



Bromsgrove School COVID-19 Risk Assessment

Winterfold House School

Overall Risk Assessment in the COVID-19 Environment

| Hazard | Risk | Individuals at risk | Risk Rating | Control Measures | Remarks / Additional Control Measures | Residual Risk |
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| School opening without consulting latest Government guidance | Lack of correct information resulting in poor management and procedures being implemented | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>Daily review of all Government, Department for Education, Public Health England, HSE, ISBA and Boarding School's Association advice and guidance.</p> <p><u>Sources</u></p> <p>Department for Education – School Coronavirus (Covid-19) Operational Guidance – 24/05/2021.</p> <p>GOV.UK – Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 – update 03/06/21</p> <p>GOV.UK – COVID-19: cleaning in non-healthcare settings outside the home – update 16/10/2020</p> <p>GOV.UK - Coronavirus (COVID-19): grassroots sports guidance for the public and sport providers – updated 16/05/21</p> | Risk Assessment review completed as England continues to remain at Step 3 until at least 19/07/21 | Low |

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| | | | | <p>HSE - Talking with Workers about preventing coronavirus – 28/05/2021.</p> <p>HSE – Air conditioning and ventilation during the Coronavirus outbreak – updated 28/05/21</p> <p>CIBSE COVID-19 Ventilation Guidance – Version 4 – 23/10/2020</p> <p>Boarding School’s Association – Covid-Safe Charter – 15/06/2020</p> <p>Swim England - School Swimming Guidance - COVID-19 - Return to Pool – 08/04/21 – Version 11</p> <p>Swim England - Guidance for Swimming Lessons – 09/04/21</p> <p>Association of Physical Education (afPE) – Interpreting Government Guidance Frequently asked questions – February 2021</p> | | |
| Lack of planning by school management | Key risks could have been overlooked, lack of robust control measures or lack of supervision leading to an outbreak of COVID-19 | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>A number of meetings have been held by the Critical Incident Team chaired by the Headmaster to review how teaching, boarding provision and support services will be delivered onsite. Physical walk rounds have taken place with various managers and plans formulated from these meetings to mitigate identified risks to all parties using school sites. From this Subcommittee meetings have taken place with other key members for example the Operations Manager, Transport Manager and the Catering Manager (Holroyd Howe)</p> <p>EXEC, Senior Managers and Heads of Department will review all elements on a daily basis and change procedures if they are not working correctly to remain in line with government guidance.</p> | | Low |
| No specific COVID-19 procedures in place | Lack of coherent written control measures leading to an outbreak of COVID-19 or lack of documented | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>Alongside this document for COVID-19 there will be the following:</p> <ul style="list-style-type: none"> - Departmental Academic Risk Assessments to include COVID-19 control measures. - Specific Risk assessment for use of school transport to include COVID-19 control measures. | Managers/HOD have completed their own departmental risk assessments to include COVID-19 control measures. | Low |

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| | mitigating control measures to follow during an outbreak | | | <ul style="list-style-type: none"> - Specific Risk Assessment(s) for various sporting activities, with guidance from the various sporting governing bodies; - Specific Risk Assessment for use of Gym, (Bromsgrove School) swimming pool and similar facilities by pupils and staff; - Specific Risk Assessments for work undertaken by the Estates Team (maintenance, portering and grounds) to cover working practices and where entry into buildings are required; - Reception Risk Assessment where members of the public/visitors and couriers may be encountered. - Specific risk assessment and procedures for Housekeeping staff - Specific Risk Assessment for NS Optimum's operations – School's IT provider. - Specific Risk Assessment for use of School & Exchange Shop to cover parental scheduled visits. - Procedures produced by Holroyd Howe – School Caterers; - Protocol in place for Contractor Control during Covid Pandemic. - Code of Conduct document reviewed and amended accordingly. <p>Written procedures in place for pastoral care to include COVID-19 Isolation Procedures document.</p> | Bromsgrove School Shop and Exchange shop will open from 12 th April to parents with relevant controls in place. Winterfold School shop will have limited opening and ordered stock bought out to the carpark for collection. | |
| School opening without consulting or training staff | Lack of correct information to staff resulting in poor management and procedures being implemented | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>New information relating to Covid procedures will be cascaded to staff, pupils, parents, governors and Visitors/ Contractors.</p> <p>Staff Induction meetings held onsite will observe all necessary control measures to ensure the spread of infection is kept to a minimum, i.e. held outside, or inside in small groups observing social distancing requirements.</p> <p>This will include induction of <u>Academic Staff during induction week (week commencing 31st August)</u> to include:</p> | | Low |

