

COVID-19 General Risk Assessment

<p>Prepared By: <i>Sarah Fox, Tara Livermore</i> Approved/shared with SLT and Trustee Board</p>
<p>Risk Assessment Date: March 2021</p>

Risk Assessment Tracker		
Date	Reviewed and Updated by:	Role
1/9/20	Sarah Fox	Education Manager
30/9/20	Sarah Fox	Education Manager
7/11/20	Sarah Fox	Education Manager
8/1/21	Sarah Fox, Tara Livermore	Education Manager, School Business Manager
5/3/21	Sarah Fox, Tara Livermore	Education Manager, School Business Manager

On the 20th March 2020 the UK government in response to the coronavirus pandemic (designated by the World Health Organisation as COVID-19) introduced a lockdown of the working population, except for persons identified as Key Workers, as a medical control measure to reduce the spread of the virus and to enable resources to be allocated to those who are infected and maintain essential services for running the country.

The school closure resulted in a reduction in occupation of the premises and staff implementing alternative working patterns, including working from home and the provision of remote learning for students.

On the 2nd June 2020, the school began a phased reopening to all children on part-time basis. The provision of remote learning continued for any pupils at home.

On the 2nd July 2020, the government published guidance for the full reopening of schools in September. Further updates on 28 August. Link to full guidance can be found [HERE](#).

On 31st October 2020 the government announced a national lockdown would commence 5 November until 2nd December. Schools, colleges and universities remain open. The Government will continue to prioritise the wellbeing and long-term futures of our young people and will not be closing core educational facilities, like early years settings, schools, colleges, universities and vocational training centres. It remains very important for children and young people to attend, to support their wellbeing and education and help working parents and guardians. Link to full guidance can be found [HERE](#). This was lifted from December 2nd.

On 4th January 2021, the government announced that another national lockdown would commence, including the closure of schools to all but vulnerable pupils and children of Critical Workers. They published new guidance for schools: [LINK](#).

On 22nd February 2021 the Prime Minister announced that the Government has set out its plan for the return of all pupils to schools and colleges, as part of the [roadmap for leaving lockdown](#). All schools will return to face-to-face education on Monday 8 March. [Link to guidance](#).

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School in line with the government guidance.

Assessment

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? Yes/ No
Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	<p><i>Clinically vulnerable and clinically extremely vulnerable staff.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at work.</i></p>	<p><i>Considerations:</i></p> <p><i>Identification of staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are <u>clinically vulnerable</u> or <u>clinically extremely vulnerable</u>. Further Guidance within the School National Restrictions Guidance.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Staff have been surveyed to identify any staff member that has an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable.</i> ● <i>For any staff with particular characteristics who may be at comparatively increased risk from coronavirus, and who have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable.</i> <p><i>Further measures:</i></p>	No

		<ul style="list-style-type: none"> Any staff classed to be clinically extremely vulnerable will not work on site; review in light of any further government guidance <p>Staff that are ill with non-coronavirus symptoms should not come into school until they are well.</p>	
--	--	--	--

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? Yes/No
<p>Students with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p>Clinically vulnerable and clinically extremely vulnerable students.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at school.</p>	<p>Considerations:</p> <p>Identification of students that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are <u>clinically vulnerable</u> or <u>clinically extremely vulnerable</u>. Further Guidance within the School National Restrictions Guidance. Clinically extremely vulnerable pupils are also advised not to attend school.</p> <p>Control measures:</p> <ul style="list-style-type: none"> Parents have been surveyed to identify any student that has an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable. Clinically extremely vulnerable pupils advised not to attend school. For students identified as clinically vulnerable, parents are to provide details of any medical advice and an individual risk assessment will be carried out and recorded to agree on suitable control measures to reduce the risk to an acceptable level. This will be required to be signed and dated by the assessor and parents, and will be regularly reviewed and updated in line with any changes. Contingency plans are in place to enable immediate access to remote education for students where necessary (i.e. for those students who may need to self-isolate). <p>Students that are ill with non-coronavirus symptoms should not come into school until they are well.</p>	<p>No</p>

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? Yes/No
<p>Lack of staff available to operate safe staff:student ratios and/or operate site.</p> <p>Staff may not be able to work on site as a result of either themselves or a member of their household developing symptoms of COVID-19 or being notified to self-isolate by NHS Test & Trace.</p>	<p><i>All.</i></p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</i></p>	<p><i>Considerations:</i></p> <p><i>To fulfil the minimum service requirements of the school, and for health and safety reasons, a certain amount of staff must be on the premises during operational hours.</i></p> <p><i>Control measures:</i></p> <p><i>Certain key staff must be on site during operational hours. A full school closure will come into effect if any one of these key roles cannot be fulfilled (some of these positions are combined):</i></p> <ul style="list-style-type: none"> <i>○ First Aid</i> <i>○ Fire Warden</i> <i>○ Safeguarding</i> <i>○ Senior Management</i> <i>○ Estates</i> <i>○ Cleaning</i> <ul style="list-style-type: none"> <i>● A partial school closure will come into effect for certain teaching groups if the staffing levels fall below DfE minimum requirements.</i> <i>● Parents will be made aware of any school closure at the earliest opportunity via email and/or telephone and should make all reasonable efforts to collect their child/ren at the earliest available opportunity.</i> 	<p>No</p>

