

Risk Assessment - School Reopening During Coronavirus (COVID-19) Pandemic

RISK ASSESSMENT: COVID-19 (CORONAVIRUS)

The following health and safety measures are in line with the latest DfE Coronavirus Operational Guidance for Schools available [here](#).

Date:	25/8/21		
Location:	Prep School and EYFS setting	Responsible person (s)	Mark Hammond
Activity detail	<ul style="list-style-type: none"> Health and wellbeing workers including nurses, matrons routinely involved in intimate care, Prep Staff responsible for supervising and teaching pupils from Nursery to Y8. 		
Who is at risk of harm?	<ul style="list-style-type: none"> School Staff, pupils, parents and the wider community 		

SEVERITY		LIKELIHOOD		RISK EVALUATION Severity x Likelihood = Risk (R)	RESIDUAL DEGREE OF RISK S x L=R	
Major	5	Frequent	5			20-25
Substantial	4	Probable	4			15-19
Moderate	3	Occasional	3			10-14
Low	2	Unlikely	2			5-9
Minimal	1	Rare	1			1-4
HAZARD	WHO WILL BE HARMED (and how)		RISK CONTROL MEASURES (What you will do to stop or reduce the harm)		Additional Action required?	RISK S L R

<p>Staff or pupils with underlying health conditions that may put them at increased or very high risk of severe illness from Coronavirus (COVID-19)</p>	<p>Staff, Pupils Severe illness or death as a result of contracting Coronavirus (COVID-19) whilst at work</p>	<ul style="list-style-type: none"> • Staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from Coronavirus (COVID-19) have been identified through an individual Risk assessment, reviewed by the Health and Wellbeing centre. • Staff who are Clinically Extremely Vulnerable (CEV) are no longer advised to work from home and should attend the workplace • All CEV pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. • Pupils are still required to wear face coverings on designated school transport, unless exempt. • Staff who are CEV are advised to discuss with their doctor the possibility of getting both Covid immunisation jabs, including the booster jab. • When working with children or other colleagues, try to ensure good ventilation and wear a face covering if desired. Regular hand washing and cleaning of equipment will help reduce the risk of spread. 	<p>no</p>	<p>4</p>	<p>3</p>	<p>12</p>
<p>Exposure to biological agent CORONAVIRUS Suspected case of Coronavirus (COVID-19) on site Staff, pupils and/or contractors may display symptoms of Coronavirus (COVID-19) whilst on site</p>	<p>All Workers at risk of illness, severe illness and Hospitalisation as a result of contracting the virus Potential spread of Coronavirus (COVID-19) to other staff, pupils and others on site</p>	<ul style="list-style-type: none"> • Staff and pupils will be encouraged to continue testing twice per week at home until Government review. • Pupils in Years 7 and 8 to be offered on site LFT before the start of term and within 3 to 5 days. • The Health and Wellbeing Centre has a Covid Confirmed Case Protocol which will take effect upon identification of any staff or pupil case • Staff have been issued with the correct PPE to protect against the pathogen and are trained in its use • All staff follow the hierarchy of infection prevention and control measures • Staff and pupils have been advised they should stay at home if they are unwell with a new, continuous cough and/or a high temperature, or a loss of taste or smell to avoid spreading infection to others. • If a member of staff becomes ill with symptoms of coronavirus whilst at school they will be sent home and advised to follow the latest Government guidance. They will be advised that they should not visit their GP, a hospital or a pharmacy. Track and test guidelines will be adhered to. If their life is at risk or if they become more unwell, another member of staff will be asked to call 999 • If a pupil becomes ill with symptoms of coronavirus whilst at school, they will be isolated on site and must be sent home with their 	<p>no</p>	<p>4</p>	<p>4</p>	<p>16</p>