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| | | | | <ul style="list-style-type: none"> - Safety of themselves and others including what to do if they feel unwell whilst at work, recognising the symptoms of COVID-19, what to do and who to report this to, the need for regular handwashing and respiratory hygiene and maintaining social distancing where possible; - Informed not to come into work if they are displaying symptoms or who have someone in their household that is displaying symptoms. - An overview of how the school plan to manage an outbreak of COVID-19; - Any new teaching arrangements due to the current situation; - New Pastoral Care arrangements where applicable; - Possible amended duties to cover the current pandemic situation; - New enhanced cleaning regimes and expected hygiene standards; - Dining and rest break arrangements; - Access to and training on the correct use of PPE i.e. facemasks etc - Confirmation that regular updates will be provided if local or government guidance changes requiring a need to change or amend the schools COVID-19 arrangements. - To be consulted on changes and have the opportunity to comment on new safety measures and arrangements and asked to report any areas or practices they consider unsafe under the current restrictions, this includes feedback from pupils. <p><u>Support Staff – during return to work induction – week commencing 24th August</u></p> <ul style="list-style-type: none"> - Safety of themselves and others including what to do if they feel unwell, recognising the symptoms of COVID-19 and what to do and who to report this to, the need for regular handwashing and respiratory hygiene and maintaining social distancing where possible. | | |
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| | | | | <ul style="list-style-type: none"> - Informed not to come into work if they are displaying symptoms or who have someone in their household that is displaying symptoms. - An overview of how the school plan to manage an outbreak of COVID-19; - Additional duties to cover the current pandemic situation; - New enhanced cleaning regimes and expected hygiene standards; - Arrangements for entering buildings to undertake essential maintenance/collections (Estates); - Safety Procedures for School Drivers (Transport) - Dining and rest break arrangements; - Access to and training on the correct use of PPE i.e. facemasks etc - Confirmation that regular updates will be provided if local or government guidance changes requiring a need to change or amend the schools COVID-19 arrangements. - To be consulted on changes and have the opportunity to comment on new safety measures and arrangements and asked to report any areas or practices they consider unsafe under the current restrictions. <p>Use and operation of the School Shop</p> <p>Holroyd Howe (School Caterers) Management to brief their staff using their own September Remobilisation Pack (Covid – 19) Version 4 – 03/08/2020. Risk Assessment 07/09/2020.</p> <p>Peripatetic staff will be informed of changes to procedures before the start of term.</p> <p>All Pupil, Nursery pupils & parents will receive updated information about the new restrictions electronically. All pupils will also receive a verbal briefing upon arrival at School. Those pupils being taught from home have also received electronic communication on how online teaching will be delivered.</p> <p>All pupils will be reminded by academic staff on a regular basis about the control measures in place and enforce them when</p> | | |
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| | | | | <p>required. Senior Management Team and Heads of Department will ensure monitoring and enforcement of control measures required by their staff in their area(s) of responsibility.</p> <p>Visitors and Contactors will be kept to a minimum but they will be supplied with information either in advance or at point of designated entry. See next section below.</p> <p>Parents have been asked to wear face coverings as from 19/10/20 as parents are congregating outside on pick up. Use of face coverings will reduce the chances of possible spread of the virus.</p> <p>Any changes to procedures will be reviewed by EXEC and passed to Governors to ensure they are kept up to date with latest changes allowing them to feedback and comment. These changes will be cascaded to staff and pupils as and when required.</p> | Only Essential Contractors will visit site. | |
| Lack of control on who enters school premises. | Person(s) from outside the school increasing chances of introducing COVID-19 to the school community | All users of School facilities, pupils, staff, visitors and contractors. | High | Essential Contractors will be provided with a COVID-19 Guideline Welcome Pack (version 7) which outlines the control measures currently in place. Apart from parent pick up/drop off, visitors will be at the discretion of the Headmistress. Contractor/Visitor information will be recorded to include contact details, date and time of visit and location(s) visited whilst onsite to help with NHS Test & Trace. | The Contractor guideline pack has an addendum for contractors that is sent out in advance by the Estates Department. | Low |
| Lack of increased cleaning regime during COVID-19 pandemic | Increased risk of transmission of the virus | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>Operations Manager has sourced appropriate cleaning and hygiene materials.</p> <p>Domestic and academic staff will have access to strategically placed cleaning products e.g. dining halls, entrance points to buildings, welfare facilities, frequently touched surfaces and shared facilities such as touch screens on photocopiers, shared keyboards, academic buildings security keypads etc.</p> <p>A number of foot operated sanitiser stations have been sourced and will be placed at key locations to ensure everyone on site is able to regularly sanitise their hands.</p> | Holroyd Howe have formulated their own cleaning regimes of kitchens and serveries. | Low |

