



Blundell's

PREPARATORY SCHOOL

BLUNDELL'S PREP SCHOOL RISK ASSESSMENT

Return to school risk assessment – based on the principles and guidance contained within the DfE: Guidance for Full Opening of School (28th August 2020)		DATE: 02/09/2020	TIME: 0900
LOCATION: Prep & Pre-Prep School	MAX NUMBER OF PUPILS: All pupils able to return from Nursery to Year 6. Pupils will be taught in classes and within a year group bubble (Daily registers will be taken and information will be kept on school ISAMS system. Figures will be shared with the Local Authority.	AGE OF PUPILS: Nursery to Year 6 (3-11)	
PERSON I/C: Mr Simon Howkins		NUMBER OF ADULTS IN TOTAL: 40	

Activity/Element (a) (Step 1)	Hazards Identified (b) (Step 2)	Existing Controls (c) (Step 3)	Risk Rating (d) (Step 4)	Risk Acceptable Yes/No (e) (Step 5)	Additional Controls Required (f) (Step 6)	Residual Risk Acceptable Yes/No (Incl. Risk Rating) (g) (Step 7)
Movement of persons around the school:						
Entrance to school site, school car park and parents dropping off and picking up pupils.	Large groups of people inside school grounds compromising social distancing.	Operational information already shared with parents. Notices around school site. Parents in Pre-Prep will accompany children to their drop off areas. In Prep, pupils will walk from the car. Pre-Prep will be picked up from their classroom outside gate. Prep children collected from two separate gates.	10	Yes	Provide more information to parents via regular communications. Use alternative drop off locations. Prep parents will drop off and pick up via two gates. Prep pupils will access the school building via three allocated entrances. Form teachers will inform them about one-way systems, the protocol for moving from classrooms and using staircases, staying to the left at all times. All pupils will follow a one-way system at lunchtime.	Yes (6)

<p>Parents gathering at school pick up areas and not social distancing</p>	<p>Large groups of people inside school grounds compromising social distancing.</p>	<p>Plan parents' drop-off and pick-up protocols that minimise adult to adult contact. Make clear to parents that they cannot gather at entrance gates or doors or enter the site. Signs at key entrance points.</p>	<p>9</p>	<p>Yes</p>	<p>Pre-Prep pupils will access their classrooms via the gates to their outdoor play areas which all have direct access into classrooms. Parents will not enter classrooms or come through gates. Nursery parents are able to come into Nursery play area if need be to aid drop offs.</p>	<p>Yes (6)</p>
<p>Pupils using classrooms and corridors</p>	<p>Overcrowding in classrooms and corridors</p>	<p>Desks to be spaced as far apart as possible and all to be placed so pupils will be facing the front, with pupils sat side by side and not facing one another. EYFS classrooms to be set out in small clusters of tables as per advice. All pupils will be taught primarily in forms and will operate within a year group bubble. The pupils will remain in their form rooms wherever possible and specialist teachers will move to teach them. This will minimise movement of pupils around the school. Set out classrooms where possible to ensure access to outside space and their age appropriate equipment and resources, whilst preventing mixing with other class groups. Reduce movement around the school using timetabling and appropriate</p>	<p>8</p>	<p>Yes</p>	<p>Pupils will be spoken to on first day and at subsequent year group meetings to be held periodically throughout the term to clarify protocols and procedures. Staff will be on duty during breaks and lunches to monitor the flow of pupils and will feed back to SPH/LLC as necessary. Signs will be displayed around school and daily reminders will be given to all pupils and staff.</p>	<p>Yes (4)</p>

		selection of classroom or other learning environments. Establish set routes for each group to move throughout the school.				
Break time areas used by pupils	Increased numbers during breaks, compromising social distancing	All pupils will be assigned to year group play areas using the playgrounds and school fields when weather permits. These will be clearly marked and staff will be on duty during all breaks.	4	Yes	Staggered break times may be considered in the future. Appropriate supervision is regularly assessed and is in place. Use of different playground locations for each group.	Yes (2)
Lunch time procedure and breaks	Increased numbers during lunchtime, compromising social distancing.	Year groups seated separately in the Pre-Prep lunch sitting. Nursery lunch in Pre-Prep Hall. R-Year 2 lunch staggered timings. No movement to clear plates, all duty staff to carry out any movement in the hall, not the children. Staggered lunchtimes for Years 3 to 6 in place. Handwashing monitored. Tables kept apart with a maximum of 8 children per table. Cleaning of tables between sittings of different year groups. All children will eat in the dining room and follow the new school procedures regarding lunch routine and movement within the hall.	4	Yes	Consider lengthening the stagger times between each year group.	Yes (4)

