

## COVID-19 Risk Assessment for Returning to School in September 2020

### Introduction:

The UK government has stated that all schools must fully reopen in September. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated. 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. Government advice for reopening in September recognises that while Covid remains in the community schools will be required to make judgements concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources. All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:

- Identify what could cause injury or illness in the organisation (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn’t possible, control the risk

Current government advice and guidelines on reopening schools can be found here - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> This guidance is subject to regular updates - this risk assessment will be reviewed on a weekly basis or more frequently in accordance with changes to the government advice or based on our own experience.

### **System of Controls**

DfE/PHE has a set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and build on the hierarchy of protective measures. When implemented with a “revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced”.

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### Prevention:

- 1 minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- 2 clean hands thoroughly more often than usual.
- 3 ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
- 4 introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- 5 minimise contact between individuals and maintain social distancing wherever possible.
- 6 where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

### Response to any infection:

- 7 engage with the NHS Test and Trace process
- 8 manage confirmed cases of COVID-19 amongst the school community
- 9 contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

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### The Principles of Risk Management

The School has an ongoing 'duty of care' for the whole community: advisory body, staff, parents, pupils and visitors.

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.

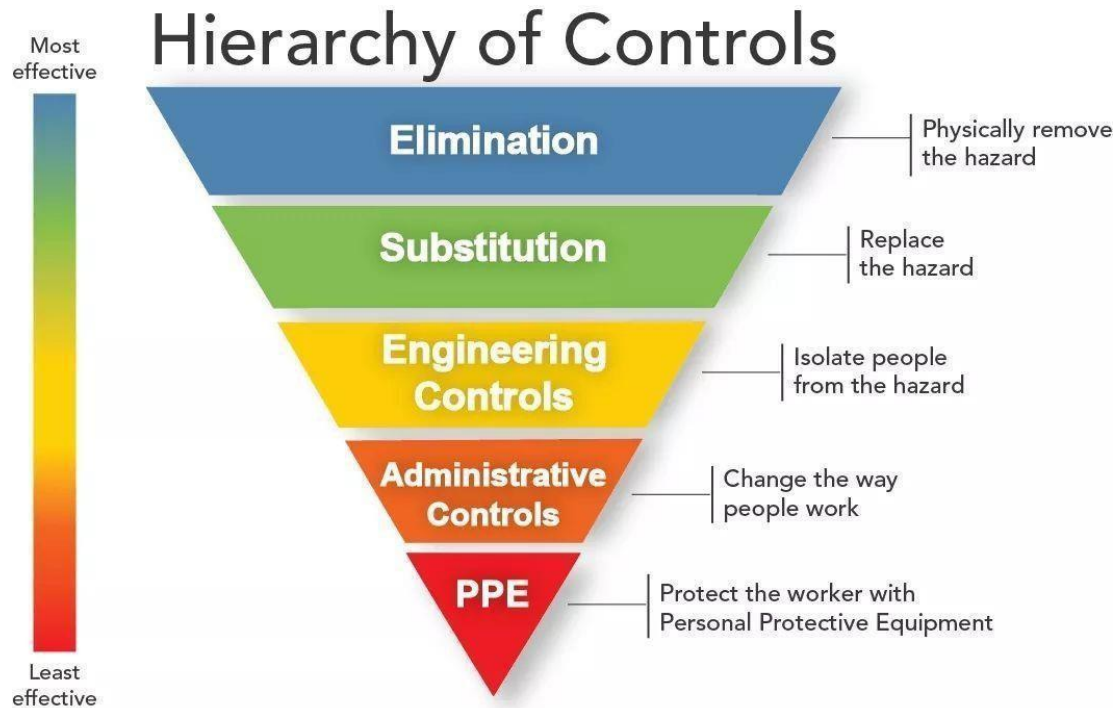
The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular situation?". **The aim is not to reduce the residual risk to zero;** this would be impracticable and unreasonable.

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 harm* - this will have to be assessed on a case by case basis. 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.
- c) *Cost and difficulty of taking precautionary measures* - is the mitigation action reasonable when the cost and difficulty of implementing is balanced against the perceived benefit.

To help with the thinking and ordering of control measures, the following diagram summarises which type of intervention should be considered first, based on effectiveness and practicality (source: <https://www.hse.gov.uk/>):

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Looking at this hierarchy of control measures as applied to the current situation, it is not possible to eliminate the hazard (the Coronavirus), neither is it possible to replace the hazard with a less dangerous virus. That puts Engineering Controls (physical barriers, segregation) and Administrative Controls (procedures, training, routines) at the heart of our control measure strategy. Only where such measures can't reduce the risk to an acceptable level should the final PPE control be considered.

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This risk assessment has been written in accordance with the guidance issued by the Health and Safety Executive and the Independent Schools' Bursars Association and should be read in conjunction with the detailed reopening plans put together by the Primary and Secondary leadership teams. It is reviewed and updated a) weekly by the SLT; b) in response to updates from the DfE as they are received; c) in response to feedback from the ICS community.

Policy written by - Rod Jackson [Head of School] 17/08/20



Reviewed by:

Tuesday 25/08/20 [SLT]

Friday 28/08/20 [SLT]

Tuesday 01/09/20 [SLT]

Thursday 03/09/20 [RJ and ST]

Monday 07/09/20

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### Overall Risk Assessment in the COVID-19 Environment

**Legend:** P: Potential Severity (0-5 with 5 being most severe) being most likely potential severity)  
L : Likelihood rating (0-5 with 5 being most likely)  
RR: Risk Rating (Likelihood x potential severity)

Hazard	Risk prior to mitigation			Mitigation measures and controls required to reduce the risk?	Staff responsible	Date assessed	Risk post mitigation		
	P	L	RR				p	L	RR
<b>General</b>									
A. National guidelines are updated daily but school lapses in following advice.	5	3	15	<ul style="list-style-type: none"> <li>Head to ensure daily checks are made with Government updates.</li> <li>Headmaster receives updates from DfE, ISC and ISA.</li> <li>Auto emails from DfE to School.</li> <li>Website information is automatically updated.</li> <li>Pupils updated via form time/class teachers/email as necessary.</li> <li>Any change in information to be shared with Advisory Body and passed on to parents and staff by email. As a result: The school has the most recent information from the government, and this is distributed throughout the school community.</li> </ul>	Head	28/8/20	5	1	5
B. Clinically vulnerable or extremely vulnerable persons returning to school	5	4	20	<p><b>Pupils who are shielding or self-isolating</b></p> <p>There will be far fewer children advised to shield and the majority of pupils will be able to return to school. However:</p> <ul style="list-style-type: none"> <li>A small number of pupils may not be able to attend in line with public health advice as they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).</li> </ul>	Head & SLT	28/8/20	5	2	10

