

**Risk Assessment – School Re-opening During the Coronavirus (COVID-19) Pandemic**

School Name:	Dumpton School
Site Details:	
Risk Assessor's Name:	Richard Martin
Risk Assessment Date:	2 June 2020 (reviewed)

**On the 20th March 2020 the UK government in response to the coronavirus pandemic (designated by the World Health Organisation as COVID-19) introduced a lockdown of the working population, except for persons identified as Key Workers, as a medical control measure to reduce the spread of the virus and to enable resources to be allocated to those who are infected and maintain essential services for running the country.**

**The School has remained open to provide care for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in occupation of the premises and staff implementing alternative working patterns, including working from home and the provision of remote learning.**

**From the week commencing 1 June 2020 at the earliest, the government are asking that in England: nurseries and other early years settings to open to all children; primary schools to welcome back pupils to Nursery, Reception, year 1 and year 6 (including in middle schools); secondary schools and colleges to offer some face to face support for children and young people in year 10 and year 12 to supplement their remote education; alternative provision to mirror the approach being taken for mainstream schools and also offer some face-to-face support for year 10 and year 11 students (as they have no year 12); and special schools, special post-16 institutions and hospital schools to welcome back more pupils and students.**

**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 in line with the government guidance. The period of partial use of the premises has been for a period of two months.**

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Control measures	Outcome	Remarks / Re-assessment
<p><b>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).</b></p>	<p>Clinically vulnerable and clinically extremely vulnerable staff.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at work.</p>	<p>The latest government guidance document <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> states:</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals are advised not to work outside the home. The school are strongly advising education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work;</li> <li>Clinically vulnerable individuals who are at higher risk of severe illness (for example, staff with some pre-existing conditions as set out in the <a href="#">Staying alert and safe (social distancing) guidance</a> have been advised to take extra care in observing social distancing and should work from home where possible. Dumpton School will endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so.</li> <li>If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting;</li> <li>If a member of staff member lives in a household with someone who is clinically extremely vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social</li> </ul>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>Review personnel records to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable.</li> <li>Communication to staff that they contact the Head, Bursar or Head of Department if they have an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable.</li> <li>Those staff identified as being clinically extremely vulnerable to be advised formally that they must not attend work. Where possible, Heads of Departments to assign work that can be completed whilst they are home (e.g. supporting remote education, carrying out lesson planning or other roles which can be done from home).</li> <li>For staff identified as clinically vulnerable (but not clinically extremely vulnerable), Heads of Departments to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role, and suitable control</li> </ul>		

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		<p>distancing. If stringent social distancing cannot be adhered to, the school do not expect those individuals to attend school.</p>	<p>measures to reduce the risk to an acceptable level.</p> <ul style="list-style-type: none"> <li>For staff who are unable to work from home and who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at work.</li> </ul>		
<p><b>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).</b></p>	<p>Clinically vulnerable and clinically extremely vulnerable pupils.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at school.</p>	<p>The latest government guidance document <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a> states:</p> <ul style="list-style-type: none"> <li>Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school, and they should continue to be supported at home as much as possible;</li> <li>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category;</li> <li>If a pupil lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting; and</li> <li>If a pupil lives in a household with someone who is extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, it is advised they only attend school if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the</li> </ul>	<p>Control measures include:</p> <ul style="list-style-type: none"> <li>Reviewing pupil health records to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable.</li> <li>Communicate with parents to request that they contact the Head if their child has an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable.</li> <li>Parents of those pupils identified as being clinically extremely vulnerable will be advised that their child must not attend school. We will ensure that these pupils continue to be supported at home as much as possible (e.g.</li> </ul>		

