



Blundell's

PREPARATORY SCHOOL

BLUNDELL'S PREP SCHOOL RISK ASSESSMENT

Return to school risk assessment – based on the principles and guidance contained within DfE Guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings (15 May 2020)		DATE: 12/6/20	TIME: 0900
LOCATION: Prep & Pre-Prep School	MAX NUMBER OF PUPILS: All pupils able to return from Nursery to Year 6. Maximum number per group is 15. (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 Accept able 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 door. Prep children collected from four separate gates.	10	Yes	Stagger drop-off and collection times. Provide more information to parents. Use alternative drop off locations where possible. As of 22 nd June, each year group will have a coloured circle (sign) to follow showing their route around the school and to their designated classroom. 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.</p>	<p>9</p>	<p>Yes</p>	<p>As Above & From Monday 22nd parents will pick pupils up at set gates / positions from the car park allowing all pupils /parents to be safely distanced from one another</p>	<p>Yes (6)</p>
<p>Pupils using classrooms and corridors</p>	<p>Overcrowding in classrooms and corridors</p>	<p>Keep to small groups - classes split if necessary with no more than 15 pupils per group and one teacher (and, if needed, an additional teacher). Desks to be spaced as far apart as possible. 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 selection of classroom or other learning environments. Establish set routes for each group to move throughout the school.</p>	<p>8</p>	<p>Yes</p>	<p>Pupils will be spoken to on first day to clarify protocols and procedures. Staff will be on duty during breaks and lunches to monitoring situation. Signs around school and daily reminders will be given to all pupils and staff within school.</p>	<p>Yes (4)</p>

Break time areas used by pupils	Increased numbers during breaks, compromising social distancing	Pupils will be assigned to 10 separate form play areas both on the playground and on school fields. These will be clearly marked and staff will be on duty during all breaks.	4	Yes	Staggered break times may be considered if problems occur and ensure appropriate supervision is regularly assessed and is in place. Use different playground locations for each group.	Yes (2)
Lunch time procedure and breaks	Increased numbers during lunchtime, compromising social distancing.	Staggered lunchtimes for each year group in place. Handwashing monitored. Tables kept apart with 4 children per table. Cleaning of tables between sittings by different groups. Those children up to and including Yr4 will eat in the dining room. Those pupils in Yr5&6 will have a take away style menu which they will either eat in their classrooms or outside (weather dependant)	4	Yes	Eating outside if weather permits.	Yes (4)
Movement in building	Spread of virus due to increased numbers of people within the building.	Pupils will be expected to stay within their own classrooms at all times when in the building unless they have been given permission to go to the toilet or they are accompanied by their teacher and use another room (E.g. FT Room) 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)	4	Yes		Yes (4)

Use of classrooms	Inadequate social distancing measures and shared use of equipment, leading to spread of the virus.	Always keep forms together – in same small groups of maximum 15 pupils and not mixed on subsequent days. Each form should retain the same teacher / TA. No mixing of groups of children e.g. for sports or afternoon activities/lessons.	4	Yes	Classrooms have also been stripped of all unnecessary furniture and equipment.	Yes (4)
Premises related matter						
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.	Review Whole school risk assessment to ensure control measures remain suitable and in place. Update risk assessments to include any changes that have been necessary (e.g. handwashing, one-way systems, allocation of specific classrooms) Available in operational plan. 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).	4	Yes	See above. Corridors have also been stripped of furniture and any bottle necks within the building have been identified. Pupils will enter the dining room through the main door and leave via the side door.	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. 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. PPE available for their use. Quarantine room 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 a member of staff who shall wear full PPE and a visor. This will be undertaken in the Prep First Aid room. If the pupil/staff members temperature is high and or they are believed to be infected once they have left this room and any other having been used by the infected individual shall undergo a deep clean. We shall also follow the Government and local authorities Babcock guidelines as set out in this risk assessment and our own operational plan outlining procedures and protocols to follow after a suspected case of Covid-19 in our community.</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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Fire Procedures	Injury and damage caused by fire.	<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.</p> <p>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>	4	Yes		Yes (4)
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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/managing-school-premisesduring-the-coronavirusoutbreak/managing-school-premiseswhich-are-partially-open-during-the-coronavirus-outbreak (and NPS guidance: Water Hygiene Management during Covid-19 Lockdown))</p>	2	Yes		Yes (2)
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 – 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. 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)