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			<ul style="list-style-type: none"> <li>• If rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>• Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).</li> <li>• Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to offer them access to remote education and we will monitor engagement with this activity.</li> </ul> <p><b>School workforce</b></p> <ul style="list-style-type: none"> <li>• Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 01/08/20, we expect that most staff will attend school.</li> <li>• However, those who can work from home should do so. This will not be applicable to most school staff, but where a role may be conducive to home working, we will consider what is feasible and appropriate - this may include staggering working hours or combining wfh with working onsite.</li> </ul> <p><b><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></b></p> <ul style="list-style-type: none"> <li>• Where we apply the full measures in this risk assessment, 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. Refer to <a href="#">clinically-vulnerable, including pregnant women.</a></li> </ul>					
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				<ul style="list-style-type: none"> <li>• 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 01/08/20 as long as they maintain social distancing. Refer to guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. We will be flexible in how these 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.</li> <li>• People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</li> <li>• Staff who are pregnant</li> <li>• 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. However, they may return to school if strict social distancing guidelines can be adhered to.</li> <li>• Staff who may otherwise be at increased risk from coronavirus</li> <li>• We will discuss staff concerns and explain the measures we are putting in place to reduce risks to people with particular characteristics such as those from the Black, Asian, Ethnic Minority community (BAME) who may be at comparatively increased risk from coronavirus (COVID-19). We will try, as far as practically possible, to accommodate additional measures where appropriate.</li> <li>• People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend school.</li> </ul>						
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C. Inappropriate and/or inadequate curriculum arrangements	4	4	16	<p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>All pupils - particularly disadvantaged, SEND and vulnerable pupils must be given the catch-up support needed to make substantial progress by the end of the academic year. The key principles that underpin curriculum planning are: <ul style="list-style-type: none"> <li>Education is not optional; all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</li> <li>The curriculum remains broad and ambitious; all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</li> <li>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision; we will continue to build our capability to educate pupils remotely, where this is needed.</li> <li>We will aim to meet the Government's key expectations if considering revisions to our school curriculum for the academic year 2020-21 and teach an ambitious and broad curriculum in all subjects from the start of the Autumn Term.</li> <li>The EYFS statutory framework sets the standards that schools and childcare settings must meet for the learning, development and care of children from birth to 5 years old.</li> <li>Particular consideration will need to be given to the learning needs and objectives of children with SEND, to ensure that they receive appropriate preparation for adulthood.</li> <li>We will develop remote education so that it is integrated into school planning. Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. We are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.</li> </ul> </li> </ul> <p><b>Physical Education, School Sport and Physical Activity</b></p>	<b>Principals</b>	28/8/20	4	2	8
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				<ul style="list-style-type: none"> <li>• We have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in our system of controls.</li> <li>• We will monitor national governing body guidelines regarding the resumption of all relevant school sports.             <ul style="list-style-type: none"> <li>• Pupils will be kept in consistent contact clusters, sports equipment thoroughly cleaned between each use by different individual groups. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene.</li> <li>• We are able to work with external coaches, clubs and organisations for curricular and co-curricular activities where we are satisfied that this is safe to do so. We will consider carefully how such arrangements can operate within our wider protective measures.</li> </ul> </li> </ul> <p><b>Science, Design Technology and Creative Arts</b></p> <ul style="list-style-type: none"> <li>• Heads of Department will ensure compliance with guidance regarding Science, Design Technology and Creative Arts in relation to preparing to re-open and running practical activities.</li> </ul> <p>Reference will be made to CLEAPSS and other subject specific guidance.</p>					
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<p>D. Inadequate arrangements in place for managing off- site visits</p>	4	4	16	<ul style="list-style-type: none"> <li>• The Government continues to advise against domestic (UK) overnight and overseas educational visits at this stage.</li> <li>• In the Autumn Term, we can resume non-overnight domestic educational visits including any trips for pupils.</li> <li>• This will be done in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination.</li> <li>• As normal, we will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure we are aware of wider advice on visiting indoor and outdoor venues.</li> </ul>	Principal s	27/8/20	4	2	8
<p>E. Poor Communication</p>	4	3	12	<ul style="list-style-type: none"> <li>• All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems.</li> <li>• Head to share Risk Assessment with staff.</li> <li>• The DSL and DDSLs are easily contacted and their contact information known to all.</li> <li>• Safeguarding, code of practice and staff handbook policies have been updated, regularly reviewed and shared.</li> </ul>	Head	28/8/20	4	1	4

