



Date of last review: 18 September 2020  
Date of Original RA: 21 May 2020

## COVID-19 – RISK ASSESSMENT RETURN TO SCHOOL SEPTEMBER 2020

### Risk Assessment - Overall

#### Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	DSL's to update the Safeguarding addendum with regard to COVID-19. A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.	Safeguarding risk to pupils by staff not following current policies and procedures
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT monitors and shares relevant Government advice, that is discussed on a regular basis.  <a href="#">Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak</a>  <a href="#">Actions for schools during the coronavirus outbreak</a>  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	Safety of staff and pupils compromised by not following current Government guidance in respect of returning to schooling.
C	Staff not consulted over plans.  Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	The Headmaster shared the detailed planning arrangements for September on 20/08/20  Deputy Head Clement Donegan letter and FAQ's to parents 24/08/20  Following the reopening of the school, any changes will be regularly communicated to staff, pupils, parents and governors.	Staff not familiar with School covid policy and procedures

D	Changes not regularly communicated to staff, pupils, parents and governors	All staff are keep up to date with weekly meetings with SLT via Google meet.  Ensure all understand the NHS Test & Trace procedures.  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a>	Risk of incorrect information circulated in the schools wider community on the return to schools safety measures.
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Governors receive regular communications from Headmaster.  The Governors are to meet to approve the plans for the return to school in September 2020.	Governors not involved in planning process or familiar with measures implemented to ensure safe re-opening of the school.
F	Insurers not consulted with school's re-opening and / or amended plans	Bursar maintained regular communication with insurers. The Insurers maintain a stance, where all school operations remain insurable, so long as all are consistent with the Government guidelines with regard to COVID-19.	Any future C-19 related claim potentially challenged by insurer, if not informed prior to re-opening of PS & N.
G	Suspended services and subscriptions not reset.	The school will return to full operational capability in September, with all staff returned from Furlough leave..	All relevant subscriptions that fall for renewal during C-19 shut down, have been renewed as per contract conditions.
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	The existing security arrangements remain in place.  Heightened awareness of staff on-site to challenge any visitors who should not be on the School campus.  Visitor policy updated in accordance with covid guidance.	Visitors on to the school site during school hours, not following return to school guidelines in terms of C-19.
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	The school has communicated the planned SD measures to all staff, parents and governors prior to reopening.  The school will follow the latest government advice with regard to SD.  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak</a>	Specific arrangements in place for nursery prep and senior school:

J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and Safety rules.	<p>All staff to remind pupils to wash hands on a regular basis throughout the day.</p> <p>Signage and hand sanitiser is located across the College and in classrooms</p> <p>Specific risk assessments are in place for:</p> <ul style="list-style-type: none"> <li>• Nursery</li> <li>• Prep School</li> <li>• Senior School</li> </ul>	Specific arrangements will be communicated to all staff to ensure compliance with PS & N specific RAs.
K	Insufficient supplies of hygiene materials and not being suitably placed.	Bursar & Head of Domestic Services in regular communication on sourcing sufficient hygiene materials and supplies. The market is changing daily and the school is ensuring that items such as hand sanitiser are a priority purchase.	Hand sanitiser is available at all entrances and exits in all school buildings, via wall mounted dispensers.
L	Insufficient or unsuitable cleaning regime - lack of regular reassessment and revision to high risk areas such as toilets, door handles, keypad switches, hand rails and regularly used hard surfaces etc.	<p>The Head of Domestic Services has implemented plans for enhanced cleaning routines for all school buildings. the routines will be regularly assessed and revised if necessary following the return to schooling.</p> <p>Ref: C- 19 Cleaning Schedules</p> <p>Government Guidance on H &amp; S in schools:  <a href="https://www.gov.uk/education/health-safety-and-wellbeing-in-school">https://www.gov.uk/education/health-safety-and-wellbeing-in-school</a></p> <p>Government guidance for cleaning in non-healthcare settings;  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Risk that a pupil or member of staff becomes unwell from lack of a focused C-19 cleaning regime.
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	<p>Shared equipment will be kept to a minimum, where necessary TAs &amp; Teaching staff will ensure equipment is cleaned if used by more than one bubble.</p> <p>Disinfectant spray and wipes in every classroom and area designated for use.</p>	Risk that a pupil or member of staff becomes unwell from lack of a suitable equipment cleaning regime.

N	High risk areas not being regularly monitored for hygiene.	<p>All high risk areas identified within C-19 specific enhanced cleaning schedules. High risk areas such as boarding will be regularly monitored</p> <p>Ref: C- 19 Cleaning Schedules</p> <p><a href="https://www.gov.uk/education/health-safety-and-wellbeing-in-school">https://www.gov.uk/education/health-safety-and-wellbeing-in-school</a></p> <p>Government guidance for cleaning in non-healthcare settings;</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>	Risk that a pupil or member of staff becomes unwell from lack of a focused C-19 cleaning regime.
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	<p>The SLT will continue to monitor the re-opening of the Nursery, Prep and Senior Schools, on a weekly basis.</p> <p>Review of re-opening arrangements weekly item on SLT agenda.</p>	Ensure the school retains sufficient flexibility to make adjustments to current plans for the return to school in September,.
P	All hazards identified properly mitigated and regularly re-assessed?	Specific arrangements have been risk assessed, and recorded in RA for the Nursery, Prep and Senior schools as well as individual departments	Prevent any future Health & Safety risks by monitoring current provision weekly, and making appropriate adjustments to future provision.
Q	Procedures for reporting COVID-19 instances to external authorities not known or applied.	<p>Clear guidance has been issued;</p> <p>If there is a confirmed case of COVID-19 in the setting please call the DfE's existing coronavirus helpline number on 0800 046 8687, and selecting option 1. This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call."</p>	Clarity for the School medical team on exact contact information of the local authority ensuring the correct government process is followed.

		<p>If there are multiple lab confirmed cases in staff or children, the school should contact PHE urgently to support risk assessment with the school via the Health Protection Team Coronavirus</p> <p>If the school has significant concerns about an outbreak at school (including sudden increase in absence rates, or multiple suspected cases) or other issues please contact PHE urgently.</p>	
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