



# Blundell's

PREPARATORY SCHOOL

## BLUNDELL'S PREP SCHOOL RISK ASSESSMENT

<b>Return to school risk assessment – based on the principles and guidance contained within the DfE: Guidance for Full Opening of School (28<sup>th</sup> August 2020)</b>		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 (SPH)		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)
<b>Movement of persons around the school:</b>						
Entrance to school site, school car park and parents dropping off and picking up pupils.	Large groups of people inside school grounds thus 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 main gate at pick-ups. Form teachers accompanying their forms at first pick up, staff taking clubs and or Prep at second pick up. Pupils have specific allocated play areas on playground for the start and end of the day.	10	Yes	Provide more information to parents via regular communications. Use alternative drop off locations. Prep pupils will access the school building via three allocated entrances. Form teachers will inform them about one-way	Yes (6)

					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.	
Parents gathering at school pick up areas and not social distancing	Large groups of people inside school grounds compromising social distancing.	Plan 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. During second lockdown (Nov 20) parents have been asked to wear masks when waiting to pick children up. This will be continued until further notice.	9	Yes	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.	Yes (6)

Pupils using classrooms and corridors	Overcrowding in classrooms and corridors	<p>Desks to be spaced as far apart as possible and all to be placed (where possible) 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.</p> <p>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.</p> <p>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>	8	Yes	<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>	Yes (4)
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Risk of transmission within EYFS settings	Younger pupils spreading virus amongst themselves and adults	<i>Updated Guidance for EYFS (February 2021 <b>early years and childcare providers</b>) to be followed. removes keeping children in small consistent groups within settings, but still minimising mixing where possible taking into consideration increased risk factor to staff.</i>	6	Yes	Continue to follow and review school Operational plan taking special notice of updated guidance from <a href="http://www.gov.uk">www.gov.uk</a>	(Yes) (6)
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. 2 Separate snack areas added to ease time it takes for pupils to have snacks. Pupils only have snacks in their bubbles.	4	Yes		Yes (4)
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 has year groups sat separately. 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 so no more than two year groups in the hall at the same time and distanced at over 2 metres. Handwashing monitored. Tables kept apart with a maximum of 8 children per table. Cleaning of tables between sittings of different year groups and separate stations for plates/cutlery.	4	Yes		Yes (4)
Wraparound provision: Groups mixing during extra-curricular provision	Spread of virus due to groups of children coming into contact with another bubble	At all times, pupils remain in their year group bubbles from the start of the day until they leave the school at the end of the day. All free time (breaks) lessons, lunch, clubs, music lessons and after school care is carried out with the pupils remaining in their allotted bubbles (Year Group bubbles)	4	Yes	Continually monitor and update Operational Plan. Remind	Yes (4)

	outside of the lesson time				pupils and staff at all times social distancing should be adhered to.	
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Movement in buildings	Spread of virus due to increased numbers of people within the building.	<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 either ADS or LLC, 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>	4	Yes		Yes (4)
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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. Disinfectant spray and wipes have been provided in every classroom. Sanitiser is available throughout the school.	4	Yes		Yes (4)
<b>Premises related matters</b>						
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 via email. 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		Yes (4)
First Aid procedures	Reduced numbers of first aiders and Paediatric first aider.	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	6	Yes		Yes (6)

		<p>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 suspected case of Covid-19 in our community. See the school's protocol on 'Managing suspected and confirmed cases of Covid-19.'</p>				
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. 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)

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><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>(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 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>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 (4)
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)

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. Masks should be worn when not eating or drinking. Avoid unnecessary gatherings. Where possible, reduced use of communal/shared facilities. Encourage hand washing before using shared facilities and provide disinfectant spray for the regular sanitisation of shared resources. Enhanced cleaning regimes as per below.	8	Yes		Yes (8)
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.	4	Yes		Yes (4)

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) <a href="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">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</a> 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> <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>	4	Yes		Yes (4)
Lessons or activities to take place outdoors in line with social distancing.	Spread of virus more likely in doors	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.	2	Yes		Yes (2)
<b>Cleaning and reducing contamination</b>						