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		instructions on social distancing. If stringent social distancing cannot be adhered to, the school do not expect those individuals to attend. They should be supported to learn or work at home.	<p>through provision of remote learning etc.).</p> <ul style="list-style-type: none"> <li>For pupils identified as clinically vulnerable (but not clinically extremely vulnerable) and who want to come into school, parents to provide details of any medical advice.</li> <li>For pupils who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at school.</li> </ul>		
<p><b>Lack of staff available to operate safe staff:pupil ratios and/or operate site.</b></p> <p><b>Staff may not be able to work on site due to having an underlying health condition that results in them being clinically extremely vulnerable, or clinically vulnerable; or as a result of either themselves or a member of their household developing symptoms of COVID-19.</b></p>	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Key staff required for the day-to-day operation of the school site:</p> <ul style="list-style-type: none"> <li>Senior management;</li> <li>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;</li> <li>Cleaning/housekeeping staff to maintain high levels of cleanliness;</li> <li>First aid and medical staff;</li> <li>Teaching staff to supervise pupils during classes and breaks.</li> </ul> <p>The school will identify the minimum service requirements to keep the site functioning safely and make contingency plans where possible should staffing levels fall below what is required.</p>	<p>Control measures have included:</p> <ul style="list-style-type: none"> <li>Complete review of key staff and agree on minimum service requirements.</li> <li>Develop contingency plans where appropriate.</li> <li>Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible.</li> </ul>		

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<p><b>Suspected/ confirmed case of COVID-19 on site.</b></p> <p><b>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</b></p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<p>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature whilst on site they must be sent home and advised to follow the <a href="#">stay at home guidance</a>. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</p> <p>If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the <a href="#">case of disease report form</a>. Further information is available from the <a href="#">Health &amp; Safety Executive (HSE)</a>.</p> <p>If a member of staff dies as a result of exposure to COVID-19 from their work and this is confirmed as the likely cause of death by a registered medical practitioner, then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the <a href="#">case of disease report form</a>. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the <a href="#">Health &amp; Safety Executive (HSE)</a>.</p> <p>If a pupil becomes unwell with a new, continuous cough or a high temperature whilst on site, they must be sent home with their parent/carer and advised to follow the <a href="#">stay at home guidance</a>. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</p> <p>If an unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported to the enforcing authority under RIDDOR 2013 as a <a href="#">dangerous occurrence</a>. Further information is available from the <a href="#">HSE</a>.</p> <p>If a member of staff, pupil, visitor, or contractor displaying symptoms is awaiting collection, they will be moved to a room where they can be isolated behind a closed door. The school will be mindful of individual pupils' needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Regularly briefing staff and pupils on the symptoms of COVID-19.</li> <li>• Display posters informing of symptoms in prominent locations.</li> <li>• Inform pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they are displaying any symptoms of COVID-19 and to follow the <a href="#">stay at home guidance</a>.</li> <li>• The school will communicate to staff, pupils and parents/ carers following a confirmed case at the school.</li> <li>• The school will ensure staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures.</li> <li>• For suspected cases, <a href="https://111.nhs.uk/covid-19">https://111.nhs.uk/covid-19</a> to be used for identifying symptoms.</li> <li>• Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the government guidance.</li> <li>• The school will ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE <a href="#">here</a>).</li> </ul>		

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		<p>isolate them, move them to an area which is at least 2 metres away from other people. Suitable Personal Protective Equipment (PPE) should 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). If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. 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) should go online to NHS 111 (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.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough, high temperature, or a loss of, or change in, their normal sense of taste or smell; they do not need to go home unless they develop symptoms themselves or the individual subsequently tests positive (see '<a href="#">What happens if there is a confirmed case of coronavirus in a setting</a>'). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>Where a pupil or member of staff tests positive for COVID-19, the rest of their Pod will be sent home and advised to self-isolate and be tested. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms.</p> <p>Staff, contractors and pupils will be made aware that they must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing the school that they have developed symptoms of COVID-19).</p>	<ul style="list-style-type: none"> <li>Public Health England (PHE) advice to be followed in relation to any suspected/ confirmed cases</li> </ul>		
<p><b>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</b></p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Dumpton School has remained open during lockdown and has been practising enforcing social distancing measures and arranging classrooms to accommodate the new protocols.</p> <p>Class sizes have been reduced and children kept in "Pods" with two member of staff assigned to each group. Pupils will be asked to mix only with their classmates in their Pod. Guidelines allow for pods of up to 15. If room allows, pupils will be sat at separate desks.</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>Ensuring that staff, pupils, and parents/ carers are briefed on the new timetable and social distancing procedures.</li> <li>Pods of staff and pupils based on the general principles that they should only mix in a small, consistent group and that small</li> </ul>		