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? Yes/ No
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, students, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, students and others on site.</i></p>	<p><i>Considerations:</i></p> <p><i>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they must be sent home and advised to follow the <u>stay at home guidance</u>. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. In all cases, the Education Manager must be notified.</i></p> <p><i>If a student becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site, they must be sent home with their parent/carer and advised to follow the <u>stay at home guidance</u>. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</i></p> <p><i>Tests can be booked online through the <u>NHS testing and tracing for coronavirus</u> website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</i></p> <p><i>Schools should ask parents and staff to inform them immediately of the results of a test. Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the <u>local health protection team</u>.</i></p> <p><i>Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive.</i></p>	<p>No</p>

		<p><i>Close contact means:</i></p> <ul style="list-style-type: none"> • <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> • <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> • <i>travelling in a small vehicle, like a car, with an infected person</i> <p><i>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i></p> <p><i>If a member of staff dies as a result of COVID-19 and there is reasonable evidence that a work-related exposure caused the worker’s death, then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the <u>case of disease report form</u>. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the <u>Health & Safety Executive (HSE)</u>.</i></p> <p><i>If an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2), this must be reported to the enforcing authority under RIDDOR 2013 as a <u>dangerous occurrence</u>. Further information is available from the <u>HSE</u>.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> • <i>Posters displaying information on social distancing, hand washing, the catch it, bin it, kill it procedure and details of symptoms of COVID-19 will be placed in prominent locations and shared regularly in school communications to parents and staff.</i> • <i>Students, parents/carers, visitors and contractors will be regularly informed that they should not visit the school if they (or any members of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the <u>stay at home guidance</u>.</i> 	
--	--	---	--

		<ul style="list-style-type: none"> ● <i>Students, staff, visitors and contractors will be briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site. This briefing will be refreshed periodically in line with any changes to the government guidance and/or the school's own procedures.</i> ● <i>In line with current guidance, we will not be conducting routine temperature checks of students or staff</i> ● <i>Students will be instructed to inform a member of staff immediately if they start feeling unwell. Staff can then make an assessment on further actions.</i> ● <i>Promote and engage in asymptomatic testing</i> ● <i>Asymptomatic testing is available to all staff and secondary school pupils through the school. In addition to coronavirus testing in school, all members of households, childcare bubbles and support bubbles of primary and secondary school staff and pupils are eligible for rapid coronavirus tests in the community, even if nobody in the household has symptoms. Details of this initiative can be found here, with more information on the availability of home testing kits in Cambridgeshire HERE.</i> <p><i>For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms.</i></p> <ul style="list-style-type: none"> ● <i>If a member of staff, student, visitor or contractor becomes symptomatic, reception will be notified so that the School Business Manager, the DSL and a member of Senior Management can be made aware so that movement in that area can be restricted and cleaning of the area can be conducted promptly.</i> ● <i>If a member of staff, student, visitor, or contractor displaying symptoms is awaiting collection, they will be moved to the community room where they can be isolated behind a closed door. If the room is in use, then those using it will need to relocate. Current policy will be maintained in regard to student supervision and windows should be opened for ventilation. If it is not possible to isolate them in the community room, they will be moved to an area which is at least 2 metres away from other people. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). If they need to go to the bathroom while waiting to be collected, they should use the facilities accessible directly from the community room. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</i> 	
--	--	--	--

<p>Failure to implement suitable social distancing measures</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, students and others on site.</i></p>	<p><i>Considerations:</i></p> <p><i>Excerpt from Guidance: Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used to date in recognition that children, especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible. Each group should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as possible. We recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group. Both the approaches of separating groups and maintaining distance are not 'all-or nothing' options and will still bring benefits even if implemented partially. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate 16 and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. All teachers and other staff can operate across different groups. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed.</i></p>	<p>No</p>
--	---	---	-----------

<p>General</p>		<p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Staff, students, and parents/carers will be briefed on the new social distancing procedures</i> ● <i>Staff will be limited to designated arrival times avoiding student drop off times where possible.</i> ● <i>Staggered pick-up times may be implemented to reduce the amount of people on and around the school at any one time. Times will be communicated to parents via email.</i> ● <i>All Lower School children will enter through the metal side gate. Rosebud and Elderflower Kindergartens will enter through the wooden gate by the pool. Buttercups will enter through the front door. These gates/main entrances will be opened for drop off and pick up to facilitate contactless entry to the school grounds for pupils. Outside of these times, the gates/main entrance will be locked.</i> ● <i>A member of staff will monitor entries to the school grounds and steward parent/students toward student drop-off points. Procedures for late arrivals will be communicated with parents. Parents should not enter the school premises. If there is no member of staff in the carpark, they should ring reception.</i> ● <i>Parents will be asked, wherever possible, to have <u>one</u> parent drop off or pick up their child and to keep this consistent. Parents must leave the school grounds as soon as they have dropped off their child/ren. Additional parents may be asked to wait outside the school grounds.</i> ● <i>Markings will be placed on the ground at the front of the school to enable parents and their children to observe social distancing at drop-off and pick-up.</i> ● <i>A one-way system will be in place for drop-off and pick-up for Kindergarten, with the main carpark gate used for people arriving at the school and the pedestrian gate in the hedge used for people leaving the school.</i> ● <i>Lower School parents/pupils will use the main carpark gate for entry and exit. The width of this gate allows for people to pass whilst observing social distancing.</i> ● <i>Lines drawn on carpark to indicate social distancing and routes to different pick up points</i> ● <i>Reception will be closed to parents to reduce the risk to reception staff. Currently, we cannot accept cash payments. Any monies needing to be paid to the school must be done via BACS or by cheque posted to the school's registered address.</i> ● <i>Staff to use their own pen for signing in wherever possible. Reception pen to be cleaned regularly (noting time cleaned on cleaning schedule).</i> ● <i>Staff to keep their distance from students and other staff as much as they can, keeping a 2m from other adults wherever possible.</i> ● <i>Staff to encourage older children to keep their distance within their group and not touch staff and their peers where possible</i> 	
-----------------------	--	---	--