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 <a href="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">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</a>	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 <a href="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">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</a> and <a href="https://www.gov.uk/government/publications/covid-19-decontamination-innon-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-innon-healthcare-settings</a> .	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 and after lunch, and before afternoon activities as well as at the end of every break.</p> <p>Pupils/parents will be reminded regularly throughout the term of the importance of hand washing and good hygiene.</p> <p>Additional time for staff and pupils to carry out handwashing.</p> <p>Frequent hand cleaning as part of normal routine. Stagger regular access to handwashing facilities throughout the day if needed.</p>	4	Yes		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><a href="https://ebug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus">https://ebug.eu/eng_home.aspx?cc=eng&amp;ss=1&amp;t=Information%20about%20the%20Coronavirus</a></p>	4	Yes		Yes (4)
Sufficient supplies of soap and cleaning products	Spread of Virus	<p>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.</p>	4	Yes		Yes (4)

Good respiratory hygiene	Spread of Virus	School promotes a 'catch it, bin it, kill it' and ensures that there enough tissues and bins are available in classrooms and in others areas such as changing rooms and corridors.	4	Yes		Yes (4)
Toilets	Being overcrowded	<p>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.</p> <p>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.</p>	8	Yes		Yes (8)
<b>Staff related issues</b>						
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 possible 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 (6)
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 operational plans and review process. Additional support offered to all staff. Access to testing is already available to all essential workers <a href="https://www.gov.uk/apply-coronavirustest">https://www.gov.uk/apply-coronavirustest</a>	6	Yes	See above	Yes (4)
Accessing testing arrangements are clear for all staff	Lack of information	School has its own very clear procedures set out in the Operational plan and all staff are aware and fully briefed on the procedures that that they and the school will follow should staff need to be tested.  <i>Guidance about testing, including the NHS 'Test and Trace' service, is available via this link <a href="https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/">https://inside.devon.gov.uk/task/guidance-for-dealing-with-coronavirus-covid-19/essential-worker-testing/</a></i>	4	Yes		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, full PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</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.</p> <p><a href="https://www.gov.uk/government/publications/safeworking-in-educationchildcare-and-childrensocial-care/safe-working-in-education-childcareand-childrens-social-caresettings-including-the-useof-personal-protectiveequipment-ppe">https://www.gov.uk/government/publications/safeworking-in-educationchildcare-and-childrensocial-care/safe-working-in-education-childcareand-childrens-social-caresettings-including-the-useof-personal-protectiveequipment-ppe</a></p>	<p>8</p>	<p>Yes</p>		<p>Yes (8)</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 <a href="https://devoncc.sharepoint.com/:w:/s/PublicDocs/EeSzC8IWQJdGmL4VP4qrdcQB7zfi7qMSSdDt6Nobjf_kYw?e=AyIGOQ">https://devoncc.sharepoint.com/:w:/s/PublicDocs/EeSzC8IWQJdGmL4VP4qrdcQB7zfi7qMSSdDt6Nobjf_kYw?e=AyIGOQ</a> along with DCC 'Managers Guide to Supporting BAME colleagues' Guidance on shielding and protecting extremely vulnerable persons <a href="https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19</a> and clinically vulnerable people <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-socialdistancing/staying-alert-and-safe-socialdistancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-socialdistancing/staying-alert-and-safe-socialdistancing#clinically-vulnerable-people</a> should also be followed when considering staffing arrangements.</p>	8	Yes	Adhere to and consult Operational procedures and protocols.	Yes (8)
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 <a href="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">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</a></p> <p>Adequate training / briefing on use and safe disposal Follow guidance on putting on and taking off standard PPE <a href="https://www.gov.uk/government/publications/covid-19-personal-protectiveequipment-use-for-non-aerosolgenerating-procedures">https://www.gov.uk/government/publications/covid-19-personal-protectiveequipment-use-for-non-aerosolgenerating-procedures</a> and above guidance on use in education settings.</p>	8	Yes	Adhere to and consult Operational procedures and protocols.	Yes (8)

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: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Ensure accurate records of staff, pupils and any visiting parents are maintained to enable public health contact tracking and test regimes.</p>	8	Yes	Adhere to and consult Operational procedures and school protocols.	Yes (8)
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Pupil related issues						
Vulnerable groups who are clinically, extremely vulnerable.	Spread of Virus	<p>Parents should follow medical advice if their child is in this category: <a href="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-coronavirushielding-young-peoples-version">https://www.gov.uk/government/public ations/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19/covid-19guidance-on-protecting-people-mostlikely-to-get-unwell-from-coronavirushielding-young-peoples-version</a> or if someone within their household is in this category <a href="https://www.gov.uk/government/public ations/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19">https://www.gov.uk/government/public ations/guidance-on-shielding-andprotecting-extremely-vulnerablepersons-from-covid-19</a></p>	8	Yes	Adhere to and consult Operational procedures and protocols.	Yes (8)
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.	8	Yes		Yes (8)
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. In the Prep School, the First Aid room will be used. In the Pre-Prep, the Head of Pre-prep's Office will be used. 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)
School Uniform	Spread of virus	Uniforms no longer need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal	4	Yes		Yes (4)
<b>Transport</b>						