		<p>parent/carer and advised to follow the latest Government guidance. The parents will be advised that they should not visit their GP, a hospital or a pharmacy. If, however, their life is at risk or if they are seriously ill, then a member of staff will be asked to call 999</p> <ul style="list-style-type: none"> • If a member of staff or pupil displaying symptoms is awaiting collection, they will be moved to a room where they can be isolated behind a closed door and the window opened for ventilation. Any member of staff attending will wear PPE, and escort them to the Health and Well-being centre. Staff have been trained in the donning and doffing of PPE and its safe disposal. • Staff will be made aware that the parents/carer/family member collecting a pupil or member of staff displaying symptoms may also have the virus themselves. They will be asked to wait outside and the person to be collected will be brought out to them • A member of staff who has helped someone displaying symptoms does not need to go home unless they develop symptoms themselves. They will be advised to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • The school will contact local health protection team in the event of a confirmed case and act in accordance with the advice given • The latest Government guidance on what to do if someone develops symptoms of Coronavirus (COVID-19) whilst in school will be kept under constant review and guidance to staff, pupils and parents updated to reflect any new advice. • Staff and pupils regularly briefed on the symptoms of Coronavirus (COVID-19); • Pupils, parents/carers and staff informed not to come to school if they are displaying any symptoms of Coronavirus (COVID-19) and to follow the latest Government guidance • The movements of suspected case(s) will be reviewed and suitable cleaning undertaken in line with the Government guidance; and • Public Health England (PHE) advice will be followed in relation to any suspected/confirmed cases. • Templates informing parents following different scenarios have been written and are ready to be sent to parents 				
Presence of the virus in the air	<p>Workers at risk of illness, severe illness and hospitalisation as a result of contracting the virus</p> <p>Human coronaviruses can survive on inanimate objects</p>	<ul style="list-style-type: none"> • The school site has been surveyed; all commonly used spaces are able to be well-ventilated. Where there is limited ventilation (e.g. the photocopying room) staff will be advised to follow a one in, one out policy. • Avoid using small rooms with no windows for ventilation. • Use air conditioning units where available. 	no	3	3	9

	and can remain viable for up to 5 days at temperatures of 22 degrees celcius and a relative humidity of 40-50% (which is typical of air-conditioned indoor environments).	<ul style="list-style-type: none"> • Ensure rooms are always well-ventilated keep windows and classroom doors open wherever possible 				
Presence of virus on surfaces	Workers at risk of illness, severe illness and hospitalisation as a result of contracting the virus Human coronaviruses can survive on inanimate objects and can remain viable for up to 5 days at temperatures of 22-25°C and relative humidity of 40-50% (which is typical of air-conditioned indoor environments). Survival on environmental surfaces is also dependent on the surface type.	<ul style="list-style-type: none"> • Early recognition/reporting of cases; • Early assessment/triaging of cases; • Implementing control measures, including: – maintaining separation in space and/or time between suspected and confirmed COVID-19 patients, • Educating staff, patients and visitors about Standard infection control precautions • Restricting access of ill visitors to the facility • Instructing staff members with symptoms to stay at home in line with latest guidance • Stringent cleaning regime with sufficient resources • Staff to clean frequently touched surfaces using specialist product 	no	3	3	9
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site on transport services operated by the school	All Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.	<ul style="list-style-type: none"> • Staff encouraged to travel in own transport and wear face covering if using public transport. • Designated school transport will operate as normal with strict hand hygiene on entry to the bus and all children wearing a mask unless they have permission not to from the Head. 	no	3	1	3
Offsite trips/educational visits	All Travelling against FCO advice	<ul style="list-style-type: none"> • Domestic Educational day and residential visits will go ahead as planned. The trip organiser will review the health and safety protocols, including Covid measures, as part of the planning process. • https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits • Each trip is governed by a risk assessment which pays due regard to the Coronavirus Guidance in force at the time, and in line with the other measures set out in this risk assessment • Overseas trips will only go ahead in line with Government guidance around safe travel. 	no	0	0	0

Staff and pupils, not implementing suitable hygiene practices	All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	<ul style="list-style-type: none"> • Hand wash facilities including water, soap, disposable hand towels and hand sanitiser/gel will be provided on arrival at school in the boys' and girls' ground floor toilets, Pupils and staff will be monitored to ensure they wash their hands • Hand sanitisers/gel will be available at the school entrances and throughout the main Prep School building and Holywell • Staff and pupils will be briefed on the importance of regular hand washing after using the toilet, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique. Posters will be displayed at all hand washing facilities • Staff and pupils will be briefed on good respiratory hygiene practices (i.e. covering their mouth and nose with bent elbow or tissue when coughing or sneezing). 'Catch it, bin it, kill it' posters to be placed in prominent positions. 	no	4	2	8
Visitors attending site	All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	<ul style="list-style-type: none"> • Entry to school buildings is controlled via reception and all visitors are asked to sign in • The School does not let out its premises at this time 	no	4	2	8
Lack of adequate cleaning regime for general areas	All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	<ul style="list-style-type: none"> • The latest Government guidance COVID-19: cleaning in non healthcare has been reviewed and is monitored regularly for updates. • Enhanced cleaning schedule carried out. All contact points, work surfaces, door handles, bannisters, taps etc. will be regularly cleaned and disinfected. • Additional schedule for cleaning and disinfection of classrooms, toilets, door handles, banisters and the emptying of bins in classrooms. • Cleaning rota is monitored by Head of Maintenance • Tissues, soap dispensers, disposable hand towels and disinfectant sprays for classrooms are checked and replaced as needed by cleaning staff. • Hand sanitiser/gels and supplies for outdoor hand sanitising facilities are checked and replaced by the Maintenance staff. To limit contamination pedal bins have been provided in classrooms and staff rooms. • COSHH assessments have been completed for new cleaning materials introduced 	no	4	1	4

