



Bromsgrove School COVID–19 Risk Assessment Pre-Preparatory School

Overall Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
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 – 27/09/2021.</p> <p>Department for Education – Actions for early years and child care providers during the COVID-19 pandemic – 27/09/21</p> <p>PHE – Guidance for contacts of people with confirmed coronavirus(COVID-19) infection who do not live with the person – 24/09/21</p>		Low

				<p>PHE – Stay at Home Guidance for households with possible or confirmed coronavirus (COVID-19) infection – 29/09/21</p> <p>GOV.UK – Travel to England from another country during Coronavirus (COVID-19) update 04/10/21</p> <p>GOV.UK – COVID-19: cleaning in non-healthcare settings outside the home – update 19/07/2021</p> <p>HSE – Ventilation and Air conditioning during the Coronavirus (COVID-19) pandemic – updated 06/10/21</p> <p>CIBSE COVID-19 Ventilation Guidance – Version 5 – 16/07/21</p> <p>Boarding School's Association – Covid-Safe Charter – 15/06/2020</p> <p>ISBA – Contingency Planning Document – August 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 Senior School 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>	An outbreak management/ contingency plan has been put in place to accommodate the changing environment. Any additional control measures required in the event of an outbreak and subsequent advice given by PHE will be communicated to all staff and students in the appropriate manner.	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 mitigating control measures to follow during an outbreak	All users of School facilities, pupils, staff, visitors and contractors.	High	<p>Alongside this umbrella document for Covid -19 there will be the following updated risk assessments:</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. - Specific Risk Assessment(s) for various sporting activities, with guidance from the various sporting governing bodies; - Specific Risk Assessment for use of Gym, 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; - Specific risk assessment and procedures for Housekeeping and laundry staff; - Specific Risk Assessment for NS Optimum's operations – School's IT provider. - Specific Risk Assessment for use of School & Exchange Shop (in place since early July) 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. - Written procedures in place to include COVID-19 Isolation Procedures document. 	Managers/HOD have completed their own departmental risk assessments to include COVID-19 control measures.	Low
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>This will include induction of <u>Academic Staff during induction week (week commencing 30th August)</u> to include:</p> <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 		Low

				<p>this to, the need for regular handwashing and respiratory hygiene and maintaining social distancing where possible;</p> <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. - Procedures in place on what to do if isolating from home; - 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. - and asked to report any areas or practices they consider unsafe under the current restrictions. - Support Staff Managers have been provided with similar information at Support Staff meeting (31/08/21) to cascade down to their teams on the new measures during step 4. <p>Holroyd Howe (School Caterers) Management have briefed their staff using their own workplace risk assessment Version 5 – 25/08/2021.</p>		
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				<p>Peripatetic staff will be informed of changes to procedures before the start of term.</p> <p>All parents will receive updated information about the new restrictions electronically. All pupils will also receive a verbal briefing upon arrival at School.</p> <p>Any changes to procedures will be reviewed by EXEC and Governors kept informed 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>		
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 produces.</p> <p>A number of foot operated sanitiser stations are placed at key locations to ensure everyone on site is able to regularly sanitiser their hands.</p> <p>Domestic staff will be on hand to provide extra cleaning throughout the day at appropriate times, classrooms, communal buildings, staff rest areas etc – this list is not exhaustive.</p> <p>Cleaning staff continue to clean in line with 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.</p> <p>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>	Holroyd Howe have formulated their own cleaning regimes of kitchens and serveries.	Low

Lack of washing of clothing or bedding for boarding pupils during pandemic	Risk of transmission of virus via clothing or bedding	All users of School facilities, pupils, staff, visitors and contractors.		<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. A separate risk assessment will be completed for all laundry areas.</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. All contaminated laundry is placed in red bag and washed in this bag to reduce the need to handle contaminated laundry.</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
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 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. For out of hours calls switchboard automatic transfers calls to Rachel Scannell – Assistant Head. Good Communication regarding the measures in 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>		Low

				<p>Termly sub-committee meetings 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 – Rachel Scannell (RS) – Assistant Head. Available by email. RS 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 in place	Increased chance of Covid-19 spreading through the school community	All users of School facilities, pupils, staff, visitors and contractors.	High	<ul style="list-style-type: none"> - Staff and Students encouraged to regularly hand wash or sanitize. - Robust cleaning regime in place by domestic - All staff and pupils should follow good respiratory hygiene catch it, bin it, kill it approach. - If weather allows windows and doors will be opened to encourage airflow through buildings as this lowers the risk from the airborne virus. Fans can also be utilised to promote air circulation. - 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 coverings are no longer advised for pupils, staff or visitors in classrooms or communal areas however it is still recommended to wear a face covering in enclosed and crowd areas or if you come into contact with people you don't normally meet. - Face coverings continue to be mandatory when using School transport. - Any changes in government guidance regarding the use of face coverings will be implemented as and when necessary. 	<p>Regular monitoring and inspections by designated support staff HOD's to ensure the standard of cleaning and adherence to site hygiene rules.</p> <p>*SteriKleen has been tested and conforms to EN14476:2013 + A2:2019 which confirms its effective against all enveloped viruses which includes Coronavirus and SARS-COV-2</p> <p>NHS poster to be provided at strategic</p>	Low

