



COVID-19 General Risk Assessment

Prepared By:	Tal Taylor-Bright (Chair of Health & Safety Committee)
Risk Assessment Date:	11th June 2020

Risk Assessment Tracker			
Date	Reviewed and Updated by:	Role	Date Approved by the Council of Management
12/06/2020	Diana Ball Gertraud Soukup Claire Twist Rebecca Jenkins-Handy Ruth Beachim Tal Taylor-Bright Joanne Claridge Gavin Ferris Nigel Lumsden Richard White	Interim Education Lead Chair of College of Teachers Coordination Group Coordination Group/Health & Safety Committee Designated Safeguarding Lead Chair of Health & Safety Committee Health & Safety Coordinator Health & Safety Committee Health & Safety Committee Health & Safety Committee	16/06/2020
15/06/2020	Sue Dawson	Chair of Council of Management	16/06/2020
26/06/2020	Tal Taylor-Bright	Chair of Health & Safety Committee	26/06/2020
01/07/2020	Tal Taylor-Bright	Chair of Health & Safety Committee	01/07/2020

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 has been closed which has 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.

From the week commencing 1 June 2020 at the earliest, the government are asking that in England: nurseries and other early years settings to open to all children; primary schools to welcome back pupils to Nursery, Reception, year 1 and year 6 (including in middle schools); secondary schools and colleges to offer some face to face support for children and young people in year 10 and year 12 to supplement their remote education; alternative provision to mirror the approach being taken for mainstream schools and also offer some face-to-face support for year 10 and year 11 students (as they have no year 12); and special schools, special post-16 institutions and hospital schools to welcome back more pupils and students. For Elmfield, this concerns Kindergarten, Class 5 & Class 9.

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. The period of closure of the premises has been for a period of three months.

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? Yes/ No
<p>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>	<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>.</i></p> <p><i>The latest government guidance document <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> states the following:</i></p> <p><i>Clinically extremely vulnerable individuals are advised not to work outside the home. We are strongly advising people, including education staff, who are clinically extremely vulnerable (those with serious underlying health conditions which put them at very high risk of severe illness from coronavirus and have been advised by their clinician or through a letter) to rigorously follow shielding measures in order to keep themselves safe. Staff in this position are advised not to attend work.</i></p> <p><i>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the <u>Staying alert and safe (social distancing) guidance</u> have been advised to take extra care in observing social distancing and should work from home where possible. Education and childcare settings should endeavour to support this, for example by asking staff to support remote education, carry out lesson planning or other roles which can be done from home. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. If they have to spend time within 2 metres of other people, settings must carefully assess and discuss with them whether this involves an acceptable level of risk.</i></p> <p><i>If a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. If a member of staff member lives in a household with someone who is clinically extremely vulnerable, as set out in the <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</u>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</i></p>	<p>No</p>

		<p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● 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. ● Those staff identified as being clinically extremely vulnerable have been advised formally that they must not attend work. Where possible, Line Managers will assign work that can be completed whilst they are home (e.g. supporting remote education, carrying out lesson planning or other roles which can be done from home). ● For staff identified as clinically vulnerable (but not clinically extremely vulnerable), Line Managers have sought alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment has been carried out and recorded to agree on a suitable role, and suitable control measures to reduce the risk to an acceptable level. These risk assessments will be regularly reviewed. ● For staff who are unable to work from home and who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at work. These risk assessments will be regularly reviewed. ● BAME Risk Assessment is required where appropriate or requested. 	
<p>Pupils 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><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at school.</i></p>	<p><i>Considerations</i></p> <p><i>Identification of pupils 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>.</i></p> <p><i>The latest government guidance document <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> states the following:</i></p> <p><i>Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible.</i></p> <p><i>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category, and parents should follow medical advice if their child is in this category.</i></p> <p><i>If a child or young person lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</i></p>	<p>No</p>