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| | | | | <p>Domestic staff will be on hand to clean areas throughout the day at appropriate times, classrooms, communal buildings, staff rest areas etc – this list is not exhaustive.</p> <p>Cleaning staff will receive an induction on Government cleaning guidance – https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings/COVID-19-decontamination-in-non-healthcare-settings This also forms part of the schools own COVID-19 Isolation Procedures document. Cleaning regimes will be monitored by senior managers to ensure the standard of cleaning is in line with Government guidelines. The guidelines will be kept under review and amendments made if guidelines change.</p> <p>Any nursery bedding etc is laundered on a regular basis as part of the School's welfare duties.</p> <p>Nursery staff who deal with bedding and clothing will be provided with additional information and guidance on how to handle and launder items to ensure they are kept safe during this process. Additional PPE will be provided if required</p> <p>Suspected/confirmed cases of laundry that may be infected with COVID-19 will be washed in a separate bag. This will include any laundry from any of the self-isolation units. Government advice is to wash such clothing as per manufactures guidance. There is no need to wash clothing differently.</p> | | |
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Student and Staff Risk Assessment in the COVID-19 Environment

| Hazard | Risk | Individuals at Risk | Risk Rating | Control Measures | Remarks/Additional Control Measures | Residual Risk |
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| Lack of communication among the school community | Risk of information being missed, misinterpreted among the school community | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>School is using email, social media and Zoom to remain in regular contact with parents, staff and some pupils who are not in school</p> <p>School switchboard is staffed to allow parents to call in if required. Good Communication regarding the measures in</p> | | Low |

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| | | | | <p>place to combat the spread of the coronavirus will ensure confidence is maintained and anxiety reduced among parents.</p> <p>Communication from future meetings and any changes to government guidelines will be delivered in a timely manner to all members of the School community.</p> <p>Feedback systems are in place to ensure any concerns from the school community is fed back to Exec. This has been communicated at all staff briefings.</p> <p>Termly sub-committee meetings via Zoom involving Governors will continue to take place as normal and minutes recorded.</p> <p>Information provided to Contractors and visitors coming to site.</p> <p>Nominated person responsible for COVID-19 matters – Lesley Brookes (LB) – Bursar. Available by email. LB able to delegate specific COVID-19 tasks if required to various departmental managers.</p> <p>Umbrella Risk Assessment (this document) will be placed on School website alongside other COVID-19 related correspondence.</p> | | |
| Lack of Hygiene and social distancing measures in place | Increased chance of Covid-19 spreading through the school community | All users of School facilities, pupils, staff, visitors and contractors. | | <ul style="list-style-type: none"> - Regular handwashing or sanitising for pupils throughout the day and at key times, such as arriving at school, before and after mealtimes and breaks when they change room after using the toilet and removing face masks. Hand sanitiser (SteriKleen*) for children is non-alcohol based to reduce allergic reaction and possible irritant to eyes. This activity may need to be supervised dependent on age of pupils. - All staff should observe and follow the point above. - Robust cleaning regime in place by domestic staff in all areas at the beginning and end of each day, to include cleaning areas between lessons and bubble use. Dining Room seating and tables sanitised between each sitting. | Regular monitoring and inspections by designated support staff HOD's to ensure the standard of cleaning and adherence to site hygiene rules. | *SteriKleen has been tested and conforms to EN14476:2013 + A2:2019 which confirms its effective against all enveloped viruses which includes |