		<ul style="list-style-type: none"> Additional stocks of cleaning materials, equipment, and PPE have been procured. All cleaning staff have suitable PPE (masks, disposable gloves and aprons) and trained on the procedures for storage and disposal of PPE equipment. All cleaning staff trained on the changes to the cleaning regime and new cleaning materials being introduced. 				
Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. the isolation room used to house a suspected case) prior to next use	All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	<ul style="list-style-type: none"> The latest Government guidance COVID-19: cleaning in non healthcare has been reviewed and is monitored regularly for updates. Suitable cleaning materials, equipment, and PPE for use on areas known or suspected to be contaminated will be procured and COSHH assessments undertaken before the school reopens and cleaning staff trained on its use. Area will be monitored by Trust wide lead nurse The contaminated room will be kept closed to restrict access until cleaning has been undertaken. Where possible it will remain closed for 72hrs before cleaning to significantly reduce the amount of virus living on any surfaces. Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) will be double bagged and stored/disposed of in line with the Government guidance. Use of clinical waste disposal bin in yellow bags 	No	4	2	8
Catering provision Spread of infection through multi touch points at drinks machines, salad bars and serveries	All Potential spread of Coronavirus (COVID-19) between staff, pupils and others on site	<ul style="list-style-type: none"> Dining spaces will be well-ventilated and the mixing of pupils from different year groups limited at busy sittings. Shared salad bar will remain adult service only. Pupils and staff bring their own drinking water. The water fountains will be in use to refill water bottles. Contact point will be cleaned regularly, water dispensers in dining room are operated without needing to touch them with hands The water machines in the staff room does not require hand contact Regular cleaning of the staff room kitchen also included in the cleaning regime 	No	3	1	3
Lack of adequate trained fire personnel	All Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation	<ul style="list-style-type: none"> Fire evacuation drill on first week of re-opening conducted by Head of maintenance and Deputy Head. Monitoring company will be advised Current evacuation procedures are adequate Currently there are no individuals with declared reduced mobility Staff are working in buildings that are familiar to them. Pupils are in buildings that are familiar to them 	No	5	1	5

New fire hazards as a result of implementing control measures for COVID-19.	All Increased risk of fire, and/or delays in persons evacuating from the building.	<ul style="list-style-type: none"> Door stops removed at the end of each day before alarms are set. 	No	3	1	3
Lack of adequate trained first aid/administration of medication personnel	All Various injuries/illness as a result of delayed access to first aid/administration of medication	<ul style="list-style-type: none"> All staff members are trained in First Aid at Work or Paediatric First Aid qualifications. There will be more than adequate numbers of First Aid trained staff in each building. The Lead Nurse will either be on-site or on call and will be responsible for co-ordinating and carrying out first aid and medical care The stocks of First Aid and PPE supplies in each building has been checked and replaced or increased where needed. 	No	4	1	4
Provision of first aid/ medical treatment to asymptomatic/ symptomatic individuals.	Staff administering first aid/ medical treatment. Staff administering first aid/	<p>First aiders and in-house medical staff may need to provide treatment to both asymptomatic and symptomatic individuals, resulting in a risk of them contracting COVID-19 and spreading it to others.</p> <p>See: https://www.gov.uk/government/publications/safe-working-in-education-child-care-and-childrens-social-care</p> <ul style="list-style-type: none"> First Aid and risk assessments have been reviewed and updated to account for the risk of members of staff dealing with asymptomatic and symptomatic individuals and to outline PPE requirements in line with guidance document for provision of first aid during the pandemic Suitable PPE for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical masks, disposable gloves, disposable aprons, and splash proof eye protection has been provided in all First Aid rooms and classrooms occupied by pupils First Aiders have been trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE. Bodily fluid and infection control procedures have been reviewed. 	No	3	1	3
Lack of adequate preparation to ensure the school is ready to be occupied	All Various injuries	<ul style="list-style-type: none"> A separate risk assessment has been completed by the estates team. Weekly fire alarm tests have been conducted. Fire alarm and intruder alarms have been serviced by Haven security contractors 	No	3	1	3

