

COVID-19 Risk Assessment for Whole School

This guidance is currently up to date as of 15/12/2020

Ref	Aspect	Hazard	Parent Info/Result of Risk Assessment
1	Safeguarding	Furloughed staff returning after a 3 month+ absence.	Risk Assessments have been prepared in line with guidance for returning staff in September 2020.
2		Staff unaware of updated 'Keeping Children Safe in Education 2020' information.	All staff have received 'Keeping Children Safe in Education 2020', and been briefed on the range of COVID measures in place to support in-school and online learning.
3	Coronavirus	Rising rates of COVID-19 locally (resulting in a local lockdown or quarantining of some staff/pupils). As at 2nd December the national lockdown ended and the School is in an area with Tier 2 restrictions. The School remains open and continues with its protective measures.	On 2nd December the 4-week lockdown ended and the Government announced that the local area would be within the Tier 2 local restrictions, which has been confirmed again on 17th December. The School will continue with all of its measures in place, and there will be very few additional operational changes. The School will engage with the Schools and Colleges national testing programme when it is introduced in primary schools, which is anticipated to be some time during the Spring Term.
4		Symptomatic individuals (transmitting virus)	<p>1. It is essential that everyone adheres to government advice in order to minimise the risk of transmission of COVID-19:</p> <ul style="list-style-type: none"> • Symptoms of COVID-19: a high temperature; a new, continuous cough; a loss of/change to your sense of smell or taste. • If any household/support bubble member has any of the main symptoms of COVID-19: <ol style="list-style-type: none"> 1. Do not come in to school. 2. Arrange testing as soon as possible. (Apply online on GOV.UK, or call 119). 3. Let the school know the situation. 4. All household/bubble members should stay at home until the test result is back. <ol style="list-style-type: none"> a. If the test result is positive, the symptomatic individual should continue to self-isolate for at least 10 days from when symptoms started; other household/bubble members should self-isolate for 10 days. You will be contacted by NHS Test and Trace to discuss who you have been in close contact with. b. If the test result is negative, you no longer need to self-isolate and children can return to school if they feel well. c. If your result is unclear/void, get another test as soon as possible. d. Let the school know the test result. • If you are contacted by NHS Test and Trace and told you've been in contact with a person who has COVID-19 you will be asked to stay at home for 10 days from the day you were last in contact with the person. (NB People in your household/bubble do not need to self-isolate too). <p>Anyone developing symptoms at School will be isolated at School and sent home and required to follow the advice above. Parents of any pupil developing symptoms will be contacted to collect their child and any siblings as soon as possible. The School has a number of home testing kits which will be offered whilst we the stock lasts.</p> <p>Following the launch of the NHS Test & Trace app, the school has its own QR to enable visitors to 'venue check-in'.</p> <p>In the event that a positive case is reported within the school community, Public Health England will immediately be contacted for advice on how to proceed. Records of any symptomatic individuals, and the results of any</p>