<p>Classrooms & other teaching spaces</p>		<ul style="list-style-type: none"> • Staff will be wearing face coverings when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • Face coverings will be worn by all staff and Class 5-8 in communal areas/corridors and in class when a 2m distance cannot be maintained. If staff of younger classes wish to wear face coverings or visors within the classroom they will be supported to do so. Further information about the wearing of face coverings in education settings can be found HERE. • Signs will be placed around the school to indicate the number of adults allowed within a room <p>Students will be kept in consistent groups (bubbles) and these groups will be kept apart from each other wherever possible. We will operate 'phase bubbles' (separating kindergarten, class 1-4 and class 5-8). Staff may move between bubbles where necessary.</p>	
<p>Common areas</p>		<ul style="list-style-type: none"> • Students will have assigned seating where possible. • Desks will be arranged to ensure that students are seated side-by-side and facing forwards. Where possible, classes will access their rooms via an external door. • Interaction, sharing of rooms and social spaces between groups to be limited as much as possible. • Groups will be allocated an outdoor space for break times and outdoor activities. • Outdoor spaces will be used where possible, weather permitting, to deliver lessons. • In corridors all staff and children will be asked to keep to the left in single file • Break times will be staggered to reduce the likelihood of groups interacting with each other (Government advice is that brief transitory contact, such as passing in corridors is low risk). • Use of toilet facilities will be staggered wherever possible to limit toilet users to one at a time. • Wherever possible, toilets will be set aside for use by a single group <ul style="list-style-type: none"> • Use of staff rest areas will be staggered wherever possible. Extra rest areas will be used, where available (community room). • Rest areas should be rearranged to allow for safe social distancing. • Office layouts will be reviewed for social distancing. Where it is not possible to move workstations further apart, alternate working hours will be implemented or screens will be deployed. • Most staff meetings will be held virtually. • Staff meetings with parents will be conducted virtually. During the lockdown, only essential meetings are to take place on site. All meetings need to be booked centrally and authorised by the Education Manager. The community room will be set aside as a designated meeting room. Meetings would need to be booked in advance with 6 attendees maximum. A supply of hand 	

<p>Staff rooms & meeting rooms</p>		<p><i>sanitiser and tissues will be available and the room will be laid out to observe social distancing. The room will be ventilated and any touch points cleaned following the meeting.</i></p> <ul style="list-style-type: none"> ● <i>Safeguarding meetings with students will be conducted in the Education Manager's office. A supply of hand sanitiser and tissues will be available and the room will be laid out to observe social distancing.</i> ● <i>Only one person will be allowed in the photocopying room at a time and disinfectant wipes will be supplied which then should be disposed of in a lidded bin.</i> ● <i>Staff computers will be moved to appropriate locations to ensure social distancing is observed. Signs on doors to indicate max number in a room.</i> <p><i>Further measures:</i></p> <ul style="list-style-type: none"> ● <i>If pupil numbers onsite increase, review pick up and drop off measures</i> 	
---	--	--	--

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? Yes/No
<p>Staff and students contracting the virus through direct/indirect transmission when travelling to/from the school site using their own means</p>	<p><i>All</i></p> <p><i>Staff and students may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.</i></p>	<p><i>Considerations:</i></p> <p><i>Staff and students returning to the school may be at risk of contracting the virus whilst travelling to/from the site, particularly if they need to use public transport.</i></p> <p><i>Responsibility for ensuring that staff can commute into work safely, and students can travel to/from the school safely is limited as there are many factors that are outside of our control; however, we will promote safe travel and make reasonable adjustments to facilitate this wherever possible.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Where staff cannot commute to work without using public transport, adjustments to their work hours may be made to allow them to travel outside of peak times.</i> ● <i>Staff, students and parents/carers will be made aware of recommendations on transport to and from the school (including avoiding peak times) as outlined in <u>Coronavirus (COVID-19): safer travel guidance for passengers</u></i> ● <i>Hand sanitiser will be provided at the main entry points to the school. Staff, students, contractors and visitors will be instructed to use hand sanitiser or thoroughly wash their hands when they enter the school.</i> 	<p>No</p>