<p>Movement in buildings</p>	<p>Spread of virus due to increased numbers of people within the building.</p>	<p>Pupils will be expected to stay within their own classrooms at all times when in the buildings unless they have been given permission to go to the toilet or they are following the set timetable lesson allocation and are required to move to another room for a specialist lesson or after school care. If a form within a year group bubble uses a classroom that has previously been used by another year group, the main touch points (desks/chairs and any equipment) will be cleaned by staff with the use of disinfectant spray and wipes provided in every classroom. Once this has been carried out, pupils will be allowed in the room. At the end of each day a thorough deep clean will be carried out in all classrooms.</p> <p>Parents are not permitted to enter the building unless authorised by a member of staff with the meeting logged in the Bulletin. Room 5 and the Pre-Prep meeting room are to be used for essential parent meetings.</p> <p>Only staff teaching or looking after pupils will be allowed in the building. Dinner ladies will not mix with pupils and have their own areas to socialise and use (Kitchen and their own changing areas)</p>	<p>4</p>	<p>Yes</p>	<p>If needed then pupils will be taught solely in their own year group classrooms and there will be no movement of pupils other than breaks, toilets, games and at the end of school.</p>	<p>Yes (4)</p>
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Use of classrooms	Inadequate social distancing measures and shared use of equipment, leading to spread of the virus.	Always keep forms within their own year group class rooms. No mixing of year group bubbles e.g. for sports or afternoon activities/lessons.	4	Yes	Classrooms have also been stripped of all unnecessary furniture and equipment. Disinfectant spray and wipes have been provided in every classroom. Sanitiser is available throughout the school.	Yes (4)
Premises related matters						
Changes to building use being safe for pupils & staff – e.g. storage, one-way systems, floor tape.	Inadequate social distancing measures leading to spread of the virus.	Weekly review of whole school risk assessment to ensure control measures remain suitable and in place. Staff invited to feedback any concerns at weekly meetings. Update risk assessments as appropriate to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) Consider how the layout will enable access to outdoor space and the equipment necessary for teaching the forms groups. Consider how changes will impact on arrangements such as safe fire evacuation routes (see below). Where possible, corridors have also been stripped of furniture and any bottlenecks within the building have been identified. Pupils will enter the dining room through the main door and leave via the side door. All year groups have set entry and exit points.	4	Yes	None	Yes (4)

