

RISK ASSESSMENT



This risk assessment has been compiled in line with the Government guidance on School operations.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1044530/Schools_guidance_Jan_22.pdf

Area or activity description:	COVID-19 Risk Assessment for school for students, staff and any visitors January 2022		
Assessment date:	20 / 01 / 2022	Review date:	Daily
Assessed by:	SMT	Reviewed by:	SMT & Governing Board members

Hazard and Risk	Who is at risk?	Existing safety control measures	Additional safety control measures required	Additional control responsibility
Existing hazards associated with buildings and site (risk assessments already in place)	Staff, students and visitors to the school, including contractors	<p>Ensuring safe site and premises</p> <p>We have re-established normal facilities maintenance/compliance tasks and controls for the offices including legionella management, waste collection, maintenance, electrical safety, inspections etc. in line with existing legislation and current guidance.</p> <p>For each day, the Estates & Operations (E&O) Department have arrangements in place to ensure everything is in place.</p>	<p>Confirm that normal maintenance and compliance tasks have been re-established.</p> <p>Line managers to maintain checklist for individual tasks as appropriate, including helpdesk.</p>	

RISK ASSESSMENT

<p>Staff concerns about SARS COV-2 Virus</p>	<p>Staff</p>	<p>Communication and consultation</p> <p>Share this risk assessment with all staff, Governors, parents and publish on the school website.</p> <p>Ongoing consultation with staff as arrangements and guidance change, ensuring the process for raising and concerns or ideas is clear.</p> <p>Supply support to all staff through management and Heads of Department for means of identifying current needs and concerns in returning to school considering commute, being clinically vulnerable or extremely clinically vulnerable, or having care responsibilities with the opportunity to raise anything else that may affect their potential return to school.</p> <p>All students and staff to be testing for SARS COV-2 Virus, using LFTs twice per week, either on-site or at home (see later).</p>	<p>Display additional signage across campus (COVID secure) encouraging all to adhere to Government guidelines and self-hygiene practices.</p> <p>Deliver regular staff update via Shout and email communications.</p>	
<p>Movement around site and social distancing (in order to reduce/prevent transmission from person to person of SARS COV-2 Virus)</p>	<p>Staff and students</p>	<p>Students, staff and visitors will be required to wear face coverings in all communal areas of the school. This includes corridors and year group social spaces (common rooms). Face coverings will also be worn in lunch queues. When pupils remove their face covering it should be placed in a sealed plastic bag until it needs used again or, if it is a disposable covering, disposed of in a 'black bag' bin.</p>	<p>Continue to review and adapt according to latest Government guidance measures.</p>	

RISK ASSESSMENT

<p>Classrooms, layouts and social distancing (in order to reduce/prevent transmission from person to person of SARS COV-2 Virus)</p>	<p>Staff and students</p>	<p>Classrooms have been re-modelled so that chairs and desks are forward facing to prevent students breathing on each other face to face. Where this is not possible (for example in the music Mac classroom) screens have been provided to prevent students being able to breath on each other face to face.</p> <p>Whilst IT/Media rooms have not been remodelled, all students will face outside walls and so will not face each other or risk breathing on each other.</p> <p>Any practical work taking place in a department will require a Risk Assessment, which must include prevention of transmission of COVID-19.</p> <p>Staff desk will be either 2 metres or 1 metre with mitigation from students to allow as much social distancing as possible. White tape will be in place on the floor to mark this area out. Where this is not possible, staff desks will be provided with a clear screen. Staff will not be required to wear a face covering in classrooms, but should remain 2M away from students.. Windows and doors should be open where possible to allow for ventilation.</p> <p>In the library, perspex barriers will be put up to protect users. There will also be reduced seating to help enforce social distancing. Face masks must be worn in the library to prevent transmission of virus.</p>	<p>Additional safety signage to be placed around the school, in classrooms, offices, toilets and corridors.</p>	
---	---------------------------	---	---	--

RISK ASSESSMENT



		The Learning Support department, where space is limited, has been assessed and appropriate screens and visors provided.		
Office Space and Staff Shared Area/Social Distancing (in order to reduce/prevent transmission from person to person of SARS COV-2 Virus)	Staff	<p>Extra staff social space will be provided (in a marquee) to allow staff to social distance in staff rooms.</p> <p>All shared office areas and the staff IT suite will be provided with perspex barriers – where social distancing is difficult – to prevent transmission of aerial particles between staff.</p> <p>All staff will be provided with a washable face mask or, if they prefer, a visor, to prevent transmission of aerial particles. Staff will be given advice on use of PPE. Staff will be required to wear face coverings when outside the classroom in areas where social distancing cannot easily be maintained, for example corridors and staff social areas. Staff will be encouraged to wear face coverings at other times too.</p> <p>Wipes will be provided for staff to wipe down the spaces that they use, and any IT equipment used, after use.</p> <p>Staff will be provided with a separate dining space or be provided with packed lunches, if they prefer, to minimise transmission of particles. Spacing in the dining areas will be increased to allow social distancing.</p>		