		<p><i>If a child or young person lives in a household with someone who is extremely clinically vulnerable, as set out in the <u>COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</u>, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Parents should be surveyed to identify any pupil 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>Parents of those pupils identified as being clinically extremely vulnerable to be advised formally that their child must not attend school. We will ensure that these pupils continue to be supported at home as much as possible (e.g. through provision of remote learning etc.).</i> ● <i>For pupils identified as clinically vulnerable (but not clinically extremely vulnerable) and who want to come into school, 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.</i> ● <i>For pupils who have been identified as living in a household with someone who is clinically extremely vulnerable (but are not clinically vulnerable or clinically extremely vulnerable themselves), a risk assessment will be carried out and recorded to determine whether stringent social distancing can be adhered to whilst at school. 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.</i> ● <i>BAME Risk Assessment is required where appropriate or requested.</i> 	
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<p>Lack of staff available to operate safe staff:pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site due to having an underlying health condition that results in them being clinically extremely vulnerable, or clinically vulnerable; or as a result of either themselves or a member of their household developing symptoms of COVID-19.</p>	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Considerations To fulfill 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.</p> <p>Control measures:</p> <ul style="list-style-type: none"> ● Certain key staff must be on site during operational hours. A full school closure will come into effect if any one of these staff members cannot attend (Some of these positions are combined): <ul style="list-style-type: none"> ○ Staff member trained in first aid ○ Fire warden ○ Member of the safeguarding team ○ Senior manager ○ Estates manager ○ Full time cleaning provision ● A partial school closure will come into effect for certain teaching groups if the staffing levels fall below DfE minimum requirements. ● Parents will be made aware of any school closure at the earliest opportunity via Parentmail and/or telephone and should make all reasonable efforts to collect their child/ren at the earliest available opportunity. 	<p>No</p>
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<p>Considerations If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature 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 Estates Manager and a member of Senior Management must be notified.</p> <p>If a pupil becomes unwell with a new, continuous cough or a high temperature whilst on site 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.</p> <p>If a member of staff is diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the <u>case of disease report form</u>. Further information is available from the <u>Health & Safety Executive (HSE)</u>.</p>	<p>No</p>

		<p><i>If a member of staff dies as a result of exposure to COVID-19 from their work and this is confirmed as the likely cause of death by a registered medical practitioner, 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 unintended incident at work has led to someone's possible or actual exposure to COVID-19. 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.</i> ● <i>Pupils, parents/carers, visitors and contractors will be regularly informed that they should not visit the school if they are displaying any symptoms of COVID-19 and to follow the <u>stay at home guidance</u>.</i> ● <i>Pupils, 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>We will not be conducting routine temperature checks of pupils or staff, however contactless thermometers may be used to assist with suspected cases.</i> ● <i>Pupils 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>For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms.</i> ● <i>If a member of staff, pupil, visitor or contractor becomes symptomatic, reception will be notified so that the Estates 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, pupil, visitor, or contractor displaying symptoms is awaiting collection, they will be moved to the biolab where they can be isolated behind a closed door. 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 biolab, 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 opposite the biolab. The bathroom should be cleaned and disinfected using standard cleaning products before being used</i> 	
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		<p>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.</p> <ul style="list-style-type: none"> • The assumption will be made that any parents/carers/family members visiting the site to collect a pupil/member of staff/contractor displaying symptoms may also have the virus themselves, and so will not be permitted access to the school grounds. They should call reception when they arrive at the school and the pupil/member of staff/contractor will then be escorted off the site by a member of staff. • If a member of staff has helped someone who was symptomatic; they do not need to go home unless they develop symptoms themselves or the individual subsequently tests positive (see '<u>What happens if there is a confirmed case of coronavirus in a setting</u>'). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. • Where a pupil or member of staff tests positive for COVID-19, the rest of their class or group within the school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the pupil or staff member they live with in that group subsequently develops symptoms. • Staff, contractors and pupils should be made aware that they must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing that school that they have developed symptoms of COVID-19). • Public Health England (PHE) advice will be followed in relation to any suspected/ confirmed cases. • If a staff member that is a bubble leader falls ill with a non-COVID-19 related illness and cannot attend the class, a new bubble leader will be appointed and the first staff member must not re-enter the bubble once they are well. An assessment will be made on their safe re-introduction to the bubble. 	
<p>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>Government guidance document <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> must be reviewed and decisions made on how the social distancing principles can best be applied for classrooms and other teaching spaces.</p> <p>The school's capacity whilst following current government guidelines is 172 pupils.</p> <p>Control measures:</p> <ul style="list-style-type: none"> • Pupils will be kept in small, consistent groups (bubbles) and these groups will be isolated from one another during the day and on subsequent days. The maximum group size is 15 (8 for early years). Once pupils are assigned to a group, there will be no deviation from this until the end of the academic year. • Groups will be assigned a teacher and, if necessary, a teaching assistant, for morning and afternoon sessions and they will stay with that group each day until the end of the academic year. 	<p>No</p>

