Royal Russell

COVID-19 Risk Assessment

Introduction

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload. This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents and pupils.

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

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

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

a. state of knowledge - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.

b. seriousness of likely injury – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.

c. Cost and difficulty of taking precautionary measures - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1.	Fully Open	Business as usual: no travel or trip restrictions.
2.	Open	Business as usual: with caveats – no visitors or trips.
3.	Open T	In transition: some teaching in school and some remotely.
4.	Open B	In transition: with boarders and Open K (below).
5.	Open K	Key staff and vulnerable children in school. All other teaching remote.
6.	Open R	Teaching is all achieved remotely.
7.	Fully Closed	No one on site except residents, security and maintenance staff.

Running the School - Assessing the Risk

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

The overall assessment of risk will require daily revision and should include but not be limited to:

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

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

M.   What SD rules have the school decided? Are they different for various activities (play, games, drama, and music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
N.   What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
      a. Masks;
      b. Gloves;
      c. shields (for face or lecterns, desk separators, staff desks);
      d. Sanitisers (gel and tissues).
O.   Medical. Who has:
      a. Pre-existing medical conditions and are they fully declared?
      b. Have all vulnerable pupils, parents and staff been identified and recorded?
      c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
      d. Come into contact with anyone tested positive to COVID-19?
      e. Travelled where: other than home and school? (via app or written diary).
      f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
P.   Have all adhered to the external socialising rules set by the school such as:
      a. shopping;
      b. parties;
      c. games and play;
      d. travel (other than home to school and return).
Q.   Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, which is RAG rated in terms of risk, control measures and outcomes, is at Annex A.

Risks are RAG rated against the mitigated risk, using the following criteria:

Red – There are insufficient measure in-place, or planned to ensure that this risk is appropriately mitigated.
Amber – This risk has adequate mitigation in-place and planned, but further work is reduced to provide a greater level risk reduction.
Green – Sufficient mitigation exits to treat/tolerate/transfer/terminate this risk to an appropriate level.

Conclusion

The phrase "a lot of moving parts" has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.   The School Leadership Team analyse and then co-ordinate the way ahead, seeking Governing Board approval for the eventual return to onsite teaching.

Section 1
Overall Risk Assessment

Section and RAG Rating	Risk	Control Measures	Outcome	Remarks / Re-assessment
1.1	Is government advice being regularly accessed, assessed, recorded and applied?	As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended almost daily. It is imperative that we keep up to date with the latest advice on Coronavirus (COVID-19) available at websites such as: • https://www.gov.uk/coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • COVID-19: guidance for education settings available at: https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19 • Coronavirus (COVID-19): implementing social distancing in education and childcare settings available at: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings • Coronavirus (COVID-19): guidance on isolation for residential educational settings available at: https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers available at: https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers • COVID-19: cleaning in non-healthcare settings available at: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Independent Schools' Bursars Association available at: https://www.theisba.org.uk/ • Association of School and College Leaders available at: https://www.ascl.org.uk/Help-and-Advice/Leadership-and-governance/Health,-safety-and-safeguarding/Coronavirus-essential-information • Boarding Schools' Association latest COVID-19 update at: http://www.boarding.org.uk/	Advice and guidance is followed to ensure robust compliance Compliance is seen within SS & JS Teaching Operation Plans (TOPs)	Scrutiny and agreement needed if & when government guidance appears ambiguous Once initial RA is established, a designated person/persons is responsible for amendments in the light of discussions and decisions TOPs for teachers and pupils to be established and shared – these underpinned by RA

		• Nominated member of staff (Headmaster and Director of Operations) to complete a daily review of the above and any other key information channels and feedback key points to SMT/SLT; • SMT/SLT to review key points and decide on any actions required; • Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SMT/SLT; and • Ensure that this risk assessment is reviewed and updated in line with any changes to the guidance.		
1.2	Are changes regularly communicated to staff, pupils, parents and governors?	The School has a robust communication strategy that communicates to pupils, parents and other members of the School community, including: Social Media Posts Emails to staff, pupils and parents Headmaster's weekly updates and newsletter Virtual assemblies Board Meeting Staff Briefings via Teams JS Form Times		Communication on SS& JS TOPs needs to go to parents, pupils and staff at earliest possible opportunity. This is not easy due to amount of uncertainty regarding return to site – but clarity ahead of return is essential. (Added Teams comment re staff briefing)
1.3	Are changes reviewed by governors?	The School has a comprehensive Governing Board process that is integral to the decision making around this Risk Assessment and the safe return of the community to the School. The Headmaster and Chair of Governors speak at least weekly about the evolving situation, with decisions communicated to the remainder of the Board by the Headmaster or Clerk. Safeguarding Addendum and other policies related to Safeguarding have been sent to the Safeguarding Governor and approved at the Health and Welfare Committee.		TOPs also to be shared with Chair of Governors? ==Meeting of the Board – 27/05 to review plans for opening of school, including this RA.==
1.4	Is access to school controlled effectively and are visitor (if allowed) details recorded?	Control of access is managed by DH and DOO with strict timings and rules around when staff can and cannot visit site. Visits to site are 'out of hours' and staff are obliged to ensure that they spend no more time on site than is necessary to collect what they need and leave. Other visitors to the School are discouraged and there has been an active approach to ensure that visitors to site are kept at a minimum. Visitors need to sign in and out at reception. Visitors are to confirm that they do not have Covid-19 symptoms, in-line with Government guidelines.		Arrivals/ departures procedures to be walked through week beginning Mon 18 May - Completed (SPO/NWC/JJE) (Added comment re TOPs inclusion of the above)