<p>Staff, students, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, students and others on site.</i></p>	<p><i>Considerations:</i></p> <p><i>Good hand and respiratory hygiene is imperative in the fight to minimise the spread of the virus, and so we will ensure that adequate handwashing facilities are available and that staff and students are regularly briefed on good hand and respiratory hygiene practices.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Suitable hand washing facilities/hand sanitiser stations are available for use.</i> ● <i>Suitable bins to be provided in all classrooms, toilets and workspaces.</i> ● <i>Staff, students, contractors and visitors will wash hands or sanitize as soon as possible after entering the school building</i> ● <i>Staff, students, contractors and visitors will be briefed on good respiratory hygiene practices (catch it, bin it, kill it).</i> ● <i>Staff, students, contractors and visitors will be briefed on the need to avoid touching their face (and especially the eyes, nose and mouth).</i> ● <i>Posters will be displayed in prominent locations to remind staff, students and others of good hand and respiratory hygiene practices.</i> ● <i>Staff and students will be briefed on the need for non-contact greetings - no shaking hands, hugs etc.</i> ● <i>Staff will ensure all students wash their hands for 20 seconds, more often than usual (including when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, and after blowing their nose/sneezing/coughing) with soap and water or hand sanitiser and catch coughs and sneezes. Time will be set aside to ensure adequate hand washing takes place.</i> ● <i>Staff will supervise young children and those with complex needs to ensure they wash their hands for 20 seconds, more often than usual (including when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the toilet, and after blowing their nose/sneezing/coughing) with soap and water or hand sanitiser and catch coughs and sneezes. Time will be set aside to ensure adequate hand washing takes place.</i> ● <i>Where facilities such as kettles /computers are shared, thoroughly washing hands before and after use must be done as well as wiping appliances with a disinfectant wipe. These will be supplied in key areas. Rota systems may be implemented to minimise the amount of people in shared spaces at any one time.</i> ● <i>Students will not be permitted to wear their own PPE at school. All government and scientific advice suggests that this increases the risk of viral transmission and instead, rigorous hygiene practices are more effective methods of staying safe. Students arriving wearing PPE will be instructed to remove it and it will be placed in their personal bag and returned to them at the end</i> 	<p>No</p>
--	---	--	-----------

		<i>of the day. If a pupil wishes to wear a face covering, they will be supported to do so. Arrangements to be made with class teacher.</i>	
Contractors/visitors attending site.	<i>All. Potential spread of COVID-19 to staff students and others from persons visiting the site.</i>	<p><i>Considerations: We continue to restrict access to our site to only those persons who are 'essential'. This may include contractors required for maintenance/repair services, deliveries, and in some cases visitors, such as parents/carers/prospective members of staff. Where contractors/visitors are required to enter the school, we will ensure that reasonable precautions are taken to prevent them potentially transmitting the virus to staff, students or other persons on site.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Use of contractors on site will be limited, wherever possible, to outside school hours or in areas of the school that are not in use.</i> ● <i>Copies of contractors' COVID-19 risk assessments will be obtained prior to them attending site to ensure that they comply with the specified control measures.</i> ● <i>Confirmation from contractors/visitors that they or members of their household do not have symptoms of COVID-19, or other cold/ flu symptoms will be obtained prior to them attending site.</i> ● <i>Contractors on site must go to reception on arrival/departure where staff will sign them in/out.</i> ● <i>Contractors will be briefed on correct hand/respiratory hygiene and social distancing guidelines.</i> ● <i>Lettings on site represent an additional risk and will be reviewed on a case by case basis in line with government guidance.</i> ● <i>Areas occupied by contractors will be cleaned/disinfected after use.</i> ● <i>During the lockdown, only essential meetings are to take place on site. All meetings need to be booked centrally and authorised by the Education Manager.</i> <i>The community room can be used as a meeting room (by booking only). Meetings would need to be booked in advance with 6 attendees maximum. A supply of hand sanitiser and tissues will be available and the room will be laid out to observe social distancing. The room will be ventilated and any touch points cleaned following the meeting. Alternative meeting options must be discussed with the Education Manager in advance.</i> 	No

<p>Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/equipment.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, students and others on site.</i></p>	<p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Where possible staff will sign in/out using their own pen. The Reception pen will be cleaned regularly and a note of this made on the cleaning schedule.</i> ● <i>Unnecessary items will be set aside in classrooms or removed where alternative storage space is available.</i> ● <i>An increased cleaning regime will be in force with a concentration on frequently touched surfaces.</i> ● <i>Where possible, doors will be propped open to minimise the amount of touch surfaces.</i> ● <i>Soft furnishings, soft toys and other hard to clean items will be removed from use and stored in rooms designated not in use.</i> ● <i>Disinfectant wipes are supplied near to commonly used equipment.</i> ● <i>COSHH assessments must be completed for any new cleaning substances introduced as a result of the increased cleaning regime.</i> ● <i>Staff/students will use their own allocated desk. Hot desking should be avoided. Desks to be cleaned/disinfected prior to each new user.</i> ● <i>Staff to have appropriate PPE available to them. Supplies will be stored in the first aid room and the community room.</i> ● <i>The Reception/Administration staff will follow hygiene guidelines when receiving and opening deliveries.</i> ● <i>Phase bubbles will have their own set of playground/games equipment.</i> ● <i>Equipment used in kindergarten will be used in rotation to allow for cleaning between use.</i> ● <i>Students may not bring bikes/comforters/soft toys/fiddle toys into the school building unless they form part of an EHCP or such items are named on the student's IEP.</i> ● <i>Devices like laptops can be brought in as long as this has been approved by the learning support department as part of a students normal way of working at school. These will be cleaned at the start and end of the day.</i> ● <i>Mobile phones may be brought into school following current policy and communicated guidance.</i> ● <i>Students should bring lunch boxes, water bottles and a coat/waterproofs/wellies into school. Lunch boxes and water bottles should be thoroughly cleaned daily.</i> ● <i>Musical instruments must not be shared.</i> 	<p>No</p>
--	---	---	-----------