		<ul style="list-style-type: none"> • Groups will be allocated an indoor space for lessons that allows for social distancing to be adhered to This may not be their regular classroom and may be a large room that is shared with another group (these groups will be separated by barriers). • In upper school, subject teachers may be brought into the bubble for short periods of time. Strict social distancing will be maintained. • Pupils will be seated at their own allocated desk and chair during the day and on consecutive days. These will be spaced to allow for social distancing guidelines. • Groups will be allocated an outdoor space for break times and outdoor activities for their use only until the end of the academic year. • Outdoor spaces will be used where possible, weather permitting, to deliver lessons. 	
<p>Failure to implement suitable social distancing measures – common areas such as access paths, corridors, playgrounds, toilets etc.</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>Government guidance document <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> must be reviewed and decisions made on how the social distancing principles can best be applied for common areas such as corridors, playgrounds etc.</i></p> <p><i>The school's capacity whilst following current government guidelines is 172 pupils.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> • <i>Staff will be limited to designated arrival times outside of pupil drop off times. All staff are to use the drive gate to gain contactless entry to the school grounds.</i> • <i>Staggered drop-off and pick-up times will be implemented to reduce the amount of people on and around the school at any one time. Times will be communicated to parents via parentmail.</i> • <i>Pedestrian gates will be opened between 08:30 and 09:30 to facilitate contactless entry to the school grounds for parents/pupils. Outside of these times, the gates will be locked.</i> • <i>Two members of staff will monitor entries to the school grounds, tick off expected pupils, and steward parent/pupils toward socially distant waiting areas for meet and greet with their bubble leader. These staff will also wait for late students and escort them to their groups.</i> • <i>Parents will be asked, wherever possible, to have one 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>A separate entrance will be used for Kindergarten students. This will be the gate opposite Swinford Road and two members of staff will monitor this entrance gate, tick off expected pupils and steward parent/pupils toward socially distant waiting areas to meet their bubble leader. These staff will also wait for late students and escort them to their groups.</i> • <i>The personal contact that is usually given in Kindergarten to console upset children at drop off increases the risk to staff. Parents may be asked to take children home if they cannot be consoled.</i> • <i>Provision for entry to the school grounds for members of the community with disabilities remains available but this must be arranged with the Estates Manager. This can be done by contacting reception on the usual telephone number.</i> 	<p>No</p>

		<ul style="list-style-type: none"> ● A guide will be made available to parents on how to approach the school so that they may observe social distancing on the public footpaths directly outside the school. ● 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. ● A one-way system will be in place for drop-off and pick-up with the pedestrian gate by the Estates hut used for people arriving at the school and the pedestrian gate by the Coach House used for people leaving the school. ● There is only one gate available for Kindergarten. The width of this gate allows for people to pass whilst observing social distancing. ● 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. Staff to make themselves known to reception staff on arrival so that they can be 'signed in' and at the end of their time in school staff should inform reception staff they are leaving so that they can be 'signed out'. ● A barrier will be placed in the yellow passage between the kindergarten toilets and the main school toilets to keep the kindergarten department isolated from the rest of the school. ● A one-way system with floor markings will be used in Parkhill to control the flow of people around this building. ● Floor markings for social distancing will be placed in key areas of the school that usually require queues to form. ● Break times will be staggered throughout the day 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. ● Where possible, classes will access their rooms via an external door. 	
<p>Failure to implement suitable social distancing measures – staff offices, meetings rooms and staff rooms/rest areas</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>Government guidance document <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> and <u>Working safely during COVID-19 in offices and contact centres</u> must be reviewed and decisions made on how the social distancing principles can best be applied for staff offices, meeting rooms and staff rooms/rest areas.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Staff that can work from home will continue to work from home to limit the number of people on site.</i> ● <i>Use of staff rest areas will be staggered wherever possible. Extra rest areas will be used, where available.</i> ● <i>Rest areas should be rearranged to allow for safe social distancing.</i> 	<p>No</p>

