



COVID-19 RISK ASSESSMENT

The risk assessment was last reviewed on:

31st August 2020

Person/Body reviewing

EB /COVID-19 sub-Committee

Date of next review:

This policy is dynamic and is reviewed regularly by the COVID-19 Committee

COVID-19 – Risk Assessment

1 Introduction

1.1 It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the Michaelmas term. Returning to school is vital for children’s education and for their wellbeing. The measures set out in this Risk Assessment provides a framework for the School to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high-quality education that enables them to thrive and progress.

2 Risk Assessment

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

2.2 This document takes in the DfE guidance and puts it into a risk assessment format. Actions are subject to change in light of updated advice.

Risk Assessment

Phase 2 Return to School – 7th September 2020

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Advanced Planning	Poor planning can lead to unexpected issues that put the school community at risk from Covid-19.	<ul style="list-style-type: none"> • Establish a COVID-19 Committee, comprising Governors and the Executive Board, that meets regularly to discuss and provide guidance on putting in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high-quality education that enables them to thrive and progress • The School will implement the following set of principles to minimise risk: <p>Prevention:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2. Where recommended use face coverings in school 3. Clean hands thoroughly more often than usual 4. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6. Minimise contact between individuals and maintain social distancing wherever possible 7. Where necessary, wear appropriate personal protective equipment (PPE) <p>Response to any infection</p> <ol style="list-style-type: none"> 8. Engage with the NHS Test and Trace process 9. Manage confirmed cases of coronavirus (COVID-19) amongst the school community 10. Contain any outbreak by following local health protection team advice 	Yes	
Contact with individuals who are symptomatic Contact with individuals who are unwell and have COVID-19 symptoms	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • Ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home • If any pupil or member of staff in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (See Appendix A), they must be sent home and they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • If a member of staff leaves to go home they should inform their Head/Headmistress. • If a child is awaiting collection, they should be moved, if possible, to the medical centre where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required, a window should be opened for ventilation. • If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom in the medical centre. The bathroom must be cleaned and disinfected using standard cleaning products before 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Contact with individuals who are unwell and have COVID-19 symptoms (continued)	Potential for infected people to spread coronavirus	<p>being used by anyone else.</p> <ul style="list-style-type: none"> • PPE must be worn by staff caring for the child while 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 a boarding pupil shows symptoms, they should initially self-isolate in their room in their Boarding House. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family/guardian home. • In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital. • Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. • Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Personal hygiene	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • Clean hands thoroughly more often than usual using soap and running water or hand sanitiser. • Ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. • Establish hand sanitiser 'stations' available at the entrances to all buildings • Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative • Build these routines into school culture, supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them • Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach • Ensure that classrooms have enough tissues and bins available to support pupils and staff to follow this routine. • As with hand cleaning, ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. • Pupils and staff to be issued with two sets of face coverings, although they are not currently required in schools as pupils and staff are mixing in consistent groups, the use of face coverings is left to discretion of the individual. • Face coverings are required at all times on public transport and in shops (for children over the age of 11) or when attending a hospital as a visitor or outpatient. • The School has the discretion to require face coverings for pupils, staff and visitors to be worn in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering. • Teaching staff will be provided with face screens. 	Yes	
Infection control & cleaning (general)	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach • Ensure classrooms / laboratories / workshops learning and shared areas that are used by different groups are cleaned between groups • Toilets to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet • When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. • Items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out. • Crockery and eating utensils should not be shared. • Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19. • Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
<p>Infection control – Cleaning post COVID</p> <p>Infection control & cleaning after an individual with symptoms of, or confirmed COVID-19 has left the school</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. If a further risk assessment indicates that a higher level of virus may be present (for example, where someone unwell has spent the night in a boarding school dormitory) then additional PPE to protect the cleaner's eyes, mouth and nose may be necessary. The local Public Health England (PHE) will advise on this. Areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Any cloths and mop heads used must be disposed of and should be put into waste bags. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing. 	Yes	
<p>Infection control & cleaning after an individual with symptoms of, or confirmed COVID-19 has left the school (continued)</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues): <ol style="list-style-type: none"> Should be put in a plastic rubbish bag and tied when full The plastic bag should then be placed in a second bin bag and tied This should be put in a suitable and secure place and marked for storage until the individual's test results are known This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put indisposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
<p>Social distancing & bubbles</p> <p>Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Potential for infected people to spread coronavirus</p>	<ul style="list-style-type: none"> • Maintaining distinct groups or ‘bubbles’ that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. • Staff gathering at break time must stay at least 2m apart. • The following groupings/bubbles and the buildings in which they will be located are shown below: <ul style="list-style-type: none"> ○ Pre-Prep School Chadlington ○ Years 4,5 & 6 Prep School & David Dann ○ Years 7 & 8 Prep School & Rookwood ○ Remove & L5th Davies Court & Vines ○ U5th Old St Margaret’s ○ L6th & U6th College/Mackean • Limit interaction, sharing of rooms and social spaces between groups as much as possible. A majority of lessons will be scheduled in the buildings/classrooms above so that pupils do not need to move buildings between lessons. • Specialist classrooms (senior and Prep School) – science, DT, ICT, Art, Drama and Music will be shared between groups but will be cleaned between groups using them. • Groups will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups. • It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. • Pre-Prep pupils will remain in one bubble however, pupils will be taught in their specific classroom and will generally not mix with pupils outside of their class except for outdoor play. • All pupils will stay in their class groups for the majority of the classroom time, but some mixing will be permitted for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. • All teachers and other staff will operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • It is recognised that this is not likely to be possible with younger children and teachers in Pre-Prep. 	