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: <a href="https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/vehicles">https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/vehicles</a>	10	Yes		Yes (2)
<b>Provision of food</b>						
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 <a href="https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/restaurants-offering-takeaway-ordelivery">https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/restaurants-offering-takeaway-ordelivery</a> . Ensure Health & Safety policies are followed.  School kitchens must comply with the <a href="#">Guidance for food businesses on coronavirus (COVID-19)</a>	2	Yes		Yes (2)
Catering staff are operating in a safe environment	Spread of Virus	Catering staff to follow government guidance <a href="https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/restaurants-offering-takeaway-ordelivery">https://www.gov.uk/guidance/workingsafely-during-coronavirus-covid19/restaurants-offering-takeaway-ordelivery</a>	4	Yes		Yes (4)
<b>Curriculum considerations</b>						

Music, dance and drama activities	Spread of Virus	<p>School has its own separate set of risk assessments and policies incorporating provision of music and drama lessons. All lessons are currently carried out in year group bubbles.</p> <p>School has reduced the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing, use of screens, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing do not take place in larger groups such as school choirs and ensembles, or school assemblies. School also adheres to the guidance contained in: <a href="#">Guidance for Music, Dance and Drama</a> as well as <a href="#">Guidance for the Performing Arts</a></p>	4	Yes		Yes (4)
Physical activity in schools	Spread of Virus	<p>All Pupils are kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities. Schools follows the guidance from:</p> <ul style="list-style-type: none"> <li>• <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grassroot sport</li> <li>• advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a></li> </ul>	4	Yes		Yes (4)
Practical science, art & DT lessons	Spread of Virus	<p>School has its own set of risk assessments that it is following as well as using <i>guidance from CLEAPSS when planning practical lessons, using resources such as the <a href="#">Guide to doing practical science work during Covid-19</a>, <a href="#">Guide to doing practical work in D&amp;T, food and art</a>, <a href="#">Carrying out practical science work in non-lab environments</a> and for primaries <a href="#">Practical activities in a bubble</a>.</i></p>	4	Yes		Yes (4)
Educational visits	Spread of Virus	<p><i>School follows its own set of Risk assessments regarding trips, sports matches and educational visits as well as following: <a href="#">Covid-19 DfE travel guidance for educational settings</a> For additional information check with EVOLVE guidance on website.</i></p>	4	Yes		Yes (4)

<b>Communications with parents and others</b>						
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. Adhere to and consult Operational procedures and protocols. Signage placed around school site and in car parks	4	Yes		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. Office / Ian Barnes / Barbara Moys catering manager to liaise with outside companies	4	Yes		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)
Visiting Prospective Parents	Contact with children and staff	Tours will be done by ADS/LLC – cancelled as of 5/1/21 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)
<b>Likelihood of Harm Rating</b>	+	<b>Severity of Injury Rating</b>	=	<b>Risk Rating</b>	<b>Action required</b>	
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): Nigel Arnold	Date: 03/03/2021
<p><b>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.</b></p> <p><b>Review schedule</b> – As determined 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><b>Summary of any changes made:</b></p> <ul style="list-style-type: none"> <li>• Re-write in line with most recent Government guidance</li> </ul>		

Signed: S. Howkins Date: 25.09.20 Next Review: 2.10.2020

**Summary of any changes made:**

- Page 1: added to existing controls: Pupils have specific allocated play areas on playground for the start and end of the day.
- Page 4: added to existing controls: 2 Separate snack areas added to ease time it takes for pupils to have snacks. Pupils only have snacks in their bubbles.
- Page 4: additional controls for lunch: Lunch break has been lengthened as of 14.9.20 and year group signs are also being used to help pupils with a visual aid to show where they should sit.

