

COVID-19 Risk Assessment for Schools

COVID-19 – a Risk Assessment for UK Schools

Rationale

The logic behind these actions, and the need for this note, is the ongoing ‘duty of care’ the school has for their whole community: governors, staff, parents and pupils.

A ‘duty of care’ means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as “the teacher and pupil relationship”, and “the employer and employee relationship”. With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”.

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

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The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors or trips.
3. Open T In transition: some teaching in school and some remotely.
4. Open B In transition: with boarders and Open K (below).
5. Open K Key staff and vulnerable children in school. All other teaching remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?

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- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- M. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - a. masks;
 - b. gloves;
 - c. shields (for face or lecterns, desk separators, staff desks);
 - d. sanitisers (gel and tissues).
- O. Medical. Who has:
 - a. pre-existing medical conditions and are they fully declared?
 - b. have all vulnerable pupils, parents and staff been identified and recorded?
 - c. tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. come into contact with anyone tested positive to COVID-19?
 - e. travelled where: other than home and school? (via app or written diary).
 - f. been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- P. Have all adhered to the external socialising rules set by the school such as:
 - a. shopping;
 - b. parties;
 - c. games and play;
 - d. travel (other than home to school and return).
- Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

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A grid, to record the risks, control measures and outcomes, is at Annex A.

Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.

The leadership team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and we, at ISBA, hope to be able to bring the right information at the right time to schools to allow informed decisions and changes that reflect a safe and secure school environment.

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Annex A to
ISBA COVID-19
Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures – Whole School Organisation	Outcome	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>Head's PA circulates daily updates from Salford LEA and DfE as received for the SLT to monitor, record and apply.</p> <p>COVID is an agenda point at weekly SLT meetings and outcomes are passed onto various areas of the school via staff briefings.</p> <p>Each morning the Head's PA/Bursar and Deputies liaise over potential cases and pupils who are absent from school with either symptoms or who are self isolating.</p>		
B	Are changes regularly communicated to staff, pupils, parents and governors?	<p>Yes. Copies of all documentation forwarded to staff and pupils and kept in Head's PA file.</p> <p>A copy of this Risk Assessment is shared on the school's website and distributed to all staff.</p> <p>Teaching staff are updated via weekly briefings</p> <p>The Bursar discusses COVID related issues with the Site Staff/Office Staff and Catering team as necessary.</p>		
C	Are changes reviewed by governors?	Governors are briefed, Risk Assessment forwarded to Health & Safety Governor. An updated copy of the Risk Assessment is available on the Governor's area of the Dropbox which holds school information for them to access.		
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	Yes. Parents and Visitors are not permitted on site unless absolutely essential. Parents must either communicate by email, phone call or if necessary, by appointment only. All visitors are suitably screened and wear protective face coverings.		

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		<p>If other professionals need to attend site for a pupil e.g. speech and language therapist or counsellor, the school will assess whether they need to attend in person or could the visit be conducted remotely. If they need to attend site PPE must be worn at all times whilst liaising with a child.</p> <p>Parents have been asked to maintain social distancing and not gather when on school grounds.</p> <p>Clear signage have been displayed around site to advise parents of the need to maintain social distancing when dropping off and collecting pupils.</p>		
E	<p>Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?</p>	<p>The school takes every precaution to encourage social distancing; however, this cannot be guaranteed. In order to monitor contact, all pupils are seated alphabetically and face forward. In the senior school pupils must wear masks in all communal areas and staff are instructed not to mingle amongst the classes. (Instructions are given to staff and pupils and a copy kept on file).</p> <p>The school uses Perspex screens as partitions/ protection where closer contact would be required.</p> <p>All pupils are encouraged to use the The 'catch it, bin it, kill it' approach.</p> <p>The Hands, Face, Space video has been shared with staff and pupils across the site.</p> <p>Each room has a sanitising station and in the senior school each class sanitises the desks and common areas before exiting the classroom.</p> <p>Pupils are instructed to sanitise on entering and leaving the classroom in the senior school and on entering and leaving the building in the Prep Department. All pupils are required to sanitise before entering the Dining Hall.</p> <p>Additional cleaning staff have been employed to ensure thorough cleaning across the whole site during the school day, paying particular attention to common touch points.</p>		