<p>Management of premises related risks e.g. asbestos, delayed statutory testing (LOLER)</p>	<p>Illness</p>	<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>	<p>2</p>	<p>Yes</p>		<p>Yes (2)</p>
<p>Staff rooms and offices to comply with social distancing and safe working practice</p>	<p>Inadequate social distancing measures leading to spread of the virus.</p>	<p>Numbers of people reduced at one time on a rota to allow social distancing – chairs removed/placed apart. Avoiding unnecessary gatherings. Where possible reduce the use of communal / shared facilities such as tea and coffee facilities. Enhanced cleaning regimes as per below. Within prep school each teacher has the use of a classroom / office when they are not required to teach/care for the pupils.</p>	<p>4</p>	<p>Yes</p>		<p>Yes (2)</p>
<p>Windows and doors</p>	<p>Lack of ventilation</p>	<p>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.</p>	<p>2</p>	<p>Yes</p>		<p>Yes (2)</p>

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) 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</p> <p>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 fog bombs used weekly in high use areas.</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 refresh risk assessment for outdoor space. Each form/year group will have outside play at two set times during the day, break/lunch and afternoon break in Prep. Pre-Prep have two, Prep 5 set games related sessions. Each class teacher has the use of designated play area.</p>	2	Yes		Yes (2)
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Cleaning and reducing contamination						
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. Regular cleaning. Remove items such as play dough, sand and 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 and only one form of 15 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 more equipment and so increasing spread	Prevent the sharing of stationery and other equipment. Each child in Prep will have their own desk as well as 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/publications/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	<p>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.</p> <p>Children will be required to wash their hands at set times during the day as well as when using toilets and before, after lunch and afternoon activities as well as at the end of every break.</p>	8	Yes	<p>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. From Monday 22nd June 6 more wall mounted and standalone sanitisers have been added to external emittances and throughout the building.</p>	Yes (4)
Handwashing practice with children	Spread of Virus	<p>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:</p> <p>https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p>	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.	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 person on completion of RA for covid-19 return leading to anxiety and lack of the reassurance needed for staff	Guidance, risk assessment and checklist provided to schools, Schools DfE Helpline and resources, access to support via LA.	2	Yes		Yes (2)

<p>More Year Groups being asked to return to school</p>	<p>Insufficient staff capacity to deal with increased numbers of pupils - Shortage of teachers to maintain staff to pupil ratios</p>	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Carefully planning the year groups for whom provision is offered (using the DFE priority list) based on staff availability. Follow government guidance on creating and staffing your temporary teaching groups: https://www.gov.uk/government/publications/preparing-for-the-wider-openingof-schools-from-1-june/planning-guidefor-primary-schools#creating-andstaffing-your-temporary-teachinggroups</p>	<p>4</p>	<p>Yes</p>	<p>Our own Home Learning package may well be suspended should SLT decide that staffing ratios do not allow safety on site at school.</p> <p>From 22nd June All year groups have been invited back to school with only a handful of pupils at home. Work is being sent to these pupils to carry on with and the Home Learning Provision being delivered through Teams has stopped.</p>	<p>Yes (Low)</p>
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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. A dedicated timetable has also been developed to allow the school to carry on providing either Home learning provision for all pupils returning or in one year group where all pupils have returned actual face to face teaching.	Yes (4)
Staff understanding of new changes – safe practice at work & in classroom. Teaching in a safe environment Accessing testing arrangements are clear for all staff	Misinformation / misunderstanding information	Talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training would be helpful. Access to testing is already available to all essential workers https://www.gov.uk/apply-coronavirustest	6	Yes	See above	Yes (4)

<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, a face mask 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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<p>Assessment of all staff, including high risk staff with vulnerable / shielding family member, underlying health conditions or other risk factors</p>	<p>Staff /family member becoming ill or spreading the Virus</p>	<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 https://devoncc.sharepoint.com/:w:/s/PublicDocs/Education/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>	<p>10</p>	<p>Yes</p>	<p>Adhere to and consult Operational procedures and protocols.</p>	<p>Yes (4)</p>
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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</p> <p>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)
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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 https://www.gov.uk/government/publications/coronavirus-covid-19implementing-protective-measures-ineducation-and-childcaresettings/coronavirus-covid-19implementing-protective-measures-ineducation-and-childcare-settings#whenopen</p> <p>Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes.</p>	10	Yes	Adhere to and consult Operational procedures and protocols.	Yes (4)
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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. 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	Further EYFS stage guidance to be issued. LLC to issue this to staff and parents in separate document. Regular communications to this effect from school.	10	Yes	Enhanced support to those who need it from staff.	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. Follow government guidance https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/vehicles	10	Yes	At present decision has been made not to supply school transport. Pupils will be transported to school by parental car, by foot or by bike.	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 to 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)