First Aid procedures	Reduced numbers of first aiders and Paediatric first aider.	<p>Review First Aid risk assessment. SPH & BJS in Prep and LLC in Pre-Prep will oversee all matters relating to First aid. SLT members have been placed of first aid duty during breaks and lunches within Prep. All staff are first aid trained, with paediatric first aiders on site. Staff will make decisions on first aid needs of pupils and if injury/ailment requires plasters, ice packs, cleaning. SPH/BJS/LLC will be called to help with these decisions in needed. PPE available for their use. Quarantine rooms (First Aid in Prep and Pre-Prep Head's Office in Pre-Prep) available if needed and isolation toilets clearly marked. Should a child/adult show signs of Covid-19 and there is need to take their temperature, this will be undertaken by SPH/BJS/LLC who will wear full PPE. This will be undertaken in the Prep First Aid room/Pre-Prep Head's office. If the pupil/staff members temperature is high and they are displaying additional symptoms such as a new cough or loss of taste and/or smell, the room used shall undergo a deep clean. We shall also follow the Government and local authority guidelines as set out in this risk assessment, and our own operational plan outlining procedures and protocols to follow after a</p>	8	Yes	<p>Rota systems in place during breaks to ensure adequate numbers of first aid and PFA trained staff. Communication of changes to first aid arrangements as required.</p>	Yes (6)
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		<p>suspected case of Covid-19 in our community. See the school's protocol on 'Managing suspected and confirmed cases of Covid19.'</p>				
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<p>Fire Procedures</p>	<p>Injury and damage caused by fire.</p>	<p>Review the fire risk assessment taking into consideration any changes made to the layout and the impact this may have on fire evacuation and escape routes. Ensure that testing and monitoring regimes are in place for fire detection and alarm systems, fire extinguishers and that any interim arrangements (such as doors propped open where necessary to reduce hand contact), are managed so that they do not compromise fire protection (and security) measures. Review, where required, fire evacuation routes and assembly points to ensure that social distancing guidelines are being met.</p>	<p>4</p>	<p>Yes</p>	<p>Increase distance between year groups when they congregate at fire evacuation points</p>	<p>Yes (4)</p>
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Water hygiene – management of legionella	Sickness	<p>Review the water hygiene management plan. Ensure that agreed regimes for flushing and monitoring of temperatures have been maintained throughout any period of closure / partial opening. Where regimes have not been maintained ensure that cleaning and disinfection has taken place prior to reoccupation as per government guidance</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>(and NPS guidance: Water Hygiene Management during Covid-19 Lockdown)</p>	2	Yes		Yes (2)
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Using and monitoring new practices to reduce risk of Covid-19 transmission	Contracting virus and becoming ill or passing on virus to others	<p>Training of all staff via briefing prior to start of term to include contents of this RA, alternative layouts and any changes to fire evacuation routes, use of PPE, location of designated room for suspected cases.</p> <p>Daily morning and end of the day briefings.</p> <p>Headteachers and school leaders must monitor arrangements throughout the day and make remedial actions where needed. Ensure there are opportunities for all employees to raise concerns / make suggestions.</p>	4	Yes		Yes (2)
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Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)	Illness	<p>Communication arrangements to ensure that requirements and controls are understood by responsible persons (e.g. signing in processes for contractors). If equipment is not within statutory test periods (e.g. lifts and hoists) then it should be taken out of use until the inspection and test can be completed</p>	2	Yes		Yes (2)
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Staff rooms and offices to comply with social distancing and safe working practice	Inadequate social distancing measures leading to spread of the virus.	Staff advised to minimise use of the staffroom and if there is insufficient space to socially distance, to leave the room and use an alternative space. Avoid unnecessary gatherings. Where possible, reduce the use of communal/shared facilities such as tea and coffee making equipment. Encourage hand washing before using shared facilities and provide disinfectant spray for the regular sanitisation of shared resources. Enhanced cleaning regimes as per below.	4	Yes		Yes (2)
Windows and doors	Lack of ventilation	To reduce potential spread, open windows and prop doors open, where safe to do so (bearing in mind fire safety, security and safeguarding). Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. Ventilation to chemical stores should remain operational.	2	Yes		Yes (2)

Management of waste	Spread of virus	<p>Ensure bins for tissues are emptied throughout the day. Follow guidance on disposal of waste (such as used fluid resistant masks)</p> <p>https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe#how-should-ppe-andface-coverings-be-disposed-of Two set cleaning times during day. During lunch 'light' by porters of door handles, and communal high use areas, dinner tables and chairs. After school 'deep' clean carried out by cleaning staff. Anti-viral fogging to be carried out twice a week in both Prep and Pre-Prep buildings.</p>	4	Yes	<p>Disposable cloths, mop heads, wipes and paper waste should be double bagged, tied and stored for 72 hours before disposal via normal trade waste routes. Waste should be safely and securely stored away from children. Warning signage should be made available.</p>	Yes (4)
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Lessons or activities to take place outdoors in line with social distancing.	Spread of virus more likely in doors	<p>Decide which lessons or classroom activities can take place outdoors and adapt planning accordingly. Each year group will have an outside play at two set times during the day, break/lunch and afternoon break in Prep. Pre-Prep have two, Prep 4 set games related sessions.</p>	2	Yes		Yes (2)
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Cleaning and reducing contamination						
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All surface areas within school.	Contaminated surfaces spreading virus.	Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. Remove items such as soft furnishings and toys from early years setting to reduce contact surfaces. Follow government cleaning guidance if a someone becomes ill with suspected COVID-19 at the setting https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe	10	Yes	See attached separate clean Risk assessment provided by Ian Barnes	Yes (4)
Using play equipment – multiple use	Contaminated surfaces spreading the virus.	Appropriately cleaned between groups of children in different year group bubbles and only one-year group maximum at a time. All outside play areas / equipment will be cleaned at the end of each school day.	4	Yes		Yes (4)

Shared resources	Use of equipment in classrooms	Prevent the sharing of stationery and other equipment. Each child in Prep will have their own set of books and writing equipment. Suitable procedures in place for managing access to items of 'heavy use,' such as a photocopier, to reduce social distancing. Enhanced cleaning regimes. Staff will clean staff communal areas such as photocopiers and staff room kettles. At end of each day a deeper cleaning regime will take place.	4	Yes		Yes (4)
Cleaning procedures for cleaning staff	Working in close proximity to others Contracting and transmitting virus Children, visitors, employees, contractors	Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. Ensure cleaning products being used are suitable and that adequate supplies of cleaning materials are available. See https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe and https://www.gov.uk/government/publicactions/covid-19-decontamination-innon-healthcare-settings .	10	Yes	See attached separate clean Risk assessment provided by Ian Barnes	Yes (4)