		<ul style="list-style-type: none"> ● Fire extinguisher maintenance has been completed ● Water systems have been tested for legionella risk ● Emergency lights tested ● Gas testing of boilers completed, certification up to date ● Fire escape routes checked ● Maintenance team has completed regular site inspection ● PATS testing is current 				
Security risks arising from unoccupied buildings and/or parts of the premises	All	<ul style="list-style-type: none"> ● The school will not have any unoccupied buildings 	No	n/a		
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p>Staff.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</p> <p>Lack of insurance cover for school owned equipment used in the home.</p>	<ul style="list-style-type: none"> ● The School's guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing is provided to all staff on induction. Copies will be circulated to all to remind them. ● All employees working from home know who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) ● A homeworker checklist to assist in identifying any individual issues will be sent to staff if and when they have any concerns. ● Reasonable adjustments, will be considered for any employees with disabilities. At present the school does not have any employees with declared disabilities. ● Where needed, staff have been provided with laptops or other equipment to enable them to work from home ● SMT and Heads of Department communicate regularly with staff working from home to ensure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. ● Heads of Department keep their teams up to date on any changes that may impact them. 	No	2	1	2
Increase in staff lone/remote working whilst on site	<p>Staff</p> <p>Various injuries arising from a lack of direct supervision</p>	<ul style="list-style-type: none"> ● Existing remote or lone working policy is in place ● Enhanced communication via walkie talkies amongst all key staff 	No	5	2	10
Legionella risk arising from unused buildings and/or parts of the premises	<p>All</p> <p>Exposure to legionella bacteria leading to serious illness or death</p>	<ul style="list-style-type: none"> ● Water systems have been checked for legionella in line with guidance and records included in the separate estates risk assessment document. All taps have been used regularly during lockdown. 	No	5	1	5
Lack of risk assessments for any new/adapted teaching activities	<p>All</p> <p>Various injuries arising from teaching activities</p>	<ul style="list-style-type: none"> ● No new or adaptive activities are being introduced. All activities to be undertaken will fall under the School's existing risk assessments. ● Staff with First Aid at Work qualifications will be present in the School and the School Lead Nurse will be available. 	No	1	1	1

<p>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing</p>	<p>Pupils Aches and pains from adopting poor posture whilst using DSE Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends</p>	<ul style="list-style-type: none"> • The school will continue to offer remote learning for pupils who are isolating or unable to travel to the UK • The timetable for home learning is organised to vary specific onscreen teaching with tasks that can be completed off screen. • Physical activities are timetabled for pupils learning at home. • All pupils received instruction on how to organise their periods of home learning, and again in tutorial time on return to (remote) school. • Help with the organisation of home learning for individuals has been published on Google Classroom. • Daily tutorial meetings (pastoral) with Form Teachers and Form members are a feature of the online schooling provision. • Pupils instructed on the maximum time to be spent on specific work activities to avoid anxieties regarding incomplete tasks. • School welfare officer supports any vulnerable or struggling children • Pupils have access to Whisper software and parents reminded how to communicate with DSL • Regular record of attendance kept by subject teachers and tutors. Master list produced weekly. Vulnerable families or lack of engagement leads to email or phone call to offer further support where necessary 	<p>No</p>	<p>3</p>	<p>1</p>	<p>3</p>
<p>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</p>	<p>Staff and pupils Various potential safeguarding issues</p>	<ul style="list-style-type: none"> • The School's 'Safeguarding Policy and Child Protection Procedures' have been updated since the period of school closure and approved by the Board of Governors • Staff have received copy of updated Child protection and safeguarding policies. which have taken account of up-to-date Government guidance as outlined in 'Coronavirus (COVID-19): safeguarding in schools, colleges and other providers'. • The updated version 'Safeguarding Policy and Child Protection Procedures' is available to all via the School's website. • Further Government guidance will inform future revisions of the School's 'Safeguarding Policy and Child Protection Procedures'. 	<p>No</p>	<p>4</p>	<p>2</p>	<p>8</p>
<p>Failure to implement and adhere to the latest Government advice/guidance</p>	<p>All Failure to adhere to Government advice/guidance resulting in increased risk of infection</p>	<ul style="list-style-type: none"> • The CEO, the Head of the Prep School, the Head of the EYFS setting and the Bursar receive the latest Government Coronavirus (COVID-19) advice as and when it is issued. • The Head of the Prep School receives supplementary advice from the Independent Association of Preparatory Schools. • The Bursar receives supplementary advice from the Independent Schools' Bursars Association. • A regular check of all guidance and documentation is made daily, and updates shared with SMT and wider staff as required. 	<p>No</p>	<p>3</p>	<p>1</p>	<p>3</p>

Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitor	All Staff, pupils, parents, contractors and visitors not being made aware of procedures	<ul style="list-style-type: none"> ● Parents receive regular updates from the Head advising them of key information. ● The Trust has a designated web page for Covid policies and protocols and parents are sign posted to this via the Parent Portal and The Weekly Newsletter ● Staff are being kept informed with regular virtual staff and departmental meetings. ● Training needs have been identified and relevant staff informed. ● Template letters to parents completed ● Heads Parental and pupil survey ● Weekly Heads address to school community ● Google Meet meetings with parental groups as necessary 	No	4	1	4
Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)	All. Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.	<ul style="list-style-type: none"> ● This risk assessment will be reviewed at Board level, by the CEO of the Trust and by the Bursar ● The Head of the Prep School has overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. ● This risk assessment and any related policies/ procedures will be reviewed and updated on a regular basis to monitor its effectiveness, and updates are communicated to staff and where relevant, parents and pupils. ● The following review measures are in place: <ul style="list-style-type: none"> ○ Daily review of Government Guidance by Head of Prep ○ Any changes are communicated to staff during weekly meetings and to parents via a weekly newsletter ○ Chair of Governors made aware of changes in procedures ○ Regular engagement with local HPT to manage confirmed cases 	Yes	3	1	3
EYFS						
Drop off And collection	All Failure to adhere to Government advice/guidance resulting in increased risk of infection	<ul style="list-style-type: none"> ● Social distancing to be encouraged at pick up and drop off ● Outdoor shoes to be removed in Downs House. ● Only children who are symptom free or have completed the required isolation period can attend the setting. ● On arrival at nursery, it is reasonable to ask if parents, children or any member of the household have any of the symptoms of COVID-19 (high temperature or a persistent cough). If the answer is yes, they should not be allowed to leave their child at the setting. The child cannot return until a negative test result has been confirmed and agreed return with preschool or current isolation guidelines followed. ● Children wash hands thoroughly throughout the day with adult prompting, encouragement and close supervision. 	No	3	2	6

Physical distancing/ grouping	All Failure to adhere to Government advice/guidance resulting in increased risk of infection	<ul style="list-style-type: none"> • Children stay in their class groups and mixing is kept to a minimum in order to maintain operational viability of the setting • Care routines including provision of snacks should be within the space allocated to each group wherever possible. • The use of communal internal spaces will be ventilated as much as possible. 	No	3	4	12
Play and Learning	Children and Staff	<ul style="list-style-type: none"> • Encourage social distancing where possible: <ul style="list-style-type: none"> ○ Small groups ○ Parents leave the site promptly after dropping off children. • Regular cleaning of resources should continue. • Ensure children wash hands regularly, throughout the day, as well as before eating, after coughing or sneezing. 	No	3	4	12
Children's Wellbeing and education at risk	Children	<ul style="list-style-type: none"> • Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue. • Children should be supported to understand the changes and challenges they may be encountering as a result of COVID-19 and staff need to ensure they are aware of children's attachments and their need for emotional support at this time. • Please see staffing levels box below. 	No	2	1	2
Staff wellbeing and safety at risk	Staff	<ul style="list-style-type: none"> • Safety measures have been put in place as well as updated risk assessment. 	No	3	2	6