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F. Lack of wellbeing management for pupils	4	3	16	<ul style="list-style-type: none"> <li>● School staff will need to consider how to support:</li> <li>● Individual children who have found the long period at home hard to manage.</li> <li>● Those who have developed anxieties related to the virus.</li> <li>● Those about whom there are safeguarding concerns.</li> <li>● Those who may make safeguarding disclosures once they are back in school.</li> <li>● Children from black, asian and minority ethnic (BAME) communities and their families who may be at increased risk of serious ill-health as a result of contracting COVID-19. They may have additional or heightened worries about returning to school.</li> <li>● Those who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.</li> <li>● We will provide pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> <li>○ Support the re-building of friendships and social engagement.</li> <li>○ Address and equip pupils to respond to issues linked to coronavirus (COVID-19).</li> <li>○ Support pupils with approaches to improving their physical and mental wellbeing.</li> </ul> </li> <li>● We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.</li> </ul>	Head, Principal, Director SS, DSLs, all staff	27/8/20	4	2	8
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				<ul style="list-style-type: none"> <li>We will also consider support needs of particular groups we are already aware need additional help and any groups we identify as newly vulnerable on their return to school.</li> <li>Staff will need to strike an appropriate balance between re-integrating pupils into a re-assuring and familiar work ethic to support their mental wellbeing on the one hand and identifying and taking time to address explicitly individual concerns or problems on the other.</li> <li>If safeguarding issues come to light they will be addressed using the school's Child Protection Policy, which will be updated in light of full re-opening.</li> </ul>					
G. Failure to adequately identify vulnerable pupils/safeguarding	5	3	16	<ul style="list-style-type: none"> <li>We will continue to have regard to statutory guidance Keeping Children Safe in Education (September 2020).</li> <li>We will review/update our Child Protection Policy (led by the DSL) to reflect the return of more pupils.</li> <li>We will identify all those children whom we believe to be vulnerable in addition to those classed as vulnerable under current DfE guidance. This will include children receiving support from social care or on the edge of receiving support from children's social care, adopted children and those at risk of becoming NEET.</li> <li>The Pastoral leaders in Primary and Secondary will work to promote good communication with colleagues including the DSL and the Director of Student Support to ensure support to pupils who may need support on the return to school.</li> </ul>	DSLs	28/8/20	5	2	10
H. Poor or inappropriate behaviour and attendance	4	3	12	<p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>Our Behaviour Policy will be updated with any new rules/policies and will be communicated clearly and consistently to staff, pupils and parents, setting clear, reasonable and proportionate expectations of pupil behaviour. We will set out clearly at the earliest opportunity the consequences for poor behaviour and deliberately breaking the rules and how we will enforce those rules including any sanctions.</li> </ul>	Principals	28/8/20	4	2	8

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				<ul style="list-style-type: none"> <li>• We will work with staff, pupils and parents to ensure that behavior expectations are clearly understood, and consistently supported, taking account of individual needs.</li> <li>• It is likely that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. We will work with those pupils who may struggle to re-engage in school and are at risk of being absent and/or persistently disruptive, including providing support for overcoming barriers to attendance and behaviour and to help them re-integrate back into school life.</li> <li>• Some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, particularly vulnerable groups such as children with a social worker and young carers, may need additional support. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. We will work with local services to ensure the services and support are in place for a smooth return to school for pupils.</li> <li>• The disciplinary powers that schools currently have, including exclusion, remain in place. Permanent exclusion will only be used as a last resort. Where a child with a social worker is at risk of exclusion, their social worker will be informed and involved in relevant conversations.</li> </ul> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• School attendance will be mandatory again from the beginning of the Autumn Term. From that point, the usual rules on school attendance will apply, including:             <ul style="list-style-type: none"> <li>○ Parents' duty to secure that their child attends regularly at the school where the child is a registered pupil and they are of compulsory school age.</li> </ul> </li> </ul>					
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				<ul style="list-style-type: none"> <li>○ Schools' responsibilities to record attendance and follow up absence.</li> <li>○ The availability to issue sanctions, including fixed penalty notices in line with the LA code of conduct.</li> </ul>					
I. Lack of wellbeing management for staff	5	4	20	<ul style="list-style-type: none"> <li>● Employees will be encouraged to report any signs of stress or anxiety to their line manager.</li> <li>● All employees have access to counselling and other services through the Employee Assistance Programme included in the school's subscription to the Education Support Trust</li> <li>● The Leadership Team are working with relevant staff to ensure that they have appropriately balanced timetables with agreed non-contact time.</li> <li>● Pupils will also be encouraged to report any sign of anxiety to their teachers.</li> <li>● The Advisory Board and the Leadership Team will be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.</li> <li>● Particular regard will be given to ensuring staff who are BAME (Black, Asian and Minority Ethnic) and those with existing health conditions (but do not fall into the category of clinically vulnerable) are appropriately supported, given that they may be at increased risk of severe ill-health should they contract COVID-19.</li> <li>● Workload will be carefully managed and the school will assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision. This issue will be factored into our resource and curriculum planning and consideration given to where additional resource could be safely brought in if necessary.</li> <li>● We may need to alter the way in which we deploy staff and use existing staff more flexibly to welcome back all pupils from the start of the Autumn Term. We will discuss and agree</li> </ul>	Head, SLT	28/8/20	5	2	10