			<p>tests are being kept to facilitate active engagement with NHS Test & Trace as required.</p> <p>In addition to the above process for managing symptomatic individuals, the school has further measures in place to minimise the risk of transmission of the virus in school:</p> <ol style="list-style-type: none"> 1. Robust hand and respiratory hygiene practices are continually encouraged among staff, pupils and visitors, with hand washing and sanitizing facilities and tissues available throughout the school. 2. Enhanced cleaning arrangements are in place - particularly in relation to communal areas and common touch points around school . 3. Use of PPE (e.g. face visor, disposable gloves and apron) in specific circumstances. 4. Careful consideration has been given, in planning the school day and delivery of the curriculum, to how to reduce contacts and maximise social distancing - specific details are outlined below. A key measure, to this end, is the grouping of pupils into year group bubbles, with bubbles kept apart as far as practicable and staff maintaining social distancing as much as possible. Also, pupils are all seated facing forward in class and in the dining hall. Ref HM Gov 'Guidance for Full Opening: Schools'.
5		Clinically extremely vulnerable staff and pupils	<ol style="list-style-type: none"> 1. The school has implemented measures recommended by the government to create a COVID-secure workplace (<i>ref.HM Gov 'Working Safely During COVID'</i>). 2. Extremely Vulnerable pupils and staff have been identified, and individual risk assessments undertaken. These are reviewed termly.
6		Vulnerable individuals (higher risk of contracting COVID): clinically vulnerable; pregnant; older; disabled; BAME; obese	<ol style="list-style-type: none"> 1. The school has implemented measures recommended by the government to create a COVID-secure workplace (<i>ref.HM Gov 'Working Safely During COVID'</i>). 2. Extremely Vulnerable pupils and staff have been identified, and individual risk assessments undertaken. These are reviewed termly.
7		Visitors to Site	<p>Visitors to site are currently restricted to essential visits only (pre-booked where possible). There will be a separate risk assessment for each category visitor attending the site. All visitors must be symptom-free and are required to wear a face covering and to sanitize their hands-on arrival at reception. Visitors are also requested to observe social distancing and follow good respiratory hygiene practices (use of a tissue if coughing/sneezing).</p> <p>The school's visitor leaflet and badges have been updated to include COVID-19 measures.</p>
8		Non-compliance with COVID-19 measures in place	<p>The school's COVID-19 measures and expected behaviours have been communicated to both staff and parents. These will also be communicated to all pupils at the start of term.</p> <p>Signs around the school reinforce key messages.</p> <p>The Senior Leadership team will monitor compliance with the measures and update them as appropriate.</p> <p>Regular communications with staff and parents provide both reinforcement and updates on the risk assessment which is under constant review.</p>
9		Non-use of face coverings in certain situations (transmitting virus)	<ol style="list-style-type: none"> 1. Pupils are not required to wear coverings in accordance with Government guidance. 2. Staff have been asked to wear a face visor (now face mask with effect from 24th November) in communal areas, including the dining halls (unless exempt from wearing a face covering). Staff also wear visors for close up work with pupils where social distancing is not possible (see items below regarding curriculum delivery), and when providing 1-to-1 pupil support. 3. Parents/carers have been asked (5/11/20) to wear a face covering if they need to get out of their car to drop off/pick up their child on school premises.

10	Equality	Direct or indirect discrimination against employees with protected characteristics as a result of decisions made in response to COVID -19.	The school is mindful of the requirement to consider the needs of pupils and staff with protected characteristics in planning and implementing measures to minimise the risk of Coronavirus being transmitted within school. (Protected characteristics include: older age; disability; race; religion; pregnancy/maternity; marriage/civil partnerships; gender reassignment). Individuals have been identified, and individual risk assessments undertaken. These are reviewed termly.
11	Premises	Building systems failure (relating to water, gas and fire, ventilation, security and kitchen equipment) during periods of inactivity.	The school has a robust facilities inspection and maintenance programme in place, and routine maintenance and repair tasks have continued to be undertaken.
12		Inactive water outlets (risk of Legionella)	Water outlet flushing is normally undertaken at the end of each holiday. In the event of a further lockdown, where fewer pupils and staff are in school, the frequency of outlet flushing will be increased to weekly to minimise legionella risks.
13		Poor ventilation, or use of a recirculating air conditioning system (risk of transmission)	All teaching spaces are being ventilated as far as possible - through use of open windows, skylights and doors (where safe to do so). Air conditioning is in use in some areas during hot weather, and uses a fresh air supply (rather than recirculating air). During the winter months pupils will need to come in with more clothes on to keep warm.
14		Fire Evacuation (risk of transmission through bubble mixing and lack of distancing)	The school's Fire Evacuation Plan has been revised to enable safe distancing of year group bubbles during a fire evacuation. All staff are aware of the new fire muster points, which are labelled by class, and signage around the school has been updated to reflect the revised arrangements.
15		Contractors	Contractors, where their attendance on site is necessary, will be scheduled outside of school hours if possible. Contractors will be asked to submit their risk assessment before attending site, and will be briefed on the school's COVID-19 measures in place.
16	Cleaning	Poor cleaning regime (indirect transmission of virus via poorly cleaned communal contact points and untimely disposal of waste).	Government guidance on cleaning is being followed, with robust cleaning protocols in place. Additional cleaning in the middle of the day (e.g. toilets and communal touch points) has been implemented. An anti-viral cleaning solution is being used throughout the school at all times.
17	Pupil Arrival/Departure	Mixing of bubbles; lack of distancing.	To facilitate social distancing (between pupils, carers and staff), during the morning drop off and afternoon pick up, a number of measures have been put in place: staggered drop off/pick up times for each year group bubble; use of different drop/pick points and entrances/exit; use of staff to greet and escort pupils in the mornings, avoiding the need for carers to get out of their car (with the exception of Nursery, where carers will park and drop their child at the Nursery gate); children and pupils will go straight into their classroom on arrival and sanitize their hands. Detailed information has been sent to parents, and staff and traffic cones will be in place to guide carers arriving on site.
18		Lift share (with pupils from another household/support bubble that are in different year group bubbles)	Lift sharing is discouraged, if at all possible, between individuals from different households who are in different year group bubbles in school. If lift sharing cannot be avoided, please take the following protective measures: wash hands thoroughly before leaving home; practice good respiratory hygiene (i.e. use a tissue when sneezing/coughing and sanitize hands after); wear a face covering if over 11 years; keep the car well ventilated. (Ref. communication sent to parents 25/09/2020).