Sufficient handwashing facilities for staff and pupils	Spread of Virus	Where a sink is not nearby, provide supervised access to hand sanitiser in corridors and other learning environments. Plan in regular access to facilities throughout the day. Children will be required to wash their hands at set times during the day as well as when using toilets and before and after lunch, and before afternoon activities as well as at the end of every break.	8	Yes	Pupils/parents will be reminded regularly throughout the term of the importance of hand washing and good hygiene. Additional time for staff and pupils to carry out handwashing. Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities throughout the day if needed.	Yes (4)
Handwashing practice with children	Spread of Virus	Review the guidance on hand cleaning and introduce handwashing songs for younger children. Ensure that help is available for children and young people who have trouble cleaning their hands independently. See guidance and resources available at: https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus	4	Yes		Yes (4)
Sufficient supplies of soap and cleaning products	Spread of Virus	Discuss with suppliers and contractors to ensure sufficient supplies and deliveries. Use regular detergents and bleach. Review COSHH assessments (RA05) and implement additional controls required where there has been any change in products.	4	Yes		Yes (4)

Toilets	Being overcrowded	Limit the number of children or young people who use the toilet facilities at one time. Visiting the toilet one after the other if necessary. Where possible different toilets should be used by each different group. Signage used to indicate which groups are permitted to use the toilets.	10	Yes	One-way system has been set up in prep for children accessing toilets during lesson time and when outside at breaks, children will ask the member of staff on duty if they can use the toilet. Staff will monitor numbers using facilities.	Yes (4)
Staff related issues						
Filling out Risk assessments	Inadequate training for persons on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	Guidance from SPH/LLC, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA.	2	Yes		Yes (2)
Staffing issues	Anxiety levels of staff and community causing breakdown in staffing ratios, compromising group sizes.	Talk to staff about (or where not possible put in writing) the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. If appropriate, seek GP or occupational health advice.	6	Yes	Both Prep and Pre-Prep have drawn up a very comprehensive and detailed operational plan for staff and pupils to follow.	Yes (4)

<p>Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment Accessing testing arrangements are clear for all staff</p>	<p>Misinformation / misunderstanding information</p>	<p>Talk to staff about the operational plans and review process. Additional support offered to all staff. Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirustest</p>	<p>6</p>	<p>Yes</p>	<p>See above</p>	<p>Yes (4)</p>
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<p>Conditions for use of fluid resistant face mask and other equipment when dealing with a symptomatic child are clear and understood by staff.</p>	<p>Spread of virus</p>	<p>If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, full PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p>	<p>10</p>	<p>Yes</p>	<p>If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Ensuring that fluid resistant face masks are available for all schools and that a supply is maintained. https://www.gov.uk/government/publications/safeworking-in-educationchildcare-and-childrensocial-care/safe-workingin-education-childcareand-childrens-social-caresettings-including-the-useof-personal-protectiveequipment-ppe</p>	<p>Yes (6)</p>
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Assessment of high risk staff	Staff/family member becoming ill or spreading the virus	<p>A risk assessment should be undertaken for clinically vulnerable staff, and where possible for all staff especially those who may be anxious, using the 'DCC Covid -19 vulnerable groups risk assessment' document</p> <p>https://devoncc.sharepoint.com/:w:/s/PublicDocs/EeSzC8lWQJdGmL4VP4qrdcQB7zfj7qMSSdDt6Nobjf_kYw?e=AylGOQ along with DCC 'Managers Guide to Supporting BAME colleagues' Guidance on shielding and protecting extremely vulnerable persons https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19 and clinically vulnerable people https://www.gov.uk/government/publications/staying-alert-and-safe-socialdistancing/staying-alert-and-safe-socialdistancing#clinically-vulnerable-people should also be followed when considering staffing arrangements.</p>	10	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)
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Staff use of PPE	Spread of virus / Lack of understanding	<p>Pupils whose care routinely already involves the use of PPE due to their intimate care needs will continue to receive their care in the same way. Follow guidance https://www.gov.uk/government/publications/safe-working-in-educationchildcare-and-childrens-social-care/safeworking-in-education-childcare-andchildrens-social-care-settings-includingthe-use-of-personal-protectiveequipment-ppe</p> <p>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE https://www.gov.uk/government/publications/covid-19-personal-protectiveequipment-use-for-non-aerosolgenerating-procedures and above guidance on use in education settings.</p>	10	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)
Dealing with suspected and confirmed cases / cases	Spread of virus and upset amongst school community	<p>Follow government guidance on what happens if someone becomes ill and what happens if there is a confirmed case of coronavirus in a setting:</p> <p>The schools document on 'Managing suspected and confirmed cases of Covid-19' which has been written with regard to: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Ensure accurate records of staff, pupils and any visiting parents are maintained to enable public health contact tracking and test regimes.</p>	10	Yes	Adhere to and consult Operational procedures and school protocols.	Yes (4)