Signed: S. Howkins Date: 1.11.20 Next Review: 15.11.2020

**Summary of any changes made:**

- Page 5: section headed Risk of transmission within EYFS settings added.
- Page 6: section Wraparound provision: Groups mixing during extra-curricular provision added
- Page 17: section Good respiratory hygiene added
- Page 19: section Accessing testing arrangements are clear for all staff added
- Page 24: section School Uniform added
- Page 26 & 27: sections Curriculum considerations / Music, dance and drama activities / Physical activity in schools / Practical science, art & DT lessons & Educational visits added

Signed: S. Howkins Date: 7.12.20 Next Review: 8.1.2021

**Summary of any changes made:**

- All new Babcock updates and sent notifications added.
- Page 2: Entrance to school site: Prep children collected from main gate at pick-ups. Form teachers accompanying their forms at first pick up, staff taking clubs and or Prep at second pick up.
- Page 3: Parents gathering at school gates: Prep children collected from main gate at pick-ups. Form teachers accompanying their forms at first pick up, staff taking clubs and or Prep at second pick up.

Signed: A. Southgate Date: 4.01.21 Next Review: 18.01.21

**Summary of any changes made:**



## Risk Assessment: Covid 19 – Cleaning Operations – Prep School

<b>Department/working area:</b>	All sites	<b>Assessment Ref:</b>	RA127-2021	<b>HIGH</b> = FATALITIES, SERIOUS ILLNESS, PERMANENT LOSS OF LUNG FUNCTION. <b>MEDIUM</b> = BROKEN LIMBS, SPRAINS, SERIOUS CUTS <b>LOW</b> = MINOR CUTS AND GRAZES, VERY LOW RISK <b>SSOW</b> = SAFE SYSTEMS OF WORK
<b>Persons involved:</b>	1+	<b>Assessor name:</b>	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	<p>Staff to use trigger sprays and surface wipes that have been issued for personal areas such as phones, keyboards, desks etc.</p> <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>Where possible work is to be organised so that staff are working separately. Staff should not work together in close proximity unless it is impossible to avoid this (for lifting operations or other safety purpose).</p> <p>Signage at entrance points will inform staff, pupils and visitors of the measures in place which will include</p>	Low	Cleaning and Teaching staff

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>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, year group bubbles, delivery points etc.</p> <p>Cleaning staff will access classrooms during lunch breaks and in the 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>Communal areas are sanitised by a vapour system (fogging) and a regular basis. Only trained personnel can do this process. The use of the vapour requires extensive PPE and breathing apparatus. The areas are always fogged outside normal operating hours to allow safe application and the prescribed contact time.</p> <p>Cleaning staff will generally work alone in designated areas.</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<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	<p>On site, voluntary Covid Testing is available for all staff every Monday and shifts should be arranged to allow staff to be tested within their working hours at least once every 2 weeks. Testing is available to all staff whether they are on shift or not. Managers to arrange and communicate test times.</p> <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 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 Covid symptoms they should be sent to the medical centre immediately for an Antigen Test. If the Antigen test is positive 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 infected person should also go to the Medical Centre for antigen testing. If</p>	Low	Cleaning supervisor

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>the person tests positive they should isolate for 7 days. If the person tests negative they can return to work. Testing will need to be repeated during the 7 day period.</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 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, sanitising vapour or lance disinfectant spray will be used in classroom and communal 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>Sanitising vapour 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,</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>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>		
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. Including face masks whenever inside buildings.</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:

Bi Weekly voluntary lateral flow testing is available to all staff. Self testing kits are made available at collection points on each site.

<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>

Where possible site visits are to be avoided and if unavoidable the following statement is sent to visitors:

**A Positive, Proactive & Practical Approach**

All Blundell's Staff will continue to observe up-to-date recommended protocols such as;

- Regular hand washing with soap and water
- Hand sanitisers are available throughout the site
- Regularly clean and sanitise facilities and work equipment
- Social distancing and safe working procedures
- Wear a face mask inside the buildings

On site staff will be assessed daily on personal well being and will be asked to inform us if they develop symptoms of COVID 19 including loss of smell or taste, high temperature and continuous cough, they will then be asked to self-isolate immediately and inform us of those staff with whom that have had close contact.

We continue to provide educational services in line with best practice guideline and manage the Blundell's estate and its facilities accordingly.

We respectfully ask that visitors, guests and contractors make appointments before coming to site and do not attend site if they are exhibiting any of the COVID 19 symptoms. When visiting our site, please adhere to the protocols listed above.

