

COVID-19 Risk Assessment for Returning to School in August 2021

Rationale for Risk Assessment:

As the country has moved to Step 4 of the roadmap, the government continues to manage the risk of serious illness from the spread of the virus. This marks a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is the delivery of face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

We have followed closely the Department for education (DFE), Department of Health and Social Care (DHSC) and Public Health England (PHE) to update this risk assessment.

ICS London must comply with health and safety law and put in place proportionate control measures. ICS London continues to regularly review and update this risk assessment - treating it as a 'living document', as the circumstances in school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

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Overall Risk Assessment in the COVID-19 Environment

Legend: **P:** Potential Severity (0-5 with 5 being most severe) **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
National guidelines are updated daily but school lapses in following advice.	5	3	15	<ul style="list-style-type: none"> • Head to ensure daily checks are made with Government updates. • Headmaster receives updates from DfE, ISC and ISA. • Auto emails from DFE to School. • Website information is automatically updated. • Pupils updated via form time/class teachers/email as necessary. • 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. 	Head	28/8/21	5	1	5
Clinically vulnerable or extremely vulnerable persons returning to school	5	4	20	<p>Shielding advice was paused on 1 April 2021. We will refer to the following document if anyone requires additional care and support to help them stay safe and well: Guidance on shielding</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>	Head & SLT	10/8/21	5	2	10

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				<ul style="list-style-type: none"> • 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. • 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). • 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). • 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. <p>School workforce</p> <ul style="list-style-type: none"> • Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures, we expect that staff will attend school. • We encourage vaccine take up and enable staff who are eligible for a vaccination to attend booked vaccine appointments where possible, even during term time. <p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p>					
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				<ul style="list-style-type: none"> School leaders are best placed to determine the workforce required to meet the needs of their pupils. Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19. <p>Social distancing measures have now ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</p>					
Inappropriate and/or inadequate curriculum arrangements	4	4	16	<p>Curriculum</p> <ul style="list-style-type: none"> 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: 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. 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. 	Principals	10/08/21	4	2	8

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				<ul style="list-style-type: none"> • 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. • We will aim to meet the Government's key expectations if considering revisions to our school curriculum for the academic year 2021-22 and teach an ambitious and broad curriculum in all subjects from the start of the Autumn Term. • 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. • 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. • We will continue to stand ready to implement remote learning should a local outbreak occur (Refer to the OMP) <p>Physical Education, School Sport and Physical Activity</p> <ul style="list-style-type: none"> • 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. • We will monitor national governing body guidelines regarding the resumption of all relevant school sports. • Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising 					
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				<p>distancing between pupils and paying attention to cleaning and hygiene.</p> <ul style="list-style-type: none"> 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. <p>Science, Design Technology and Creative Arts</p> <ul style="list-style-type: none"> 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. Reference will be made to CLEAPSS and other subject specific guidance. 					
Inadequate arrangements in place for managing off-site visits	4	4	16	<ul style="list-style-type: none"> The Government continues to advise against overseas educational visits at this stage. In the Autumn Term, we can initiate overnight and non-overnight domestic educational visits including any trips for pupils. This will be done in line with protective measures, such as the coronavirus (COVID-19) secure measures in place at the destination. 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. 	Principals	10/8/21	4	2	8

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Poor Communication	4	3	12	<ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. Head to share Risk Assessment with staff. The DSL and DDSLs are easily contacted and their contact information known to all. Safeguarding, code of practice and staff handbook policies have been updated, regularly reviewed and shared. 	Head	10/8/21	4	1	4
Lack of wellbeing management for pupils	4	3	16	<ul style="list-style-type: none"> School staff will need to consider how to support: <ul style="list-style-type: none"> Individual children who have found the long period at home hard to manage. Those who have developed anxieties related to the virus. Those about whom there are safeguarding concerns. Those who may make safeguarding disclosures once they are back in school. 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. Those who have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. We will provide pastoral and extra-curricular activities to all pupils designed to: <ul style="list-style-type: none"> ➤ Support the re-building of friendships and social engagement. 	Head, Principals, DSLs, all staff	10/8/21	4	2	8