		<ul style="list-style-type: none"> • 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. • Floor markings will be installed outside reception to mark a distance of 2m from reception staff. • Staff meetings will be held virtually. • Staff meetings with parents will be conducted virtually wherever possible. Where this is not possible, the biolab has been set aside as our designated meeting room. Meetings must be booked in advance with 3 attendees maximum. A supply of hand sanitiser and tissues will be available and the room will be laid out to observe social distancing. • Safeguarding meetings with pupils will be conducted in the DSL office. A supply of hand sanitiser and tissues will be available and the room will be laid out to observe social distancing. • 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. • Staff computers will be moved to appropriate locations to ensure social distancing is observed. 	
<p>Staff and pupils 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 pupils 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 pupils 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 pupils 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>Staff that cannot commute to work without using public transport will continue to work from home wherever possible. Where this is not possible, any possible adjustments to their work hours will be made to allow them to travel outside of peak times.</i> • <i>Staff, pupils 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, pupils, contractors and visitors will be instructed to use hand sanitiser or thoroughly wash their hands when they enter the school.</i> • <i>Parents will be advised that pupils should not travel to school together if they are not in the same bubble except if they are siblings/live in the same household.</i> 	<p>No</p>

<p>Staff, pupils, 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, pupils 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 pupils 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, lidded pedal bins to be provided in place of open bins in all classrooms, toilets and workspaces.</i> ● <i>Staff, pupils, contractors and visitors will be instructed to use hand sanitiser or thoroughly wash their hands on a regular basis.</i> ● <i>Posters will be displayed in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</i> ● <i>Staff, pupils, contractors and visitors will be briefed on the need to wash their hands regularly (and after using the toilet or changing a nappy, before eating or handling food, and after blowing their nose/sneezing/coughing) and pupils will be briefed on the correct handwashing technique.</i> ● <i>Staff, pupils, contractors and visitors will be briefed on good respiratory hygiene practices (catch it, bin it, kill it).</i> ● <i>Staff, pupils, 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, pupils and others of good hand and respiratory hygiene practices.</i> ● <i>Staff and pupils will be briefed on the need for non-contact greetings - no shaking hands, hugs etc.</i> ● <i>Staff will supervise young children to ensure they wash their hands for 20 seconds, more often than usual (and after using the toilet, before eating, and after blowing their nose/sneezing/coughing) with soap and water or hand sanitiser and catch coughs and sneezes.</i> ● <i>Where possible, staff will use separate rest areas/facilities. 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 implemented where possible to minimise the amount of people in shared spaces at any one time.</i> ● <i>Bubble staff and students should not wear the same clothes on consecutive days and they should be washed in between use at the highest temperature possible in the manufacturers instructions. Parents are responsible for making sure their children don't wear the same clothes on consecutive days. If this is not adhered to, the child's place at the school may be temporarily removed.</i> ● <i>Pupils 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. Pupils 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 of the day.</i> 	<p>No</p>
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<p>Contractors/visitors attending site.</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to staff pupils and others from persons visiting the site.</i></p>	<p><i>Considerations</i></p> <p><i>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, pupils 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 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. They will be instructed on the locations of any one-way systems.</i> ● <i>Lettings on site are currently suspended. This will be reviewed in line with government guidance.</i> ● <i>Meetings with visitors will be held virtually wherever possible. Where this is not possible, the biolab has been set aside as our designated meeting room. Meetings must be booked in advance using the online booking system shared with staff members. A supply of hand sanitiser and tissues will be available and the room will be laid out to observe social distancing.</i> ● <i>Areas occupied by contractors will be cleaned/disinfected after use.</i> 	<p>No</p>
<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, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions. It is therefore imperative that surfaces that occupants may touch are regularly cleaned. Particular attention should be given to common touch points such as doors, lifts, sinks, light switches, toilets, bannisters, lunch tables etc. and the frequent cleaning of common touch points will form part of an enhanced cleaning regime.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Staff will sign in/out by speaking to reception staff. Reception staff will complete the signing in/out form on their behalf.</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> 	<p>No</p>

