air circulation.</i> • <i>Floor markings to support social distancing in offices.</i> 	<p>N</p>	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
Failure to implement suitable social distancing – large gatherings such as assemblies or collective worship.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p>DfE Guidance is that groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p><i>Assembly programme will be organised as follows</i></p> <ul style="list-style-type: none"> • <i>Monday - recorded whole school assembly to be watched 'live' in classrooms.</i> • <i>Tuesday – Thursday - 'Live' assemblies in Hall for two successive year groups taken by members of staff in rotation. One member of staff to take both.</i> • <i>Friday – Pre-recorded Celebration Assembly watched 'live' in classrooms.</i> 	<p style="text-align: center;">N</p>	
Hazards associated with music activities.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p>DfE Guidance is to take particular care in music, dance and drama lessons to observe social distancing even though it may limit group activity in these subjects.</p> <ul style="list-style-type: none"> • <i>Review all relevant music activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance.</i> • <i>Limit group sizes for music lessons involving singing, to no more than 15.</i> • <i>Ensure that pupils and teachers are positioned back-to-back or side-to-side (i.e. not face-to-face).</i> • <i>Sharing of instruments to be avoided.</i> 	<p style="text-align: center;">Y</p>	<p style="text-align: center;">4</p>
Hazards associated with drama activities.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • <i>Review all relevant drama activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance.</i> • <i>Ensure that pupils and teachers are positioned side-to-side (i.e. not face-to-face).</i> • <i>Plan lessons to prevent physical contact between pupils.</i> 	<p style="text-align: center;">Y</p>	<p style="text-align: center;">5</p>

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
Hazards associated with physical activities.	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • <i>Follow guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport.</i> • <i>Follow advice from organisations such as the Association for Physical Education and the Youth Sport Trust.</i> • <i>PE/Sport activity risk assessments will be updated to consider the risks posed by COVID-19 and ensure that suitable control measures are in place in line with the latest guidance.</i> • <i>Pupils to be kept in consistent groups for physical activities.</i> • <i>Social distancing to be maintained between participants.</i> • <i>Participants to wash hands thoroughly before and after physical activities.</i> • <i>Any shared sports equipment to be cleaned more regularly, and especially thoroughly between each use by different individual groups.</i> • <i>Physical/sporting activities to be delivered outside wherever possible, or where this is not possible, using large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly).</i> • <i>Contact sports to be avoided.</i> 	Y	6
Educational visits.	<i>All</i> <i>Travelling against FCO/ government advice.</i>	<ul style="list-style-type: none"> • <i>Compile an addendum to the Educational Visits Policy to consider the additional risks posed by COVID-19 and set out the specific procedures for Heads of Year and Heads of Department and others to follow when planning non-overnight domestic visits. When risk assessing educational visits, trip organiser will need to remain mindful of the local situation (e.g. R number and growth rate of COVID-19 for the area being visited).</i> • <i>Staff responsible for planning and organising educational visits to be instructed to follow the national guidance available in the OEAPNG document 4.4k Coronavirus available here.</i> 	Y	7

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
Hazards associated with extra-curricular provision (e.g. breakfast, after-school provision and holiday clubs etc.).	<i>All</i> <i>Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • <i>Pupils to be kept within their year groups or bubbles.</i> • <i>Consider advising parents/carers to limit the number of different clubs outside of school.</i> • <i>No activities involving contact sports.</i> 	N	
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.	<i>All</i> <i>Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, especially if using public transport.</i>	<ul style="list-style-type: none"> • <i>Ensure staff, pupils and parents/ carers follow recommendations on transport to and from the school (including the wearing of face coverings) as outlined in Coronavirus (COVID-19): safer travel guidance for passengers.</i> • <i>Staff, pupils and parents/carers encouraged to walk or cycle to the school. Additional bike racks will be available when new perimeter wall is complete. Storage for bags/clothes available in staff room.</i> • <i>Hand washing facilities or alcohol hand rub/sanitiser at entry points. All staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace.</i> 	N	
Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-mini – buses.	<i>All</i> <i>Staff and pupils may be at risk of contracting the virus on school-operated transport (e.g. minibuses, coaches etc.).</i>	<ul style="list-style-type: none"> • <i>Pupils will be grouped together on transport, in their classes.</i> • <i>Hand sanitiser will be used upon boarding and/or disembarking.</i> • <i>Daily cleaning of vehicles and weekly sanitising using "fogger".</i> • <i>Organised queuing and boarding where possible.</i> • <i>The use of face coverings for staff.</i> • <i>If transport is operated by a third party provider, request a copy of their risk assessment and control procedures that they have in place.</i> • <i>Consider social distancing measures such as signage/floor markings for areas where queues may form (e.g. when pupils are waiting to board vehicles).</i> 	N	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
<p>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>All staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/ sanitiser). Additional handwashing facilities have been installed in the palyground.</i> • <i>Alcohol hand rub/ sanitiser or skin friendly skin cleaning wipes will be provided in classrooms and other learning environments, as well as reception areas, staff rooms and meeting rooms, and other prominent locations.</i> • <i>Procedures and checklists to ensure that handwashing facilities are checked and cleaned regularly, and that supplies of hand soap, alcohol hand rub/ sanitiser, skin friendly skin wipes, and paper towels are checked and topped up where necessary.</i> • <i>Regularly review stocks of hand soap, alcohol hand rub/ sanitiser, skin friendly skin wipes, paper towels and tissues; and purchase additional stocks if required.</i> • <i>Tissues and bins in all classrooms and other key areas to support the 'catch it, bin it, kill it' approach and ensure that these are topped up regularly.</i> • <i>Staff, pupils, contractors and visitors briefed on the need to wash their hands regularly (and upon arrival at the school, after using the toilet or changing a nappy, before and after eating or handling food, when changing rooms, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available here).</i> • <i>Remind staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it).</i> • <i>Remind staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth).</i> • <i>Remind staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.).</i> • <i>Posters to be displayed in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</i> • <i>Staff to supervise young children and those with complex needs to ensure they wash their hands for 20 seconds, more often than usual (and upon arrival at the school, after using the toilet, before and after eating, and after blowing their nose/sneezing/coughing/touching their face) with soap and water or alcohol hand rub/ sanitiser and catch coughs and sneezes in tissues. If alcohol hand rub/ sanitiser is being used, then staff to closely supervise safe use given the ingestion risk. Skin friendly skin cleaning wipes can be used as an alternative.</i> • <i>Staff to encourage young children to learn and practise good hand and respiratory hygiene through games, songs and repetition.</i> 	<p>N</p>	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
<p>Contractors/ visitors attending site.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</i></p>	<ul style="list-style-type: none"> • <i>Access to site will be restricted to only those persons who are 'essential'. This may include contractors required for maintenance/ repair services, deliveries, and in some cases visitors, such as parents/ carers. If possible hold meetings with would be visitors remotely (i.e. video-calls/ conferencing).</i> • <i>Limit the number of contractors/ visitors on site at any one time.</i> • <i>Record to be kept of all contractors/ visitors attending site.</i> • <i>Limit the areas of the workplace that contractors/ visitors are permitted to access.</i> • <i>Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils (if possible routine maintenance be carried out at weekends or outside of core hours).</i> • <i>Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test & Trace prior to them attending site.</i> • <i>Prior to arrival visitors will receive protocol reminding them of</i> <ul style="list-style-type: none"> ○ <i>requirement to maintain good respiratory hygiene practices.</i> ○ <i>requirement to wash / sanitise hands when they arrive on site.</i> ○ <i>the need to follow the social distancing guidance whilst on site</i> • <i>Provision of hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.</i> • <i>Staff to maintain social distancing when escorting contractors/ visitors.</i> • <i>Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.</i> • <i>Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.</i> 	<p style="text-align: center;">N</p>	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
<p>Use of supply teachers and other temporary or peripatetic teachers.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest guidance for schools states that: “Schools can continue to engage supply teachers and other supply staff during this period”.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time). • Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and pupils. • Longer term assignments to minimise the number of temporary staff entering the premises. 	<p>N</p>	