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				<ul style="list-style-type: none"> ➤ Address and equip pupils to respond to issues linked to coronavirus (COVID-19). ➤ Support pupils with approaches to improving their physical and mental wellbeing. ● 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. ● 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. ● 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. ● 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. 					
Failure to adequately identify vulnerable pupils/safeguarding	5	3	16	<ul style="list-style-type: none"> ● We will continue to have regard to statutory guidance Keeping Children Safe in Education (September 2021). ● We will review/update our Child Protection Policy (led by the DSL) to reflect the return of more pupils. ● 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 	DSL, DDSLs	10/8/21	5	2	10

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				<p>the edge of receiving support from children's social care, adopted children and those at risk of becoming NEET.</p> <ul style="list-style-type: none"> The Pastoral Committee will work to ensure good communication between tutors and the Learning Support Department, Senior Staff and DSL to ensure support to pupils who may need support on the return to school. 					
Poor or inappropriate behaviour and attendance	4	3	12	<p>Behaviour</p> <ul style="list-style-type: none"> 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. We will work with staff, pupils and parents to ensure that behavior expectations are clearly understood, and consistently supported, taking account of individual needs. 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 	Principals	10/8/21	4	2	8

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				<p>life.</p> <ul style="list-style-type: none"> • 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. • 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. <p>Attendance</p> <ul style="list-style-type: none"> • School attendance will continue to be mandatory 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"> ➢ 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. 					
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				➤ Schools' responsibilities to record attendance and follow up absence.					
Lack of wellbeing management for staff	5	4	20	<ul style="list-style-type: none"> • Employees will be encouraged to report any signs of stress or anxiety to their line manager. • The Leadership Team are working with relevant staff to ensure that they have appropriately balanced timetables with agreed non-contact time. • Pupils will also be encouraged to report any sign of anxiety to their teachers. • 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. • 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. • 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 any changes to staff roles with individuals. • 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. • We will consider how to support the mental 	Head, SLT	10/8/21	5	2	10

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				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).					
Contractors/visitors/suppliers on site increase the risk of transmission	4	4	16	<ul style="list-style-type: none"> Records of visitors and contractors to site recorded-name-address and contact number for Track and Trace (these are kept for 21 days). Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their RAMS. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be designated a toilet they can use whilst on site. Contractors will be responsible for removing all rubbish they have created and to clean their area of work prior to leaving. They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. 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. 	Bursar, Administrators, Premises Manager	10/8/21	4	2	8

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				<ul style="list-style-type: none"> Contractors are properly registered, inducted and supervised. Contractors to work out of school hours where possible. Contractors not to work in classrooms when occupied by class group. 					
Contact with individuals who are unwell	5	4	20	<ul style="list-style-type: none"> Ensure that pupils, staff and other adults do not come into school if they have coronavirus (COVID-19) symptoms (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 7 days, and ensure anyone developing those symptoms during the school day is sent home (stay at home guidance for households with possible Coronavirus (COVID-19) infection). Staff and pupils are required to inform a member of the Senior Leadership Team Exec if they are symptomatic of coronavirus (COVID-19) or required to self-isolate. If anyone in the school becomes unwell with coronavirus symptoms, they must be sent home and advised to arrange to have a PCR test. If a child is awaiting collection, they will be moved, if possible, to the identified First Aid Rooms in Primary & Secondary where they will wait, supervised by a First Aid trained member of staff. Unless the Outbreak Management Plan has to be implemented, the use of facemasks for students or staff is no longer mandatory. In an emergency, call 999 if someone is seriously ill, injured or their life is at risk. 	Head & SLT	10/8/21	5	2	10