		TOPs includes arrivals and departures procedure for pupils and parents 'dropping off'		
1.5	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	- Inform Staff/Parents/Students or any visitors, such as suppliers, not to visit the school if they are displaying any symptoms of Coronavirus (COVID-19); - Review transport plans and reduce any unnecessary travel on school coaches, minibuses etc. where possible. - Brief staff and pupils regularly on the recommended social distancing measures available here. - Only essential staff meetings to take place and consider suitable social distancing methods such as use of video/teleconferencing, or where this is not possible, limiting the number of attendees and holding meetings in a large well-ventilated room where staff can remain at least 2m apart; - Ensure that class sizes reflect the numbers of teaching staff available and are kept as small as possible. - Stagger lunch times, break times, and the movement of pupils around the school to reduce large groups of pupils gathering. - House tutoring, Chapel Assemblies and after school activities to be reviewed - Review of lockers allocation in Houses - Keep classes apart where possible (i.e. no assemblies or other large gatherings); - Discourage parents/carers from gathering in the school car park - Avoid the sharing of equipment between staff and/or pupils such as keyboards, phones, musical instruments etc., or where this is not possible, ensure that suitable cleaning and disinfection methods are employed between uses. - No hard copy work to be exchanged in SS. All work to be undertaken and relayed electronically - In JS work submitted electronically where possible. Where this is impractical, follow advice here - Stocks of hand soap and alcohol-based hand gel and purchase additional stocks if required. - Ensuring that staff, pupils/students, visitors and contractors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol-based hand gel); - Providing alcohol-based hand gel and tissues in prominent places and ensure that staff are charged with topping these up regularly.	Pupil and teacher procedures with regard to social distancing and hygiene – refer to TOPs	This section is RAG rated amber, due to the inability to ensure that all measures are understood and applied by all. The population 'at risk' includes very young children, which makes SD and regular and routine handwashing more difficult than with older pupils. Should this prove to be effective in practice then the RAG rating will be changed to Green.

		• Implement cohort staggered attendance times for teams of office staff		
1.6	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	• Brief staff and pupils/students on the need to wash their hands regularly (and after using the toilet, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available here); • Regularly brief staff and pupils/students 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); • Regularly brief staff and pupils/students on the need to avoid touching their face (and especially the eyes, nose and mouth); • Display poster (available to download here) in key locations to remind staff, pupils/students and others of good hand and respiratory hygiene practices; • Where necessary (e.g. for young children and/or pupils/students with special educational needs), staff should supervise pupils/students 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 gel and catch coughs and sneezes in tissues • Increase supervision of times where school gets together in larger numbers. Eg: break and lunch. • Stagger breaks and lunch with JS Pods using different areas on a weekly basis	Refer to TOPs	
1.7	Are there sufficient supplies of hygiene materials and are they well placed?	• Review stocks of cleaning substances equipment, and PPE weekly and purchase additional stocks if required; • Review location of hygiene materials • The Estates Team will review daily the supply of handwashing and drying facilities, also deploying hand sanitising gel to suitable areas around the site. • Staff will be asked to ensure that they are washing their hands, in-line with Government guidance, throughout the day. • Consider temperature checking?		Suggestions included within TOP (SS) 27/05 – supplies of supplies checked by DOO and Estates Manager and found to be sufficient.

1.8	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	• Review cleaning regime (e.g. consider areas of the school remaining in use, location of frequently touched objects and surfaces, suitability of existing cleaning substances and equipment used etc.), with a view to improving the frequency and intensity of cleaning; • Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of your review; • Ensure routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.); • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum); • Keep up to date on the latest Government guidance COVID-19: cleaning in non-healthcare settings (available here) • Refresher training will need to be provided to cleaning staff following any changes to the guidance. (HR records to be updated) • Teachers should be given the ability and option to be able to wipe desks/surfaces if they feel it necessary. Each classroom will be cleaned thoroughly before the start of each day and then at least once more within the school day (generally at lunchtime). • Each classrooms to have hand gel if there are no hand washing facilities within the classroom. • Follow guidance on Primary and Early Years (not yet published 17-5-20) regarding materials and resources		Suggest addition to TOP (SS). As students will need to have controlled movement to specified number of classes – suggest wipes are within each room and are used on desk and chair at end of each lesson
1.9	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Shared items should only be considered where absolutely necessary. Teaching equipment should only be used by designated groups and not shared between groups/PODS and then cleaned after each use in accordance with guidance. Extra equipment ordered where practical or needed.		Needs specifying in TOP (SS). Also relevant for Media, Art, Photography and Comp Sci
1.10	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	In the summer term, there will be no boarding provision. Autumn term onwards, boarding houses will need to be monitored by House and cleaning staff taking considered view about the situation at the time. Medical Centre: Strict hygiene rules applied and monitored by medical staff Isolation area: Please see separate Risk assessment conducted March 2020.		