Pupil related issues						
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Vulnerable groups who are clinically, extremely vulnerable.	Spread of Virus	Parents should follow medical advice if their child is in this category: https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19/covid-19guidance-on-protecting-people-mostlikely-to-get-unwell-from-coronavirusshielding-young-peoples-version or if someone within their household is in this category https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19	10	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)
Children with EHCP		Complete risk assessment before attendance	4	Yes		Yes (4)
Pupils unable to follow guidance	Breaking procedures / protocols	Ensure that the same teacher(s) and other staff are assigned to each group whenever possible. Some children will need additional support to follow these measures. SPH & LLC on hand to help with any problem and or concerns amongst staff and pupils. They will also liaise directly with parents.	4	Yes		Yes (4)
Specific issues for EYFS children in not understanding social distancing	Pupils not understanding social distancing	Children not expected to socially distance in EYFS, but encouraged to keep a distance from others and adults. Regular communications to this effect from school.	10	Yes	Enhanced support to those who need it	Yes (6)

Member of a class becoming unwell with COVID-19	Contracting virus/further spread of virus. Upset of individual, class, staff and family members	If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 meters away from other people. Allocate a suitable room for this purpose and communicate intentions to staff. Ensure suitable PPE (including fluid resistant face mask) is available at this location.	4	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)
Transport						
Travel to school and provision of safe school transport: School Transport arrangements support changes to school times	Spread / contracting virus	Consider school transport arrangements and where possible encourage parents and children and young people to walk or cycle to school where possible. Detailed school transport protocols in place which follow government guidance: https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/vehicles	10	Yes		Yes (2)

Provision of food						
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Kitchen facilities comply with latest Covid19 guidance to reduce risk of infection/contamination Food that is able to be prepared on premises is compliant with Covid - 19 health and hygiene guidance	Risk of sickness	Follow usual food safety and hygiene procedures and Government guidance for catering establishments https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/restaurants-offering-takeaway-ordelivery . Ensure Health & Safety policies are followed.	2	Yes		Yes (2)
Catering staff are operating in a safe environment	Spread of Virus	Catering staff to follow government guidance https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/restaurants-offering-takeaway-ordelivery	4	Yes		Yes (4)
Communications with parents and others						
Parents, contractors and other staff entering or working in the building – school complying with external requirements for staff safety	Lack of information	Tell parents, careers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus. Inform all visitors, suppliers, and contractors that only pre-arranged calls will be allowed on site. Publish a site telephone number in case of immediate access required.	4	Yes	Adhere to and consult Operational procedures and protocols. Signage placed around school site and in car parks	Yes (4)

Suppliers understanding and complying with new arrangements	Lack of information	Discuss new arrangements with suppliers and deliveries to be arranged for quiet times or outside school hours	4	Yes	Office / Ian Barnes / Barbara Moys catering manager to liaise with outside companies	Yes (4)
Communications with parents and staff	Lack of or misunderstanding information	Regular communications from school office, ADS/SPH/LLC	2	Yes	Daily communications with parents through school's lines of communication	Yes (2)
Parental concerns	Parent aggression due to anxiety and stress.	Tell parents their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) to reduce anxiety.	2	Yes	Adhere to and consult Operational procedures and protocols. School office to give parents regular updates and any necessary information details.	Yes (2)
Visiting Prospective Parents	Contact with children and staff	Tours will be done by ADS/LLC Safe distance kept. Touring visitors will ask to sanitise hands on entering the building and wear a face mask when inside the buildings. Touring visitors will not enter classrooms if children are in them.	4	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)

Likelihood of Harm Rating	+	Severity of Injury Rating	=	Risk Rating	Action required
Harm may occur	+	Severity of injury	=	Rating bands	
1 – 2 Most Unlikely	+	1 – 2 Trivial injury/ies	=	1 – 4 Minimal Risk	Maintain control measures
3 – 4 Unlikely	+	3 – 4 Slight Injury/ies	=	5 – 8 Low Risk	Review control measures