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				<ul style="list-style-type: none"> • 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 & 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 disinfectant after they have left to reduce the risk of passing the infection on to other people. Refer to COVID-19: cleaning of non-healthcare settings • If a child starts displaying coronavirus symptoms whilst at school they must, wherever possible, be collected by a member of their family or household. 					
There is a confirmed case of coronavirus amongst the school community	5	3	15	<ul style="list-style-type: none"> • Those who have tested positive should follow NHS guidance: NHS Guidance • 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. • As of August 16th, no school staff member (who has been fully vaccinated) or student (under the age 18 years and six months) will be required to self-isolate, if they come 	Head & Principals	10/08/21	5	2	10

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				<p>into contact with someone with a positive case of Covid 19. However, continued testing will be recommended and appropriate actions should be taken if symptoms develop (self-isolate and test)</p> <ul style="list-style-type: none"> • 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. • We will seek assurances from parents that their child is fit to return to school. 					
Poor containment of an outbreak by not following local health protection team advice	5	3	15	<ul style="list-style-type: none"> • 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. • 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. 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. • 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 	Head, SLT	10/08/21	5	2	10

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				person's bubble, then the whole school if necessary, in line with routine public health outbreak control practice.					
Poor response to an infection	5	3	15	<ul style="list-style-type: none"> • 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"> ➤ 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. ➤ 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. • Where possible parents collecting a child who is presenting with symptoms will contact 119 to arrange a local test. • We will ask parents and staff to inform us immediately of the results of a test: <ul style="list-style-type: none"> ➤ 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. ➤ If a child or member of staff tests positive, they should follow the stay at home guidance for 	Head & SLT	10/08/21	5	2	10

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				households with possible or confirmed coronavirus (COVID-19) infection					
Inadequate hand and respiratory hygiene leading to spread of Covid-19 virus	5	3	15	<ul style="list-style-type: none"> • 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. • 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. • Younger children will continue to be helped to clean their hands properly. • Stocks of disposable paper towels will be required 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. • Toilets will be cleaned regularly and pupils encouraged to clean their hands thoroughly after using the toilet. • The 'catch it, bin it, kill it' approach will 	Bursar, Site Manager, Teachers, Administration	10/08/21	5	2	10

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				<p>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.</p> <ul style="list-style-type: none"> • Used tissues will be put in a bin immediately - all waste bins to be lined and should be emptied regularly. • 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. 					
Inadequate cleaning and disinfection	5	4	20	<p>Cleaning and disinfection We will:</p> <ul style="list-style-type: none"> • 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. • Implement a cleaning log to track cleaning frequency for bathrooms, classrooms and communal areas. • Schedule frequent cleaning of resources (e.g. books, toys) shared within groups. • Schedule the isolation or cleaning of resources (e.g. books, toys) shared between groups. • 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. • Reduce the number or eliminate soft toys which are more difficult to clean. 	Bursar & SLT	10/8/21	5	2	10

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				<ul style="list-style-type: none"> • 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. • 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. • When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used. • Regularly check stocks of cleaning supplies and purchase additional supplies as necessary. • Use disposable cloths or paper roll and disposable mop heads wherever possible, disposing of them after use. • Avoid creating splashes and spray when cleaning. • 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. • Telephones, keyboards/mice, light switches, electronic entry systems, iPads used by pupils and staff etc., will be cleaned with anti-viral wipes and packets 					
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				<p>of these wipes will be available in all appropriate spaces.</p> <ul style="list-style-type: none"> • Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use. • 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. • Ensure disposable wipes, disinfectant spray and disposable tissues are available in classrooms and each appropriate space for both staff and pupils. • Ensure arrangements are in place for the disposal of clinical and general waste where required. Plan for the removal and safe disposal of rubbish. • Deep cleans of areas will take place should a case within school be confirmed. <p>Kitchens and communal canteens</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"> • Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly. • 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 					
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				<p>practices (prerequisite programmes (PRPs).</p> <p>Bathrooms</p> <ul style="list-style-type: none"> • Clean frequently touched surfaces regularly. • Ensure suitable hand washing facilities are available including running water, liquid soap and paper towels. • Ensure each bathroom has a reminder notice on washing hands. 					
Inadequate personal protection and PPE	5	3	15	<ul style="list-style-type: none"> • The Government advice on PPE was updated on 20th July, 2021 and can be found here: Latest PPE Guidance • 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. • 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. • 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. • When changing children, and where the child can understand, ask the child to turn their head to the side during the changing process. • 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'. 	SLT	10/8/21	5	2	10