1.11	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	SLT what's app group created. Virtual staff briefing and emails to staff Social media platform and website ISAMS communication to parents, pupils and guardians Plans in-place for JS and SS re-opening, under review and linked to this RA.		
1.12	Are all the risks identified properly mitigated and regularly re-assessed?	This RA provides the basis for identifying risks and the mitigation measures put in-place.		Have had separate JS and SS walk through on Mon 18 & Tues 19 May. Other non-teaching areas have also been considered by Ops HoDs.
1.13	Non-essential persons attending site	Review of persons expected to attend site and determine those that are non-essential (e.g. visitors, contractors, lettings etc.). Inform non-essential persons that they must not attend the site until further notice. Entry to the site controlled via reception/security etc. whereby any non-essential persons can be denied access. Consider implementing a questionnaire at reception for any contractors/visitors with regards risk rating prior to permitting them to enter the site. Improve signage on school entrance gates, reception etc. to advise on who is/is not permitted to access the site. Review any lettings arranged during the current lockdown period and notify hirers of cancellation		
1.14	Heightened infection risk to those travelling to and from the school on public transport.	If travel on public transport is necessary then all travellers should, as much as possible, observe social distancing, wear a face covering and wash their hands as soon as possible after using the bus/tram/coach/train etc. Sanitising hand gel should be used before boarding/alighting the vehicle. The Government guidance HERE should be followed should public transport be used.		

Section 2
Pupils, Parent and Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
2.1	Are communication channels working and being reviewed? Email, text, Facebook etc	All comms are regularly reviewed by the SLT, with HM and JS HM managing comms with parents and staff.		
2.2	Is there a robust feedback and reply system to ensure best practice and two-	Pupils are in regular contact with tutees		

	way communications for pupils, parents, staff and governors?	Staff can easily contact each other and senior staff SLT meet regularly with Governors Regular comms from HM to RR Community.		
2.3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Governing Board are responsible for Covid-19, through the Chair. Details are with the HM and Clerk to the Board. Contact details widely circulated and known by Board and SLT.	Board approval for this RA being sought, with HM to sign the HMG Covid-19 secure 5 Point checklist.	Whole Board involved in decision taking/making.
2.4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Survey to specified year groups' parents will elicit this information Regular emails and newsletters continue weekly		Comment added to Control Measures section
2.5	Who has travelled where: other than home and school? (via app or written diary).	If and when students return to onsite teaching, parents will be asked to confirm any recent travel and should they be suffering from Cv-19 symptoms then they are to self-isolate.	This will seek to minimise any infection from potential Cv-19 carriers through strict isolation and non-return to school.	
2.6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Ongoing practice and checks undertaken by all staff throughout each day. Information to be sent to central source for digestion and further action/amendments to procedures, using this LINK.		Effective measures in-place and communicated. RAG is amber pending physical return of pupils to gauge their ability to adhere to SD and washing etc.
2.7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Regular updates given at staff briefing and weekly newsletter Plans give clear instructions to staff following THIS guidance. The Lead Nurse will regularly communicate Cv-19 issues to the staff, acting as the POC should there be queries.		Consideration to communication of amendments and changes in procedures needs to be agreed upon return to on-site teaching. On site briefing for all staff before pupils return (01/06 for JS Staff).
2.8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	No school transport for the foreseeable future		
2.9	How registration throughout the day is managed including temperature / health checks?	One Registration a day for pupils is undertaken during lock down Two registrations a day (morning and afternoon) if pupils are in School Process outlined in individual JS and SS plans There is no plan to take temperature of pupils or staff, in-line with the current guidance. The School will remind parents that pupils should not attend school if		This course of action was endorsed by Dr Agnelo Fernandes, the Croydon CCG Chair and Governor. There is no need to temp check staff/pupils, so long as it's well know that you should not attend site if you have any Cv-19 symptoms, including a temperature.

		they have any Covid-19 symptoms, including a high temperature.		
2.10	Are transit spaces (corridors), social zones (car parks, common rooms, and playgrounds) configured to SD rules?	Signage/one way systems in corridors and on stairs/1 person in lift at a time Areas, movement to and from and supervision/monitoring thereof addressed in JS and SS plans. Zoning of open spaces by year group in Senior School – this is already in place but will need more stringent enforcement by staff on duty.		SD is well known, but movement around the School is an area that needs to be monitored and assessed as pupils/staff return.
2.11	Are learning and games spaces configured to SD rules?	Most classrooms in the Senior School are already set up for SD, just not at full capacity. During limited year groups' return, we will be able to use alternate rooms to provide adequate social distance. Social distancing applied as is practical for primary age pupils, guidance here		
2.12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups?	SS focusing on Year 12 & 10. Remote t/table structure being retained to allow for continued delivery to Years 7-9 JS timetable amended to reflect one teacher per group model and POD concept.		
2.13	Clothing contamination	The School will advise that both pupils and staff should change and launder their clothes on a daily basis.		Have considered this and parents will be reminded to launder clothes on a daily basis. As discussed with Dr Fernandes (26/05) the School will consider advising that 'fresh' clothes are worn daily.
2.14	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Strong system of pastoral care continues through the whole school. Medical centre available throughout the day. School counsellors available weekly. CYP program and support also available. Firefly page created and regularly updated with websites and advice. Staff trained in MHFA. Mental health week and PSHE program and tutoring.		
2.15	Higher Risk Staff Groups	It has been highlighted that BAME, Health Vulnerable and Pregnant Staff could be at higher risk of Cv-19. Therefore, each member of BAME, Vulnerable and Pregnant Staff will be individually reviewed to ensure that they are appropriately protected. The School will use the following process:		The HM and JS HM have reviewed all JS classroom staff (27/05) and made decisions on whether staff should, work from home, return to school, or cannot work due to the level of risk.