<p>Yes</p>	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Minimise contact between individuals and maintain social distancing wherever possible – Measures within the classroom (continued)	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • Staff in Prep and Senior schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. • It is acknowledged this is not always possible, particularly when working with younger children. • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone. • It is acknowledged that it will not be possible to ‘socially distance’ when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal. • For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs. • Seating, where possible, will be arranged whereby pupils are seated side by side and facing forwards, rather than face to face or side on. It is recognised that this is not likely to be possible with younger children in Pre-Prep where pupils may sit on the carpet. • Groups should be kept apart and large gatherings such as assemblies or Cathedral worship with more than one group should be avoided. • Groups should be kept apart and movement around the school site kept to a minimum. • While passing briefly in the corridor or playground is low risk, avoid creating busy corridors, entrances and exits. • Zones will be allocated in the playground for each bubble to take their break. Staggered lunch times will be published to allow time for cleaning surfaces in the dining rooms between groups where necessary. • Maximum occupancy is indicated on each office door and shared staff spaces are set up to help staff to distance from each other. • Use of staff rooms should be minimised and maximum occupancy observed. 	Yes	
Boarding Arrival and pick-up	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<p>Prior to arrival</p> <ul style="list-style-type: none"> • A letter to be sent to pupils to keep with them on their journeys. This letter will be on headed School paper and will confirm travel, transfer and destination arrangements in line with sponsor requirements. Pupils may need to show this at immigration so please ensure that your children understand that they should keep it safe and accessible with their travel documents. • Emergency 24-hour contact numbers of King’s staff in case pupils need to call school at any point during their journey. • The name and photo of the person who will meet the boarder at the airport (or other point of entry into the UK). 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Arrival and pick-up (continued)	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Pupils will be met at the airport (or other point of entry into the UK) by a member of King's staff whose photo and name were sent to them prior to departure. That member of staff will meet pupil at the Arrivals gate and will be holding a sign showing their name. They might be wearing a mask and will maintain social-distancing of 2 metres. Pupils will then be transported to school in a deep-cleaned School minibus The minibus might just be there for individual pupils but might also pick up to five other King's pupils if they are on the same flight. This number still enables social-distancing of 2 metres to be maintained. Hand- sanitiser, antibacterial wipes etc will be provided in the minibus There will be bottled water on the minibus. School is only about half an hour from Gatwick or an hour from Heathrow. 	Yes	
Boarders arrival at school	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<p>On arrival:</p> <ul style="list-style-type: none"> Welcomed by Tutor and shown to room. Check temperature, pupil to confirm they feel well. Tutor to explain House and quarantine rules to you and make sure that you know what to do if you need help with anything or feel unwell at any time. 	Yes	
Boarding Cleaning	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Rooms will be cleaned every day by the same cleaners during the two - week quarantine period. Dirty clothes should be put into the laundry bag provided and left in your room. They will be taken, washed and returned to your room within 48 hours. There will be plentiful supplies of hand sanitiser, soap and hot water, skin-friendly wipes and tissues (with additional lidded bins around school) If you wish, you may wear a mask, although this is not essential. Most staff will not be wearing masks unless they are required to do so by their area of work). 	Yes	
Boarding Meals	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> All meals during the quarantine will be taken together in the Conference Centre refectory – whilst observing safe, social-distancing. Care will be taken to ensure that seating arrangements allow a family feel to mealtimes, even during quarantine. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
If a boarder becomes ill	Potential for infected people to spread coronavirus Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • The boarder would self-isolate in his/her room (using their own, private bathroom) and be tested for COVID-19. If the test were POSITIVE, but the symptoms only mild, then he/she would remain his/her room and would be able to use a school mobile phone/ laptop to communicate with boarding staff. • The child would be cared for according to the UK's National Health Service (NHS) guidelines. • Meals, medication and pastoral care would be provided to the room during the 10 days isolation period and staff would ensure the child's safety, well-being and comfort. • If well enough, the sick pupil would be allowed to leave their room to go into the garden for fresh air at a time when no other pupil is present • Ongoing care and advice would be provided by the House and medical staff. • If the child were to be well enough not to need medical treatment, he/she could join in with online activities from his/her room. • Other quarantining pupils and staff who had been in contact with the sick child would be tested for COVID-19 and closely monitored during a 14-day period to see if symptoms developed. • In the case of severe illness, the child would be taken into one of the several hospitals in the area. • In all cases, parents would be kept informed and be contacted regularly with detailed updates. • If the test proved NEGATIVE, the child would be treated by the school doctor/ our medical staff and would re-join activities once better. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Staggered start/finish	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Staggered starts and finish times will be published to keep groups apart as they arrive and leave school. Parents will be advised about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment which is not allowed. Pupils must wash their hands immediately on arrival. 	Yes	
Visitors	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Visitors to the site, such as contractors, will be advised that they must maintain 2m physical distancing at all times and clean their hands thoroughly using soap and running water or hand sanitiser on arrival. Temperatures will be taken of all visitors on arrival, anyone displaying an unusually high temperature (shown by an orange or red indication on the display screen) will not be permitted access. A record will be kept of all visitors including contact telephone number. Track and trace procedures will be followed. 	Yes	
Classroom & shared resources	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Classrooms should be naturally ventilated, windows should left open. Staff and pupils will have their own items Individual and very frequently used equipment, such as pencils and pens. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Outdoor playground equipment should be more frequently cleaned. Pupils are limited to the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Rules on hand cleaning, cleaning of the resources and rotation should apply to these resources. 	Yes	
PPE	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if a distance of 2 metres cannot be maintained. Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. The School has the discretion to require face coverings for pupils, staff and visitors to be worn in areas outside the classroom where social distancing cannot easily be maintained, such as corridors and communal areas and it has been deemed appropriate in those circumstances. Primary school children will not need to wear a face covering. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Response to any infection	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • Key staff are aware and understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. • Staff members and parents/carers are briefed and understand that they will need to be ready and willing to: • Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. • Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. • Parents and staff must inform the School immediately of the results of a test: • If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and other members of their household can stop self-isolating. • If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. (See Appendix A). Other members of their household should continue self-isolating for the full 14 days. 	Yes	