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| | | | | <p>cleaning equipment so shared facilities – kettles etc can be wiped down between individual use</p> <ul style="list-style-type: none"> - Hot desking should be kept to a minimum – if it cannot then keyboard, mouse and immediate area should be sanitised. - In house Emergency Poster (COVID– 19 Responses) will be placed in Classrooms to cover COVID-19 and other emergencies to aid staff in remembering the new procedures and aid them in locating equipment and key staff. - Pupils will play and be supervised on different areas of the playing fields during sporting activities within their designated bubble. - Parents will be advised to social distance in designated drop off/pick up points and carparks to avoid large numbers of parents gathering closely together. Line markings and signage will also be used to guide parents to the appropriate locations. - All cleaning regimes will be overseen by designated managers to ensure the quality and level of cleaning is in line with Government Guidance and maintained throughout to that level. - Face masks from 17th May are only required for staff or visitors in communal areas particularly when social distancing cannot be achieved. However if pupils or staff want to continue wearing face coverings in classrooms they will not be discouraged. - Face masks continue to be mandatory in the School shop or when using School transport. - Pupils will be provided with information of how to use them correctly as misuse may inadvertently increase the risk of transmission. Any changes in government guidance regarding the use of face coverings will be implemented as and when necessary. - Teaching staff will be provide with facemasks or they can use their own whilst in the classroom and communal areas. - Use of fogging machines will be used to clean and sanitise very large areas or areas that are difficult to | | <p>Some individuals will have exemptions from wearing face masks on medical grounds. Staff and pupils will be made aware of this to ensure sensitively regarding this issue is maintained.</p> |
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| | | | | <p>clean thoroughly due to the nature of the area – for example the gym.</p> <ul style="list-style-type: none"> - Use of disabled platform lift within the new teaching block school is very minimal. If lift is used then only one person should use it at a time. Cleaning of lift controls will be undertaken as part of the enhanced cleaning regime. - Schools own COVID-19 Isolation Procedures document in place for staff and pupils who are displaying symptoms. Plan communicated to staff. | | |
| Staff and Pupils mixing together in an uncontrolled manner | Risk of the Coronavirus transmitting at an uncontrolled rate through the school community | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>Pupils will be grouped into various bubbles to reduce the chances of uncontrolled transmission and to aid with the NHS Test & Trace system if there is a confirmed outbreak.</p> <p>For most lessons pupils will stay in the same classroom and teaching staff will move around for teaching activities. This will be logged to ensure this helps with the test and trace system.</p> <p>The bubbles will consist of the following:</p> <ul style="list-style-type: none"> - Year Bubbles; - Transport Bubbles; - Nursery Bubbles - Wraparound Care Bubbles; <p>Lunch service will be delivered in year groups at staggered times within the dining hall to maintain bubbles. Collation will be delivered to the classrooms to avoid different year group bubbles coming into contact with each other.</p> <p>Catering procedures in place to ensure there is no cross contamination when collecting cutlery, a drink or the food itself. Holroyd Howe (School Caterers) have written procedures in place and had proved their staff with training.</p> <p>Single Year Group (bubble) assemblies' only – no mass gatherings will take place.</p> <p>Staff will take breaks in smaller social distancing groups in designated areas where maximum numbers have been assessed. Hygiene wipes etc will be provided for shared</p> | Government guidance allows for multiple bubbles, the school will endeavour to keep these to an absolute minimum. | Low |

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| | | | | <p>equipment – toasters, kettles, copiers etc. Staff asked to bring their own cup to drink from and take home to reduce washing up requirements and minimise possible contamination and to alleviate workload on cleaning staff.</p> <p>Cleaning staff will regularly clean staff areas when empty.</p> <p>Form Tutors and teaching assistants will eat with their year group where possible.</p> <p>Support staff will eat in other designated areas with maximum allocation per area.</p> <p>Staff Rota's at break times will be in place to ensure staff have downtime from supervision duties.</p> | | |
| Using School operated or third party school transport | Possible transmission of the Coronavirus within an enclosed space during transport. | All users of School facilities and transport, pupils, staff, and transport contractors. | High | <p>The Schools transport manager has a separate risk assessment that should be read in conjunction with this umbrella assessment.</p> <p>However the following general control measure will be in place:</p> <ul style="list-style-type: none"> - Code of Conduct explaining the transport procedures will be sent to parents in advance of their travel. - Face masks will be worn by all pupils, eleven (year 7) and over (unless there is a medical/disability reason not to) when using the schools own or third party transport – this will include coaches, minibuses and taxi vehicles. - Driver and escort (if applicable) will also wear face masks. - Transport bubbles will be formed so the same pupils stay in this group to and from school. - Front seats of vehicles will only be for drivers – no passengers. - Outside vehicles drivers will maintain where practicable 2 metres from passengers. - Vehicles ventilation systems will be used alongside opening windows and ceiling vents where practicable. - Records will be kept of the pupils on board for each journey including the driver's details to aid with NHS | | Low |