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				<ul style="list-style-type: none"> • 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. • Responsible adults or carers travelling with children on public transport or school buses must follow this guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible. 					
Transfer of virus onto/off PPE	5	3	15	<ul style="list-style-type: none"> • Wash hands before handling PPE. • Don & remove PPE in specified order. • 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. • 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. • Wash hands at end of processes. 	Staff	10/8/21	5	2	10
Exposure to new hazardous substances (products)	4	3	12	<ul style="list-style-type: none"> • COSHH assessment to be carried out for any new cleaning/sanitising products in use. • Cleaning staff to be made aware of the COSHH risk assessments. • Appropriate storage of hazardous substances. • Material data sheets to be made available for new and existing products. 	Bursar	10/8/21	4	2	8
Cleaning contractors unaware of effective cleaning methods, equipment or strategy				<ul style="list-style-type: none"> • Bursar to have consulted with cleaning contractor on the cleaning products we should be using in school to ensure that 					

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	5	3	15	<p>these meet necessary standards.</p> <ul style="list-style-type: none"> • Cleaning staff: <ul style="list-style-type: none"> ➤ Cleaners should adhere to specific cleaning risk assessments as well. ➤ 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. ➤ Provision of information, instructions, training and supervision to cleaning staff. ➤ High risk areas are regularly monitored for hygiene. ➤ Support staff and cleaning staff have the appropriate PPE, cleaning materials and training. ➤ Ensure that all toilet/bathroom facilities are well stocked. ➤ Ensure that cleaners' resources are adequate and are effective against Coronavirus. ➤ Door handles, doors and toilets are cleaned during the day and paper hand towels are regularly re-filled. ➤ Provide hand sanitiser stations throughout the school. 	Bursar, Premises Manager	10/8/21	5	2	10
Cleaning staff absent	5	3	15	<ul style="list-style-type: none"> • If necessary and possible, cleaning contractor will provide alternate staff. • If site cannot be cleaned, contact Public Health England and Advisory Body to recommend school closures on health and safety grounds. 	Bursar	10/08/21	5	2	10
Inappropriate grouping of pupils and staff to minimise contact between individuals				<p>Following Government Guidance, the use of 'Bubbles' will end for the beginning of the Autumn 2021 Term:</p> <ul style="list-style-type: none"> • Student and staff gatherings (assemblies, 					

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	5	4	20	<p>inset provision, lunch etc) will resume from the Autumn Term</p> <ul style="list-style-type: none"> • After school clubs will run as normal, but providers will adhere to visitor guidance. • Secondary students and adults will wear facemasks on school buses. • Covid and One-way signage will remain in the event of having to initiate the Outbreak Management Plan. 	Head, SLT	10/8/21	5	2	10
Inappropriate arrangements for the occupation of classrooms	5	3	15	<ul style="list-style-type: none"> • Spaces used will continue to be well ventilated using natural ventilation where possible. • 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. • We will ensure all items that are laundered within the school, e.g. towels, flannels and bedding are washed in line with guidance on cleaning in non-healthcare settings and that these items are not shared by children between washes. • Where possible, external doors from classrooms will be used to access outside areas thus reducing the need to use internal areas. • Practical lessons can go ahead if equipment can be cleaned thoroughly between classes or contact clusters. • Pupils with SEND will receive specific help and preparation for the changes to routine that this will involve, so teachers and the SENCo will plan to meet these needs. 	Head, SLT, Staff	10/8/21	5	2	10