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				<p>any changes to staff roles with individuals.</p> <ul style="list-style-type: none"> <li>• We will monitor the wellbeing of people who are working from home or self-isolating and help them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</li> <li>• We will keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• We will consider how to support the mental wellbeing of our staff who are returning after a significant period of either home working, shielding or furlough. Where work-related issues present themselves, the HSE's published Stress Management Standards will be followed. We will also review how we can support employees on broader issues, such as bereavement support and general anxiety about the ongoing situation (for example by providing confidential telephone advice and counselling through the EAP).</li> <li>• <b>CS Staff</b> have a flexible arrangement as space is shared in a public building.</li> <li>• WH offices have been marked by the management office. Offices cleaned daily.</li> <li>• Office rooms have been supplied with Antibacterial wipes and hand sanitizer.</li> <li>• Staff have been asked to ensure their work stations are wiped clean when they leave. Staff sit 1 meter apart and desks are also separate and have been provided with face shields.</li> <li>• Offices are moving to WeWork the 16th of September where a full risk assessment has been provided and shared with all staff</li> </ul>						
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<p>J. Contractors/visitors/suppliers on site increase the risk of transmission</p>	4	4	16	<ul style="list-style-type: none"> <li>Records of visitors and contractors to site recorded-name-address and contact number for Track and Trace (these are kept for 21 days).</li> <li>Where contractors are coming into school they must have up to date Risk Assessments and Method Statements.</li> <li>Control measures regarding the Coronavirus must be included within their RAMS.</li> <li>School to ensure no pupils or staff are in the area where contractors are working.</li> <li>Contractors will be designated a toilet they can use whilst on site.</li> <li>Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving.</li> <li>They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site.</li> <li>If they become aware of a contractor coming down with symptoms within 14 days of being at the school they must inform the school immediately.</li> <li>Only essential maintenance work or essential repairs (e.g. school has no lighting, Fire Alarm Inspection, Pest Control Service) to be undertaken.</li> <li>Contractors are properly registered, inducted and supervised.</li> <li>Contractors to work out of school hours where possible.</li> <li>Contractors not to work in classrooms when occupied by class group.</li> </ul>	<p>Head, Principal, Bursar, Administrators, Premises Manager, staff</p>	28/8/20	4	2	8
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				<ul style="list-style-type: none"> <li>• Contractor's operatives to use social distancing and appropriate PPE [masks]</li> <li>• Deliveries and visits outside school opening hours where possible.</li> <li>• Process for the acceptance of deliveries required i.e. where deliveries can be safely left.</li> </ul> <p>Site visits only by pre-arrangement.</p> <ul style="list-style-type: none"> <li>• No current or prospective parents will be permitted on site more than absolutely necessary - we will contact parent meetings via zoom for the foreseeable future and we will continue with Virtual Open Mornings, Virtual Tours and zoom interviews</li> </ul>						
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Medical									
K. Contact with individuals who are unwell	5	4	20	<ul style="list-style-type: none"> <li>• Ensure that pupils, staff and other adults do not come into school if they have <a href="#">coronavirus (COVID-19) symptoms</a> (a new continual cough, a temperature in excess of 37.8°C or a loss of, or change in their normal sense of taste or smell (anosmia)) or have tested positive in the last 10 days, and ensure anyone developing those symptoms during the school day is sent home (<a href="#">stay at home guidance for households with possible Coronavirus (COVID-19) infection</a>).</li> <li>• Staff and pupils are required to inform a member of the Leadership Team if they are symptomatic of coronavirus (COVID-19) or required to self-isolate.</li> <li>• If anyone in the school becomes unwell with coronavirus symptoms, they must be sent home and advised to follow the above 'stay at home' guidance, which sets out that they must self-isolate for at least 10 days from the start of their symptoms days and should arrange to have a test immediately. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If the test is negative, the student is feeling well, displays no symptoms and members of their household are negative, the student can return to school - as per NHS guidelines.</li> <li>• If someone in a child or staff member's home support bubble is showing coronavirus symptoms, or otherwise self-isolating, everyone in that support bubble should stay home. If the child/staff member or a member of their support bubble is contacted as part of the <a href="#">NHS Test and Trace programme</a>, the individual contacted should stay at home. If the individual becomes symptomatic, everyone in the support bubble should then isolate.</li> <li>• If a child is awaiting collection, they will be moved, if possible, to the identified First Aid Rooms in Primary &amp; Secondary where they will wait, supervised by a First Aid trained member of staff.</li> </ul>	Head & SLT	28/8/20	5	2	10

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				<ul style="list-style-type: none"> <li>• Staff will wear appropriate PPE and will maintain at least a 2m distance wherever possible. In moving to the first Aid Room, a 2m distance will be maintained from other pupils and staff as far as possible..</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before use by anyone else.</li> <li>• If a child needs direct personal care until they can return home, then appropriate PPE will be worn. Refer to <a href="#">safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</a>.</li> <li>• In an emergency, call 999 if someone is seriously ill, injured or their life is at risk.</li> <li>• Anyone who has 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 or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• 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 disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> <li>• If a child starts displaying coronavirus symptoms whilst at school they must, wherever possible, be collected by a member of their family or household.</li> </ul>					
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<p>L. There is a confirmed case of coronavirus amongst the school community</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• We will take swift action when we become aware that someone who has attended the school has tested positive for coronavirus (COVID- 19). We will contact the local health protection team. This team will also contact us 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.</li> <li>• Any confirmed cases of coronavirus (Covid-19) in the setting (either child or staff member), and/or if the setting is advised to close as a result, should be swiftly reported to Ofsted through the usual notification channels.</li> <li>• 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.</li> <li>• The health protection team will work with us in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we 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"> <li>○ 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).</li> <li>○ Proximity contacts - extended close contact (within 1 to 2m for more than 15 minutes) with an infected individual.</li> <li>○ Travelling in a small vehicle, like a car, with an infected person.</li> </ul> </li> </ul>	<p>Head &amp; Principals</p>	<p>28/8/20</p>	<p>5</p>	<p>2</p>	<p>10</p>
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>● The health protection team will provide definitive advice on who must be sent home. To support them, we will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This will be a proportionate recording process - we do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</li> <li>● A template letter will be provided to us, on the advice of the health protection team, to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>● 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 <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They should get a test, and:             <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ If the test result is positive, they should inform 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 <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>.</li> </ul> </li> <li>● We will seek assurances from parents that their child is fit to return to school.</li> </ul>					
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## COVID-19 Risk Assessment for Returning to School in September 2020

<p>M. Poor containment of an outbreak by not following local health protection team advice</p>	5	3	15	<ul style="list-style-type: none"> <li>● If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and will continue to work with the local health protection team who will advise if additional action is required.</li> <li>● In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or 'bubble' group. If we implement the controls from this risk assessment, whole school closure based on cases within the school will not generally be necessary and should not be considered except on the advice of health protection teams.</li> <li>● In consultation with the local Director of Public Health, where an outbreak in our school 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. Testing will first focus on the person's bubble, then the whole school if necessary, in line with routine public health outbreak control practice.</li> </ul>	Head, SLT	28/8/20	5	2	10
<p>N. Poor response to an infection</p>	5	3	15	<ul style="list-style-type: none"> <li>● We will ensure all staff understand the NHS Test and Trace process. We will ensure that staff and parents/carers understand that they will need to be ready and willing to:             <ul style="list-style-type: none"> <li>○ Book a test if they are displaying symptoms (or order via Tel No. 119). 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. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</li> <li>○ 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.</li> <li>○ 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).</li> </ul> </li> </ul>	Head & SLT	28/8/20	5	2	10

## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li><input type="checkbox"/> Where possible parents collecting a child who is presenting with symptoms will contact 119 to arrange a local test.</li> <li><input type="checkbox"/> We will ask parents and staff to inform us immediately of the results of a test:             <ul style="list-style-type: none"> <li><input type="checkbox"/> If a child or member of staff tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating, although it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li><input type="checkbox"/> If a child or member of staff tests positive, they should follow the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> 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 (a cough or anosmia can last for several weeks once the infection has gone). The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul> </li> <li><input type="checkbox"/> At this stage, all those who have been in close contact with the pupil or member of staff in their group or bubble will be asked to self- isolate for 14 days.</li> <li><input type="checkbox"/> If a further child who is self-isolating develops symptoms, they should be tested for COVID-19. If this result is positive, they will begin the 10 day isolation from the day they became ill. All those in the second child's household will need to self-isolate for 14 days from the onset of the symptoms. If the result is negative, the second child will continue with their 14 day isolation period as a result of being in contact with the first child.</li> </ul>						
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## COVID-19 Risk Assessment for Returning to School in September 2020

Hygiene, Cleanliness and Housekeeping									
O. Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus	5	3	15	<ul style="list-style-type: none"> <li>• Everyone will be reminded to wash their hands before leaving home, on arrival at school, on return from breaks, when they change rooms and before and after handling cleaning chemicals, eating/drinking, using the toilet, sports activities, using public transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</li> <li>• Wash with liquid soap and water for a minimum of 20 seconds (see hand wash guidance). Hand cleansers/gels can be used if soap and water are not available. We will ensure there are sufficient hand washing or hand sanitiser 'stations' available throughout the school for staff and pupils and at the main entrances.</li> <li>• Younger children will continue to be helped to clean their hands properly.</li> <li>• Where in place, toilet lids should be closed prior to flushing and remain closed after use. Where not in place, staff and children will be instructed to move away from the toilet as soon as it has been flushed, more frequent cleaning of the toilets and most importantly, ensuring that strict hand hygiene measures are observed following every visit to the toilet.</li> <li>• Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet.</li> <li>• The 'catch it, bin it, kill it' approach will continue. Everyone will be reminded to sneeze into a tissue or sleeve, never into hands and to wash hands immediately after (as above). 'Catch it, bin it, kill it' posters to be displayed in relevant areas.</li> <li>• Used tissues will be put in a bin immediately - all waste bins to be lined and should be emptied regularly.</li> <li>• As with hand cleaning, we will ensure younger children are helped to get this right, and all pupils understand that this is now part of how school operates.</li> </ul>	Head & SLT	28/8/20	5	2	10

## COVID-19 Risk Assessment for Returning to School in September 2020

<p>P. Inadequate cleaning and disinfection</p>	<p>5</p>	<p>4</p>	<p>20</p>	<p><b>Cleaning and disinfection</b> <b>We will:</b></p> <ul style="list-style-type: none"> <li>• Define a new cleaning schedule that ensures cleaning is generally enhanced and includes more frequent cleaning of rooms/shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal.</li> <li>• Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas.</li> <li>• Schedule frequent cleaning of resources (e.g. books, toys) shared within groups.</li> <li>• Schedule the isolation or cleaning of resources (e.g. books, toys) shared between groups.</li> <li>• Reduce clutter with only the minimum items left on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces.</li> <li>• Reduce the number or eliminate soft toys which are more difficult to clean.</li> <li>• Increase the frequency of cleaning, using standard cleaning products, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.</li> <li>• As a minimum, frequently touched surfaces should be wiped down at the beginning and at the end of each day, and more frequently depending on the number of people using the space, whether they are entering and exiting the setting, and access to hand washing and hand sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.</li> <li>• When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.</li> <li>• Regularly check stocks of cleaning supplies and purchase additional supplies as necessary.</li> <li>• Use disposable cloths or paper roll and disposable mop heads wherever possible, disposing of them after use.</li> </ul>	<p>Bursar &amp; SLT</p>	<p>28/8/20</p>	<p>5</p>	<p>2</p>	<p>10</p>
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Classrooms will be decluttered with only the minimum items left on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces.</li> <li>• Telephones, keyboards/mice, light switches, electronic entry systems, iPads used by pupils and staff etc., will be cleaned with anti-viral wipes and packets of these wipes will be available in all appropriate spaces.</li> <li>• Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</li> <li>• All bins, where possible, will be lined and the liner removed at the end of the day, sealed/knotted and placed in the main waste containers.</li> <li>• Ensure disposable wipes, disinfectant spray and disposable tissues are available in classrooms and each appropriate space for both staff and pupils.</li> <li>• Ensure arrangements are in place for the disposal of clinical and general waste where required. Plan for the removal and safe disposal of rubbish.</li> <li>• For cleaning areas where a person with possible or confirmed coronavirus (COVID-19) has spent time/passed through, refer to the separate ICS Cleaning during Coronavirus Pandemic Risk Assessment.</li> </ul>						
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<p><b>Kitchens and communal canteens</b></p> <p>It is very unlikely that COVID-19 is transmitted through food. However, as a matter of good hygiene practice, anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so.</p> <ul style="list-style-type: none"> <li>• Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.</li> <li>• Food business operators should continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation, Hazard Analysis and Critical Control Point (HACCP) processes and preventative practices (prerequisite programmes (PRPs)).</li> <li>• For further information refer to the separate ICS Catering Operations during Coronavirus Pandemic Risk Assessment.</li> </ul> <p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li>• Clean frequently touched surfaces regularly.</li> <li>• Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels.</li> <li>• Ensure each bathroom has a reminder notice on washing hands.</li> </ul>					
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## COVID-19 Risk Assessment for Returning to School in September 2020