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		<p>Children and staff should mix in small consistent “Pods” as much as possible and groups should stay away from others. The Pods will use the same area of the school or nursery throughout the day as much as possible and avoid sharing resources such as painting materials, books, pens and pencils.</p> <p>Each designated group will have their breaks together, move around the school together and have lessons as one Pod.</p> <p>The school recognised early years pupils and children in nursery cannot be expected to remain two metres apart from each other and staff. In these cases, staff are asked to set out a range of measures to protect children and staff as best they can. Teachers and nursery staff are being asked to come up with age appropriate and playful ways of helping young children understand the current measures through games, songs and stories.</p>	<p>group stays away from other people and groups. (N.B. the government guidance states that “for pre-school children in early year’s settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and the school will be using these to group children”).</p> <ul style="list-style-type: none"> <li>• Ensuring that pupils are in the same small groups at all times each day, and different Pod groups are not mixed during the day, or on subsequent days.</li> <li>• Ensuring that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (recognising for secondary settings there will be some subject specialist rotation of staff).</li> <li>• Ensuring that wherever possible, pupils use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day.</li> <li>• Split classes, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant).</li> <li>• Considering which activities could be delivered outdoors (subject to weather conditions).</li> <li>• Desks/ workstations to be spaced as far apart as possible.</li> <li>• Seating pupils at the same desk each day.</li> </ul>		

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<p><b>Failure to implement suitable social distancing measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets etc.</b></p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>The guidelines say that, while in general groups should be kept apart as much as possible, passing in a corridor or coming into (physically distanced) contact with other groups briefly as pupils move around the building is considered low risk.</p> <p>Where possible, the school has introduced a one-way system to avoid pupils getting too close in the corridors and other communal areas.</p> <p>Drop-offs and pick-ups are subject to social distancing rules. The school has limited drop-offs and pick-ups to one parent or carer per family and to introduce staggered timings.</p> <p>Separate toilets have been designated for each Pod around the school. The toilets are have cleaners assigned. Cleaning schedules are in place and each area once cleaned. is recorded on the schedule by the cleaner.</p> <p>Physical distancing markings at pick-up and drop-off areas have been positioned with sanitising stations at entry points.</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Pods of staff and pupils based on the general principles that they should only mix in a small, consistent group and that small group stays away from other people and groups. (N.B. the government guidance states that “for pre-school children in early year’s settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and the school will using these to group children”).</li> <li>• Keep Pods apart whilst in common areas by implementing one-way systems with signage for external access paths, corridors and staircases, use of floor markings in halls, and playgrounds, limiting the number of persons that can access the toilets at any one time.</li> <li>• Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. Brief transitory contact, such as passing in a corridor is advised by the government, as a low risk.</li> <li>• Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.</li> <li>• Staff and pupils to access rooms directly from the outside where possible and safe to do so.</li> </ul>		



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			<ul style="list-style-type: none"> <li>Stagger drop-off and collection times.</li> <li>Plan parents'/ carers' drop-off and pick-up protocols that minimise adult to adult contact (e.g. staggered drop-off and pick up, allocate different drop-off/ pick up locations to different pupil groups, if possible only one parent/ carer to attend etc).</li> <li>Outdoor equipment not to be used unless it can be appropriately cleaned between groups of pupils using it. Outdoor equipment must not be used simultaneously by multiple groups.</li> </ul>		
<b>Offsite trips/ educational visits.</b>	All.  Travelling against FCO/ government advice.	The school will not be organising any offsite trips/ educational visits to take place at this time. However, as we move through this pandemic, government guidance is likely to change.	Control measures will include: <ul style="list-style-type: none"> <li>Formally advise staff that they must not plan any offsite trips/ educational visits until further notice.</li> </ul>		
<b>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means</b>	All  Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.		Control measures will include: <ul style="list-style-type: none"> <li>Ask staff who cannot commute to and from work without using public transport to continue working from home if possible.</li> <li>If staff must use public transport, adjust their hours of work/ learning to allow them to travel outside of peak times.</li> <li>Ensure staff, pupils and parents/ carers are aware of recommendations on transport to</li> </ul>		