		A Workplace Assessment A Workforce Assessment and then consideration of: Age Ethnicity Sex Any underlying health conditions Pregnancy Combining this information will allow line-managers to determine whether there is the appropriate level of mitigation in-place to protect the individual member of staff.		Refer to Paragraph 4.6 as there is information needed from staff to correctly undertake the individual RAs.
2.16	The Government has introduced NHS Track and Trace. All members of the RR Community should be aware of this and follow the guidelines HERE. Risk is that RR community do not follow the Government Track and Trace service.	Communications to staff and parents will be explicit about the Government guidelines for all Covid-19 matters, including T&T.		Mentioned by HM at his weekly online meeting 29/05. Also in HM email to all staff dated 29/05. Will be included in communications to parents.

Section 3
Pupil and Staff - Safety Risk Assessment

		Risk	Control Measures	Outcome	Remarks / Re-assessment
3.1		Have safeguarding, code or practice, and staff handbook policies been updated, regularly reviewed and shared?	Safeguarding policy adjusted and circulated to staff Remote Learning Handbook JS created and updated		Reassessment as and per Government guidelines Supervision Policy for JS requires Covid-19 appendix
3.2		Is the DSL and ADSL easily contacted and their contact information known to all?	DSL and DDSL available throughout the term and holiday periods. Contact details are known and widely publicised. DSL on call during holiday period		
3.3		Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	There is not a specific Cv-19 policy, but this RA works alongside the separate Medical Centre Risk Assessment and JS and SS Operational Plans specific to Cv-19 – this makes up the Cv-19 operational plan for the School.		.
3.4		How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Virtual induction taking place in June. Daily registration managed by the Admission officer. Registration document sent to DfE		
3.5		Are sporting, play and SD rules clear to staff and pupils?	No school team sports for the foreseeable future Play guidelines will be reinforced with pupils on return to site.		

3.6	Are drama, dance and music activities applying SD rules?	Elements of drama/music part of the revised timetable, with SD measures for all subjects in-line with HMG guidance. JS to follow 'pod' model and SS to observe SD.		
3.7	How are staff meetings and staff rooms regulated in terms of space, equipment's, resources (copiers, kettles, etc) timings, SD and purpose?	Normal SD rules apply throughout the School. Cleaning of communal areas is carried out in twilight hours to further enforce SD. Meetings to take place on MS Teams where possible. Face to face meetings, if needed, should be held with SD rules and outside. Copiers will be cleaned daily as part of Covid-19 process. School will be cleaned using a safe 'fog' technique that remains persistent for up to 7 days. This system is used by the NHS and Home Office.		
3.8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Security is managed by the Operations Manager (Mr Leggatt) with access granted to the IT Manager (Mr Hayden).		
3.9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	A separate RA has been undertaken by a team from the SLT and Operations Staff to consider drop off and pick up of children at the start and end of the day. Consideration has been given to: Strict SD of pupils/parents and staff. Separate areas for individual year groups, one-way transit to and from classrooms. TOP(SS) has the site plan as appendix 1. Explanation re SS pupils and parents is given in TOP(SS) Overall arrivals/departures procedures discussed with JS and the system looks to incorporate both		Walk thru on Mon 18 and Tues 19 to determine strength of plan and necessary signage. JS has far greater needs wrt this area.
3.10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Zoning of open spaces by year group in Senior School – this is already in place but will need more stringent enforcement by staff on duty. Movement around the site will need to be assessed with pupils and staff back to site, amending the practices if necessary.		
3.11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Most classrooms in the Junior and Senior Schools are already set up for PODS/SD, just not at full capacity. The JS will 'split' classes as per guidelines.		CPL, SP and DJS have walked through all classrooms