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| | | | | <p>Test and Trace in the event of an outbreak within a set bubble or bubbles.</p> <ul style="list-style-type: none"> - Risk Assessments will be requested from all third party transport companies to quality assure their contents and control measures. - School vehicles will be cleaned down between journeys to include frequently touched surfaces. - All school minibuses supplied with hand sanitiser, passengers will be asked to sanitise before entering the vehicle. - All school minibuses will be supplied with boxes of tissues to ensure coughs and sneezes can be caught if required. - No food or drink to be consumed on school minibuses during daily drop off and pick-ups. - Where pupils have to attend GP/Hospital appointments school transport will be used to eliminate the need to use staff members private vehicles. | | |
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Teaching - Safety Risk Assessment in the COVID-19 Environment

| Hazard | Risk | Individuals at risk | Risk Rating | Control Measures | Remarks / Additional Control Measures | Residual Risk |
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| Exposure to COVID-19 through aerosol production or contact transfer during general classroom based | Chance of infection from person with Covid -19 virus using the classroom | All users of School facilities, pupils, staff, visitors and contractors. | High | <p><u>General Classroom Teaching</u></p> <ul style="list-style-type: none"> - Staff should maintain a distance (2 metres ideally) from pupils and other staff members where possible. - Staff should teach from the front of the class and not move around the room - Staff should remind pupils not to touch them or their peers. - Classrooms desks should be set up so pupils are facing forward and side by side rather than any face to face or face or side on configurations (Request Estates for assistance if required) | Government Guidance acknowledges that it is difficult for teaching staff of younger children to maintain a 2 metre distance and stay at the front of the class, Year 1 & 2 staff whilst not being able to maintain a distance will be supplied with a face | Low |

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| teaching activities. | | | | <ul style="list-style-type: none"> - Classroom configurations will not be changed once they have been set up to comply with government guidance. - Whilst bubbles are allowed encourage pupils not to crowd together when entering and leaving classrooms. - Windows and external doors should be opened to increase the supply and circulation of fresh air. <u>However, fire doors should not be propped open.</u> - Exits into and out of buildings have been configured to maintain one way systems. Where only one entrance/exit exists classes will have to be admitted or dismissed in a staggered fashion. - There should be no queuing outside classroom areas - Any shared equipment such as keyboards etc should be sanitiser before use. - Frequently used equipment, such as pens and pencils should be provided by the student and not shared. Staff should use their own pens and pencils. - Books and games can be shared within a bubble but should be cleaned if they are to be used outside that bubble – hand washing/sanitising should be undertaken after multiple touching of resources – encourage unnecessary resource sharing within the bubble were possible. Other equipment such as art and science equipment will need to be regularly cleaned down, especially if used between bubbles. If enough equipment exists it can be rotated and left unused and out of reach for 48 hours (72 hours for plastics) between use by different bubbles. - Staff will be encouraged to mark school work digitally where at all possible to reduce the need to handle books/coursework. - For staff that have to handle student books for marking they will be provided with disposable gloves and hand sanitiser. - Pupils should be encouraged to bring the bare minimum into school. Where possible pupils ring files could be sub-divided into lessons to reduce the number of files that they bring into school. Unnecessary non educational belongings should be discouraged. | <p>shield and ensure both staff and pupils regularly wash their hands. Staff will however maintain 2 metre between themselves where practicable.</p> <p>In Nursery and Reception settings it is not feasible to make all children sit in forward facing rows due to the age and activities the children undertake. All soft fabric toys that cannot be cleaned easily will be removed from the classroom setting.</p> | |
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| | | | | <ul style="list-style-type: none"> - Student Registration will take place in classrooms. - Active Zoom lessons will be in place for those pupils who are unable to attend the school at the start of term. - Pupils will be able to use the Library to borrow books only. Books which are returned will be in a special quarantine area for 72 hours before being placed back on the Library shelves. There will be a strict limit of 8 children in the Library at any one time. - Staff will be provided with a Safe Classroom Procedure document to outline the classroom control measures further. | | |
| Possible exposure to COVID-19 through increased aerosol production or contact transfer during sporting activities | Heightened risk of breathing in aerosol droplets during physical activity or touching contaminated sporting equipment | All users of School facilities, pupils, staff, visitors and contractors. | | <u>Sporting Activities</u> <ul style="list-style-type: none"> - Sporting groups will be kept in consistent groups - All equipment including any fixed play equipment used by these groups will be thoroughly cleaned between each use by individual groups. - Outdoor Sports will be prioritised where possible and large indoor spaces used when an outdoor opportunity is not possible to enable maximising distance between pupils due to the way people breathe during exercise. - Hygiene regime maintained before and after activity, Sinister etc will be available. - Separate Risk Assessments drawn up by the various sporting heads of department should be read in conjunction with this umbrella risk assessment. Guidance is taken from GOV.UK website – Guidance on phased return of sport and recreation and the Association of Physical Education (AFPE) website. - Use of School facilities by lets and members of the public can now be used. Risk Assessments from each of the hirers has been obtained to ensure control measures are in place. | HOD's have updated risk assessments for various activities taking advice from Government and Sporting Governing Bodies. Separate Risk Assessments by Sports HOD's will be undertaken for outdoor competition between schools from 29 th March and Indoor Sports from 12 th April. | |
| Possible exposure to COVID-19 through increased | Heightened risk of breathing in aerosol droplets during physical activity or touching | All users of School facilities, pupils, staff, | High | <u>Music & Drama</u> It is acknowledged that that there is an additional risk of infection in environments where you or others are singing, chanting, | | Low |