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			<p>and from the school (including avoiding peak times) as outlined in <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>.</p> <ul style="list-style-type: none"> <li>• Encourage staff, pupils and parents/ carers to walk or cycle to the school if possible.</li> <li>• Provide hand washing facilities or alcohol hand rub at entry points and instruct staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace.</li> </ul>		
<p><b>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site on transport services operated by the school</b></p>	<p>All. Staff and pupils may be at risk of contracting the virus on transport services operated by the school (e.g. minibuses etc.).</p>	<p>No school transport is available at this time.</p>	<p>School transport suspended until further notice.</p>		
<p><b>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</b></p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>The school will ensure that suitable handwashing facilities and procedures are in place to enable staff, pupils, parents, contractors and visitors to practice good hand and respiratory hygiene whilst on your site.</p> <p>Known visitors communicated with to ensure awareness of procedures. Visitors to pre-arrange appointments whenever possible.</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Review stocks of hand soap, alcohol-based hand rub, and paper towels and purchase additional stocks if required.</li> <li>• Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol-based hand rub).</li> <li>• Provide alcohol-based hand rub in prominent places and ensure</li> </ul>		

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			<p>that staff are charged with topping these up regularly.</p> <ul style="list-style-type: none"> <li>• Brief staff, pupils, contractors and visitors on the need to wash their hands regularly (and after using the toilet or changing a nappy, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique. EYFS intimate care procedure to be followed, if intimate care is given.</li> <li>• Brief 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).</li> <li>• Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth).</li> <li>• Brief staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.).</li> <li>• Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</li> <li>• Staff to supervise young children to ensure they wash their hands for 20 seconds, more often than usual (and after using the toilet, before eating, and after blowing their nose/sneezing/coughing) with soap and water or alcohol-based hand rub and catch coughs and sneezes in tissues.</li> </ul>		

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<b>Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</b>	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<p>Covid-19 can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned. Particular attention should be given to common touch points such as door handles, sinks, taps, light switches, toilets, handrails, table tops etc. and the frequent cleaning of common touch points are part of an enhanced cleaning regime.</p> <p>A thorough review of our cleaning regime has been undertaken for the areas that will be occupied and any equipment that may be shared.</p> <p>The school will limit the amount of shared resources that are taken home and limit the exchange of take-home resources between pupils and staff.</p> <p>The school will prevent the sharing of stationery and other equipment where possible.</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Reviewing cleaning regime for general areas (e.g. consider areas of the school that will be occupied, location of frequently touched objects and surfaces such as doors, lifts, sinks, light switches, toilets, bannisters, lunch tables etc.), suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning.</li> <li>• Reviewing cleaning regime/ procedures required for any shared/ multi-touch items (e.g. toys, books, pens, desks, chairs, DSE equipment, musical instruments etc.) to ensure that suitable cleaning and disinfection methods are employed between uses.</li> <li>• Removing unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</li> <li>• Removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts).</li> <li>• Staff and pupils to use allocated desks/ tables. Hot desking to be avoided. Desks/ tables to be appropriately cleaned prior to each new user.</li> <li>• Ensure that COSHH assessments are completed for any new</li> </ul>		

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			<p>cleaning substances introduced as a result of your review.</p> <ul style="list-style-type: none"> <li>Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required.</li> <li>Ensuring routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.).</li> <li>Provide disinfectant wipes near to commonly used equipment.</li> <li>Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum).</li> <li>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).</li> <li>Cleaning schedules to be compiled.</li> </ul>		
<p><b>Lack of adequate trained first aid/medical/administration of medication personnel.</b></p>	<p>All.  Various injuries/illness as a result of delayed access to first aid/administration of medication.</p>	<p>All teaching and support staff are trained in First Aid on a three yearly cycle (see <a href="#">First Aid Policy</a>).</p> <p>First Aiders listed on the First Aid Policy.</p> <p>Matron is on site operating from the Matrons Room (01202 843947).</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>Updated list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication.</li> <li>Review your first aid needs risk assessment to take account of reduced staff and pupils.</li> <li>Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.</li> </ul>		