		During limited year groups' return, we will be able to use alternate rooms to provide adequate social distance.		
3.12	Can staff manage, whilst in the transition phase, both in school and remote learning?	All teaching staff have a device from which to deliver remote learning, either within school broadcasting out, or outside school broadcasting to students on site. MH provided solution to dual teaching, allowing this on site and those remote to have same access. Recorded lesson affords those in different time zones to access also. The teaching procedure is Appendix 2 in TOP (SS) Significant redevelopment of JS remote learning will take place following return of 4 year groups to JS. Resources will be provided on Firefly.		
3.13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Catering Manager is in charge of DH. Packed lunches will be provided at suitable locations. Lunches delivered to JS and support staff.	Minimise transit around site.	
3.14	Offsite trips/educational visits	Establish which of these offsite trips/educational visits have already been committed to financially and the amount of money paid to date; For overseas trips, review cancellation terms with our travel insurance Request confirmation of contractual arrangements in case of postponement, curtailment and cancellation; and Keep parents/carers up to date on cancelled/postponed offsite trips/educational visits, including any financial implications	All of this has been done. CPL & DJS in regular contact. Working with Tour Companies and Insurers. Communication to relevant parents has been updated regularly	Comment in Outcome section
3.15	Lack of risk assessments for any new/adapted teaching activities	Overarching concept should be no new teaching activities. Ensure that staff are briefed on the need to complete risk assessments prior to the introduction of any new/adapted teaching activities; and Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.		Mode of on-site teaching means that a standard classrooms will be used. Only change will be fewer pupils per class. Added RA considerations will need to occur for Art/DT/Food & Nutrition as SD may present new challenges.
3.16	Increase in staff lone/remote working whilst on site	Consider lone/remote working activities being undertaken across the site and ensure that risk assessments are completed (or that any existing risk assessments are reviewed and updated). Guidance		The School lone working policy should not change under the Cv-19 environment.

<td colspan="2">on lone/remote working is available from the HSE here; and Ensure that staff undertaking lone/remote working activities are briefed on the content of the risk assessments and provided with training where necessary (N.B. any training should be recorded).</td>		
3.17	Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing	We have provided employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing We have provided working from home information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme,); We have provided the homeworker checklist to assist in identifying any individual issues; We have considered any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.); Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have; Line Managers to keep their teams up to date on any changes that may impact them; and Liaise with your broker/insurer to check that any school-owned equipment provided is covered when in the employee's home.	WFH (working from home) guidance and checklist issued on 30 April Confirmed by Hettle Andrews and advised to staff in WFH guidance	

Section 4
Medical Risk Assessment

		Risk	Control Measures	Outcome	Remarks / Re-assessment
4.1		Is there anyone in addition supervising the normal medical staff?	The medical team are managed by the Lead Nurse and supervised by the DHP. As a member of the Operations Team there is also another layer of supervision from the DOO who supports the Lead Nurse and AHP.		
4.2		Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases,	The School has three trained nurses and a team of bank nurses to be able to call on, should their support be needed.		

	outside appointments and normal medical issues?	There are limited pupils and no boarders, which means that the population at risk is significantly smaller than during normal operations.		
4.3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Covid-19 medical procedures reviewed and shared with medical staff and staff March 2020		See separate Medical Risk Assessment.
4.4	Is the medical room(s) properly equipped?	PPE available at the medical centre and set up in isolation area		
4.5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Mask/face covering can be worn by all but is up to individual personal preference. PPE is available should it be needed.		Needs communication to staff.
4.6	Is the school aware of all pre-existing medical conditions?	Parents complete medical form before start of term to update medical records. Some members of staff have not completed the pre-existing medical conditions on RR People. This should be done ASAP by all staff, if they have any medical condition, including pregnancy.		
4.7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	No staff tested unknown for pupils and parents		
4.8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Unknown		
4.9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath?	Record kept of pupils and staff prior March 2020		
4.10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Regular contact made by HoMs, tutors, HoYs, SLT with pupils and staff		
4.11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Isolation area pre March 2020: Latessa Wing Designated Isolation Area re-opening : Old Queens Please see isolation area RA completed March 2020		
4.12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Should a pupil present with Cv-19 symptoms whilst on-site, then they will be isolated and sent home and asked to isolate.		
4.13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	The same emergency routes would apply as currently and would be coordinated through the Medical Centre		
4.14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Teaching staff to ensure that any pupils entering classroom have washed or sanitised their hands. Staff and pupils to be reminded regularly undertake '20 second' hand wash.		

4.15	If essential work is required on site are contractors properly registered, inducted and supervised	All contractors are signed in with Estates Office and escorted to working areas. Building sites operate separately from main school site.		
4.16	Do medical staff have the appropriate PPE, cleaning materials and training?	Medical staff have appropriate PPE material and training.		

Section 5
Boarding Risk Assessment in the COVID-19 Environment - Please note there are currently no boarding pupils on site

	Risk	**Control Measures**	**Outcome**	**Remarks / Re-assessment**
5.1	Are boarding policies and procedures updated, regularly reviewed and communicated?	All boarding policies are reviewed annually and addendum added as and when necessary. All policy updates discussed at HoMs and then cascaded.		
5.2	Are all security and access systems regularly checked, updated and re-coded?	Systems are checked by maintenance Yearly change of door code.		
5.3	Do boarding staff have the appropriate PPE, cleaning materials and training?	To be reviewed		
5.4	Are separation and socialising rules adhered to in the boarding house?	To be reviewed. We need to review the mixture of day and boarding students in boarding houses		
5.5	Are fire instructions and new procedures reviewed, understood and rehearsed?	New procedures will be published and rehearsed in September		
5.6	Are there sufficient rooms to isolate pupils (and staff)?	Staff can self isolate in their own accommodation Pupils to be isolated in Old Queens or Latessa, if needed		
5.7	Does the staff to pupil ratio reflect SD rules? This should include medical and emotional support.	Follow guidelines		
5.8	If bed space has been reconfigured are there still sufficient bathroom facilities?	There are sufficient bathroom facilities.	Number of pupils in bedrooms needs to be reviewed	
5.9	Are all clothes and bed linen washed regularly and at appropriate setting (65°)?	Guidelines to be followed		
5.10	Are boarders equipped with authorised equipment to stay-in touch with parents?	Pupils have their own mobiles devices. Wi-Fi in place to ensure that pupils are able to keep in touch.		