RISK ASSESSMENT

<p>Signs of illness or potential contraction of COVID-19</p>	<p>Students, staff and parents</p>	<p>Signs of illness – COVID-19 symptoms</p> <p>Parents advised by letter that, should their child be displaying any symptoms of COVID-19, then they must not attend school in line with Government guidance.</p> <p>If any student develops symptoms whilst at School, the student should be isolated and an LFT taken. If it is positive parents called to pick up the student. The isolation room will be deep cleaned.</p> <p>Staff are advised that, should they develop symptoms of COVID-19, they should take an LFT. If they return a positive LFT, staff should isolate for 10 days, or 5 days if they return a negative LFT on day 5 and day 6. Staff must immediately contact the school should they return a positive LFT and have to self-isolate.</p> <p>If any student tests positive for COVID-19, the school should be informed immediately. The student should then isolate for 10 days, as indicated in government guidelines, or 5 days if the student returns a negative LFT on day 5 and day 6.</p> <p>If students are away from school because they need to isolate having tested positive for COVID-19, the School will provide Blended Learning via Zoom.</p>	<p>The school is in a position to revert to online learning, as was demonstrated last term, and will be able to deliver this through MS Teams.</p>	
<p>Personal Hygiene</p>	<p>Students and staff</p>	<p>Hygiene</p>	<p>Additional signage displayed across the campus encouraging all to follow</p>	

RISK ASSESSMENT

		<p>Staff will provide reminders to students to wash hands regularly, use hand sanitiser, cough into elbows or tissue, and then bin it.</p> <p>Additional hand sanitisation stations installed around the campus both externally and internally.</p> <p>Students asked in communication to have their own tissues, however a supply will be available.</p> <p>Additional bins placed around campus.</p>	<p>Government guidelines and self-hygiene practices.</p> <p>Hand sanitisation points installed at main crossing point for coach arrivals and departures</p> <p>School to issue washable face masks to all students and staff. Instructions will be given on use, including how to obtain replacements, if necessary.</p> <p>School to issue face shields to students and staff requesting.</p> <p>Staff to reinforce message and importance of personal hygiene throughout the day.</p> <p>Each classroom will be provided with hand sanitiser for all students to use on arrival and departure.</p>	
Cleaning Procedures	Students and staff	<p>Cleaning</p> <p>Increased cleaning and sanitisation schedules in place focusing on shared facilities, touch points, cleaning between users and regular checks on consumables of hand sanitiser, soap and paper towels.</p>	<p>Additional labour available for the enhanced cleaning regimes including all dining areas, staff rooms, marquees.</p> <p>Suppliers of cleaning materials consulted on products available and best suited to school environment.</p>	

RISK ASSESSMENT

		<p>Steri-7 is being used as a biocidal/disinfectant throughout the school. It is used weekly throughout the school and 3 x weekly in heavy touch point areas, in line with product application instructions.</p> <p>All common-used equipment in classrooms. Sport and Outdoor Education to be cleaned in between use. No sharing of equipment, with the exception of balls, during activities when hands will be washed/sanitised before and after use.</p>	<p>All classrooms to be provided with hand sanitiser for the start and end of every lesson. Classrooms to be provided with wipes so that students can wipe down their desk and chair at the end of each lesson.</p>	
<p>Pedestrian movement around the College to maintain social distancing (in order to reduce/prevent transmission from to person to person of SARS COV-2 Virus)</p>	<p>Students, staff, parents and visitors</p>	<p>Pedestrian Routes</p> <p>All designated footpaths and access roads kept clear at all times. This will be assessed frequently by staff and operations.</p> <p>Regular checks on external lighting to ensure safe passage during darkness.</p>	<p>Increased widening of pathways where possible to allow social distancing (especially on key two-way pathways).</p> <p>Pinch points and bottle necks have been identified and will be managed accordingly.</p>	
<p>Transport and Traffic, reducing, as much as possible, interactions that could transmit SAR COV-2 Virus</p>	<p>Students, staff and parents</p>	<p>Transport</p> <p>Parents to drop and collect from designated areas. Staff to use the designated staff parking areas.</p> <p>Upper Sixth to use the Sixth Form car park only.</p> <p>Coaches</p>	<p>Students & staff to use the nearest hand sanitiser dispenser to sanitise hands on arrival.</p>	

RISK ASSESSMENT

		<p>See attached Appendix A.</p> <p>Minibuses</p> <p>After the use of the minibus, it will be thoroughly cleaned and, where possible, not used for a period of time afterwards, to prevent the transmission of COVID-19.</p>		
Clothing, changing, personal belongings and storage	Students, staff and parents	<p>Personal belongings and storage</p> <p>Book lockers and bag store to be used for storage of personal items.</p> <p>Students will be required to bring to school all personal items that they might require for that day, for example pens, pencils, books, paper, calculators. Staff will not be able to 'lend' students items to prevent possible transmission of virus.</p> <p>It is recommended that practical activities are demonstrated by teachers, rather than completed by students, wherever possible. If practical activities are completed by students, a risk assessment needs to be completed that covers cleaning and prevention of transmission of COVID-19.</p>	<p>Prep School Year 2-8 – games bags to be placed in individual lockers in changing rooms. School rucksacks remain in classes for 2-5 and designated bag drops for all other year groups.</p>	
Toilet Facilities	Students and staff	Toilet facilities	Visual prompts, such as floor signs and tape, to remind of social distancing	