		<ul style="list-style-type: none"> ● <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/pupils will use their own allocated desk. Hot desking must 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, the staff room and in the kindergarten kitchen.</i> ● <i>Reception will inform the Estates Manager of any deliveries on site. The Estates Manager will take delivery of all packages. These will be stored at the back of the biolab (except lab chemicals which will be stored in the lab) and clearly labelled so that 72 hours can pass before they are handled. The Estates Manager will then follow hygiene guidelines.</i> ● <i>No tree climbing will be allowed given the easy transmission of the virus and the inability to clean trees. This will be reviewed regularly.</i> ● <i>Use of the playground equipment will not be permitted as cleaning of these items is not feasible. This will be reviewed regularly.</i> ● <i>Equipment used in kindergarten will be used in rotation to allow for cleaning between use.</i> ● <i>Pupils may not bring bikes/comforters/soft toys/fiddle toys into school unless they form part of an EHCP or such items are named on the pupil's ISP.</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>Pupils should bring lunch boxes, water bottles and a coat into school. Lunch boxes and water bottles should be thoroughly cleaned daily. Pencil cases cannot be brought in but a tupperware box can be brought in in its place on the first day of attendance. This will then stay at school until further notice.</i> ● <i>Choir pipes and recorders are not to be used due to their use increasing the viral load. For the same reason, singing will only be conducted outside.</i> ● <i>Musical instruments must not be shared.</i> ● <i>The school is closed to lettings until further notice.</i> 	
<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</p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>Tests have shown that the virus can survive on surfaces for periods of days, depending on the surface material and environmental conditions.</i></p>	<p>No</p>

<p>transmission of the virus through contact with contaminated surfaces/ equipment.</p>		<p><i>It is therefore imperative that surfaces that are contaminated are isolated to prevent spread of the virus, and that a thorough clean is completed.</i></p> <p><i>The latest government guidance document <u>COVID-19: cleaning in non-healthcare settings</u> provides information on enhanced cleaning practices for managing contamination and this document needs to be regularly reviewed to ensure that cleaning practices reflect current guidance.</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</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> ● <i>Cleaners should leave a change of clothes in their lockers so that they can change, if necessary, after cleaning.</i> 	
<p>Hazards associated with the consumption of food onsite</p>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>Considerations</i></p> <p><i>"It is very unlikely that you can catch coronavirus from food. COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging" (source: <u>Department for Environment Food & Rural Affairs</u> 16/05/2020).</i></p> <p><i>Staff and pupils 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>No provision will be made for the production of food on site.</i> ● <i>Staff/pupils/visitors will be reminded to wash their hands before and after the consumption of food.</i> ● <i>Food may not be shared.</i> 	<p>No</p>

		<ul style="list-style-type: none"> • Staff must bring in their own drinks-making consumables (tea bags, milk etc.) and must not use fridges to store their food. • Food brought in to school should be stored in an easily cleaned container. • Bubble staff and students should eat their snacks/lunch in their designated room or outdoor area (weather permitting). • The school shop will not be open so parents should make sure that their children are provided with enough food to last the entire day. 	
Lack of adequate trained fire personnel.	<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, we have a reduced number of staff and pupils on site. The staff on site may also change due to illness of either themselves, or other members of their household; 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.).</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> • <i>A fire drill will be conducted when pupils 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> 	No
New fire hazards as a result of implementing control measures for COVID-19.	<p><i>All.</i></p> <p><i>Increased risk of fire, and/or delays in persons evacuating from the building.</i></p>	<p><i>Considerations</i></p> <p><i>Existing fire procedures may direct staff and pupils to fire assembly points with limited space, resulting in staff/pupils being in close proximity to each other and breaching current social distancing advice. As a result of the change in operations to implement social distancing measures, staff and pupils may be working and learning in areas of the school site that are not familiar to them and so may not be aware of the escape routes and assembly points.</i></p> <p><i>Consideration will be made of any potential new fire hazards introduced as a result of implementing control measures for COVID-19, such as propping doors open to minimize multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing etc.</i></p> <p><i>Our fire risk assessment and fire procedures were reviewed by SIPS on 10th June 2020.</i></p> <p><i>Any Personal Emergency Evacuation Plans (PEEPs) will be reviewed and updated as a result of any changes to fire procedures.</i></p> <p><i>Any changes to the fire risk assessment and/or your fire procedures will be communicated to staff.</i></p>	No