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		<p>Floor markings are in place to enable social distancing, including a one-way system in the Senior School. Bubble areas in Late Club and the Canteen.</p> <p>Pupils are encouraged to access the toilet during class/throughout the day to help avoid queues. Toilet areas in the senior school have been designated and limited numbers permitted at any one time which have been printed on a sign on the toilet doors.</p> <p>Monitoring ensures a constant supply of sanitising products, soap and paper towels.</p> <p>Bins are emptied regularly.</p> <p>Pupils are reminded regularly on how to wash hands and young children are supervised in doing so.</p> <p>Pupils wash hands more regularly and are reminded daily about touching and are encouraged where possible not to touch their faces or to put objects in their mouths.</p> <p>The 'Hands, Face and Space' video has been shared through assemblies and form period.</p> <p>Activities are distanced as much as possible and outdoor play and activities are encouraged as much as possible.</p> <p>Windows and doors to remain open to provide adequate ventilation.</p>		
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Yes. See above.</p> <p>Posters and reminders on walls of toilets, classrooms and corridors.</p> <p>Staff have been provided with PPE and face coverings must be worn by ALL staff in communal areas.</p> <p>Senior staff may wear a face screen when teaching. Prep staff are strongly advised to wear face protection when teaching.</p> <p>Separate entrances and exits are used within the Prep Department to minimise contact</p>		



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		between people and bubbles when entering and exiting the building.		
G	Is there sufficient supplies of hygiene materials and are they well placed?	The school holds supplies of all cleaning and sanitisation products. All areas are monitored and replenished as required. Staff know how to obtain more products as and when required.		
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Yes. Two additional cleaning staff are on-site and working throughout the day and ALL areas are cleaned thoroughly at regular intervals, paying particular attention to all shared touching areas.		
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Where possible, equipment is not shared between groups/classes and pupils bring their own stationery to school. In Prep where equipment such as Chrome books are shared, PCs are named/numbered and used by specific pupils. In the senior school, equipment is regularly sanitised after use. In the senior department the equipment is thoroughly cleaned and sanitised between uses, all classes are provided with wipes specifically for computer equipment.		
J	Are high risk areas being regularly monitored for hygiene?	Yes. Bathroom areas are allocated to key stages and are cleaned regularly. The dining hall is cleaned between bubble group sittings. There is a strict hygiene routine in the dining hall which includes specific seating and regular sanitisation and a one way system. This is monitored by staff to ensure compliance.		
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	The school has been fully opened since 9 th September. The school has put in place camera and microphone equipment in all classrooms to enable teachers to deliver remotely should the school need to close a specific bubble or cater for children who are absent with COVID related illness. The normal timetable will be taught remotely from classrooms where possible. All pupils will		



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		receive all lessons that can be taught remotely at the timetabled time. The SLT meets regularly to discuss daily updates and communicates where appropriate with staff and parents. Staff are provided with a student absence list on a daily basis.		
L	Are all the risks identified properly mitigated and regularly re-assessed?	Yes. At regular meetings within the SLT. The school has introduced a two question survey to all staff after October half term.		

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures - Whole School Organisation	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Yes by SLT and Admin.		
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	The school uses School Comms to communicate to parents which enables parents to feed back and comment as required. Staff and Governors have access to the SLT as required and all communications are copied to staff and Governors.		
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Day to day management of COVID-19 is monitored by the SLT who update the Chair and Vice-Chair as necessary.		