<p>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, students and others on site.</i></p>	<p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>The latest government guidance <u>COVID-19: cleaning in non-healthcare settings outside the home</u> will be followed to ensure adequate cleaning following contamination.</i> ● <i>Any contaminated area will be secured where possible to restrict access until cleaning has been undertaken. A risk assessment will be completed to determine the level of PPE required and where possible, the contaminated area will be left for 72 hours prior to cleaning as the amount of virus living on surfaces will have reduced significantly.</i> ● <i>Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely.</i> ● <i>Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the government guidance.</i> ● <i>Provide cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as contamination with bodily fluids).</i> 	<p>No</p>
---	---	--	-----------

<p>Hazards associated with the consumption of food onsite</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, students and others on site.</i></p>	<p><i>Considerations:</i></p> <p><i>'The FSA's advice is clear that it remains very unlikely that people can catch COVID-19 from food. COVID-19 is a respiratory illness and not known to be transmitted by exposure to food or food packaging' (source: Food Standards Agency 17/04/2020).</i></p> <p><i>Staff and lower school students bring in their own packed lunches and drinks and all necessary actions will be taken to identify all hazards and that suitable control measures are put into place to reduce the risk so far as is reasonably practicable.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Staff/students/visitors will be reminded to wash their hands before and after the consumption of food.</i> ● <i>Food may not be shared.</i> ● <i>Staff must bring in their own drinks-making consumables (tea bags, milk etc.)</i> ● <i>Food brought into school should be stored in an easily cleaned container.</i> ● <i>Bubble staff and students should eat their snacks/lunch in their designated room or outdoor area (weather permitting).</i> ● <i>Parents should make sure that their children are provided with enough food to last the entire day.</i> ● <i>Kindergarten lunches will be prepared in line with guidance issued by the DfE, available HERE.</i> 	<p>No</p>
<p>Lack of adequate trained fire personnel.</p>	<p><i>All.</i></p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</i></p>	<p><i>Considerations:</i></p> <p><i>As a result of the COVID-19 pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include managers and other staff with key roles in your fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such you will need to ensure that your procedures continue to respond accordingly and are flexed and adapted to any changes in staff.</i></p> <p><i>Control Measures:</i></p> <ul style="list-style-type: none"> ● <i>Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required.</i> ● <i>Ensure that where fire doors are wedged open to provide a reduction in touch surfaces, responsible persons are appointed to remove wedges on the sounding of the fire alarm.</i> 	<p>No</p>

		<i>A fire drill will be conducted when students return to school to ensure that new policies and procedures do not interfere with the safe evacuation of the school in a timely manner.</i>	
--	--	---	--

<p>New fire hazards as a result of implementing control measures for COVID-19.</p>	<p><i>All.</i></p> <p><i>Increased risk of fire, and/or delays in persons evacuating from the building.</i></p>	<p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Fire muster points remain the same and allow for social distancing.</i> ● <i>Staff and students will be briefed on the fire evacuation procedures.</i> ● <i>Ensure that any Personal Emergency Evacuation Plans (PEEPs) for both staff and students are reviewed and updated as a result of any changes to your fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes.</i> ● <i>Any changes to the fire risk assessment and/or written fire procedures will be communicated to staff.</i> ● <i>Evacuation procedures will be continually assessed to ensure the buildings can quickly be evacuated safely.</i> ● <i>Regular fire drills will continue to ensure that an evacuation can be completed safely and quickly, if needed.</i> ● <i>Classroom furniture must not be moved in a way that restricts quick and safe exit from the room.</i> ● <i>Staff must continue to fill out daily H&S checks for their classrooms, including ensuring that fire exits are clear</i> 	<p>No</p>
---	---	--	-----------