Management of confirmed cases of COVID-19 Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • The School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). • The School should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. • The health protection team will work with the school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, the school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> • Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • Travelling in a small vehicle, like a car/minibus, with an infected person • The health protection team will provide definitive advice on who must be 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Manage confirmed cases of coronavirus (COVID-19) amongst the school community (continued)	Potential for infected people to spread coronavirus	<p>sent home. To support them in doing so, the schools will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <ul style="list-style-type: none"> • A template letter will be provided, on the advice of the health protection team, to send to parents and staff if needed. The School must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and: <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform the School immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. • The School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. 	Yes	
<p>Contain any outbreak</p> <p>Contain any outbreak by following local health protection team advice</p>	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • If the Schools has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, it may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. • In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. • In consultation with the local Director of Public Health, if an outbreak is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
School transport Dedicated School Transport	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • Pupils on dedicated school minibus services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a “one metre plus” approach where this is not possible, will not apply from the autumn term on dedicated transport. • The approach to dedicated transport aligns as far as possible with the principles underpinning the system of controls set out in this Risk Assessment for Group bubbles. • Pupils are grouped together on transport, where possible to reflect the bubbles that are adopted within the School. • The two seats immediately behind the driver will be used for pupils’ bags and storage, and will not be used for seating in order to maintain social distance from the member of staff driving. • Hand sanitiser is used on boarding and/or disembarking. • Additional cleaning of vehicles is implemented. • Thorough ventilation of vehicles maintained. • Pupils are supervised and organised queuing and boarding is adopted whilst waiting for the minibus to depart. • Vehicles are distanced within MSY wherever possible. • Face coverings for children over the age of 11 are worn if they are likely to come into very close contact with people outside of their group or who they do not normally meet. 	Yes	
Public transport Wider public transport	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • Public transport use by pupils, particularly in peak times, should be kept to an absolute minimum. • The School should encourage parents, staff and pupils to walk or cycle to school if at all possible. • The School will use ‘walking buses’ (a supervised group of children being walked to, or from, school), as far as possible. • Parents may drive their child to school. 	Yes	
Attendance	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> • School attendance will be mandatory again from the beginning of the autumn term. • This means from that point, the usual rules on school attendance will apply, including: • Parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age. • Schools’ responsibilities to record attendance and follow up absence. • The availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Catering	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> As a matter of good hygiene practice catering staff should wash their hands frequently with soap and water for at least 20 seconds: <ul style="list-style-type: none"> Before and after handling food Before handling clean cutlery, dishes, glasses, or other items to be used by the customer After handling dirty or used items, such as collecting used dishes from customer tables After handling money After touching high-contact surfaces, such as door handles When moving between different areas of the workplace After being in a public place After blowing their nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow Food packaging should be handled in line with usual food safety practices and staff should continue to follow existing risk assessments and safe systems of working. Catering Department should continue to follow the Food Standard Agency's (FSA) guidance on personal hygiene and hygienic practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and guidance on risk assessment from the Health and Safety Executive (HSE). 	Yes	
Catering (continued)	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> School House and Conference Centre refectories (and interim School Hall refectory): <ul style="list-style-type: none"> Hand washing facilities or hand sanitiser will be available at the entrance to all refectories and their use will be supervised. Queue points on the floor will be clearly marked to ensure social distancing is possible. There should not be any sharing of food and drink by pupils or staff who do not share a household. Minimise self-serving options for food and drink. As far as possible, food served and/or displayed should be individually wrapped to minimise contact and avoid spread of infection. Increase the frequency of cleaning, especially hand touch surfaces, such as table tops, drinks levers, keypads, grab-rails, elevator buttons, light switches, door handles, and any surface or item which is designed to be, or has a high likelihood of being touched. Plates, cutlery and glasses should be handwashed in hot soapy water or washed with detergent in a dishwasher rated for disinfection. Refectories should be thoroughly cleaned after each group use them. All doors and windows should remain open wherever possible to allow greater ventilation and prevent touching of window handles (subject to appropriate fly screening). A system to reduce the use of cash for food or to facilitate the exclusive use of debit cards and contactless payment should be considered. Where possible, pupil bubbles should be matched to zoned canteen areas. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Offices	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> All offices are clearly labelled with maximum permitted occupancy in line with social distancing. Face-to-face meetings should be minimised and replaced with virtual meetings where possible. Staff to stay 2m apart (or 1m with risk mitigation where 2m is not viable). Have meetings outdoors or in well ventilated rooms. Have hand sanitiser in meeting rooms. 	Yes	
Safeguarding	Safeguarding concerns may have been exacerbated during the lockdown	<ul style="list-style-type: none"> Designated safeguarding leads (and deputies) should be provided with more time, especially in the first few weeks of term, to help them provide support to staff and children regarding any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies where these are appropriate, and agencies and services should prepare to work together to actively look for signs of harm. 	Yes	
School workforce	Staff with significant risk factors will be concerned about returning to work	<ul style="list-style-type: none"> From 1 August, it is expected that most support staff will attend school. It remains the case that wider government policy advises those who can work from home to do so. It is recognised this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, the School will consider what is feasible and appropriate and staff may work from home following agreement with their line manager. The risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at-risk categories to take particular care while community transmission rates continue to fall. The higher-risk groups include those who: <ul style="list-style-type: none"> are older males have a high body mass index (BMI) have health conditions such as diabetes are from some Black, Asian or minority ethnicity (BAME) backgrounds Where you cannot stay 2 metres apart (or 1 metre with risk mitigation where 2 metres is not viable) you should: <ul style="list-style-type: none"> only work together up to 15 minutes at a time use screens and barriers to separate people where possible work side by side or back-to-back rather than face-to-face Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. The EB should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. 		