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4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	The school regularly communicates with all the school community as required.		
5	Who has travelled where: other than home and school? (via app or written diary).	Families and staff are reminded of the risk of travelling and asked to notify school of all travel arrangements.		
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	The school has issued comprehensive guidelines and arrangements to all areas of the school which have been communicated to staff and parents, copies of which are kept on file.		
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Prior to the school returning in September, all staff were briefed at a full staff meeting on 7 th September and are updated at weekly briefings and if urgent information comes to notice, on a daily basis. Staff have received online training in PPE and received copies of the Risk Assessment.		
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	School transport is provided by two external companies who have been issued with guidance from the school. A letter was sent to all parents for children travelling on transport detailing the expectations for the use of school transport. Copy of the letter held on file. All pupils are asked to sanitise prior to boarding and again on disembarking. All pupils over the age of 11 must wear a face covering. Pupils under the age of 11 may wear a face covering if parents wish them to do so. Pupils must use the same seat on all journeys.		



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		<p>Pupils must always wear a seat belt.</p> <p>Once seated pupils must not turn round.</p> <p>Mobile devices of any sort must not be used.</p> <p>If a coach is late arriving at school, pupils go directly to their classroom/lesson where they will be registered by their subject/class teacher. Pupils do not go to the school office.</p>		
9	How is registration throughout the day managed including temperature / health checks?	Registration is taken twice a day. Late children in the senior school will go straight to class to be registered. Prep late children will go to reception. A TA from EYFS will come for a child. KS1 children will be taken by office staff. Temperature and health check assessments are dealt with as and when necessary.		
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	<p>The school promotes minimum contact between individuals and promotes social distancing wherever possible.</p> <p>Social Distancing mats and reminders are in place around the school A one-way system has been introduced in the Senior School and Canteen.</p> <p>All staff and senior pupils wear face masks in all shared and senior communal areas and when travelling between buildings.</p> <p>Staff rooms are not used for communal gatherings or socialising.</p> <p>All year and class groups bubbles have a designated recreational area which is rotated to keep the pupils stimulated.</p>		
11	Are learning and games spaces configured to SD rules?	<p>All pupils are seated alphabetically and facing forward.</p> <p>Staff are advised to stay at the front of the class and they can wear PPE at all times and when in close proximity to a pupil face coverings must be worn.</p> <p>Perspex screens are available to assist with social distancing for closer interaction.</p>		

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12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<p>We have applied the overarching principle to reducing the number of contacts between pupils. Bubble groups are maintained on arrival and throughout the day in both sections of the school. This is fully supervised by senior staff from 7.30am – 6.00pm.</p> <p>The Prep Department has a staggered finishing time to prevent groups of pupils or parents gathering, with separate entrances to assist social distancing.</p>		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<p>Pastoral team, class teachers and MR responsible for liason with Salford nurses, providers of well-being, social services and immunisation depts.</p> <p>Pastoral Team are aware of any issues and safe spaces have been created to allow for time-outs and informal counselling where required. Prep and Senior Learning Support coordinate on these issues.</p> <p>In the Senior Department the Pink room is used as a 'safe space' at lunch and break times. The room is staffed by the Head of Learning Support or Phil Taylor. Year groups are kept separate with Perspex screens between students in different bubbles. Bubbles are also seated as far away from each other as possible with the dividers in between them. Students follow sanitising procedures on entering and leaving the room and desks are cleaned down by students before leaving the room. Students from different bubbles leave the room separately.</p>		

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures – Whole School Organisation	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Safeguarding policy updated with KCSIE 2020 and ratified by the Governors on 7 th September and then circulated to all staff prior to the start of term.		

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2	Is the DSL and ADSL easily contacted and their contact information known to all?	Yes		
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	This Risk Assessment together with all communications provides information and updates.		
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Yes. The registration and recruitment process has been adapted to ensure compliance. New staff are briefed by their line manager individually and collectively at INSET and HoDs and Pastoral meetings and weekly briefings. On the first day of term there was an extended form period and remote assemblies for all pupils.		
5	Are sporting, play and SD rules clear to staff and pupils?	Yes. The PE Department met to agree protocols and procedures taking into account Government guidelines. This was delivered and shared across all year groups and is regularly monitored. We have two designated play areas created outside dining hall, 3G, playground and quad which have mitigated the need for staggered playtimes and significant changes to timetables in seniors. Prep playtimes are now staggered between KS1 and KS2. Prep lunch begins earlier with staggered starts and finishes earlier.		
6	Are drama, dance and music activities applying SD rules?	All staff in Performing Arts have been given the government guidelines which they monitor. All school events involving the Performing Arts Department are reviewed taking into account any regional and national instructions from Salford LEA, DfE and the Government. Music lessons: <ul style="list-style-type: none"> • The rooms have ample space to safely distance the pupil from the teacher • Rooms are well ventilated with an open window • Each room is equipped with a portable Perspex screen to place between the pupil and 		