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				<ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared. 					
				<ul style="list-style-type: none"> A one-way system will be in operation to avoid over-crowding of corridors and pinch points and cross-contamination between contact clusters. Staff will be briefed on this in INSET and tutors will walk pupils around the one-way system during the first morning of term as part of the Re-Connect Curriculum. 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 site. Floor and wall signs will be used to indicate the one-way system. 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. Staff are mindful of those who still wish to socially distance. Ensure that any keypads or electronic entry systems are regularly sanitised throughout the day. Encourage increased handwashing for staff handling goods and merchandise and provide hand sanitiser. Minimise contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents. 					
Inappropriate measures for arriving and leaving school				<ul style="list-style-type: none"> Under no circumstances must anyone displaying symptoms of COVID-19 attempt to enter the school site. This 					

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	5	3	15	<p>information will be included in the letter to parents, suppliers and contractors prior to the school opening.</p> <ul style="list-style-type: none"> • Children should make their way to their tutor room using the one- way sytem. • Where parents wish to accompany their child to their classroom, this should be one parent only and social distancing must be maintained from staff, other parents and other pupils. The one-way system should be used. • 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. • 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. 	Head, SLT	10/8/21	5	2	10
Inappropriate arrangements for school transport or for the use of public transport	5	4	20	<p>Dedicated school transport</p> <ul style="list-style-type: none"> • Pupils will use hand sanitiser upon boarding and/or disembarking. • The buses will be cleaned between uses and once a week. • Pupils will wear face coverings on the bus if aged 11 and over. • The driver will wear a face covering. <p>The use of public transport</p> <ul style="list-style-type: none"> • The use of public transport, particularly in peak times, should be kept to an absolute minimum. 	Transport Manager	10/8/21	4	2	8

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				<ul style="list-style-type: none"> 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. 					
Lack of building and property maintenance in preparing to fully re-open	5	3	15	<p>Health and Safety Inspections</p> <ul style="list-style-type: none"> If buildings have been closed for many weeks, or if parts of the building have been out of use for a long period, we will undertake a health and safety check of the buildings, grounds and equipment concerned. All routine in-house monitoring, testing and inspection to continue as normal. <p>Fire Safety Systems</p> <ul style="list-style-type: none"> In terms of reoccupation, all relevant fire safety equipment and systems are up to date with their testing and inspection routines. Fire alarm panel, system and extinguishers in date and serviced. Fire and other emergency procedures are reconfigured, routes clear and regularly inspected. Emergency lighting tests are up-to-date. Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire 	Bursar	10/8/21	5	1	5

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				<p>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.</p> <ul style="list-style-type: none"> • 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. • 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. • At the end of each day, all fire doors must be closed. <p>Water management – control of Legionella bacteria</p> <ul style="list-style-type: none"> • Water systems have been tested and chlorination and flushing has takee place where necessary immediately prior to full re-opening. • The usual water system testing and flushing procedures will continue as normal. • All boilers on site have been serviced in the month beforefull re-opening. 					
Risk of changing the usual fire alarm protocol				<ul style="list-style-type: none"> • The fire alarm protocol will be updated to ensure each group can exit the buildings safely, appropriately distanced (if 					

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	5	4	20	<p>impracticable priority is evacuation), and can then assemble at muster point at the front of the building away from other groups.</p> <ul style="list-style-type: none"> • There will be a whole school fire drill at the start of term to walk all pupils and staff through the fire evacuation procedure. • Means of escape are regularly checked to ensure they are clear of obstructions at all times. • PEEP (Personal Emergency Evacuation Plan) should be reviewed and amended accordingly 	Head, H & S Officer	10/08/21	5	2	10
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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 London to operate as safely as possible when the school reopens for Autumn 2021. 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:	School to reopen for students as scheduled, following the advice and guidance given: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak

Signed:



David Laird
Head of School
ICS London