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| aerosol production or contact transfer during music or drama lessons | contaminated music or drama equipment | visitors and contractors. | | <p>playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <p>Current control measures advised by the government are:</p> <ul style="list-style-type: none"> - Extra physical distancing; - Playing instruments outside wherever possible; - Limiting group sizes to no more than fifteen; - Positioning pupils back to back or side to side; - Avoid sharing instruments; - Ensuring good ventilation; most practice rooms have a mechanical fresh air ventilation system that draws air out and replaces with free air – it is not a recirculation system. Those without fresh air ventilation will be provided with a fan and the windows or doors will be opened. - Singing, wind and brass playing should not take place in larger groups, for example, school choirs, ensembles or school assemblies. - A specific risk assessment has been completed which covers these activities in more detail. Risk assessment will be maintained under review as further government guidance and scientific findings relating to the use of music equipment continues to develop. | | |
| Possible exposure to COVID-19 through attending an offsite trip | Potential to come into contact with additional people and places that may not be Covid Secure | All pupils and staff leaving the school site and members of the public. | High | <p><u>Offsite Educational Trips</u></p> <ul style="list-style-type: none"> - Government guidance advises that day trip can commence from 12th April. Domestic Residential trips can take place from 17th May. Risk Assessments for each trip will be completed by the trip organiser to ensure they are conducted in line with Covid secure guidelines and the listed systems of control in the most recent Schools coronavirus (Covid 19) operational guidance for May 2021 – Annex C – pages 67-71. | The Government currently recommends that International visits should not take place until at least up to and including 5 th September 2021. The position will be revised again in advance of step 4. | Low |

Medical & Safeguarding Risk Assessment in the COVID-19 Environment

| Hazard | Risk | Individuals at risk | Risk Rating | Control Measures | Remarks / Additional Control Measures | Residual Risk |
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| Lack of medical facilities or procedures in place to identify and deal with a case or cases of Coronavirus | Symptoms going un-noticed, no action taken and Coronavirus spreading through the school community | All users of School facilities, pupils, staff, visitors and contractors. | High | <p>All staff have been previously briefed either by email or verbally on the symptoms of Coronavirus and be provided with the procedures to take if they suspect themselves or a pupil has Coronavirus</p> <p>The School has a written contingency plan in place (COVID-19 Isolation Procedures document) for the isolation of pupils showing signs and symptoms or confirmed cases of COVID-19.</p> <p>Contingency plan also in place for what will happen in the event of a large outbreak of COVID-19 within the school.</p> <p>The Headmistress will take the lead on all Coronavirus related medical issues. They will liaise with The Exec and Public Health England (PHE).</p> <p><u>Pupils & Nursery Pupils</u></p> <p>Any pupil displaying signs or symptoms of COVID-19 will be isolated in a specified area awaiting collection by a parent/guardian as soon as possible– dependent on age of student this maybe with class TA or other designated person (who will be provided with PPE if a distance of at least 2 metres cannot be met) and be provided with the correct Personal Protective Equipment (PPE – gloves, mask, apron and face shield (if required)) and be trained on how to store it, use it and dispose of it correctly. They will also be responsible to cleaning the designated isolation areas.</p> | <p>COVID-19 Responses Poster and Test & Trace Poster will be displayed in all classrooms.</p> <p>It will be the responsibly of Pupils & Nursery pupils parents to make a decision on whether their child is well enough to attend School.</p> <p>Staff should note the isolation period is 10 days from the day you</p> | Low |