<p>Lack of adequate trained first aid/medical/administration of medication personnel.</p>	<p>All.</p> <p>Various injuries/illness as a result of delayed access to first aid/administration of medication.</p>	<p>Considerations:</p> <p>As a result of the COVID-19 pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include trained first aiders, on-site medical staff, and/or those responsible for administering medication. The risk of injury/illness is ever present, and as such you will need to ensure that your procedures continue to respond accordingly and are flexed and adapted to any changes in staff.</p> <p>Control measures:</p> <ul style="list-style-type: none"> ● A review of first aid staff has been completed and there will be adequate staff on site at all times. ● The first aid risk assessment will be reviewed to take into account reduced staff and students. ● A revised list of First Aid staff showing the qualified staff available will be produced and circulated to all staff (following renewal training in February). 	<p>No</p>
<p>Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.</p>	<p>Staff administering first aid/ medical treatment.</p> <p>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</p>	<p>Considerations:</p> <p>First aiders and in-house medical staff may need to provide treatment to symptomatic individuals, resulting in a risk of them contracting COVID-19 and spreading it to others.</p> <p>The government guidance document <u>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u> states that when caring for someone with symptoms of COVID-19:</p> <ul style="list-style-type: none"> ● “a [fluid-resistant surgical] face mask (also known as Type IIR) should be worn if a distance of 2 metres cannot be maintained ● if contact is necessary, then gloves, an apron and a [fluid-resistant surgical] face mask should be worn ● eye protection (for example a face visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on <u>how to put PPE on and take it off safely</u> in order to reduce self-contamination.”</p> <p>Control measures:</p>	<p>No</p>

		<ul style="list-style-type: none"> • PPE will be reviewed and extra stock acquired to be used for treating an individual where the 2m social distancing guidelines cannot be adhered to. • Staff will be trained on proper use of any new PPE prior to attending to the medical needs of any individual. • Staff will be informed of any new procedures, including what PPE will be required, how to put on and remove PPE safely, and disposal of waste. • Accidents will be recorded in line with current policies. • First aid stations to be made available around the school to minimise movement of people in the event of an incident requiring first aid. 	
Lack of risk assessments for any new/adapted teaching activities.	<p>All.</p> <p>Various injuries arising from teaching activities</p>	<p>Considerations:</p> <p>During this time school staff may choose to introduce new or adapted activities for their students. These new or adapted activities may not fall under the school's existing risk assessments and so this will need to be addressed. Any hazards presented by the new/adapted activities must be identified, together with suitable control measures to either eliminate or reduce the risk.</p> <p>Control measures:</p> <ul style="list-style-type: none"> • Staff will be briefed on the need to complete risk assessments prior to introducing and new/adapted teaching activities, these can be annexes to current risk assessments to reflect current guidelines. • Staff will be briefed that no risk assessment will supersede the requirements as defined in this "COVID-19 General Risk Assessment". 	No
Increase in staff lone/remote working whilst on site.	<p>Staff.</p> <p>Various injuries arising from a lack of direct supervision.</p>	<p>Considerations:</p> <p>Due to reduction in staff and student numbers on site, there may be an increase in the number of staff undertaking lone or remote working activities. Control measures:</p> <ul style="list-style-type: none"> • Any new risk assessments will be completed, should they be needed, for any additional lone working above and beyond the scope of current lone working policies and risk assessments. 	No

<p>Legionella risk arising from unused buildings and/or parts of the premises.</p>	<p><i>All.</i></p> <p><i>Exposure to legionella bacteria leading to serious illness or death.</i></p>	<p><i>Considerations:</i></p> <p><i>Where water systems have been completely taken out of use, partially used for an extended period of time (which could be as little as two weeks), or have been infrequently used; there is an increased risk that Legionella bacteria could have multiplied to hazardous concentrations. As such, there are a number of factors that need to be considered when bringing the water system back into use.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Regular flushing of the water systems has been maintained throughout any closure of the school. This is recorded in line with current policies.</i> ● <i>Monthly water checks have continued as normal</i> 	<p>No</p>
<p>Poor ventilation</p>	<p><i>All.</i></p> <p><i>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</i></p>	<p><i>Considerations:</i></p> <p><i>The general aim should be to supply as much outside air as possible, with a high air change rate. Windows and doors may be used to create additional air flow. The recirculation of air should be prevented.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Wherever possible, classroom doors and windows should be opened during the day to allow for proper ventilation of the space and reduce the risk of viral transmission.</i> ● <i>Windows in shared spaces should be opened to allow for sufficient air flow.</i> ● <i>Ensure that where fire doors are wedged open to provide for additional air flow, responsible persons are appointed to remove wedges on the sounding of the fire alarm.</i> <p><i>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures will also be used as appropriate:</i></p> <ul style="list-style-type: none"> ● <i>opening high level windows in preference to low level to reduce draughts</i> ● <i>increasing the ventilation while spaces are unoccupied (for examples, between classes, during break and lunch, when a room is unused)</i> ● <i>providing flexibility to allow additional, suitable indoor clothing - children and staff advised to dress warmly for school, with warm underlayers and a good fleece or jumper</i> ● <i>rearranging furniture where possible to avoid direct drafts</i> 	<p>No</p>

<p>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p><i>Staff.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</i></p>	<p><i>Considerations:</i></p> <p><i>If you have employees that are likely to be working from home on a long term basis then you must ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary. Further information is available from the <u>HSE</u>.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Staff will be provided with guidance on the safe use of DSE's and ways in which they can maintain physical and emotional wellbeing (<u>Working from Home: A Brief Guide for Employees</u>).</i> ● <i>Wherever possible, the school will provide support to staff working from home with relation to work, use of equipment, mental health and emotional wellbeing.</i> ● <i>Line Managers will communicate regularly with employees working from home to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.</i> ● <i>Line Managers to keep their teams up to date on any changes that may impact them.</i> 	<p>No</p>
--	--	---	-----------