		<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 pupils 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>The frequency of fire drills will be increased 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> 	
<p>Lack of adequate trained first aid/medical/administration of medication personnel.</p>	<p><i>All.</i></p> <p><i>Various injuries/illness as a result of delayed access to first aid/administration of medication.</i></p>	<p><i>Considerations</i></p> <p><i>As a result of the COVID-19 pandemic, we have a reduced number of staff and pupils on site. The staff on site may also change due to illness of either themselves, or other members of their household; and this could include trained first aiders.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> • <i>A review of first aid staff has been completed and there will be adequate staff on site at all times.</i> • <i>The first aid risk assessment has been reviewed to take into account reduced staff and pupils. There is no increase in risk.</i> • <i>A revised list of First Aid staff showing the qualified staff available will be produced and circulated to all staff.</i> 	<p>No</p>
<p>Provision of first aid/ medical treatment to asymptomatic/ symptomatic individuals .</p>	<p><i>Staff administering first aid/ medical treatment.</i></p> <p><i>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</i></p>	<p><i>Considerations</i></p> <p><i>First aiders 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.</i></p> <p><i>The government guidance document <u>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</u> states that if an individual “becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</i></p> <p><i>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.</i></p>	<p>No</p>

		<p><i>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.”</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>PPE has been reviewed and extra stock has been acquired to be used for treating an individual where the 2m social distancing guidelines cannot be adhered to.</i> ● <i>Staff will be trained on proper use of any new PPE prior to attending to the medical needs of any individual.</i> ● <i>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.</i> ● <i>Accidents will be recorded in line with current policies.</i> ● <i>First aid stations to be made available around the school to minimise movement of people in the event of an incident requiring first aid.</i> ● <i>Mobile phones to be made available in key areas of the school to allow for the summoning of help.</i> 	
<p>Lack of risk assessments for any new/adapted teaching activities.</p>	<p><i>All.</i></p> <p><i>Various injuries arising from teaching activities.</i></p>	<p><i>Considerations</i></p> <p><i>During this time school staff may choose to introduce new or adapted activities for their pupils. 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.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>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.</i> ● <i>Staff will be briefed that no risk assessment will supersede the requirements as defined in this “COVID-19 General Risk Assessment”.</i> 	<p>No</p>

<p>Increase in staff lone/remote working whilst on site.</p>	<p><i>Staff.</i></p> <p><i>Various injuries arising from a lack of direct supervision.</i></p>	<p><i>Considerations</i></p> <p><i>Due to reduction in staff and pupil numbers on site, there may be an increase in the number of staff undertaking lone or remote working activities.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>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.</i> ● <i>Staff to be made available to relieve staff members in charge of a bubble for short periods i.e. toilet breaks if there is only one staff member in charge of a bubble. This member of staff will not enter the bubble but will supervise from distance.</i> 	<p>No</p>
<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>The school has been fully closed to students during the lockdown period, prior to the 22nd June 2020. 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>Even after reopening on the 22nd June, there are still likely to be areas of the site that may remain unoccupied due to reduced site activities. This will result in an increase in the number of infrequently used outlets, which could give rise to a legionella risk.</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 closure of the school. This is recorded in line with current policies. This will continue in any unoccupied areas of the school.</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>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>Even after reopening on the 22nd June, there will still be a number of staff working from home and suitable measures must be taken to protect and promote their health, safety and welfare.</i></p> <p><i>The HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. There are many challenges to ensuring the wellbeing of employees in their home as supervision and monitoring is extremely difficult.</i></p> <p><i>The fact that many employees who are currently working from home will not have previously done so and won't continue to do so following the COVID-19 pandemic, adds further challenges as they are unlikely to have appropriate workstations in their home.</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>
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<p>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p><i>Pupils.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p> <p><i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</i></p>	<p><i>Considerations</i></p> <p><i>Even after reopening on the 22nd June, there will still be a significant number of pupils learning at home, and steps must be taken to protect and promote their health, safety and welfare. Public Health England has produced some useful guidance on the mental health and wellbeing aspects of COVID-19 available here, together with guidance for parents and carers available here.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>Provide pupils with guidance on how to safely learn at home. You can download our guidance document Top Tips for Pupils Learning from Home (aimed at younger pupils), and Top Tips for Students Learning from Home (aimed at older pupils).</i> ● <i>Provide pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.).</i> ● <i>Review communication channels for academic and pastoral support.</i> 	<p>No</p>
<p>Fear/ anxiety caused by returning to school.</p>	<p><i>Staff, pupils, and parents/ carers.</i></p> <p><i>Staff, pupils, 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, pupils 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 Procedure.</i> ● <i>Guidance is available for staff on the subject of mental health and wellbeing.</i> 	<p>No</p>