Section 6

Support Staff Risk Assessment

		Risk	Control Measures	Outcome	Remarks / Re-assessment
6.1		Are support staff briefed on changes regularly?	• The school has the most recent information from the Government, and this is distributed throughout the school community • Regular meetings with all Heads of Department • Regular briefing of all support staff by Heads of Department • Headmaster regular video message • Display posters informing of symptoms in prominent locations		
6.2		Do support staff have the appropriate PPE, cleaning materials and training?	• Review suitability of existing cleaning substances, equipment, and PPE • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum); and • 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). • Ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of our review; • Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required;		
6.3		Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	• Keeping up to date on the latest Government guidance COVID-19: cleaning in non-healthcare settings (available here) as this may be subject to change. Refresher training will need to be provided to cleaning staff following any changes to the guidance. • Disposable cloths & PPE to be double bagged after use and stored in a secure location for 72hrs (minimum.) Then put into general waste. Cleaners to wash thier hand after disposing of PPE. • See (above) guidance for cleaning arrangements in an area where a suspected COVID-19 case has been identified. • Cleaning procedures sheet published for cleaners.	School will be using 'fog' cleaning in all classrooms, communal spaces and offices. The process provides immediate Covid-19 disinfectant that is persistent for up to 7 days through fog spraying of all areas, including high risk locations. The company is HERE and are contractors for the NHS and Home Office.	
6.4		Are all security and access systems regularly checked, updated and re-coded?	• Security – safeguard the building and put all protective locks (time zone updated), and alarm protection (Intruder Alarms and CCTV) into function.		

		• Where feasible, contents should be moved from empty premises, especially combustible objects and high value or business critical objects/equipment; • Ensure that utilities (such as water supply) to the empty premises are disconnected when possible, or isolated. This should not hinder fire protection, heating, safety, or security purposes; and • Ensure that the building is inspected internally and externally at least once a week where possible • Liaise with our broker/insurer to determine any terms/conditions of your insurance policy relating to unoccupied buildings and ensure that any measures required are implemented where possible. • Increase the number of Security shifts day cover for weekends • Ensure perimeter signage is in place		
6.5	Have reconfigured areas, zones and routes hampered fire exits and routes?	• Staff working in areas of the school site that are not familiar to them to complete a walkthrough to identity escape routes, fire exits and assembly points; and • Ensure that pupils/students learning in areas of the school site that are not familiar to them are briefed on escape routes, fire exits and assembly points.		
6.6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	• Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, etc.) to determine who is available; • Identify further key persons required, together with deputies/cover, and provide training accordingly • Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas);		Fire Alarm procedures given consideration in TOP(SS) – but needs amending
6.7	Spread of infections through multi touch-points	• Review and identify multi-touch points of such as doors handles reduce use where possible, wedge doors open • Review and identify multi-touch points of such as water drinks stations eliminate or reduce where possible • See cleaning regime which details cleaning process for all areas in use.		
6.8	Increase in staff lone/remote working while on site	• Consider lone/remote working activities being undertaken across the site and ensure that		

	risk assessments are completed (or that any existing risk assessments are reviewed and updated). Guidance on lone/remote working is available from the HSE here; and • Ensure that staff undertaking lone/remote working activities are briefed on the content of the risk assessments and provided with training where necessary (N.B. any training should be recorded).		

Section 7
Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
7.1	Heating system including fuel levels sufficient?	• Meter readings taken each month		Summer months, therefore limited heating needed
7.2	Gas supply, venting and valves?	• Boilers in non-domestic residences serviced, Sept. 19, March and May 2020.		
7.3	Have air conditioning ducts and units been checked and reviewed?	• A/C units serviced April '20		
7.4	Electrical tests up-to-date including emergency lighting and PAT?	• Fixed wiring inspection completed Sept. '19 • PAT Testing undertaken Jan. '20 • Em. lighting tested Oct. '19		
7.5	Water testing for temperature, flow and legionella in date for test?	• Weekly flushing of little used outlets. • Showers cleaned, quarterly. • Water temps tested monthly. • Annual calorifier cleaning. • Annual cold water storage tank check/clean.		
7.6	What is the status of the swimming pool and are appropriate measures in force?	• JS - see Sports & Leisure section below		Not being used until further notice – different kind of risk
7.7	Fire alarm panel, system and extinguishers in date and serviced?	• Fire Extinguisher serviced Oct 19 • Fire alarm panel serviced May 20		
7.8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	• Laundry equipment on a service contract.		
7.9	Have waste procedures been reviewed?	• Waste collection contractors have been contacted and collection dates arranged.		
7.10	Are pest control services recorded, deficiencies identified and actioned?	• The School has a nominated pest controller who visits the school on a regular basis.		
7.11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	• All vehicles maintained and insurance all in place. • School minibus taken out of use		
7.12	Estates Team contractors	• Consideration given to staggering the days/times contractors are on site. • Contractors reminded to adhere to social distancing procedures, frequent hand washing etc.		