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
School workforce	Staff with significant risk factors will be concerned about returning to work (continued)	<ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19). If people with significant risk factors are concerned, HR will discuss their concerns and explain the measures the school is putting in place to reduce risks. EB should try as far as practically possible to accommodate additional measures where appropriate. The Schools has a legal obligation to protect its employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Governing boards and the EB should have regard to staff (including the headteacher) work-life balance and wellbeing. All employers have a duty of care to their employees, and this extends to their mental health. The School already has mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. This risk assessment is available in each School reception area and on the School's website. 	Yes	
Educational visits	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Domestic (UK) overnight and overseas educational visits will not take place at this stage. The School is currently reviewing whether to resume non-overnight domestic educational visits. If the decision is made to go ahead with non-overnight domestic educational visits this will be done in line with protective measures, such as keeping children within their consistent group, and the COVID-secure measures in place at the destination. The school will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. 	Yes	
School uniform	Uniform plays a valuable role in contributing to the ethos of the school and setting an appropriate tone	<ul style="list-style-type: none"> School uniform will be worn by all pupils. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. 	Yes	
Physical Education	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Physical activity will be subject to a specific Risk Assessment. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene The School will refer to the following advice: <ul style="list-style-type: none"> Guidance on the phased return of sport and recreation and guidance from Sport England for grassroot sport Advice from organisations such as the Association for Physical Education and the Youth Sport Trust 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Music & Drama	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> It is acknowledged that there is an additional risk of infection in environments where pupils are singing, chanting, playing wind or brass instruments or shouting. Singing, wind and brass instrument playing can be undertaken in line with Department for Culture, Media and Sport (DCMS) guidance. Indoor or outdoor face-to-face performance in front of a live audience, the schools will follow the latest advice in the DCMS performing arts guidance, implementing events in the lowest risk order as described. In planning an outdoor performance the School will also give particular consideration to the guidance on delivering outdoor events. Music and Drama within school will be subject to a specific Risk Assessments. Risk may be reduced by physical distancing and playing outside wherever possible, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. It is recognised that singing in class with younger children in Pre-Prep will take place, precautions will be taken to minimise risk to others. 	Yes	
Clubs and activities	Potential for infected people to spread coronavirus	<ul style="list-style-type: none"> Clubs and teacher-led activities will take place where the integrity of group bubbles can be maintained. A separate risk assessment for specific activities will be distributed where this is deemed necessary. 	Yes	
Estate	If buildings have been closed or had reduced occupancy during the coronavirus outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease.	<ul style="list-style-type: none"> All the usual pre-term building checks are undertaken to make the school safe. Continuity of all routine testing and reporting measures (fire, alarms, legionella, etc.) to be maintained. 	Yes	