Q. Inadequate personal protection and PPE	5	3	15	<ul style="list-style-type: none"> <li>• We will determine what PPE will be required and in what quantities and ensure adequate PPE is ordered as necessary in advance of re- opening and where necessary, supplies maintained.</li> <li>• When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</li> <li>• Where staff are performing intimate care procedures, the normal procedures and usual PPE will be used - disposable apron and disposable gloves. If a child shows symptoms of COVID-19 they must not attend the school and stay at home.</li> <li>• When changing children, and where the child can understand, ask the child to turn their head to the side during the changing process.</li> <li>• For further information on the use of PPE for supervising a child who has become unwell see section on 'Contact with individuals who are unwell'.</li> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they will continue to receive care in the same way, including any existing routine use of PPE.</li> <li>• All adults and secondary students will wear masks or face shields in all common areas such as corridors and staff rooms, masks/ face shields are not required in classrooms but may be worn by personal choice.</li> <li>• In line with Coronavirus (COVID-19) safer travel guidance for passengers it is mandatory to wear a face covering if you need to use public transport, visiting shops or when attending a hospital. Note: children aged 3 to 10 years are exempt from the mandatory requirement to wear a face covering on public transport. We would, however, consider this to be best practice where the child understands how to wear a mask properly. It is important to use face coverings properly and wash your hands before putting them on and after taking them off.</li> </ul>	SLT	28/8/20	5	2	10
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"><li>Responsible adults or carers travelling with children on public transport must follow this guidance, wear face coverings, minimise the</li></ul>						
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<p>surfaces they touch and maintain their distance from others, where possible.</p> <ul style="list-style-type: none"> <li>Children under the age of 3 should not wear face coverings.</li> </ul>					
R. Transfer of virus onto/off PPE	5	3	15	<ul style="list-style-type: none"> <li>Wash hands before handling PPE.</li> <li>Don &amp; remove PPE in specified order.</li> <li>After use double bag disposable PPE if dealing with a Covid positive patient, storing securely (dry) for 72 hours and then add to normal rubbish arrangements.</li> <li>Re-usable PPE (e.g. rubber gloves used for general disinfection tasks) should be immersed in disinfectant, rinsed in clean running water and left to dry.</li> <li>Wash hands at end of processes.</li> </ul>	Staff	28/8/20	5	2	10
S. Exposure to new hazardous substances (products)	4	3	12	<ul style="list-style-type: none"> <li>COSHH assessment to be carried out for any new cleaning/sanitising products in use.</li> <li>Cleaning staff to be made aware of the COSHH risk assessments.</li> <li>Appropriate storage of hazardous substances.</li> <li>Material data sheets to be made available for new and existing products.</li> </ul>	Bursar	28/8/20	4	2	8
T. Cleaning contractors unaware of effective cleaning methods, equipment or strategy	5	3	15	<ul style="list-style-type: none"> <li>Bursar to have consulted with cleaning contractor on the cleaning products we should be using in school to ensure that these meet necessary standards.</li> <li>Cleaning staff: <ul style="list-style-type: none"> <li>Cleaners should adhere to specific cleaning risk assessments as well.</li> <li>Cleaning regime is regularly re-assessed, and if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces.</li> <li>Provision of information, instructions, training and supervision to cleaning staff.</li> <li>High risk areas are regularly monitored for hygiene.</li> </ul> </li> </ul>	Bursar, Premises Manager	28/8/20	5	2	10

## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>○ Support staff and cleaning staff have the appropriate PPE, cleaning materials and training.</li> <li>○ Ensure that all toilet/bathroom facilities are well stocked.</li> <li>○ Ensure that cleaners' resources are adequate and are effective against Coronavirus.</li> <li>○ Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled.</li> <li>○ Provide hand sanitiser stations throughout the school.</li> </ul>					
U. Cleaning staff absent	5	3	15	<ul style="list-style-type: none"> <li>● If necessary and possible, cleaning contractor will provide alternate staff.</li> <li>● If site cannot be cleaned, contact Public Health England and Advisory Body to recommend school closures on health and safety grounds.</li> </ul>	Bursar & Head	28/8/20	5	2	10
<b>Arrangements for the running of the school day</b>									
V. Inappropriate grouping of pupils and staff to minimise contact between individuals	5	4	20	<ul style="list-style-type: none"> <li>● Reduce the number of contacts between children and staff.</li> <li>● For younger children, the emphasis will be on separating groups (bubbles), and for older children it will be on separating groups and distancing where possible. Children old enough will be supported to maintain distance and not touch staff where possible.</li> <li>● In the Primary, there will be 3 bubbles: N/R-Yr2; Yr3/4 and Yr 5/6.</li> <li>● In <b>Secondary</b>, there will be 2 bubbles: MYP1-3 and MYP4-DP2 to enable the school to deliver the full range of curriculum subjects.</li> <li>● In order to deliver our extra-curricular programme, which we believe is part of a broad and balanced curriculum and vital to the wellbeing of the pupils, and also in order to offer break and lunch food and meals, we will use these bubbles and will limit any contact across bubbles as far as possible.</li> </ul>	Head, SLT	28/8/20	5	2	10



## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>• We believe that this sits within the Government guidance given our small numbers and still minimises the number of pupils that will be affected by an NHS Test and Trace scenario.</li> <li>• These bubbles will be used to organise break and lunch sittings, break time outside areas, sport, clubs and activities and other activities as appropriate. Wherever possible, year groups will remain sitting with each other within the bubbles.</li> <li>• All children will be encouraged to keep their distance within groups/bubbles although it is acceptable for younger children not to distance within their group.</li> <li>• It will not be possible to maintain these bubbles on school transport for our morning and afternoon pick up and drop off service [other mitigating measures are in place on that service - see separate guidance] but bubbles will be maintained on all other uses of the school bus service.</li> <li>• All teachers and other staff can 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 2m from other adults. This is not likely to be possible with younger children and teachers in Primary can still work across groups if that is needed to enable a full educational offer.</li> </ul>						
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## COVID-19 Risk Assessment for Returning to School in September 2020