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		<p>teacher</p> <ul style="list-style-type: none"> • Staff wear a mask when collecting a pupil from a lesson • Any instruments or equipment used are correctly cleaned after each lesson. 		
7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<p>Staff briefings/meetings are held remotely or in small groups where social distancing is observed.</p> <p>Staff are encouraged not to socialise and gather in staff rooms. Staff are now provided with refreshments at breaks in the dining room where coffee and snacks are provided and staff can remain together but at a social distance in a large space.</p> <p>Staff access reprographics from behind a perspex screen to provide a service but protect staff at the same time. Where possible, photocopying requests are sent electronically to minimise contact.</p> <p>All items put into the office and staff room fridge will be placed in a sealed bag once staff have sanitised their hands. This will also apply to any medication brought into school by pupils in the fridges across the school site.</p> <p>Staff are encouraged to sanitise after use of equipment in communal areas.</p>		
8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	The site manager regularly checks and maintains the CCTV system.		
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	The school has communicated clear drop off and pick up procedures to all parents, staff and pupils, copies of which are held on file. The school has introduced staggered drop off and pick up times in the Prep Department. All pupils on arrival go to a designated area. All arrival and departures are monitored by SLT and the maintenance staff.		
10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	<p>Queuing outside classrooms is not permitted.</p> <p>Classes are dismissed from rooms in a formal manner.</p>		

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		<p>Yes where possible. Groups are kept apart and movement around the school site kept to a minimum. Our one way system assists in the avoidance of creating busy corridors, entrances and exits.</p> <p>School assemblies are conducted via Zoom and Google Classroom to avoid large gatherings.</p>		
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<p>Yes.</p> <p>Desks face forward.</p> <p>Pupils sit alphabetically.</p> <p>Pupils instructed to wipe down desk areas where practical particularly in Seniors.</p> <p>Regular cleaning takes place in all classrooms.</p> <p>Where a support room is shared by staff, staff will sanitise the space before it is used by the next colleague.</p> <p>Perspex Screens are available to assist with social distancing.</p>		
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	Inset training has taken place to enable staff to provide remote learning to those pupils who are absent with a COVID related illness. All classrooms have been equipped with cameras and microphones to be able to deliver the relevant timetable.		
	Is there anyone in addition supervising the normal medical staff?	We have 34 first aiders across the whole school site. In addition, all staff are responsible for monitoring the welfare of all pupils who report back to the SLT.		
1	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Staff have been provided with an email address which notifies SLT of any suspected COVID cases. These pupils are sent to a specific isolation area whilst they await collection and are supervised by a member of the SLT in full PPE. The school medical room is used for all non-COVID related illnesses. Office based first aiders liaise with parents on pick up and collection for appointments and normal medical issues.		

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2	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	The school's policies on health and medication are available on the school website and updated regularly.		
3	Is the medical room(s) properly equipped?	The medical room is properly equipped to deal with all non-COVID related illnesses. The separate isolation room has been designated for pupils with suspected COVID-19 whilst collection is arranged.		
4	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	PPE purchased by school for staff to use where necessary including masks, visors, gloves and aprons. All relevant staff have been given video training in the use of PPE.		
5	Is the school aware of all pre-existing medical conditions?	Yes The school collates all medical information and updates annually and when there are any changes.		
6	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	The school has created a spreadsheet to log all pupils sent for testing and the Head's PA keeps hard copy evidence of all results.		
7	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	The school has created a spreadsheet to log all pupils sent for testing and the test results once received. The school also keeps a record of all pupil who have come into contact with a person who has tested positive.		
8	Who has been sent home with COVID-19 symptoms <ul style="list-style-type: none"> high temperature - this means you feel hot to touch on your chest or 	The school has created a spreadsheet to log all pupils sent for testing. The school's attendance system records all relevant pupil information and is also duplicated in a COVID reporting email group.		