| 7.13 | Estates Team working arrangements | • Start, finish & break times staggered.
• WC area to be occupied by one person only.
• Welfare rest room to be occupied by no more than 4 people.
• Hand sanitiser to be used on entering and existing the tea rooms and Estates Office. | | |

Section 8
IT Risk Assessment

		Risk	Control Measures	Outcome	Remarks / Re-assessment
8.1		Has the number (#) of IT staff required on site been assessed?	• Team size #5 • On-site peak team since lockdown has been #2 • When staff/ student numbers increase, IT on-site team needs to increase to #3/#4 to cater for more on-site problems	• On-site team will flex to a max of 4	
8.2		Has the make-up of IT staff been assessed	• Following Govt guidelines for SD, then we would limit it to those who can travel independently to site by car (= #4 staff) • Also need to allow for staff childcare situation so may need flex for work from home as per now, and also family health	• As above, the on-site team would flex to a max of 4, with up to 2 working from home	
8.3		IT office room layout suitable	• Consider how many can fit into IT office, likely space for max #3 staff with desk turning • Create an extra aisle for traffic flow • Base #1 staff in Junior School?	• The IT office has been re-configured to adhere to SD guideline and to seat 3 people • The Junior School has allocated the Year 5 breakout area as a base for another member of the team	

8.4		How would non-IT staff visit the IT office	• Where possible resolve issues remotely
			• The IT office adheres to SD guidelines and
			   ○ Only 1 person at a time, just inside the door
			   ○ Problem to be explained verbally and/ or screen mirrored to TV
			• Install a drop off/ collection zone for iPads
			• Install a laptop for manual password changes
			• Sanitising wipes to be providing for use of laptop/ other devices before/ after use
			• Review whether students be coming into the IT office as freely as before lockdown?
				• Drop off/ collection zone installed
				• Laptop setup for manual password changes
				• TV setup to allow screen mirroring
				• Sanitising wipes provided	

8.5		IT staff fault finding	• Where possible resolve issues remotely or provide a workaround
			• Determine how critical the issue is:
			   ○ If Critical, then visit the area/ classroom, adhering to SD guidelines
			   ○ If not critical, visit area/ classroom out of lesson time or out of hours
				• 1 member of the IT team will be based in the Junior School	For return of Yr 12 we need dedicated IT engineer in A block throughout the day
					
					Yr 10 return – Top Corridor in C block needs two engineers throughout that week.

| 8.6 | Spread of infections through IT equipment multi touch-points | Loan Equipment (iPads, Laptops)
• Do we need to loan out equipment?
 o If yes, then clean/ sanitise the loan device before/ after each loan
 o IT to drop off/ pick to requestor at designated drop off point

Class set iPads/ Chromebooks
• Is there a need for these?
• If Yes
 o A small team is responsible for the devices
 o Clean before/ after use
 o Designated person delivers and collects to a pre-defined area

Hot-desking
• Will hot-desking be used:
• If Yes.
 o Mark out areas as per Govt SD guidelines, e.g. in common rooms for example
 o Provide sanitising wipes/ facilities to allow teachers to clean before/ after

Printers
• Operational
 o The default should be not to print
 o If there is a need to print
 o switch off printers that are close together
 o Provide sanitising wipes to allow for cleaning before and after use
 o Paper needs to be delivered and installed – IT?
• Faults
 o Use another printer as a workaround
 o Fault-find and resolve remotely
 o Visit the printer at a quiet time for that area
 o Invoke Engineer call-out | • Outcomes as per control measures | Specific cleaning needed in Computer suite rooms. Sanitisers and wipes available in these rooms and pupils to wipe down keyboards.

Limited number of pupils will have actual Comp Sci lessons |
| 8.7 | Is the IT provision suitable for the phase of hybrid/ remote learning | A combination of desktop PCs and school provided iPads will be needed for staff to 'run' their lessons PC for driving and sharing, iPads for Sound and Vision.