<p>Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Additional cleaners employed. Revised cleaning protocols communicated to Glix Cleaning. • Routine cleaning and disinfection of frequently touched surfaces (e.g. door handles, lift buttons, sinks, taps, light switches, toilets, handrails, work surfaces etc.). • Staff advised to reduce clutter and remove any items that are difficult to clean. • Ensure that bins for tissues are emptied regularly. • Regularly review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum). • Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded). • Cleaning schedules updated to reflect enhanced cleaning regime. 	<p>N</p>	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
<p>Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contact with contaminated surfaces.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>Pupils to have their own items and will be provided with a zip lock bag to store pens and pencils etc.</i> • <i>Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff.</i> • <i>Classroom based resources (such as books and games) used within the bubble to be cleaned regularly.</i> • <i>Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48hrs (72hrs for plastics) between use by different bubbles.</i> • <i>Outdoor play equipment and resources to be cleaned more frequently.</i> • <i>Equipment that needs to be shared between staff (e.g. kettles, interactive whiteboard remotes etc.) to be cleaned more frequently.</i> • <i>Unnecessary sharing of take-home resources to be avoided.</i> • <i>Staff and pupils to use allocated desks/tables where possible. Hot desking to be avoided. Desks/tables to be appropriately cleaned prior to each new user.</i> • <i>Reduce clutter and remove any items that are difficult to clean.</i> • <i>Regularly review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</i> • <i>Teaching and cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE.</i> • <i>Cleaning schedules/procedures updated reflect changes.</i> 	<p style="text-align: center;">N</p>	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
<p>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>Review suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document COVID-19: cleaning in non-healthcare settings outside the home.</i> • <i>COSHH assessments are completed for any new cleaning substances introduced as a result of your review.</i> • <i>Review stocks of cleaning substances, equipment, and PPE, and purchase additional stocks if required.</i> • <i>Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly, or confirmation of a negative test result.</i> • <i>Staff or contract cleaners to follow the latest government guidance on COVID-19: cleaning in non-healthcare settings outside the home, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required.</i> • <i>Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely. Staff must not shake dirty laundry prior to washing.</i> • <i>Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/ disposed of in line with the government guidance.</i> • <i>Cleaning staff provided with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as where unwell individuals have slept in a boarding room/ dormitory, or there is visible contamination with bodily fluids. Fluid resistant surgical masks (also known as Type IIR) will also be required for individuals completing cleaning activities within 2m of a suspected/ confirmed case).</i> • <i>Training for staff on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance (All training to be recorded).</i> • <i>Cleaning staff trained on new cleaning substances, equipment and/or PPE.</i> 	<p style="text-align: center;">N</p>	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
Hazards associated with the catering provision.	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>CH & Co briefed and have done a Risk Assessment following the guidance document Guidance for food businesses on coronavirus (COVID-19) and Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services.</i> • <i>Review and identify multi-touch points of service at serveries,</i> • <i>All food will be served as opposed to self-service.</i> • <i>Clean water jugs for each year group.</i> • <i>Cleaning regimes reviewed for areas where food is prepared and consumed.</i> • <i>Cleaning schedules are updated as necessary.</i> • <i>Staff and pupils regularly reminded of the need to wash their hands thoroughly before and after meals.</i> • <i>Use of agency staff to be avoided.</i> 	N	
Lack of adequate trained fire personnel.	<p><i>All.</i></p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</i></p>	<ul style="list-style-type: none"> • <i>Review of Fire Risk Assessment planned with Hettle and Andrews for 15 September 2020.</i> • <i>Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required (N.B. training to be recorded).</i> • <i>Fire Drill planned once core school operation running smoothly.</i> • <i>Training requirements reviewed with Morgan Fire protection.</i> 	N	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