19	Curriculum Delivery	Children who may have fallen behind with learning.	Assessments were undertaken at the beginning of the Autumn term to establish any gaps in pupils' knowledge and learning that needed to be addressed. This information is being used to inform curriculum planning and individual interventions.
20		Classroom teaching (lack of distancing and communal touching)	<p>Each year group will form a bubble, and contact between bubbles will be avoided as far as possible.</p> <p>Unnecessary furniture and resources have been removed from classrooms to optimise space, and all pupils (except in Nursery) will sit facing forwards. Handwashing facilities are available in each classroom and pupils will be taught (and supervised) to wash their hands at key points during the school day.</p> <p>Pupils will have their own set of resources (pencil, rubber etc) to reduce the need to share.</p> <p>Each classroom has been provided with a cleaning kit, to enable teachers to clean communal contact points during the day. (Cleaners will clean each classroom thoroughly at the end of each day).</p> <p>Each classroom has been provided with a basic first aid kit to enable minor injuries/ailments to be dealt with in the classroom.</p> <p>Specialist lessons (e.g. Science, Art) will be taught in the classroom where practicable. Where specialist rooms are used, desks chairs and resources will be cleaned between use by pupils from separate bubbles.</p> <p>Pupils and staff are encouraged to keep their distance from one another as far as practicable.</p> <p>Staff have a face visor that can be worn when supporting a child at closer than 2m distance.</p>
21		Use of toilets (bubble mixing; communal contact; lack of distancing)	A maximum of 2 pupils are allowed to use the toilet facilities at one time; floor markers indicate where children can safely queue. Some toilets and basins have been taken out of use to facilitate distancing. Pupils are required to wash their hands before and after using the toilet (younger children will be supervised with this task). Additional cleaning of toilets is being undertaken after lunch each day.
22		Use of IT Suite (communal contact)	Use of the IT Suite has been timetabled so that only classes from the same bubble use the room on any day, with children cleaning communal touch points (e.g. keyboard, iPad) before and after use. In addition, the IT suite is thoroughly cleaned between use by different bubbles at the end of each day.
23		Use of Library (communal contact - furniture and books)	The Library is currently closed for lending; each year group has a trolley of library books for borrowing within their bubble. The Library is being used for small group learning, with 'safe use' rules in place.
24		Use of main hall (communal contact; bubble mixing)	Large gatherings (such as assemblies, concerts) are not being organised face to face at the present time. The main hall is predominantly being used as additional dining space and for After School Care.
25		Use of Changing Rooms	Use of the changing rooms is being avoided as far as practicable at the present time, pupils are not expected to change in School at this time. Pupils are to come to school dressed in their PE kit on days that games/PE or an after school sports club are timetabled.
26		One-to-one pupil support (lack of distancing)	A face visor will be worn by members of staff when listening to pupils read (Prep dept.) and when providing one-to one support work. Staff are still asked to socially distance as much as possible.