5 – 6 Likely	+	5 – 6 Serious Injury/ies	=	9 – 12 Medium Risk	Improve control measures
7 – 8 Most likely	+	7 – 8 Major injury/ies or Death	=	13 – 16 High Risk	Improve control measures immediately and reconsider the activity

Signed (Person I/C): Simon Howkins	Date: 02/09/2020
Signed (Head Master): Andy Southgate	Date: 02/09/2020
Approved (On behalf of the Governing Body): Cedric Clapp	Date: 02/09/2020
<p>A COPY OF THIS RISK ASSESSMENT MUST BE KEPT BY THE PERSON I/C AND HEAD MASTER, AND SHARED WITH ALL GOVERNORS, STAFF AND PARENTS AS APPROPRIATE.</p> <p>Review schedule – Weekly by the School’s Executive team during the Covid-19 outbreak and until advised differently by Government.</p>	

Signed: S. Howkins	Date: 02.09.20	Next Review: 11.09.2020
<p>Summary of any changes made:</p> <ul style="list-style-type: none"> • Re-write in line with most recent Government guidance 		
Signed: S. Howkins	Date: 11.09.20	Next Review: 18.09.2020
<p>Summary of any changes made:</p> <ul style="list-style-type: none"> • 		

Signed: S. Howkins

Date: 18.09.20

Next Review: 25.09.2020

Summary of any changes made:

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Risk Assessment: Covid 19 – Cleaning Operations – Prep School

Department/working area:	All sites	Assessment Ref:	RA127-2020	HIGH = FATALITIES, SERIOUS ILLNESS, PERMANENT LOSS OF LUNG FUNCTION. MEDIUM = BROKEN LIMBS, SPRAINS, SERIOUS CUTS
Persons involved:	1+	Assessor name:	Ian Barnes	LOW = MINOR CUTS AND GRAZES, VERY LOW RISK SSOW = SAFE SYSTEMS OF WORK

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
Cleaning Areas	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	Staff to use trigger sprays and surface wipes that have been issued for personal areas such as phones, keyboards, desks etc.	Low	Cleaning and Teaching staff

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Try to use isolated areas and avoid hot desking, moving between classrooms, sharing keys etc.</p> <p>Where possible keep out of use areas locked off so that cleaning is concentrated in areas of use.</p> <p>Staff need to be aware of social distancing requirements of 2m between people or 1m with control measures. Additional care must be taken around children who will find social distancing difficult to comprehend.</p> <p>Signage at entrance points will inform staff, pupils and visitors of the measures in place which will include staggered start times and break times to reduce mass movements, reduced movement on site (between classrooms for example), smaller class sizes, spacing between desks, one way systems along corridors, delivery points etc.</p> <p>Cleaning staff will access classrooms during lunch breaks and in the</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>evenings when they are not in use by pupils.</p> <p>Note that where possible classrooms will be used until lunch break has finished. These areas will then be vacated, cleaned and locked. Personal belongings will be stored in central areas and collected from those areas. Classrooms will not be re-entered on that day.</p> <p>Cleaning staff will access communal areas either outside school hours or during the school day to ensure that bins are emptied and soaps, sanitisers and hand towels are stocked. Use signage to close areas off if necessary.</p> <p>Cleaning staff will generally work alone in designated areas.</p> <p>Cleaning processes will need to include outside areas and play equipment (surface contact sprays)</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					Comprehensive communication to staff, parents, pupils and visitors explaining the situation and control measures.		
Cleaning staff	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Staff or children living with people who are clinically extremely vulnerable may attend work but are advised to follow government guidance and control measures such as distancing, PPE and adjusted work patterns.</p> <p>Staff, pupils, contractors and visitors to follow government guidance and not attend site if they exhibit symptoms or live with people who exhibit symptoms of the virus.</p> <p>Staff may be required to work with and report to a different team leader (work teams will be split so that the number of people that an individual comes into close contact with is reduced).</p> <p>If staff are exhibiting symptoms they should be sent home immediately. They must self isolate for 7 days. They should arrange for a Covid test at their nearest Covid test Centre as soon as</p>	Low	Cleaning supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>possible. All staff that share accommodation or who have worked closely with the person should start to self isolate for a period of 14 days and attend testing as required. If the person tests negative they can return to work as soon as they feel well enough. All of their immediate family, people sharing their household and close contacts can also return to work. If the person tests positive they must stay off work for at least 7 days or until the symptoms have gone. If they are showing no symptoms after this time other than a cough and loss of taste, they may return to work.</p> <p>Staff must use hand washing facilities regularly, wash for at least 20 seconds each time and use hand sanitiser.</p> <p>Hand sanitisers will be made available throughout the building (on corridors and communal areas such as dining halls).</p> <p>Staff should use good respiratory hygiene (catch it, kill it, bin it).</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Shift patterns may be altered to avoid arriving and using facilities at the same time. This may involve working altered shift times to avoid busy periods.</p> <p>Staff may be assigned to separate mess facilities for breaks.</p> <p>Where possible work areas should be well ventilated and during the pandemic it is permitted to hold fire doors and external doors open with due regard to safeguarding. However, door chocks must be removed when the building is not in use (at the end of the day).</p> <p>Regular meetings with supervisors to discuss concerns, PPE, regimes etc are very important.</p>		
Cleaning procedures	Decontamination of areas	Contracting and transmitting virus	Children, visitors, employees, contractors	High	Only essential rooms will be used and unnecessary teaching resources removed to reduce cleaning load and time.	Low	Cleaning supervisor, teachers and grounds staff.