<p>Fear/ anxiety caused by returning to school.</p>	<p><i>Staff, students, and parents/ carers.</i></p> <p><i>Staff, students, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</i></p>	<p><i>Considerations:</i></p> <p><i>Individuals will respond in different ways to being asked to return to school. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important to establish the likely impact that returning to the school will have on mental health and take steps to alleviate worries or concerns where possible.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Regular conversations and online group meetings are held regularly to keep the community together.</i> ● <i>Staff, students and parents/carers will be informed with details of the measures that the school will be taking to minimise the risk of them contracting the virus at the school.</i> ● <i>Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</i> ● <i>Review and update Bereavement Policy and procedure.</i> ● <i>Guidance is available for staff on the subject of <u>mental health and wellbeing</u>.</i> 	<p>No</p>
<p>Poor staff wellbeing</p>	<p><i>Staff.</i></p> <p><i>Poor mental health, including work-related stress.</i></p>	<p><i>Considerations:</i></p> <p><i>The latest <u>guidance for schools</u> states that:</i></p> <p><i>Governing boards and school leaders should have regard to staff (including the headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about attending school. DfE is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</i></p> <p><i>Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly. Managers should discuss and agree any changes to staff roles with individuals.</i></p>	<p>No</p>

		<p><i>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's <u>workload reduction toolkit</u>.</i></p> <p><i>DfE has also published a range of resources, including <u>case studies to support remote education</u> and help address staff workload, this includes case studies on managing wellbeing."</i></p> <p><i>You should already have a stress risk assessment in place and this should be reviewed to consider the additional concerns posed by COVID-19 and new ways of working (or you may wish to compile a specific stress risk assessment for COVID-19) including:</i></p> <ul style="list-style-type: none"> ● <i>Fears around job security (especially relevant for those staff who have been furloughed);</i> ● <i>Fear/anxiety about returning to the workplace;</i> ● <i>Fear/anxiety surrounding the virus and lockdown;</i> ● <i>Workload;</i> ● <i>Changes to the way in which they work (e.g. provision of remote teaching, working from home); and</i> ● <i>Communication (e.g. general communication between staff and their colleagues and line manager, especially where working from home).</i> <p><i>The HSE have a dedicated webpage for work-related stress with some <u>example risk assessments</u> which although not specific to COVID-19, would still act as a useful base.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Ensure stress risk assessment is in place, with consideration of the additional concerns raised by COVID-19 (as outlined above).</i> ● <i>Consult with staff on the protective measures that are being implemented.</i> 	
--	--	---	--

Poor student wellbeing	<p><i>Students.</i></p> <p><i>Fear, anxiety, and poor mental health.</i></p>	<p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Review all relevant government guidance and develop a plan of action on how the school can best support returning students using available resources.</i> ● <i>All staff to complete Educare training on Mental Wellbeing in Children and Young People</i> 	No
-------------------------------	--	--	----

		<ul style="list-style-type: none"> • Further training and support links to be made available to all staff/families • Ensure that students are informed of who they can speak to if they have any worries/concerns about returning to school. 	
--	--	--	--

Use of supply teachers and other temporary or peripatetic teachers	<p>All.</p> <p>Potential spread of COVID-19 between staff, students and others on site.</p>	<p>Considerations:</p> <p>The latest <u>guidance for schools</u> states that:</p> <p>Schools can continue to engage supply teachers and other supply staff during this period and schools may want to consider how supply teachers, and other temporary staff, can assist in delivering face to face education to pupils who continue to attend school and remote education.</p> <p>Potential control measures include:</p> <ul style="list-style-type: none"> • Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time). • Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and students. • Consider using longer assignments to minimise the number of temporary staff entering the premises. 	No
Students with SEND	<p>All.</p> <p>Potential spread of COVID-19 between staff, students and others on site.</p>	<p>Control measures may include:</p> <ul style="list-style-type: none"> • Class teachers/SENCO/learning support staff to identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place prior to SEND students returning to school. 	No

<p>Educational visits.</p>	<p>All.</p> <p>Travelling against FCO/ government advice.</p>	<p>Considerations:</p> <p>The latest <u>guidance for schools</u> advises against educational visits at this time.</p> <p>Control measures:</p> <ul style="list-style-type: none"> • No school trips to take place • Kindergarten local walks, Woodland Day and Lower School Outdoor days to go ahead with revised risk assessment 	<p>No</p>
-----------------------------------	---	---	-----------