<p>W. Inappropriate arrangements for the occupation of classrooms</p>	<p>5</p>	<p>3</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Staff must maintain distance from pupils, staying at the front of the class, and away from colleagues where possible. Ideally, adults should maintain 2m distance from each other, and from children, although this will not always be possible with younger children.</li> <li>• Avoid close face to face contact and minimise time spent within 1m of anyone. This will not be possible when working with pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</li> <li>• Children old enough, will be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children.</li> <li>• When staff or children cannot maintain distancing, particularly with younger children in the Primary, we will reduce risks by keeping pupils in a bubble.</li> <li>• We will endeavour to make small adaptations to the classrooms to support distancing where possible e.g. seating pupils side by side and facing forwards, rather than face to face or side on, and moving unnecessary furniture out of classrooms to make more space - wherever this is possible.</li> <li>• Spaces used will be well ventilated using natural ventilation where possible.</li> <li>• Doors may be held open to avoid them being touched by those coming and going from the classroom. This will also aid ventilation. At the end of the day, all doors to all rooms must be closed for fire purposes.</li> <li>• In Primary, wherever possible pupils will use the same classroom or area of the school throughout the day, with a thorough cleaning of the rooms at the end of the day. Consideration will be given to seating the pupils at the same desk each day where possible.</li> <li>• Pupils and staff will be asked to bring in their own water bottles. Water fountains will be used only for refilling waterbottles and not for drinking directly from.</li> </ul>	<p>Head, SLT, Staff</p>	<p>28/8/20</p>	<p>5</p>	<p>2</p>	<p>10</p>
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>• Sand and water trays will only be used one particular class/group. Malleable resources such as play dough will not be shared between different classes/groups.</li> <li>• All soft toys will only be used by one particular class/group. Consideration will also be given to reducing soft furnishings wherever possible.</li> <li>• Dressing up clothing and other fabric items will only be used by one class/group.</li> <li>• Where possible children will make use of outdoor spaces and outdoor equipment. Only one group at a time may use play equipment externally. Again equipment will be kept to a bubble group, where possible, and cleaned regularly.</li> <li>• IT suites can be used by pupils. Disinfection of workstations, keyboard and mouse after each class/bubble use will be necessary. Communal headphones will not be used. We will ask pupils to bring in their own headphones. Students are asked to bring their own school issue Ipads [Primary] or devices [Secondary]</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly between classes or bubble groups.</li> <li>• Pupils with SEND will receive specific help and preparation for the changes to routine that this will involve, so teachers and the DSS will plan to meet these needs.</li> <li>• Peripatetic teachers and/or other temporary staff can move between schools; also central services staff. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</li> <li>• For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</li> </ul>					
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, can be used and shared within a class. These will be cleaned regularly, along with all frequently touched surfaces. Library books will be kept to bubble groups or placed in quarantine for 48 hours.</li> <li>• Resources that are shared between classes or bubble groups, such as sports, art and science equipment will be cleaned frequently and always between groups 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 groups.</li> <li>• Outdoor playground equipment will be more frequently cleaned. This also applies to resources used for after school clubs.</li> <li>• Pupils should still limit the amount of equipment they bring into school each day to essentials such as water bottles, coats, books, stationery and mobile phones. Bags are allowed.</li> <li>• 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. Similar rules on hand cleaning, cleaning of the resources and rotation will apply to these resources.</li> </ul>					
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## COVID-19 Risk Assessment for Returning to School in September 2020

<p>X. Inappropriate arrangements for break and lunch times</p>	5	3	15	<ul style="list-style-type: none"> <li>• Morning break will be arranged at separate times in bubble groups as follows in Primary at separate times and in different areas at the same times in Secondary</li> <li>• At Primary and Secondary, students will attend lunch in their bubble groups. The tables will be cleaned before lunch service. Duty staff will supervise access to the dining room.</li> <li>• Lunch service will be at the counter only and will be organised to avoid pupils touching serving spoons/ladels.</li> <li>• Lunch will continue to be provided for staff.</li> <li>• Duty staff will on hand to supervise each sitting.</li> <li>• We will factor in time for cleaning surfaces in the dining hall between groups.T</li> <li>• The courtyard in Secondary will be divided up and allocated to different bubble groups at different times.</li> <li>• Duty staff will supervise each area to ensure no mixing between bubble groups.</li> <li>• For further details on the catering operation refer to the ICS Pandemic Catering Risk Assessment for the Autumn Term.</li> </ul>	Principals, SLT	28/8/20	5	2	10
<p>Y. Inappropriate arrangements for measures around the school</p>	5	3	15	<ul style="list-style-type: none"> <li>• We will avoid large gatherings such as assemblies with more than one bubble group or they will be conducted via zoom.</li> <li>• The Music Department will consider class teaching arrangements to ensure that pupils are not singing or playing instruments in a manner that would compromise safety</li> </ul>	Principal s	28/8/20	5	2	10

## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>• The timetable has been changed to allow to minimise the number of lesson transitions and movement around the site. IN Secondary, a five minute gap has been built in between lessons to allow for ordered movement around the one-way system and time for entering the classroom.</li> <li>• A one-way system will be in operation, wherever possible, to avoid over-crowding of corridors and pinch points and cross-contamination between contact bubble groups. Staff have been thoroughly briefed on this in INSET. Form Tutors and Class Teachers will take all students through this on Tuesday September 1<sup>st</sup> as part of our reconnecting plans.</li> <li>• While passing briefly in the corridor or outside is low risk, we will use a one-way system to minimise crowding and crossing at pinch points around the sites. Students and staff in Secondary will wear masks/visors in corridors.</li> <li>• Floor and wall signs will be used to indicate the one-way system and to encourage social distancing.</li> <li>• Desks/workstations should allow staff to maintain social distancing wherever possible.</li> <li>• Where there are shared workspaces, such as the staff work room, work stations should be sanitised before and after use using the disinfectant wipes provided.</li> <li>• Keep distance between individuals when speaking or sharing a room, regularly wash hands and sanitise surfaces when the individual leaves including telephones, keyboards/mice etc.</li> <li>• Staff to observe social distancing when using communal equipment such as photocopiers - key pads etc. on copying machines to be wiped with disinfectant wipes before and after each use.</li> <li>• Staff to respect social distancing when entering another member of staff's office or workspace.</li> <li>• Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day.</li> <li>• Plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together should work side by side or facing away from each other as opposed to face-to-face. Where face-to-face contact is essential, this must be kept to a minimum.</li> </ul>					
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>Encourage increased handwashing for staff handling goods and merchandise and provide hand sanitiser.</li> <li>Minimise contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.</li> </ul>					
Z. Inappropriate measures for arriving and leaving school	5	3	15	<ul style="list-style-type: none"> <li>Under no circumstances must anyone displaying symptoms of COVID-19 attempt to enter the school site. This information has been included in letters to parents and will be communicated to all suppliers and contractors prior to attending the school site.</li> <li>Parents can drop off as normal, but should maintain social distancing outside the schools.</li> <li>Children should make their way to their tutor room using the one-way system. At Primary, each bubble will enter by their designated door.</li> <li>Where parents will not be permitted to accompany their child to their classroom [Primary].</li> <li>If a parent wishes to speak to a member of staff, they should go to Reception and arrange a meeting at an appropriate time or if they would like a call from a member of staff.</li> <li>Any non-disposable washable cloth face coverings that staff or children are wearing when they arrive at school may be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then wash their hands.</li> </ul>	Head, SLT	28/8/20	5	2	10
AA. Inappropriate arrangements for school transport or for the use of public transport	5	4	20	<p><b>Dedicated school transport</b></p> <ul style="list-style-type: none"> <li>We will have a seating plan for each school bus and, where possible, this will reflect the contact clusters in school and where not, a strict order will be maintained for embarkation and disembarkation which minimizes contact between students.</li> <li>Pupils will use hand sanitiser upon boarding and/or</li> </ul>	Bursar, Principals	28/8/20	4	2	8