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| | | | | <p><u>Members of Staff</u></p> <p>Academic & Support staff will be made aware at inset/induction of the following symptoms to look out for:</p> <ul style="list-style-type: none"> - A high temperature – this means you feel hot to the touch on your chest or back. - A new, continuous cough – this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); - a loss or change to your normal sense of smell or taste (anosmia) – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal. <p>In the event of a staff displaying signs or symptoms of COVID-19 they should put on a face mask, inform their line manager and go home immediately and arrange to be tested.</p> <p>This government link provides stay at home guidance regarding households with possible or confirmed coronavirus (COVID-19) Infection: https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection</p> <p>The School will encourage the remaining staff onsite who are not feeling well not to feel pressured into coming into work if they suspect they may have the symptoms, but to obtain a Covid test as soon as possible.</p> <p>All school staff (Academic & Support Staff) staff will complete twice weekly at home Lateral Flow Device (LFD) Testing. All Pupils from Year 7 upward will also be provided with twice weekly home testing kits. Staff and parents/pupils need to provide consent to have the test. The test is not mandatory but is strongly advised to break the chain of transmission. In the event of a positive LFD they will be required to obtain a PCR test to</p> | <p>have symptoms, test positive or are a close contact of the above.</p> <p>Designated staff members have been trained in undertaking LFT. These tests are being undertaken in specified areas, set up in line with government guidelines. A risk assessment has been completed covering the area and testing process.</p> | |
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| | | | | confirm the Lateral Flow Device Test result. If positive they will be required to self-isolate for 10 days. | | |
| Lack of First Aid trained Staff during pandemic | Staff not available to render First Aid treatment in the event of a First Aid Emergency | All users of School facilities, pupils, staff, visitors and contractors. | High | <u>First Aid</u> The school has designated trained First Aiders located at all school sites. Defibrillators located at key locations. First Aid Policy amended for administering First Aid during the Coronavirus pandemic. In general good hygiene procedures will be followed as per First Aid Training, use of gloves and handwashing before and after administering first aid. Face shields and masks will be available to all staff. | Accident records will be completed and retained as per the Schools Accident reporting policy. | Low |
| Lack of fire drill training leading to new and existing staff and pupils unsure of evacuation procedures | Serious injury or loss of life from an emergency situation. | All users of School facilities, pupils, staff, visitors and contractors | | <u>Fire</u> Upon evacuation groups should leave in their bubbles and assemble in their bubbles with 2 metres between bubbles at the assembly point – staff to supervise. However in the event of a fire (not a drill) if leaving the building is significantly slowed down by bubbles leaving then the life risk will exceed the possible risk of exposure to COVID-19 and the bubble system will not be adhered to. | Fire Drills will be run and supervised within the first few days of a return to school – as per Schools Fire Management Policy. | Low |
| Protection of vulnerable and clinically vulnerable Staff & Pupils on returning to work | Potentially at higher risk from COVID-19 due to underlying health condition, ethnic background or pregnancy. | School staff and pupils | High | All pregnant members of staff undergo individual risk assessment as per school policy. COVID-19 risk will be assessed as part of this. Staff Questionnaire will go out to all staff prior to their return to identify if any staff member needs to be assessed further due to an underlying Health Conditions or are from a Black, Asian and Minority Ethnic (BAME) background or if they have previously tested positive or have been sent home with COVID-19 symptoms. | | Low |
| Lack of record keeping in relation to | Lack of record keeping could hinder the Test & Trace system in the event of an | All users of School facilities, pupils, staff, | High | All such information will be co-ordinated and recorded by the Matron (pupil) and from the HR department (staff related). Any information will be maintained under GDPR conditions. This information will only be shared with Public Health England (PHE) | | Low |

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| those that have previously tested positive or have been sent home with COVID-19 symptoms | outbreak or help with elimination purposes. | visitors and contractors. | | to aid with the NHS Test and Trace process in the event of a suspected or confirmed outbreak. | | |
| Mental Health concerns associated with numerous topics including COVID-19 | Staff/pupils not being able to cope with a given situation | School staff and pupils. | High | Staff should speak with their line manager in the first instance if they wish to discuss problems or have any concerns. They can also approach the HR Manager if required. Regular staff departmental meetings undertaken via Zoom to enable staff members to continue to feel connected to their colleagues. Form tutors will liaise with families about any student wellbeing issues. | | Medium |
| Safeguarding measures being overlooked during the Pandemic | Safeguarding standards falling below the schools policy standards | | High | Safeguarding Policy amendment included in current policy to cover COVID-19 period. This has been communicated to staff via email, website, and netconsent. Other updated information will be provided during online induction or onsite inductions to staff. Staff to complete KCSIE 2020 Part 1 Update unit within first week of return to school. DSL & ADSL is known to all staff and displayed on posters in appropriate areas. | | Low |