What are the hazards?	What might happen?	Control measures What are the expectations to manage the risk?	Sufficient	
			Yes	No
Fire safety	Unusual working conditions may raise fire risks	<ul style="list-style-type: none"> • Interim measures addressing fire safety management will be of a temporary nature. Once school returns 'as usual' the fire safety measures should again be reviewed. • Alarm/emergency lighting testing and monthly fire escape checks will continue. • Planned termly fire drills will be postponed • All extinguishers, fire panels, sensors and 3-hour drop test of emergency lights scheduled for non-term time. • All staff will be advised on any changes to fire evacuation procedures. • Teachers to remind pupils of nearest and secondary fire exits on a regular basis particularly if students are taught in unfamiliar buildings. • The fire risk assessment will be reviewed. • Building Incident Controller provision will be reviewed. If additional BICs are required, newly appointed fire marshals will be asked to undertake e-learning. 	Yes	
First aid	Lack of first aid cover due to low staff levels	<ul style="list-style-type: none"> • A first aid needs assessment will be undertaken to determine the specific needs of the school during this period of reduced hours and reduced staff. • A 3-months extension for first aid certificates which expire on or after the 16th March 2020 can be used when re-training cannot be accessed. • Wherever possible when giving first aid, 2m distance will be maintained. • A review of first aid procedures to in light of social distancing requirements will be undertaken • Quantities of PPE for first aiders will be reviewed (including gloves and disposable aprons, masks as required). • Treating any casualty properly should be the first concern. Where it is necessary for first aid provision to be administered in close proximity, those administering it should pay particular attention to sanitation measures immediately afterwards including washing hands. 	Yes	