<p>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</p>	<p><i>Staff and pupils.</i></p> <p><i>Various potential safeguarding issues.</i></p>	<p><i>Considerations</i></p> <p><i>After the 22nd June, there will still be a significant number of pupils learning at home, and steps must be taken to ensure that 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</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> ● <i>An annex to the safeguarding policy has been continually reviewed and updated to cover the duration of COVID-19 which has been shared with staff and parents on the school website.</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>The DSL, Deputy DSL and/or other key child protection/safeguarding staff may be absent from the school (i.e. either as a result of having to self-isolate because of an underlying health condition that may put them at increased or very high risk of severe illness from COVID-19, or as a result of either themselves or a member of their household developing symptoms of COVID-19).</i></p> <p><i>In line with the Government guidance document <u>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</u>, steps must be taken to ensure that a DSL or deputy is available.</i></p> <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.</i> ● <i>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>No</p>

<p>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</p>	<p>All Staff, pupils, 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>ParentMail will be used as the primary method of communicating key information with parents about government guidance, internal policies and procedures, and advice.</i> ● <i>Formal communication will be developed and issued by CG.</i> ● <i>Pupils and parents will engage with relevant education resources through Google Classroom and ParentMail.</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. Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<p><i>Considerations</i> <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/ ● <i>COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</i> ● <i>Stay at home: guidance for households with possible coronavirus (COVID-19) infection</i> ● <i>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</i> ● <i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i> ● <i>COVID-19: guidance for education settings</i> ● <i>Coronavirus (COVID-19): guidance on isolation for residential educational settings</i> ● <i>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</i> ● <i>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</i> ● <i>Safeguarding and remote education during coronavirus (COVID-19)</i> ● <i>Coronavirus: travel guidance for educational settings</i> ● <i>COVID-19: cleaning in non-healthcare settings</i> ● <i>Coronavirus (COVID-19): safer travel guidance for passengers</i> ● <i>Coronavirus (COVID-19): safer transport guidance for operators</i> ● <i>Independent Schools’ Bursars Association (ISBA)</i> ● <i>Association of School and College Leaders (ASCL)</i> ● <i>Boarding Schools’ Association (BSA) latest COVID-19 updates</i> 	<p>No</p>

		<p><i>Control measures:</i></p> <ul style="list-style-type: none"> • <i>Members of the SLT will be nominated to oversee the continued review and implementation of future government advice and guidance.</i> • <i>Where appropriate, targets and changes to school operations will be implemented in line with current school policies, development and action plans.</i> • <i>Where changes are made, communication will be made with staff and parents to ensure advice and guidance is adhered to.</i> • <i>Serious breaches of government advice and guidance will be subject to our usual policies and procedures.</i> 	
<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></p> <p><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.</i></p> <p><i>Control measures:</i></p> <ul style="list-style-type: none"> • <i>Ensure that this risk assessment is reviewed and agreed upon by the Council of Management.</i> • <i>Regular meetings will be held by CG and the Health & Safety Committee to monitor and plan for the school's ongoing response to COVID-19.</i> • <i>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 pupils.</i> 	<p>No</p>

Next review due:

10/07/2020