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<b>Provision of first aid/ medical treatment to asymptomatic/ symptomatic individuals:</b>	<p>Staff administering first aid/ medical treatment.</p> <p>First aiders may need to provide treatment to both asymptomatic and symptomatic individuals, resulting in a risk of them contracting COVID-19 and spreading it to others.</p>	<p>If contact with the child or adult is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</p> <p>If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <p>Full face splash masks are available with fixed ventilator.</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with asymptomatic and symptomatic individuals and to outline PPE requirements. <a href="#">Covid-19-First-Aid-During-the-Pandemic.docx</a></li> <li>• 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 masks, disposable gloves, disposable aprons, and splashproof eye protection).</li> <li>• 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.</li> <li>• Review bodily fluid and infection control procedures.</li> </ul>		
<b>Lack of risk assessments for any new/adapted teaching activities.</b>	<p>All.</p> <p>Various injuries arising from teaching activities.</p>	<p>During this time the school staff may choose to introduce new or adapted activities for the pupils. The school staff will ensure that any hazards presented by the new/adapted activities are identified, together with suitable control measures to either eliminate or reduce the risk.</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities.</li> <li>• Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.</li> </ul>		
<b>Fear/ anxiety caused by returning to school.</b>	<p>Staff, pupils, and parents/ carers.</p>	<p>The school understands that individuals will respond in different ways to being asked to return to school. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important that</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Hold conversations with staff to identify those who have serious</li> </ul>		

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Control measures	Outcome	Remarks / Re-assessment
	Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.	the school tries to establish the likely impact that returning to the school will have on mental health and take steps to alleviate worries or concerns where possible.	<p>concerns about returning to the workplace and may suffer negative mental health effects if asked to do so.</p> <ul style="list-style-type: none"> <li>• Provide staff, pupils and parents/ carers with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school.</li> <li>• Identify any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible.</li> <li>• Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</li> </ul>		
<b>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</b>	Staff and pupils.  Various potential safeguarding issues.	<p>The guidance document states that “children should continue to be protected when they are online”. The school will ensure that staff are clear on what is/is not acceptable in terms of methods of communication with pupils and consider how risks arising from virtual/online provision. Additional guidance available <a href="#">here</a>, and the ISI has produced some prompts available <a href="#">here</a>.</p> <p>Parents/ carers please read the relevant guidance document at <a href="#">Coronavirus (COVID-19): support for parents and carers to keep children safe online</a>.</p>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Review and update the child protection/ safeguarding procedures against the government guidance documents <a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a> and <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a> consider potential issues with the shift towards virtual/online teaching and learning. <a href="#">R:\Staff\Documents\School Policies\Policies 2019 - 2020\A Folder ISI Policies\A6a Safeguarding Policy Addendum re COVID-19 Pandemic.doc</a></li> <li>• Staff and volunteers to be provided with a copy of the</li> </ul>		

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Control measures	Outcome	Remarks / Re-assessment
			<p>updated child protection/ safeguarding policy via email, available on staff intranet and briefed on the key changes.</p> <ul style="list-style-type: none"> <li>• Copy of updated child protection/ safeguarding policy to be made available publicly. <a href="R:\Staff\Documents\School Policies\Policies 2019 - 2020\A Folder ISI Policies\A6a Safeguarding Policy Addendum re COVID-19 Pandemic.doc">R:\Staff\Documents\School Policies\Policies 2019 - 2020\A Folder ISI Policies\A6a Safeguarding Policy Addendum re COVID-19 Pandemic.doc</a></li> <li>• Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</li> </ul>		
<p><b>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</b></p>	<p>All Staff, pupils, parents, contractors and visitors not being made aware of procedures</p>	<p>Following the Government guidance document the school have introduced the following steps:</p> <ul style="list-style-type: none"> <li>• Informing pupils, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they (and/or any members of their household) are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection);</li> <li>• Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend;</li> <li>• Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use);</li> <li>• Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely);</li> <li>• Ensure parents are aware of recommendations on transport to and from education or childcare setting. <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>;</li> </ul> <p><b>Pupils Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Follow any altered routines for arrival or departure</li> </ul>	<p>Control measures will include:</p> <ul style="list-style-type: none"> <li>• Develop communication plan to consider both internal and external communications.</li> <li>• Liaise with contractors/in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening.</li> <li>• Compile and issue formal communications to parents to advise them of key information including: <ul style="list-style-type: none"> <li>○ That they and/or their child/ren must not enter the school site if they are displaying any symptoms of COVID-19 and to follow the <a href="#">Stay at home: guidance for households with possible coronavirus (COVID-19) infection</a>;</li> </ul> </li> </ul>		