RISK ASSESSMENT

		<p>Enhanced and regular cleaning regimes for all toilet facilities.</p> <p>Verbal reminders to wash hands thoroughly and use hand sanitiser.</p>	<p>Have clear, visual signage as well as staff instructions to wash hands with soap and running water for at least 20 seconds and to use hand sanitiser regularly.</p> <p>Staff to supervise and regularly remind students.</p> <p>Students and staff will have separate toilet facilities.</p>	
<p>Minimising contacts that could transmit SARS COV-2 Virus in catering</p>		<p>Catering</p> <p>See Appendix B.</p>		
<p>Minimising contacts that could transmit SARS COV-2 Virus in student activity sessions</p>	<p>Students and staff</p>	<p>Activities</p> <p>Separate risk assessments have been documented for the arranged activities of Sport and Outdoor Education, including use of the gyms, spin room, climbing wall and swimming pool.</p> <p>There are further risk assessments for music, drama and dance.</p>	<p>Students to be reminded at the start and regularly during any session regarding the need for handwashing and following the visual signage.</p> <p>Students to be reminded and instructed at the start and during the session to remain socially distanced at 2 metres.</p>	

RISK ASSESSMENT

<p>Minimising contacts that could transmit SARS COV-2 Virus in the event of a fire alarm or emergency</p>	<p>Students and staff</p>	<p>Fire and Emergencies</p> <p>Existing fire procedures are in place.</p> <p>Fire risk assessment has been reviewed.</p>	<p>Fire alarm and evacuation points remain as per normal.</p> <p>In the event of a fire alarm, fire procedure takes priority over all other procedures. The priority will be to clear any buildings as quickly and as safely as possible, and all exits will be used to allow all students and staff to reach fire evacuation points as quickly as possible.</p> <p>Students and staff will need to be informed of any change to fire evacuation points if changes are made due to temporary structures (e.g. marquees) being in place. Social distancing will remain at the assembly points where possible.</p>	
<p>Testing for SARS COV-2 Virus</p>	<p>Students and staff</p>	<p>All students in Year 7 and above and staff attending School should test for SARS COV-2 Virus twice per week using LFTs provided by school.</p> <p>Testing will take place at home, on Sunday and Wednesday evening, apart from boarders, who will test at School, under supervision in their boarding houses.</p>		

RISK ASSESSMENT

		<p>Year 6 and below will be tested at School once per week, on Monday mornings.</p> <p>Testing will either take place in the Walled Garden Marquee (for Year 6 and below) or at home and the tests used will be Lateral Flow Tests.</p> <p>All those taking tests at school must have completed a consent form. On arrival testees will need to register, hand sanitise, confirm that they are not showing symptoms of COVID-19 and wear a face covering.</p> <p>Anyone recording a positive test will need to leave site immediately (if on site) and isolate for 10 days (or 5 days if a negative LFT is recorded on day 5 and day 6).</p> <p>PPE (face masks Type 11R, aprons and disposable gloves) will be refreshed as necessary and required. Testing desks will also be cleaned between tests.</p> <p>A member of the cleaning team will be in attendance with correct PPE and spill kit should any testee become ill or physically sick during the testing.</p> <p>Hand sanitiser will be available at testing station entrance and each testing booth</p> <p>All waste from the testing process will be correctly disposed of as medical waste in marked sealed bags.</p>		
--	--	---	--	--

RISK ASSESSMENT

		All testing and will be compliant with current Government guidance.		
Existing Policies	Students and staff	All relevant policies have been revised to take account of Government guidance and guidelines on social distancing , COVID-19 and its impact on the school.		
Poor Behaviour/Intentional Non-Compliance	Community	Behaviour Policy updated to reflect that any student who wilfully refuses to respect and comply with our COVID-19 regulations will be removed as an immediate risk to others, and parents will be contacted to collect and take home. Such behaviour would transgress our Top Ten Rules and Courtesies.	Update classroom expectations, Top Ten Rules and Courtesies.	
Input from Governing Body	Governors	Online meetings are held regularly with governors. Governors are involved in key decisions on re-opening. Governors are briefed on latest Government guidance and its implications for the school.	Head and Chair of governors are in regular communication.	
Stress/mental health/pastoral concerns as a result of the SARS COV-2 pandemic	Staff and students	Pink House pastoral team are on site each day. Staff counsellor is available, if required, on timetabled days.		

RISK ASSESSMENT