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	<p>back (you do not need to measure your temperature)</p> <ul style="list-style-type: none"> • 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) • loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal 			
9	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	The school's attendance officer provides a daily sheet of who is not in school due to a COVID related illness and this is shared with the Deputies in both sections of the school to enable staff to be notified and proceed with remote learning. SLT and staff keep in regular contact either by telephone, email or remote teaching.	NA	
10	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<p>Temperature testing no longer advised but may be used to advise a parent when a child is showing symptoms.</p> <p>The White Room or a suitable alternative has been allocated as the isolation area for pupils with COVID symptoms. This room is cleaned on a regular basis and always after occupancy.</p>		
11	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Temperature testing is no longer recommended by Public Health England and will only be used as guide to inform parents when symptoms are shown.		

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12	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	If the emergency services are required, the site manager is notified and walkie talkies used to ensure clear communication and ease of access.		
13	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	All staff take responsibility for monitoring compliance with all aspects of hygiene and the use of PPE.		
14	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked	Yes. Contractors are registered using the Inventory system. They are required to complete a contractor form and are supervised at all times.		
15	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes and an online video has been distributed. Staff have access to gloves, aprons, visors and masks to use as and when required. Replacement stocks are held in the Bursar's office.		
16	What is the policy on washing school clothes so as to prevent infection?	Parents are asked to wash clothes regularly. Pupils were asked not to return to school in September in blazers, but to wear a coat which could be washed more easily and regularly. Blazers were re-introduced from 1 st October 2020. Pupils come to school in sports kit when PE is timetabled. This avoids children gathering in changing rooms thus avoiding unnecessary contact.		

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COVID-19 Risk Assessment for Schools

Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Yes either in person, via email or by post.		
2	Do support staff have the appropriate PPE, cleaning materials and training?	Yes as with all members of staff and further supplies are available from the Bursar's office. Perspex Screens have been erected at the front reception window as well as the photocopying area to assist with social distancing.		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes full-time cleaners are allocated to all areas of the school and signing sheets are now used to monitor cleaning.		
4	Are all security and access systems regularly checked, updated and re-coded?	Normal procedure used		
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	We now have two fire muster points. These have not hampered any fire exits, routes or procedures. One way systems to be ignored during a fire drill. All members of the community to adopt normal fire procedures. All doors must be closed if a fire alarm sounds.		

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COVID-19 Risk Assessment for Schools

6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Normal procedure. Online training will be provided to all staff		
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Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Normal procedure		
2	Gas supply, venting and valves?	Normal procedure		
3	Have air conditioning ducts and units been checked and reviewed?	Normal procedure		
4	Electrical tests up-to-date including emergency lighting and PAT?	Normal procedure		
5	Water testing for temperature, flow and legionella in date for test?	Normal procedure		
6	What is the status of the swimming pool and are appropriate measures in force?	NA		
7	Fire alarm panel, system and extinguishers in date and serviced?	Normal procedure		
8	Laundry washers and dryers	Normal procedure		

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COVID-19 Risk Assessment for Schools

	serviceable, able to cope with demand, temperature requirements and have sufficient washing products?			
9	Have waste procedures been reviewed?	Bins are emptied regularly with waste taken to the outdoor bins in secured bags.		
10	Are pest control services recorded, deficiencies identified and actioned?	NA		
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	NA		

Reviewed:	
Date:	Reviewed By:
May 2020	M Rooney / SLT
22/07/20	M Rooney / SLT
24/07/20	M Rooney / SLT
13/08/20	M Rooney / SLT
02/09/20	M Rooney / SLT
03/09/20	M Rooney / SLT
06/09/20	M Rooney / SLT
13/10/20	M Rooney / SLT
18/10/20	SLT
05/11/20	SLT

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