APPENDIX A

COVID-19 LIST OF SYMPTOMS AND ADVICE

The advice for everyone is to follow this guidance:

- The most common symptoms of COVID-19 are recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia).
- If you develop these symptoms, however mild, or you have received a positive coronavirus (COVID-19) test result, then you should immediately self-isolate stay at home for at least 10 days from when your symptoms started. If you live with others, all other household members who remain well must stay at home and not leave the house for 14 days. See the stay at home guidance for further information.
- You do not need to call NHS 111 to go into self-isolation. If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 10 days, then use the NHS 111 online service. If you have do not have internet access, you should call NHS 111. For a medical emergency dial 999
- If you have any symptoms of COVID-19, you should arrange a test by visiting NHS.UK, or contact 119 via telephone if you do not have internet access.
- Wash your hands more often than usual, for 20 seconds using soap and water or hand sanitiser, particularly after coughing, sneezing and blowing your nose, before you eat or handle food, or when you get to work or arrive home
- Cover your mouth and nose with disposable tissues when you cough or sneeze. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately wash your hands with soap and water for 20 seconds or use hand sanitiser.
- You must wear a face covering by law in some public places unless you have a face covering exemption because of your age, health or another condition. You are also strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet. Social distancing, hand washing and covering coughs and sneezes, remain the most important measures to prevent the spread of COVID-19. Face coverings do not replace these. See the staying safe outside your home guidance, and you can find guidance on how to wear and make a cloth face covering.
- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people.