27		External visiting Professionals (e.g. Speech Therapy, Occupational Therapy)	Visiting professionals share their risk assessment with the school before visiting, and follow the school's COVID measures while on site (i.e. use of face covering in communal areas, hand sanitizer plus social distancing). They will not enter any pupil bubbles, but will see individual pupils in the Learning Support room or another separate area. Resources will not be shared, and the room will be well ventilated and surfaces cleaned afterwards.
28		Delivery of music lessons (specialist teacher moving between bubbles; communal use of music room and practice room; singing and playing instruments - particularly woodwind and brass; peripatetic lessons).	A separate risk assessment has been undertaken. The music teacher will teach within pupils' classrooms where feasible. Government guidance is being followed in relation to the teaching of singing and individual instrumental lessons in school with our peripatetic music teachers. No ensemble playing will be taking place at the present time (e.g. orchestra). Year group choirs (maximum of 15) are being held.
29		Delivery of PE lessons (specialist teacher moving between bubbles; communal use of equipment, changing rooms and teaching spaces; close contact during physical activities).	A separate risk assessment has been undertaken. PE lessons will take place outdoors where practicable. Government and national sporting bodies' guidance relating to the teaching of sport and PE is being followed. Pupils will wear their PE kit to school on days where PE is timetabled to avoid the need to use the changing rooms. Fixtures with other schools are not being arranged at the present time.
30		Delivery of Science lessons (specialist teacher moving between bubbles; communal use of equipment and science room; lack of distancing while doing practical work).	Specialist science teachers will deliver lessons in the pupils' classrooms where practicable, and use the Science room for practical experiments. Cleaning regimes are in place so that the room and resources are thoroughly cleaned between bubbles. The science teacher will wear a face visor when delivering lessons and will socially distance from the pupils.
31		Delivery of Art lessons (specialist teacher moving between bubbles; communal use of equipment and art room; lack of distancing while doing practical work).	The specialist art teacher will deliver lessons in the pupils' classrooms where practicable. The large art tables have been temporarily removed from the art room, and replaced with smaller desks, to enable all pupils to sit forward-facing. The art teacher will wear a face visor when delivering lessons and will socially distance from the pupils.
32		Delivery of Language lessons (specialist teacher moving between bubbles; communal use of resources and language room)	The specialist language teacher will deliver lessons within the pupils' classrooms, other than Latin which will be delivered in the languages room. The room will be thoroughly cleaned between bubbles. The languages teacher will wear a face visor when delivering lessons and will socially distance from the pupils.
33		Cover teachers - when a teacher is absent another member of staff will cover and may need to work across other bubbles.	Cover teacher will deliver lessons within pupils' normal classrooms (using own resources and cleaning touched surfaces on departure). The cover teacher will maintain 2m social distance from pupils.

34		Remote education - via Showbie (safeguarding and data protection; lack of hardware in some family homes; pressure on parents of younger children who are likely to need close supervision; pressure on staff delivering a dual education system)	A separate risk assessment has been undertaken. Curriculum planning has considered the need to be able to switch to online learning at short notice. A learning platform (Showbie) has been developed, with due consideration to data protection and online safety.
35		Visiting Professionals (non pupil-facing, e.g. audit)	Visiting professionals (other than those to deliver specifically to children) only come on site during term time when absolutely necessary. Visiting professionals share their risk assessment with the school before visiting, and the School will prepare and share its own risk assessment with them. The visiting professional will be expected to follow the school's COVID measures while on site (i.e. use of face covering in communal areas, hand sanitizer plus social distancing).
36		Nursery	A separate risk assessment has been undertaken in line with the government guidance. Measures in place reflect the measures in place in the main school. The Nursery forms a separate bubble. The pupils will be fed their lunch in the Nursery, so they will not enter the main school building.
37		School Clubs	Any school clubs running this term will be organised per bubble (year group), with a risk assessment undertaken to ensure necessary measures (e.g. in relation to cleaning of equipment after use) are in place.
38		School Trips and Inter-school Fixtures (use of transport; lack of distancing)	No school trips or sporting fixtures are currently planned.
39	Play Times & Use of Outdoor Play Equipment	Mixing of bubbles; lack of distancing; communal contact.	To facilitate social distancing (between pupils, carers and staff), during break times, measures in place include staggered break times and marking of different play zones, for use of pupils from different bubbles. With regard to the outdoor play equipment: the Nursery outdoor play equipment is being used exclusively by the Nursery bubble, and cleaned regularly; the Adventure playground is being used exclusive by the Reception bubble, as an essential element of their curriculum (as well as by a child with an EHCP subject to cleaning before and after use); the Prep outdoor play equipment is not being used currently (and has been covered), to avoid pupils from different bubbles mixing.
40	After School Club	Mixing of pupils from different year group bubbles.	<ul style="list-style-type: none"> • After School Care will need to be pre-booked (at least a week ahead, or for the whole half term), with numbers limited to 25 in the Prep and 25 in the Juniors. Pupils will be grouped in their year group, and rooms ventilated. • Nursery and Reception pupils will be in the Nursery – ideally split into 2 zones (max 12/13) • Year 1 & Year 2 pupils will be in the French Room – split into 2 zones (max 12) • Years 3-6 will be in the hall – each year group will sit together on a table row, all facing forwards (max 25) Each year group will have their own set of resources. The kitchen will provide a snack trolley for each group.
41	Circulation around school	Lack of distancing; mixing of bubbles; communal contact	The organisation of the school day has endeavoured to minimise the movement of pupils around the school, and mixing between bubbles. Communal touch points (e.g. door handles) will be cleaned in the middle of the day. Corridor doors will be left open where practicable (through use of magnetic release systems on fire doors) to minimise communal touch points. Staff are required to wear face masks when moving through the communal spaces and visors when supervising the children in the dining room.