A **gooseneck flexi holder** will be needed to purchase for most classrooms
TOP (SS) has teaching process using above explained in Appendix 2
This covers scenarios of one classroom, split classrooms and remote | • Flexi-holders provided in the teaching rooms
• Longer USB leads to be provided for teaching iPads
• USB charging points to be provided for JS iPad pods
• Sanitising wipes to be provided near display screen/ interactive boards | MH has included explanation to staff in a separate guideline sheet

==Avoid the sharing of equipment between staff and/or pupils such as keyboards, phones, musical instruments etc., or where this is not possible, ensure that suitable cleaning and disinfection methods are employed between uses.== |

	Purchase extension leads with USB sockets for constant power to iPads Teachers may want to **use their own headphones** Students using school iPads may want to **use their own headphones** Determine how much access is needed to display screens/ interactive boards (e.g. for JS registration) Review external Wi-Fi in relation to likely outside spaces		

Section 9
Sports & Leisure Risk Assessment

	Risk	**Control Measures**	**Outcome**	**Remarks / Re-assessment**
9.1	Normal Operation Procedures to be updated with Covid-19 information and Gov guidance (at present the reopening of swimming pools/leisure facilities will be in the last phase. Spread of infection through access – egress	Pool closed. No plans to open the pool in the immediate future. To reopen the pool a period of time needs to be allocated to the following:- Testing of water for potential microbial growth during lockdown - Taking in to account the measures that need to be taken to minimise the risk of infections as a result of biofilm formation within the pool, pipework and components – Re-calibration of any plant that has not been operating to full capacity during lockdown, reheating of the pools • Extra Pool water testing to in place throughout the day • All staff should be social distancing 2m apart at all times • Opening times to be changed to meet business needs • Pool Hygiene – Enhanced disinfection procedures • Constant cleaning of door handles, taps and surfaces and poolside should be in place • Hand sanitiser to be placed at entry point • Signing in register – No pens • Users guidelines for use of pool – To included showering before and after swim, Toilet use, coughing, spitting, nose blowing and other personal hygiene • Bather load – limit to amount of users in the building • Changing rooms – sectioned off areas (2m) for users to change – Limit access numbers to the pool • Introduce a one in one out system		Consideration of a limited Games programme will need to occur should Year 7-9 return

		• No sharing of equipment • Control shower areas – cubicles in female • Shower area male one in one out system • Cleaning matrix to be in place for extra cleaning • Pool times to be split – giving staff time to clean between users and groups		
9.2	Layout of changing rooms and changing	• Changing rooms will need to be measured and sectioned off with floor tape for personal changing space • Female changing room 3 users at any one time • Male changing room 5 users at any one time • User changes and clothes should be place in a bag and left on coat hook • Shower areas - Female Adult side one user at any one time, Pupil side 2 users at any one time (Cubicles) • Shower areas Male Side one user at any one time - Pupil side one user at any one time		
9.3	School swimming lessons	• Lessons will not restart until safe to do so • Limit numbers of lessons • Limit lesson time • Limit swimmers in lessons • Changing rooms – sectioned off areas (2m) for users to change – Limit access number of swimmers • Allocation of time slot for swimmers to change • Personal hygiene to be reinforced • No sharing of equipment • Meeting and collection point out side of building • Class teacher to have control of access and egress of pupil numbers in building – to be clear with new guideline of numbers in classes		
9.4	Members swimming	• Opening times to be changed • Bather load – limit to amount of users in the building - control entry point • Booking in system needs to be in place • Changing rooms – sectioned off areas (2m) for users to change – Limit access numbers to the pool • Users guidelines for use of pool – To included showering before and after swim, Toilet use, coughing, spitting, nose blowing and other personal hygiene • No sharing of equipment • No socialising in the building • Control shower areas – cubicles in female		

		Risk	Control Measures	Outcome	Remarks / Re-assessment
			• Shower area male one in one out system • Changing and showering should be done as quickly as possible		
9.5	Sports hall		• Social distancing 2m should be in place at all times • Users should come to the facility ready to use the facilities • Changing rooms should only be used for the use of toilet facilities only • Only enter the building if there is a known booking • Group leaders to take overall responsibility of users in the building • Make all users aware of new procedures in place • Hygiene – Enhanced disinfection procedures • Regular cleaning of door handles, taps and higher risk areas		

Section 10
Catering Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
10.1	Catering provision Spread of infection through multi touch-points at drinks machines, salad bars and serveries	• Drinks machines and self-serve will not be used in the dining room. • Where self-serve drinks are made, there will be regular (daily) cleaning of machines. Staff will be encouraged to use their own mugs and cutlery and crockery, if needed. • Review and increase cleaning regimes for areas where food is prepared and consumed; • Ensure that any refreshments for events (e.g. team meetings) are served rather than self-service where possible (i.e. buffets should be avoided, unless food items are individually wrapped); • Temporarily halt the use of Tuck shops, Drapers etc. • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals; • Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques; • Ensure that staff responsible for preparing food are aware of and follow the latest Government guidance by providing regular refresher training (N.B. all training should be recorded); • If you need to hire in any temporary agency staff to assist with catering provision, ensure	Stop virus spreading through non-use.	

		that your medical questionnaires include a line on the virus symptoms.		
10.2.	Threat of spread of virus through cross-contamination due to frequent use of items and self-serve lunch system.	• All lunches will be packed and procured from suppliers who are certified and provide evidence that their manufacturing hygiene is robust and thorough. • Staff and pupils will be reminded about thorough personal hygiene at all times, especially so when eating.		
10.3	PPE for catering staff	• Provided and worn as per standard operating procedures in the kitchen, including regular hand washing, gloves and face masks.		

Section 11
Admissions Risk Assessment

	Risk	Control Measures	Outcome	Remarks/Re-assessment
11.1	Visitors touring the school	All visits are currently cancelled	No visitors will be touring the school site	