<b>Assessor Name:</b>	Ian Barnes	<b>Initial Assessment Date:</b>	13/05/2020
<b>Staff signature:</b>		<b>Review Date:</b>	03/07/2021

### Risk Assessment: Covid 19 – Maintenance Tasks

<b>Department/working area:</b>	All sites	<b>Assessment Ref:</b>	RA125-2021	<b>HIGH</b> = FATALITIES, SERIOUS ILLNESS, PERMANENT LOSS OF LUNG FUNCTION. <b>MEDIUM</b> = BROKEN LIMBS, SPRAINS, SERIOUS CUTS <b>LOW</b> = MINOR CUTS AND GRAZES, VERY LOW RISK <b>SSOW</b> = SAFE SYSTEMS OF WORK
<b>Persons involved:</b>	1+	<b>Assessor name:</b>	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 or head of department prior to commencement and throughout the work to ensure that no one within the property is exhibiting symptoms of the virus.</p> <p>Face Masks must be worn inside all buildings that are used by pupils (not maintenance facility). Face Masks to be worn when in close proximity to other workers.</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 possible work is to be organised so that staff are working separately. Staff should not work together in close proximity unless it is impossible to avoid this (for lifting operations or other safety purpose).</p> <p>Where two or more 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>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Use signage to close areas off if necessary.</p> <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>On site, voluntary Covid Testing is available for all staff every Monday and shifts should be arranged to allow staff to be tested within their working hours at least once every 2 weeks. Testing is available to all staff whether they are on shift or not. Managers to arrange and communicate test times.</p> <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 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>If staff are exhibiting Covid symptoms they should be sent to the medical</p>	Low	Manager

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>centre immediately for an Antigen Test. If the Antigen test is positive 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 infected person should also go to the Medical Centre for antigen testing. If the person tests positive they should isolate for 7 days. If the person tests negative they can return to work. Testing will need to be repeated during the 7 day period.</p> <p>Staff must use hand washing facilities regularly in the nearest facility, 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 in mess rooms. It may also include using different mess facilities and meeting rooms.</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>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					Staff to clean mess rooms/meeting rooms after use.		
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)), 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. Upholstered areas such as fabric seats should be steam cleaned.</p>	Low	Works supervisor
Contractors	Transfer of Virus	Contracting and transmitting virus	Children, visitors, employees, contractors	Medium	<p>Generally, specialist services are pre arranged with approved contractors. Services include catering equipment, Fire Alarms, Lifts, Alarms etc.</p> <p>A pre attendance email must be sent to all contractors alerting them to follow site guidance.</p> <p>Contractors to provide amended risk assessments before coming to site and these will include pre site contact to confirm that both parties are free of Covid19 symptoms.</p> <p>Site protocols to be observed ref hygiene and PPE.</p>		

Topic	Hazard	Risk	People at Risk	Degree of Risk	Control Measures	Revised Degree of Risk	Implemented & Managed By
					<p>Where possible contractors do not access areas where pupils are being taught or accommodated.</p> <p>Cleaning procedures to be followed as part of maintenance work.</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, sewers, boarding houses and associated accommodation areas, staff are issued with gloves, apron/washable uniform, face visor and face mask. Staff can use their discretion in areas other than those previously listed, using face coverings when they feel that it is necessary to do so for their wellbeing and that of others.</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

**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:

More emphasis to be placed on developing skills in house and to avoid contractors coming on to site.

Set times for staff lunches to be observed. Staff that do not want to use the dining hall can arrange for collection of sandwiches etc from the master's dining room.

Bi Weekly voluntary lateral flow testing is available to all staff. Self testing kits are made available at collection points on each site.

<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>

<https://www.constructionleadershipcouncil.co.uk/wp-content/uploads/2020/05/Site-Operating-Procedures-Version-4.pdf>

Where possible site visits are to be avoided but here unavoidable the following statement is sent to contractors before coming to site:

#### **A Positive, Proactive & Practical Approach**

All Blundell's Staff will continue to observe up-to-date recommended protocols such as;

- Regular hand washing with soap and water
- Hand sanitisers are available throughout the site
- Regularly clean and sanitise facilities and work equipment
- Social distancing and safe working procedures
- Wear a face mask inside the buildings

On site staff will be assessed daily on personal well being and will be asked to inform us if they develop symptoms of COVID 19 including loss of smell or taste, high temperature and continuous cough, they will then be asked to self-isolate immediately and inform us of those staff with whom that have had close contact.

We continue to provide educational services in line with best practice guideline and manage the Blundell's estate and its facilities accordingly.

We respectfully ask that visitors, guests and contractors make appointments before coming to site and do not attend site if they are exhibiting any of the COVID 19 symptoms. When visiting our site, please adhere to the protocols listed above.

<b>Assessor Name:</b>	Ian Barnes	<b>Initial Assessment Date:</b>	11/03/2020
<b>Partner signature:</b>		<b>Review Date:</b>	03/07/2021