Facilities Management Risk Assessment

| Hazard | Risk | Individuals at risk | Risk Rating | Control Measures | Remarks / Additional Control Measures | Residual Risk |
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| People returning to School Buildings that have not been maintained or cleaned during the closure of the School | School Building being unsafe for reoccupation. | All users of School facilities, pupils, staff, visitors and contractors. | | <p>All School Buildings have received an internal and external walk around check by members of the Estates department to identify any areas that may have deteriorated during the lockdown period. Any obvious issues have been dealt with.</p> <p><u>Water</u></p> <p>All water systems have been flushed and water temperatures recorded on a weekly basis during the lockdown period to eliminate the potential for the growth of legionella bacteria in pipework and water tanks. Water treatment contractor have undertaken shower head cleans.</p> <p>All water systems have undergone their annual cleaning and chlorination process in August 2020 by the schools designated water treatment contractor.</p> <p>Swimming Pool has not been used during lockdown however it has been kept on a care and maintenance basis by a trained member of the support staff. This will be brought up to the required standard to allow its use for when school reopens.</p> <p><u>Gas</u></p> <p>All Gas boiler system have undergone their annual maintenance regime by gas safe registered contractor and been issued with a Landlords Gas Safety Certificate during July 2020.</p> <p><u>Electrical</u></p> <p>Building due for their hardwiring testing has been completed during July/August 2020.</p> <p>Annual PAT Inspections have been completed during September & October 2020. To be undertaken by third party</p> | | |

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| | | | <p>contractor with additional hygiene control measures in place to mitigate COVID-19 spread</p> <p><u>Fire</u></p> <p>Building that where due their annual fire risk assessment during lockdown have been completed and any issues remedied.</p> <p>New route configurations have not compromised fire exit routes. Some fire exits are being utilised to allow one way systems in certain buildings.</p> <p>Annual Fire alarm servicing undertaken during July/August. Weekly fire alarm testing to resume at the beginning of term. These will be undertaken by Unifire with additional hygiene control measures in place.</p> <p>Annual Fire Extinguisher servicing completed August 2020.</p> <p>Emergency Light testing completed August 2020.</p> <p>Designated School staff will recommence with their weekly fire checks to include Fire Extinguishers and Fire Exit checks. Any issues will be recorded and reported as per the schools Fire Safety Management Policy and Procedures.</p> <p>Fire Drills will be undertaken within 5 days of return to school as per Fire Safety Management Policy and procedures. Most assembly points allow for social distancing upon evacuation.</p> <p>Most of the newly sourced (SteriKleen) hand sanitiser used on school sites is non-alcohol based and is therefore not flammable.</p> <p><u>Air Conditioning Units</u></p> <p>All units have been serviced and tested during the lockdown period. Those with recirculation/transfer systems from one room to another will be switched off.</p> <p><u>Passenger Lifts</u></p> | |
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| | | | <p>All passenger lifts have undergone their six monthly LOLER inspection and annual maintenance programme.</p> <p><u>Cleaning</u></p> <p>All school buildings have been cleaned thoroughly prior to reoccupation.</p> <p><u>Laundry Equipment</u></p> <p>All equipment has been serviced and maintained during the lockdown period. Sufficient washing products sourced.</p> <p><u>Waste Collections</u></p> <p>Collections will continue as normal. Any contaminated materials associated with COVID-19 will be quarantined and disposed of as per Government guidelines. Face masks and gloves can be disposed of in normal waste streams.</p> <p><u>Pest Control</u></p> <p>Pest Control visits have continued through lockdown to service and monitor bait stations and attend to any newly reported activity.</p> <p><u>Security</u></p> <p>Security systems (CCTV, door access control systems etc) have been maintained during lockdown. A review will be undertaken to assess if door access systems etc need disabling to reduce the possibility of frequently touched surfaces. This will be weighed against the need to maintain the integrity of the overall security of the area.</p> <p><u>Estates School Vehicles</u></p> <p>All vehicles have been mechanically maintained, taxed & MOT'D Inc. LOLER throughout the pandemic. Estates Risk Assessment acknowledges the fact that numerous people could operate the same vehicle. Hygiene control measures identified and in place.</p> | | |
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| | | | | <u>School Minibuses</u> All vehicles have been mechanically maintained, taxed & MOT'D throughout the pandemic | | |
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Risk Assessment completed – 29th August 2020.

First Review – 15th September 2020

Second Review – 8th October 2020

Third Review - 7th November 2020

Forth Review – 2nd December 2020

Fifth Review – 11th January 2021

Sixth Review – 19th February 2021

Seventh Review– 5th March 2021

Eighth Review – 16th April 2021

Ninth Review – 14th May 2021

Tenth Review – 21st June 2021

Next Review – 19th July 2021*

*Or before if there is a Covid outbreak, Government guidance changes, or control measures are found to need adjustment once School begins.