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Cleaning will be increased to two cleans of classrooms and communal areas (including toilets, corridors, doors, assembly/dining halls etc) per day.</p> <p>Cleaning will include all hard surfaces (firstly with soap and warm water before using specialist cleaning products (at least 1000ppm av.cl)), including tables, computers, chairs, floors, doors and windows with antiviral disinfectant. Note that for general cleaning reusable cloths can be used then stored for 72 hours after each day of use and then laundered at a temperature of greater than 60 degrees before re-use. Disposable cloths should be used on high risk areas such as for bodily fluids and toilet areas.</p> <p>Once surfaces have been cleaned at the end of the day, anti viral "vapour bombs" or lance disinfectant spray will be used in classroom areas. Desks should be clear of paperwork to prevent damage from the spray and for the spray to settle on hard surfaces. These disinfect all surfaces such as pencils, pens and teaching resources.</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
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					<p>Anti viral mist “bombs” will be used in communal areas such as halls in the evenings.</p> <p>Site caretakers/porters/grounds staff will use spray disinfectant daily on playground equipment such as outdoor cricket stumps, table tennis tables etc. Where recreational activities are organised (such as touch rugby, archery, croquet and tennis), these will be individually risk assessed. Adequate disinfectant will be supplied at the activity for users to disinfect apparatus. Disinfectants will be supplied for sports equipment and this will be refreshed regularly.</p> <p>Special attention needs to be paid to bathrooms, grab rails, door handles, stairwells and corridors.</p> <p>Upholstered areas such as fabric seats should be steam cleaned if there is a confirmed spillage of bodily fluid.</p>		
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Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
Personal Protective Equipment	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>In normal classroom situations staff are issued aprons/washable uniform and gloves.</p> <p>In areas where there is potentially heavy contamination such as bathrooms staff are issued with gloves, apron/washable uniform, face visor and face mask.</p> <p>Training should be given on safe fitting of face masks.</p> <p>PPE must be worn where issued.</p> <p>When laundering washable uniform do not shake it and wash it at the highest permitted temperature that is allowed by the manufacturer.</p>	Low	Cleaning supervisor
Waste	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	Disposable cloths, mop heads, wipes and paper waste should be double bagged, tied and stored for 72 hours before disposal via normal trade waste routes.	Low	Porters

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Waste should be safely and securely stored away from children.</p> <p>Warning signage should be made available.</p>		

NOTES/REMINDERS: The response to the pandemic is a constantly changing situation with regular updates on best practice. It is apparent that you children are low risk of transmitting the virus. This advice is based on the following best practice guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

Assessor Name:	Ian Barnes	Initial Assessment Date:	13/05/2020
Staff signature:	S. Hawkins	Review Date:	28/08/2020

Risk Assessment: Covid 19 – Maintenance Tasks

Department/working area:	All sites	Assessment Ref:	RA125-2020	HIGH = FATALITIES, SERIOUS ILLNESS, PERMANENT LOSS OF LUNG FUNCTION. MEDIUM = BROKEN LIMBS, SPRAINS, SERIOUS CUTS LOW = MINOR CUTS AND GRAZES, VERY LOW RISK SSOW = SAFE SYSTEMS OF WORK
Persons involved:	1+	Assessor name:	Ian Barnes	