				<ul style="list-style-type: none"> - Schools own COVID-19 Isolation Procedures document in place for staff and pupils who are displaying symptoms. Plan communicated to staff. 	locations to reinforce expected behaviour.	
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 and code of conduct 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, aged 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. Whilst this is not mandatory for Pre Prep pupils they will not be discouraged if they want to wear one on School transport. - 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 Test and Trace in the event of an outbreak within a set bubble or bubbles. - Risk Assessments have been obtained 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. 		Low

				<ul style="list-style-type: none"> - 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
Exposure to COVID-19 through aerosol production or contact transfer during general classroom based teaching activities.	Chance of infection from person with COVID-19 using the classroom	All users of School facilities, pupils, staff, visitors and contractors.	High	<ul style="list-style-type: none"> - Windows and external doors should be opened to increase the supply and circulation of fresh air. <u>However, internal fire doors should not be propped open.</u> - Staff and Students should be encouraged to hand wash or sanitise their hands regularly. - 		Low

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	<u>Offsite Educational Trips</u> Government guidance on international trips will be followed taking account of the host's countries status and the fact this can change during the visit. All domestic trips will continue to be risk assessed as per school policy.		Low
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Medical & Safeguarding Risk Assessment in the COVID-19 Environment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
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 previously been 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>Assistant Head (RS) 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 pupil 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</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</p>	Low

			<p>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><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 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:</p> <p>Living with someone with Symptoms:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae</p> <p>A close contact of someone with symptoms or Covid -19:</p> <p>https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-</p>	<p>well enough to attend School.</p> <p>Staff should note the isolation period is 10 days from the day you have symptoms, test positive or are a close contact unless you have received both vaccinations. .</p>	
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				covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person		
				<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. Staff and 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 confirm the Lateral Flow Device Test result. If positive they will be required to self-isolate for 10 days.</p>		
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	<p><u>First Aid</u></p> <p>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.</p>	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.	High	<p><u>Fire</u></p> <p>Upon evacuation everyone should leave as per school policy and training now the bubble system has been removed.</p>	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	<p>All pregnant members of staff undergo individual risk assessment as per school policy. COVID-19 risk will be assessed as part of this.</p> <p>Any member of staff or student who deems themselves in the Clinically Extremely Vulnerable group – should discuss their concerns with their health care specialist (not GP) and provide this feedback to the school. This will enable the school to assess each case individually and put in place appropriate control measures in line with professional medical advice obtained by the member of staff or student or their parent.</p>		Low
Lack of record keeping in relation to those that have previously tested positive or have been sent home with COVID-19 symptoms	Lack of record keeping could hinder the Test & Trace system in the event of an outbreak or help with elimination purposes.	All users of School facilities, pupils, staff, visitors and contractors.	High	All such information will be co-ordinated and recorded by the Health Centre (student) and from the HR department (staff related). Any information will maintained under GDPR conditions. This information will only be shared with Public Health England (PHE) to aid with the NHS Test and Trace process in the event of a suspected or confirmed outbreak.		Low
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	<p>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 to enable staff members to continue to feel connected to their colleagues.</p> <p>Form tutors will liaise with families about any pupil wellbeing issues.</p> <p>School counselling service is available for referrals</p>		Medium
Safeguarding measures being overlooked	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.		Low

during the Pandemic				<p>Face to Face Safeguarding training has resumed. Staff to complete KCSIE 2021 Part 1 Update unit within first week of return to school.</p> <p>DSL & ADSL is known to all staff and displayed on posters in appropriate areas.</p>		
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Facilities Management Risk Assessment

Hazard	Risk	Individuals at risk	Risk Rating	Control Measures	Remarks / Additional Control Measures	Residual Risk
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.	High	<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 are recorded on a weekly basis 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 2021 by the schools designated water treatment contractor.</p>		Low

				<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 2021.</p> <p><u>Electrical</u></p> <p>Building due for their hardwiring testing has been completed during July/August 2021.</p> <p>Annual PAT Inspections have been completed during September & October 2021.</p> <p><u>Fire</u></p> <p>Building that where due their annual fire risk assessment during the summer period have been completed and any issues remedied.</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 2021.</p> <p>Emergency Light testing completed August 2021.</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>		
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				<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>Cleaning</u></p> <p>All school buildings have been cleaned thoroughly prior to reoccupation. Those with recirculation/transfer systems from one room to another will be switched off.</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 coverings 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.</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> <p><u>School Minibuses</u></p>		
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				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

Eleventh Review – 19th July 2021

Twelve Review – 6th September 2021

This Review – 11th October 2021*

Next Review 8th November 2021

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