New fire hazards as a result of implementing control measures for COVID-19.	<p><i>All.</i></p> <p><i>Increased risk of fire, and/or delays in persons evacuating from the building.</i></p>	<p><i>Considerations</i></p> <p><i>Existing fire procedures may direct staff and pupils to fire assembly points with limited space, resulting in staff/pupils being in close proximity to each other and breaching current social distancing advice.</i></p> <ul style="list-style-type: none"> • <i>Fire assembly points reviewed and floor marking used for social distancing.</i> • <i>New staff briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points at induction meeting.</i> • <i>Awareness of possible hazards introduced as a result of implementing control measures for COVID-19 (such as propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment to be reviewed and updated.</i> • <i>Fire procedures are reviewed and updated to consider any changes required.</i> • <i>Any changes to the fire risk assessment and/or written fire procedures to be communicated to staff.</i> 	N	
Lack of adequate trained first aid/medical/administration of medication personnel.	<p><i>All.</i></p> <p><i>Various injuries/illness as a result of delayed access to first aid/administration of medication.</i></p>	<ul style="list-style-type: none"> • <i>Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?).</i> • <i>All First Aiders attended refresher training 2 September 2020.</i> 	N	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
<p>Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.</p>	<p><i>Staff administering first aid/ medical treatment.</i></p> <p><i>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</i></p>	<ul style="list-style-type: none"> • <i>"A fluid-resistant surgical face mask (also known as Type IIR) should be worn if a distance of 2 metres cannot be maintained.</i> • <i>If contact is necessary, then gloves, an apron and a [fluid-resistant surgical] face mask should be worn.</i> • <i>Eye protection (for example a face visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</i> <p><i>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination."</i></p> <ul style="list-style-type: none"> • <i>Infection Control Policy covers use of PPE. Nurse to advise all staff on correct use.</i> • <i>Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements.</i> • <i>Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles).</i> • <i>Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (Training 2 Sept 2020).</i> • <i>Review bodily fluid and infection control procedures.</i> 	<p style="text-align: center;">N</p>	
<p>Lack of risk assessments for any new/adapted teaching activities.</p>	<p><i>All.</i></p> <p><i>Various injuries arising from teaching activities.</i></p>	<ul style="list-style-type: none"> • <i>Bursar will advise staff if it is necessary to amend risk assessments prior to the introduction of any new/adapted teaching activities.</i> 	<p style="text-align: center;">N</p>	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
Legionella risk arising from unused buildings and/or parts of the premises.	All. Exposure to legionella bacteria leading to serious illness or death.	<ul style="list-style-type: none"> • Ensure that all infrequently used outlets are flushed regularly (weekly is recommended as a minimum). N.B. if unable to perform weekly flushing for any reason the School will contact a water hygiene contractor for advice). • Ensure that both the legionella risk assessment and legionella written control scheme are updated in line with the above. • Site Manager will be advised of additional actions relating to the legionella written control scheme. 	N	
Poor ventilation.	All. Poor levels of ventilation leading to an increased risk of the spread of COVID-19.	<p>Considerations The general aim is to supply as much outside air as possible, with a high air change rate. For buildings with mechanical ventilation systems this will be achieved by adjusting the system settings.</p> <ul style="list-style-type: none"> • Windows and doors will be used to create additional air flow. • The settings of any heating and ventilation systems will be adjusted to prevent recirculation of air. • Secure ventilation of spaces with outdoor air; • Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time; • At nights and weekends, do not switch ventilation off, but keep systems running at lower speed; • Ensure regular airing with windows (even in mechanically ventilated buildings); • Keep toilet ventilation 24/7 in operation; • Avoid open windows in toilets to assure the right direction of ventilation; • Instruct building occupants to flush toilets with closed lid; • Inspect heat recovery equipment to be sure that leakages are under control; • Ensure central outdoor air and extract air filters as usual, according to maintenance schedule; and • Regular filter replacement and maintenance works are performed with common protective measures including respiratory protection. • Assessing which doors can be propped open to improve ventilation • Ensure that building services operation is reviewed against the guidance. • Air conditioning can be used following HSE Guidance. (Appendix 3) 	N	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