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
Work Areas	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	Management should contact the householder prior to commencement and throughout the work to ensure that no one within the property is exhibiting symptoms of the virus. Staff to use trigger sprays and surface wipes for personal areas such as vehicles, phones, keyboards, desks etc.	Low	Work supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Try to use isolated work areas and avoid hot desking, moving between vehicles, sharing keys etc.</p> <p>Where possible keep out of use areas locked off so that cleaning is concentrated in areas of use.</p> <p>Staff need to be aware of social distancing requirements of 2m between people. Additional care must be taken around children who will find social distancing difficult to comprehend.</p> <p>Where two staff are working in close proximity for tasks such as lifting heavy items or fitting glass, use gloves, face masks and eye protection.</p> <p>Signage at entrance points will inform staff, pupils and visitors of the measures in place which will include staggered start times and break times to reduce mass movements, reduced movement on site (between classrooms for example), smaller class sizes, spacing between desks, one way systems along corridors, delivery points etc.</p> <p>Define work areas with other building users in advance so that they can avoid interaction and ensure spacing.</p> <p>Clean areas and keep the site tidy.</p> <p>Clean all surfaces, handles, glazing etc once work has been completed.</p> <p>Use signage to close areas off if necessary.</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Maintain social distancing when accepting deliveries.</p> <p>Comprehensive communication to staff, parents, pupils and visitors explaining the situation and control measures.</p>		
Maintenance staff	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Travel to work alone or with a member of your household.</p> <p>Staff may be required to work with and report to a different team leader (work teams will be split so that the number of people that an individual comes into close contact with is reduced).</p> <p>Staff or children living with people who are clinically extremely vulnerable are not allowed to attend work.</p> <p>Staff, pupils, contractors and visitors to follow government guidance and not attend site if they exhibit symptoms or live with people who exhibit symptoms of the virus.</p> <p>If staff are exhibiting symptoms they should be sent home immediately. They must self isolate for 7 days. They should arrange for a Covid test at their nearest Covid test Centre as soon as possible. All staff that share accommodation or who have worked closely with the person should start to self isolate for a period of 14 days and attend testing as required. If the person tests negative they can return to work as soon as they feel well enough. All of their immediate family, people sharing their household and</p>	Low	Manager

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>close contacts can also return to work. If the person tests positive they must stay off work for at least 7 days or until the symptoms have gone. If they are showing no symptoms after this time other than a cough and loss of taste, they may return to work.</p> <p>Staff must use hand washing facilities regularly in the maintenance workshop, wash for at least 20 seconds each time and use hand sanitiser.</p> <p>Staff should use good respiratory hygiene (catch it, kill it, bin it).</p> <p>Shift patterns may be altered to avoid arriving and using facilities at the same time. This may involve working altered shift times to avoid busy periods.</p> <p>Staff may be assigned to separate mess facilities for breaks.</p> <p>Where possible work areas should be well ventilated and during the pandemic it is permitted to hold fire doors and external doors open with due regard to safeguarding.</p> <p>Regular meetings with supervisors to discuss concerns, PPE, regimes etc are very important.</p>		
Cleaning procedures	Decontamination of areas	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>Avoid using unnecessary areas and equipment to reduce cleaning load and time.</p> <p>Cleaning will be increased to include vehicles and hand held equipment.</p>	Low	Works supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Cleaning will include all hard surfaces (firstly with soap and warm water before using specialist cleaning products (at least 1000ppm av.cl)), including frames, floors, doors and windows with antiviral disinfectant. Note that disposable cloths should be used.</p> <p>Special attention needs to be paid to bathrooms, grab rails, handles, frames, glazing, stairwells and corridors.</p> <p>Upholstered areas such as fabric seats should be steam cleaned.</p>		
Personal Protective Equipment	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<p>In normal situations staff are issued aprons/washable uniform and gloves.</p> <p>In areas where there is potentially heavy contamination such as bathrooms staff are issued with gloves, apron/washable uniform, face visor and face mask.</p> <p>Training should be given on safe fitting of face masks.</p> <p>PPE must be worn where issued.</p> <p>When laundering washable uniform do not shake it and wash it at the highest permitted temperature that is allowed by the manufacturer.</p>	Low	Works supervisor
Waste	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	Disposable cloths, mop heads, wipes and paper waste should be double bagged, tied and stored for 72 hours before disposal via normal trade waste routes.	Low	Works supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					Waste should be safely and securely stored away from children. Warning signage should be made available.		

NOTES/REMINDERS: The response to the pandemic is a constantly changing situation with regular updates on best practice. This advice is based on the following best practice guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm>

<https://www.fmb.org.uk/about-the-fmb/policy-and-public-affairs/restarting-building-work-a-guide-for-members/#communication>

Assessor Name:	Ian Barnes	Initial Assessment Date:	13/05/2020
Staff signature:	S. Howkins	Review Date:	28/08/2020