Description of Hazard	Who could be harmed and how?	Existing Control Measures	Control measures	Outcome	Remarks / Re-assessment
		<ul style="list-style-type: none"> <li>• Follow school instructions on hygiene, such as handwashing and sanitising</li> <li>• Follow instructions on who pupils can socialise with at school</li> <li>• Move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)</li> <li>• Expectations when sneezing, coughing, tissues and disposal of tissue ('catch it, bin it, kill it') and avoiding touching mouth, nose and eyes with hands</li> <li>• Tell an adult if you are experiencing symptoms of coronavirus</li> <li>• No sharing any equipment or other items including drinking bottles</li> <li>• Know where you can play at break times.</li> <li>• Use of toilets and 'leaving as you find'.</li> </ul> <p>Identify any reasonable adjustments that need to be made for students with more challenging behaviour.</p>	<ul style="list-style-type: none"> <li>○ That only one parent is permitted to attend the school for drop off/pick up;</li> <li>○ Not to gather at the school gates/entrances/doors and to maintain social distancing;</li> <li>○ Their designated drop off/pick up point and times;</li> <li>○ That they must not enter the buildings unless they have a pre-arranged appointment;</li> </ul> <ul style="list-style-type: none"> <li>• Issue formal communications to staff to advise them of key information including: <ul style="list-style-type: none"> <li>○ That they must not enter the school site if they are displaying any symptoms of COVID-19 and to follow the <a href="#">Stay at home: guidance for households with possible coronavirus (COVID-19) infection</a>;</li> <li>○ Procedures to follow should either they or either a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site;</li> <li>○ Social distancing and hygiene procedures;</li> <li>○ Any changes to fire or first aid procedures;</li> <li>○ Timetable changes (timings, locations etc.);</li> <li>○ The designated drop off/pick up points and times for pupils;</li> <li>○ Parents/visitors must not enter the buildings unless they have a pre-arranged appointment;</li> </ul> </li> </ul>		

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Control measures	Outcome	Remarks / Re-assessment
<b>Failure to implement and adhere to the latest government advice/ guidance</b>	All.  Failure to adhere to government advice/guidance resulting in increased risk of infection.	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li> <li>• <a href="#">COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</a></li> <li>• <a href="#">Stay at home: guidance for households with possible coronavirus (COVID-19) infection</a></li> <li>• <a href="#">Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</a></li> <li>• <a href="#">Coronavirus (COVID-19): implementing protective measures in education and childcare settings</a></li> <li>• <a href="#">COVID-19: guidance for education settings</a></li> <li>• <a href="#">Coronavirus (COVID-19): guidance on isolation for residential educational settings</a></li> <li>• <a href="#">Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></li> <li>• <a href="#">Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</a></li> <li>• <a href="#">Safeguarding and remote education during coronavirus (COVID-19)</a></li> <li>• <a href="#">Coronavirus: travel guidance for educational settings</a></li> <li>• <a href="#">COVID-19: cleaning in non-healthcare settings</a></li> <li>• <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a></li> <li>• <a href="#">Coronavirus (COVID-19): safer transport guidance for operators</a></li> <li>• <a href="#">Independent Schools’ Bursars Association (ISBA)</a></li> <li>• <a href="#">Association of School and College Leaders (ASCL)</a></li> <li>• <a href="#">Boarding Schools’ Association (BSA) latest COVID-19 updates</a></li> </ul>			

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Control measures	Outcome	Remarks / Re-assessment
<b>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</b>	All.  Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.	Ensuring that this risk assessment is reviewed and agreed at Board level prior to reopening.  Risk assessment reviewed daily for changes and improvement.  Risk assessment circulated to staff and on school website.  Staff to communicate concerns and suggestions to RM.	Control measures will include: <ul style="list-style-type: none"> <li>• Nominate a member of SMT (RM) to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures.</li> <li>• Develop procedures to monitor compliance, such as checklists etc. and task relevant staff with completing and reviewing them.</li> <li>• Hold regular meetings to discuss the school's COVID-19 response.</li> <li>• Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required, and that updates are communicated to staff and where relevant, parents and pupils.</li> </ul>		

Next review due:

4 June 2020
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