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: 22/5/2020
Signed (Head Master): Andy Southgate	Date: 22/5/2020
Approved (On behalf of the Governing Body): Cedric Clapp	Date: 26/5/2020
<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>	

Next Review: 12/06/2020 Signed: S. Howkins	Date: 05.06.20
<p>Summary of any changes made</p> <ul style="list-style-type: none"> • Risk Assessment of Maintenance tasks added (Page 36) 5/6/20 	

Next Review: 19/06/2020 Signed: S. Howkins	Date: 12.06.20
<p>Summary of any changes made</p> <ul style="list-style-type: none"> • Page 1 Number of Adults adjusted to represent full return of all staff. Number now states 40 Adults • Page 3 Lunch time procedure and breaks: All children up to and including Y4 to eat inside the dining hall. Yr5&6 take away style lunch and eaten in Form rooms or outside. • Page 6 First Aid Procedures - BJS added to First Aid Cover support • Page 11 Lessons or activities: Set breaks changed from 3 times a day to 2. Break spaces increased to 10 to reflect the 10 different Prep teaching groups. Two additional play spaces on Mayfield for Year 2. • Page 12 Shared resources: Laptop/Ipad removed 	

Next Review: 26/06/2020 Signed: S.Howkins	Date: 19.06.20
<p>Summary of any changes made</p> <ul style="list-style-type: none"> • Page 1 Maximum Number of Pupils: Changed to reflect all year groups able to return. • Page 2 Movement of persons around the school: Mention of new signage and colour markers for pupils to follow from Monday 22nd 	

- Page 3 Parents gathering at school pick up areas and not social distancing: Mention of new gates/pick up points for pupils
- Page 13 Sufficient handwashing facilities for staff and pupils: Mention of additional wall mounted and free-standing sanitisers throughout building being added
- Page 15 More Year Groups being asked to return to school: Mention of Home Learning Provision stopped due to return to school of majority of pupils

Next Review: 3/07/2020 Signed: S.Howkins

Date: 26/6/20

Summary of any changes made

- No Changes made this week

Risk Assessment: Covid 19 – Cleaning Operations

Department/working area:	All sites	Assessment Ref:	RA124-2020	<p>HIGH = FATALITIES, SERIOUS ILLNESS, PERMANENT LOSS OF LUNG FUNCTION.</p> <p>MEDIUM = BROKEN LIMBS, SPRAINS, SERIOUS CUTS</p> <p>LOW = MINOR CUTS AND GRAZES, VERY LOW RISK</p> <p>SSOW = SAFE SYSTEMS OF WORK</p>
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
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. 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>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 towers 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> <p>Comprehensive communication to staff, parents, pupils and visitors explaining the situation and control measures.</p>		
Cleaning staff	Working in close proximity to others	Contracting and transmitting virus	Children, visitors, employees, contractors	High	Staff or children living with people who are clinically extremely vulnerable are not allowed to attend school.	Low	Cleaning supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<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 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</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>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> <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</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>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	<p>Only essential rooms will be used and unnecessary teaching resources removed to reduce cleaning load and time.</p> <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</p>	Low	Cleaning supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
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					<p>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> <p>Anti viral mist “bombs” will be used in communal areas such as halls in the evenings.</p> <p>Site caretakers/porters will use spray disinfectant daily on playground equipment such as climbing frames, buggies, swings, zip wire and slides.</p> <p>Special attention needs to be paid to bathrooms, grab rails, door handles, stairwells and corridors.</p>		
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Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
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					Upholstered areas such as fabric seats should be steam cleaned if there is a confirmed spillage of bodily fluid.		
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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
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Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
Waste	Transfer of virus	Contracting and transmitting virus	Children, visitors, employees, contractors	High	<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.</p> <p>Waste should be safely and securely stored away from children.</p> <p>Warning signage should be made available.</p>	Low	Porters

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/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>

Assessor Name:	Ian Barnes	Initial Assessment Date:	13/05/2020
Staff signature:	S.Howkins	Review Date:	3/07/2020

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	<p>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.</p> <p>Staff to use trigger sprays and surface wipes for personal areas such as vehicles, phones, keyboards, desks etc.</p> <p>Try to use isolated work areas and avoid hot desking, moving between vehicles, sharing keys etc.</p>	Low	Work supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<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> <p>Maintain social distancing when accepting deliveries.</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.		
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 close contacts can also return to work. If the person tests positive they must stay off work for at least 7 days or until</p>	Low	Manager

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>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> <p>Cleaning will include all hard surfaces (firstly with soap and warm water before using specialist cleaning products (at least 1000ppm av.cl)),</p>	Low	Works supervisor

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

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By

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:	03/07/2020