42	First Aid	Administration of Medical Care	A separate risk assessment has been undertaken. Each class has a basic first aid kit for use in the classroom, as does each lunchtime supervisor. PPE will be worn as appropriate.
43	Catering Service	Mixing of bubbles; lack of distancing; communal contact.	A separate risk assessment has been undertaken. Key measures include: offering a reduced menu (one hot meat and one hot vegetarian option, or a baked potato, plus dessert) which will be served by catering staff; no self-service items (e.g. salad bar, items in the chiller unit) will be available; the addition of a glass screen along the front of the servery; introduction of a two-sitting service, with bubbles seated (all forward-facing) separately in either the dining hall or the main hall; a one-way flow system will be introduced; each year bubble will arrive and depart together at a designated, staggered time within their sitting; the dining/main hall will be thoroughly cleaned between sittings. Nursery pupils will be served in the Nursery. All staff are required to wear a visor in the vicinity of the dining halls during lunch service.
44	Communal Spaces	Reception Area	Parents/carers are asked to communicate via email, phone or post where possible, to minimise the need to come in to the reception area, and to make payments electronically or by cheque where possible. Face to face visits should be pre-arranged. All visitors to school are asked to wear a face mask, and not to come in if they (or any household member) has any COVID-19 symptoms. They should use the hand sanitizer available on arrival. Visitors are asked to maintain a distance of at least 2m from the Office or Bursary window when communicating with staff, and to wait outside if there are already two people in the reception area.
45		Offices (Admin and Bursary)	Social distancing and hygiene protocols are being observed, with no sharing of workstations.
46		Staffroom (communal touch points; cross-bubble contact; lack of distancing)	The number of staff allowed into the staffroom at any one time is restricted at present, with the Library in use as an overflow area. Staff wash their hands before using the facilities, and clean communal touch points (e.g. kettle, fridge door) before and after use. Ventilation is being optimised through use of the skylights in the staff room and the Street.
47		IT Support	<ol style="list-style-type: none"> 1. Networks team are able to use remote access. 2. Only one member of the team on site on any one day, and they both clean down their office before and after they use the office space for the other. 3. Accessing classrooms when others are in it is avoided where at all possible. If it is necessary to enter classrooms when occupied 2m social distance is maintained, face visor (now mask) is worn. 4. All equipment touched is cleaned before and after it is touched. 5. Where possible gloves are used when other equipment needs to be touched. (Gloves must be latex free) 6. Items will not be passed to staff, they will be put down to be picked up in a socially distanced manner.
48		Reprographic Room	Only one person can use the reprographic room at any one time. A photocopier has been moved into the staffroom and other printers made available around school.
49	Staff Meetings	Large gathering from across bubbles	The majority of staff/SLT meetings continue to be held via ZOOM to support social distancing.

50	Pupils attending schools for 11+ assessment	Pupils mixing with pupils from other Schools and contracting COVID	During the Autumn and Spring Terms, pupils frequently attend 11+ entry assessment days at a variety of schools. In particular these are local independent schools and the assessment days will be both general and then will be discipline specific if those pupils are applying for scholarships in areas such as sport, music, art, drama etc. Whilst it is not the School's decision whether or not those pupils attend those days, it is the parent's decision. The School continues to monitor the assessment days attended and communicate with the receiving schools to ensure that we are aware of the protective measures in place and can monitor those visiting pupils to limit the impact on the remaining bubble and staff. If necessary the School will speak with the receiving school to discuss specific measures such as requesting that our pupils are kept in discrete bubbles.
51	Trustee oversight	Lack of Trustee oversight	Throughout the crisis Trustees have been involved in the School's response to the COVID pandemic. Trustees are updated at every scheduled meeting and additional meetings have also been held to address specific matters. Trustees have oversight of communications to both staff and parents, and a small group is in place to be involved in any COVID positive test response.