If a child starts displaying symptoms	All Failure to adhere to Government advice/guidance resulting in increased risk of infection	<ul style="list-style-type: none"> ● If a child begins displaying a continuous cough or a high temperature, they should be sent home to isolate per the guidelines. ● A child awaiting collection should be moved, if possible and appropriate, to a room where they can be isolated behind a closed door. (Holywell office for PS and RF children.) If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. A window should be opened for ventilation. If they need to go to the bathroom while waiting to be collected, the bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. ● If a member of staff has helped someone who displayed symptoms they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. The area should be thoroughly cleaned, immediately. The person responsible for cleaning the area should wear appropriate PPE. ● In the event of a staff member developing suspected coronavirus symptoms whilst working, they should inform their line manager and return home immediately, book a test and then isolate in line with NHS guidance. ● Parents must agree to prompt collection if they are called to collect their child from nursery due to a temperature or other coronavirus symptoms. ● If a child or member of staff becomes ill then they must be tested. They will only be allowed back to nursery after a negative test result or appropriate isolation has finished. ● Follow advice from Public health England on how to proceed if staff or children have had close contact with a person with confirmed coronavirus case. ● Inform LA and Ofsted of any confirmed Coronavirus cases. 	No	3	3	9
Attendance Failure to adhere to Government advice/guidance resulting in increased risk of infection	All	<ul style="list-style-type: none"> ● Staff and pupils should only attend if they are symptom free, have completed the required isolation period or achieved a negative PCR test result. ● Risk assessing and health questionnaires have been completed for staff. ● All staff coming to the setting should follow National guidelines. 	No	4	2	8
Physical distancing/grouping Failure to adhere to Government advice/guidance	All	<ul style="list-style-type: none"> ● Social distancing must be maintained during breaks where possible. ● Staff members should avoid physical contact with each other including handshakes, hugs etc. 	No	3	2	6

resulting in increased risk of infection		<ul style="list-style-type: none"> Only parents who are symptom free and or have completed the required isolation periods will be able to drop off or collect their child. 				
Inadequate training leads to increased risk of transmission of virus. Training	Staff	<ul style="list-style-type: none"> All staff members must receive appropriate instruction and training on infection control and the standard operation procedure and risk assessments within which they will be operating. 	No	3	1	3
Communication Failure to adhere to Government advice/guidance resulting in increased risk of infection	All	<ul style="list-style-type: none"> Parents should receive clear communication regarding the role they play in safe operating procedure and all measures being taken to ensure the safety of their children and themselves. HR to clearly and promptly keep all staff informed of changes and details of wages, policies etc. 	No	3	1	3
Visits Failure to adhere to Government advice/guidance resulting in increased risk of infection	All	<ul style="list-style-type: none"> Entry to school buildings is controlled via reception and all visitors are asked to sign in Visitors must be symptom free. 	No	2	2	4
Staffing levels Inability to adhere to legal adult to child ratios as a result of staff absence related to covid 19.	All	<ul style="list-style-type: none"> Where staff are unwell or self isolating (inline with PHE/ NHS advice) and it is not possible to maintain child to adult ratios, it may be necessary to close a group/ class if cover, in the form of bank or supply staff are not available. 	No	4	1	4

PPE Failure to adhere to Government advice/guidance resulting in increased risk of infection	All	<ul style="list-style-type: none"> • Face coverings may be worn in communal areas or when staff move around the school. • Masks may be worn by all staff members when children are being picked up and dropped off. • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Staff caring for children who require personal care should wear the usual PPE – Apron and gloves. 	No	3	3	9
Cleaning Failure to adhere to Government advice/guidance resulting in increased risk of infection	All	<ul style="list-style-type: none"> • Clean and disinfect frequently touched surfaces throughout the day. • Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning. • Carpets to be steam cleaned/ washed regularly. • Regularly clean electronics, such as tablets, touch screens, keyboards, telephones and remote controls throughout the day. • Staff to communicate if they would like to borrow resources from other rooms to ensure that they have been thoroughly cleaned before moving to a different group. 	No	3	2	6
Waste Disposal	All staff	<ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been, should be double bagged and put in a suitable and secure place, marked for storage until: 1) the individual tests negative; waste can then be put in with the normal waste 2) the individual tests positive or results not known; then store it for at least 72 hours and put in with the normal waste. 	No	3	2	6

Responsible person (s)	Mark Hammond	Health and Safety Manager:	James Portnell	Date:	25/8/21
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