<p>Failure to complete adequate cleaning and checks prior to reopening the School.</p>	<p><i>All.</i></p> <p><i>Various issues could arise as a result of not completing the necessary checks.</i></p>	<ul style="list-style-type: none"> • <i>Visual inspection of the site to ensure adequate levels of cleanliness and identify any damage or other concerns.</i> • <i>Testing/ inspecting all relevant fire safety equipment and systems before allowing employees and pupils back onto site.:</i> <ul style="list-style-type: none"> ○ <i>A full functional test of the fire detection and alarm system (using multiple call points across the site and involving the call receiving centre if appropriate);</i> ○ <i>A full discharge test of the emergency lighting system across the site;</i> ○ <i>A visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;</i> ○ <i>Checking that fire escape routes are clear of any obstructions;</i> ○ <i>Checking that final fire escape doors are unlocked and operational;</i> ○ <i>Checking the operation of internal fire doors to ensure that they close properly; and</i> ○ <i>Checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.</i> • <i>All statutory inspections are up to date in line with the periods set out within the written scheme (e.g. lifting equipment, pressure systems etc.).</i> • <i>The Site Manager has arranged all necessary formal maintenance inspections, testing, and specialist cleaning which are required to be completed before reoccupation (e.g. inspection of fixed electrical wiring, gas appliances, deep cleaning of the kitchen extraction system etc.).</i> 	<p style="text-align: center;">N</p>	
<p>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff.</p>	<p><i>All.</i></p> <p><i>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting.</i></p>	<ul style="list-style-type: none"> • <i>Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?).</i> • <i>Headmaster will take responsibility for co-ordinating safeguarding on site should the DSL be absent.</i> • <i>School staff to be updated on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff. Ensure staff know who to contact should they have any concerns, and how they can contact them.</i> 		

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action Required? Y / N	Action Point
Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19.	<i>Staff and pupils. Various potential child protection/ safeguarding issues.</i>	<ul style="list-style-type: none"> • <i>DSL or Deputy DSL to lead a review of the school's existing child protection/ safeguarding policy against the Government guidance document Coronavirus COVID-19: safeguarding in schools, colleges and other providers.</i> • <i>Staff to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes.</i> • <i>Copy of updated child protection/safeguarding policy to be made available on the school's website.</i> • <i>Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</i> 	N	
Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors.	<i>All. Staff, pupils, parents, contractors and visitors not being made aware of procedures.</i>	<ul style="list-style-type: none"> • <i>Regular emails from the Headmaster to both parents and staff.</i> • <i>Regular on-line staff meetings.</i> 	N	
Failure to consult with staff and others on the risks presented by COVID-19.	<i>Staff. Staff are not provided with the opportunity to actively contribute to the risk assessment process.</i>	<ul style="list-style-type: none"> • <i>Open dialogue with staff and others on the risks presented and planned control measures.</i> • <i>Copies of risk assessments to staff and others.</i> • <i>COVID-19 risk assessment to be published on the school website to provide transparency of approach.</i> • <i>COVID-19 to be included within Health & Safety as a rolling item at staff meetings.</i> 	N	

Description of Hazard	Who could be Harmed	Existing Control Measures	Additional Action	Action Point
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			Required? Y / N	
Failure to develop a contingency plan for outbreaks.	<i>All.</i>	<ul style="list-style-type: none"> • <i>Continue to invest in staff training to ensure they are confident to deliver on-line lessons in the event of a local outbreak, and school is advised to close temporarily to help control transmission.</i> 	N	
Failure to implement and adhere to the latest government advice/guidance.	<p><i>All.</i></p> <p><i>Failure to adhere to government advice/guidance resulting in increased risk of infection.</i></p>	<ul style="list-style-type: none"> • <i>SMT to review latest guidance and decide on any actions required.</i> • <i>Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.</i> 	N	

Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed
1	Staff Risk Assessment to identify clinically vulnerable and clinically extremely vulnerable staff. Email sent to staff 29 August 2020	Sept 2020	GB	Sept 2020
2	Pupil Health records updated and RA in place for pupil identified as at risk	Sept 2020	RF	Sept 2020
3	The School has identified pupils required to self-isolate and teachers advised to liaise with parents	Sept 2020	RF / Teachers	On-going
4	Update Music Risk Assessment.	Sept 2020	SB	In progress
5	Update Drama Risk Assessment'	Sept 2020	VM	In progress
6	Update PE /Games Risk Assessment'	Sept 2020	MC	In progress
7	Update Educational Visits Risk Assessment.	Sept 2020	MP	In progress
8	Review collection from clubs at 4.30pm and 5.15pm	Sept 2020	SMT	In progress

Next review due:

On-Going

The risks identified in this assessment are considered to be generally 'Manageable' so long as control measures are upheld.