## COVID-19 Risk Assessment for Returning to School in September 2020

				<p>disembarking.</p> <ul style="list-style-type: none"> <li>• Drivers will wear masks, all Secondary students will wear masks, Primary students will wear masks where possible and appropriate.</li> <li>• Buses will be cleaned between uses</li> <li>• Plastic screens will be put in place to minimize contact between driver and passengers</li> </ul>					
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## COVID-19 Risk Assessment for Returning to School in September 2020

				<p><b>The use of public transport</b></p> <ul style="list-style-type: none"> <li>• The use of public transport, particularly in peak times, should be kept to an absolute minimum.</li> <li>• Pupils using public transport unaccompanied will be reminded that all passengers must wear a face covering. Children aged 3 to 10 years are exempt from the mandatory requirement to wear a face covering on public transport. We would, however, consider this to be best practice where the child understands how to wear a mask properly.</li> </ul>					
<b>Premises and Maintenance</b>									
BB. Lack of building and property maintenance in preparing to fully re-open	5	3	15	<p><b>Health and Safety Inspections</b></p> <ul style="list-style-type: none"> <li>• As buildings were closed for many weeks, we undertook a health and safety check of the buildings, grounds and equipment concerned.</li> <li>• All routine in-house monitoring, testing and inspection to continue as normal.</li> </ul> <p><b>Fire Safety Systems</b></p> <ul style="list-style-type: none"> <li>• In terms of reoccupation, all relevant fire safety equipment and systems are up to date with their testing and inspection routines.</li> <li>• Fire alarm panel, system and extinguishers in date and serviced.</li> <li>• Fire and other emergency procedures are reconfigured, routes clear and regularly inspected.</li> <li>• Emergency lighting tests are up-to-date.</li> </ul>	Bursar and Principals	28/8/20	5	1	5

## COVID-19 Risk Assessment for Returning to School in September 2020

				<ul style="list-style-type: none"> <li>• Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. However, as a temporary measure, all reasonable methods of preventing infection spread will need to be introduced. The risk of a fire starting is probably lower than the risk of infection spread.</li> <li>• Where fire doors are temporarily held open, these will be closed by a member of staff using the room in the event of the fire alarm activating.</li> <li>• We will use wedges to hold open doors - these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and/or where the room beyond is occupied. This will reduce the risk of contamination. Rooms which are not being used will have the doors closed at all times.</li> <li>• At the end of each day, all fire doors must be closed.</li> </ul> <p><b>Water management - control of Legionella bacteria</b></p> <ul style="list-style-type: none"> <li>• Water systems have been tested and chlorination and flushing has taken place where necessary immediately prior to full re-opening.</li> <li>• The usual water system testing and flushing procedures will continue as normal.</li> <li>• All boilers on site have been serviced in the month before full re-opening.</li> </ul>					
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## COVID-19 Risk Assessment for Returning to School in September 2020

CC. Risk of changing the usual fire alarm protocol	5	4	20	<ul style="list-style-type: none"> <li>• The fire alarm protocol will be updated to ensure each bubble group can exit the buildings safely, appropriately distanced (if impracticable priority is evacuation), and can then assemble at muster points away from other groups.</li> <li>• There will be a whole school fire drill at the start of term to walk all pupils and staff through the fire evacuation procedure.</li> <li>• Means of escape are regularly checked to ensure they are clear of obstructions at all times.</li> <li>• PEEP (Personal Emergency Evacuation Plan) should be reviewed and amended accordingly</li> </ul>	SLT	28/08/20	5	2	10
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## COVID-19 Risk Assessment for Returning to School in September 2020

Taking account of all factors above, to assess the risk as significant, moderate, minor or insignificant?	Moderate/Minor
What are your reasons for this assessment and your recommendations?	This risk assessment will help ICS to operate as safely as possible during the outbreak. It will be communicated to staff who will be guided through its contents to ensure familiarity. In addition, it will be published on the School's website. A summary has been sent to relevant parents.
Outcome:	<b><u>School to reopen fully</u></b> / partial reopening / full school closure

Signed by other relevant Staff:

Name	Date	Signature		Name	Date	Signature

## COVID-19 Risk Assessment for Returning to School in September 2020

ICS Risk Assessment Matrix		Severity				
<b>Consider:</b> People (Injury) Property (Damage) Activity (Effect) Reputation (Impact)	0-5 Slight Risk (acceptable)	Risks that have no significant / lasting negative consequences	Risks that have a small potential for significant / lasting negative consequences	Risks that could potentially bring more significant / lasting negative consequences	Risks with substantial negative consequences that will have serious impact	Risks with extreme / permanent negative consequences
	6-14 Minor risk: Take appropriate action to manage risk					
	15-19 Moderate Risk Risk to be actively managed with appropriate risk control activities					
	20 -25 Extremely high risk					
		<b>Slight</b>	<b>Minor</b>	<b>Moderate</b>	<b>Significant</b>	<b>Major</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>5</b> <i>Very Likely - almost certain to occur 90% +</i>	5	10	15	20	25
	<b>4</b> <i>Highly likely to occur 50%+ chance</i>	4	8	12	16	20
	<b>3</b> <i>Less likely - 10-50% chance of occurrence</i>	3	6	9	12	15
	<b>2</b> <i>Very unlikely to occur</i>	2	4	6	8	10
	<b>1</b> <i>Rare, very unlikely to occur less than 3% chance</i>	1	2	3	4	5