<p>Lack of adequate student safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</p>	<p><i>Staff and students.</i></p> <p><i>Various potential safeguarding issues.</i></p>	<p><i>Considerations:</i></p> <p><i>Ensure that your child protection/safeguarding procedures are reviewed and updated against the latest government guidance documents <u>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</u> and <u>Safeguarding and remote education during coronavirus (COVID-19)</u> to consider this shift in teaching and learning. The guidance document states that “most children are being educated at home during the coronavirus (COVID-19) outbreak, so school leaders and teachers are having to adjust to remote education strategies. While this is happening, it is important that schools continue to follow safeguarding procedures.” You’ll need to ensure that staff are clear on what is/is not acceptable in terms of methods of communication with their students and consider how risks arising from virtual/online provision (especially 1:1 sessions such as music lessons) can be minimised.</i></p> <p><i>In addition, you may wish to direct parents/ carers to read the relevant guidance document at <u>Coronavirus (COVID-19): support for parents and carers to keep children safe online.</u></i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>DSL to lead a review of the child protection/safeguarding procedures against the government guidance documents <u>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</u> and <u>Safeguarding and remote education during coronavirus (COVID-19)</u> to review potential issues with virtual/online teaching and learning.</i> ● <i>Full guidance and procedures for reporting a concern are in the safeguarding policy which is available on the school website along with the annex.</i> ● <i>Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</i> ● <i>All staff must read and adhere to the school’s Remote Learning Policy</i> 	<p>No</p>
<p>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</p>	<p><i>All</i></p> <p><i>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting</i></p>	<p><i>Considerations:</i></p> <p><i>Link to Guidance:</i></p> <p><i>https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers#designated-safeguarding-leads-dsls</i></p> <p><i>Potential control measures may include:</i></p> <ul style="list-style-type: none"> ● <i>Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?).</i> ● <i>Consider liaising with other nearby schools to arrange sharing of DSL’s where required.</i> 	<p>No</p>

		<ul style="list-style-type: none"> • <i>Nominate a senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL or Deputy DSL be absent.</i> • <i>Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.</i> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> • <i>A trained DSL will be available at all times via telephone or email.</i> • <i>The Designated Safeguarding Lead will be available on site and in the event of absence one of the trained deputies will be available. If neither the DSL or one of DDSL's are available onsite, a member of the leadership team will be designated to coordinate any onsite safeguarding issues, liaising with the DSL or DDSL.</i> • <i>Ensure members of the safeguarding team are named in the safeguarding policy with their contact details.</i> • <i>Full guidance and procedures for reporting a concern are in the safeguarding policy which is available on the school website along with the annex.</i> 	
<p>Lack of adequate communication related to COVID-19 procedures to staff, students, parents/ carers, contractors and visitors</p>	<p>All Staff, students, parents, contractors and visitors not being made aware of procedures</p>	<p><i>Considerations:</i> <i>It is clear that open communication must be maintained in order to facilitate the sharing of key information during the COVID-19 crisis and to minimise the risk of spreading the virus.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> • <i>Email will be used as the primary method of communicating key information with parents about government guidance, internal policies and procedures, and advice. Communication will also be collated on a designated page of the school website.</i> • <i>Students and parents will engage with relevant education resources through Google Classroom and email</i> • <i>Relevant updates to policies and procedures will be communicated to staff through the regular channels.</i> 	<p>No</p>

<p>Failure to implement and adhere to the latest government advice/ guidance</p>	<p>All.</p> <p>Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<p><i>Considerations:</i></p> <p><i>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. Up to date advice on COVID-19 is available at websites such as:</i></p> <ul style="list-style-type: none"> ● https://www.gov.uk/coronavirus ● https://www.nhs.uk/conditions/coronavirus-covid-19/ ● <u>COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</u> ● <u>Stay at home: guidance for households with possible coronavirus (COVID-19) infection</u> ● <u>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</u> ● <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> ● <u>COVID-19: guidance for education settings</u> ● <u>Coronavirus (COVID-19): guidance on isolation for residential educational settings</u> ● <u>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</u> ● <u>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</u> ● <u>Safeguarding and remote education during coronavirus (COVID-19)</u> ● <u>Coronavirus: travel guidance for educational settings</u> ● <u>COVID-19: cleaning in non-healthcare settings</u> ● <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> ● <u>Coronavirus (COVID-19): safer transport guidance for operators</u> ● <u>Independent Schools’ Bursars Association (ISBA)</u> ● <u>Association of School and College Leaders (ASCL)</u> ● <u>Boarding Schools’ Association (BSA) latest COVID-19 updates</u> 	<p>No</p>
---	--	---	-----------

<p>Failure to develop a contingency plan for outbreaks.</p>	<p>All</p>	<p><i>Considerations:</i> See 'Response to an infection' section of latest guidance: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/952443/210114_School_national_restrictions_guidance_FINAL_14012021.pdf</p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● Review 'Response to an infection' section and develop suitable contingency plans. 	<p>No</p>
<p>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</p>	<p>All.</p> <p>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.</p>	<p><i>Considerations:</i> Measures need to be in place to ensure that the content of this risk assessment and any related policies/ procedures are being properly implemented and adhered to. Suitable procedures must be in place to monitor their effectiveness.</p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● Ensure that this risk assessment is reviewed and agreed upon by the School Leadership Team. ● Regular meetings will be held by the Education Manager, School Business Manager and the Resources Committee to monitor and plan for the school's ongoing response to COVID-19. ● Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required, and that updates are communicated to staff and where relevant, parents and students. 	<p>No</p>

5/3/2021

Next review due: *April 13th 2021*