

Risk Assessment (COVID-19) Effective from the week commencing 7 September 2020

School Name:

Godolphin School

Risk Assessor's Name:

Salisbury

Risk Assessment Date:

M Nelson & R Dain

Review Date:

27 August 2020

Reviewed regularly by the School and Governors, to ensure in line with Government guidelines and insurance requirements.

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School from September 2020 in line with the government guidance.

On the 20 March 2020 the UK government in response to the coronavirus pandemic (designated by the World Health Organisation as COVID-19) introduced a lockdown of the working population, except for persons identified as Key Workers, as a medical control measure to reduce the spread of the virus and to enable resources to be allocated to those who are infected and maintain essential services for running the country.

The School remained open, up until July 10, to provide care for the children of designated Key Workers and those children identified as vulnerable. This has resulted in a reduction in occupation of the premises and staff implementing alternative working patterns, including working from home and the provision of remote learning.

The School is now following Government advice and opening fully from 7 September 2020. A number of roles will continue to work from home on an occasional basis where this is possible and some pupils may require a blended learning approach, depending on their return to School date.

For clarification - This assessment covers both the Main School and the Prep School.

Background

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. Typical symptoms of coronavirus include fever and a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties. Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Novel coronavirus (COVID-19) is a new strain of coronavirus first identified in Wuhan City, China. The World Health Organisation has described the situation as a pandemic (11/03/2020.)

School Working Party

The School continues to follow Government, ISBA, Hettle Andrews, BSA and NHS advice. SMT is the current working party.

PHE Contact

PHE South West Centre Health Protection Team,

2 Rivergate, Temple Quay,

Bristol,

BS1 6EH

Phone: [0300 303 8162 option 1 then option 2](tel:03003038162)

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Notes
<p>1. Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p>Clinically vulnerable and clinically extremely vulnerable staff.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at work.</p>	<p>The School has taken steps to identify those staff that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically vulnerable or clinically extremely vulnerable.</p> <p>The School will follow the latest guidance for schools from the Department for Education (DfE). Following the reduction in the prevalence of coronavirus (COVID-19) and relaxation of shielding measures from 1 August, together with the expectation from the Department for Education (DfE) that all schools will open for all children, we expect that most staff will attend School.</p> <p>It remains the case that wider government policy advises those who can work from home to do so. We recognise this will not be applicable to most school staff, but where a role may be conducive to home working, for example some administrative roles, school leaders should consider what is feasible and appropriate.</p> <p>Applying the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available. Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>As a general principle, pregnant women are in the ‘clinically vulnerable’ category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report. The reasons are complex and there is ongoing research to understand and translate these findings for individuals in the future. If people with significant risk factors are concerned, we recommend schools discuss their concerns and explain the measures the school is putting in place to reduce risks. School leaders should try as far as practically possible to accommodate additional measures where appropriate.</p>	<p>No</p>	<p>SMT are aware of any staff that are at high risk and sensitive to their concerns regarding working.</p> <p>Staff must discuss any concerns they may have concerning working in School with the HR Manager and inform their line manager.</p> <p>Face masks and visors are made available to all staff.</p>

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		<p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.”</p> <p>Control measures include:</p> <ul style="list-style-type: none"> Review personnel records or re issue questionnaires to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable. For staff identified as clinically vulnerable or clinically extremely vulnerable, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable. For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report and who have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable. 		
<p>2. Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p>Clinically vulnerable and clinically extremely vulnerable pupils.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at school.</p>	<p>Pupils that have underlying health conditions that may put them at either increased or very high risk of severe illness from COVID-19, i.e. those that are clinically vulnerable or clinically extremely vulnerable are known to the school via parental contact.</p> <p>The latest guidance for schools states that: “We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children was paused on 1 August, the result of a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent. some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - ‘shielding’ guidance for children and young people. <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education.”</p> <p>Control measures include:</p> <ul style="list-style-type: none"> Review pupil health records or issue questionnaires to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. For pupils identified as clinically vulnerable or clinically extremely vulnerable, asking parents/carers to provide details of any medical advice; an individual risk assessment will be carried out and recorded 	<p>No</p>	<p>SMT have all the School pupil documentation and School Nurse is aware of any high risk children.</p> <p>Parents are to inform the school urgently if any children become categorized into one of these high risk groups.</p> <p>School Nurse will be based in the School during the teaching day and will be called upon if required.</p> <p>Contingency plans in place to re start teaching at home.</p> <p>Diabetic information will be circulated to staff at the start of the term.</p>

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		<p>prior to their return to School to agree on suitable control measures to reduce the risk to an acceptable level.</p> <ul style="list-style-type: none"> Children and young people (0 to 18 years of age) who have been classed as clinically extremely vulnerable due to pre-existing medical conditions have been advised to shield. We do not expect these children to be attending school or college, and they should continue to be supported at home as much as possible; Ensure that contingency plans are in place to enable immediate access to remote education for pupils where necessary (i.e. for those pupils who may need to self-isolate). 		
<p>3. Lack of staff available to operate safe staff: pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site as a result of:</p> <ul style="list-style-type: none"> Either themselves or a member of their household developing symptoms of COVID-19; Being notified to self-isolate by NHS Test & Trace; and/or Having an underlying health condition that results in them being clinically extremely vulnerable. 	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Key minimum level of staff required for the day-to-day operation:</p> <ul style="list-style-type: none"> 1 x SMT on site; Minimum level of staffing, in all school areas to be maintained and monitored by the SMT, HR and HOD's. Estates staff are on hand throughout the teaching day; Catering staff requirements – Chartwells to monitor and maintain minimum staffing levels at all times. Housekeeping staff to maintain high levels of cleanliness – before, during and after the teaching day; First aid and medical staff (please refer to the section of this risk assessment entitled 'lack of adequate trained first aid/medical/administration of medication personnel'); Staff trained to assist in emergency evacuations; Staff to supervise pupils at all times whilst on site. 	No	<p>Estates teams are effectively in their own working bubbles and will respond to urgent issues only during the teaching day as to avoid unnecessary contact.</p> <p>The School has collaborated with its catering contractors, Chartwells, to implement various measures to facilitate the safe provision of food. Measures include staggered mealtimes, pupils eating in their academic bubbles, served meals, no self-service, a one-way system in the dining-rooms and additional cleaning of eating areas between diners.</p> <p>Prep School pupils and staff will consume their food at the Prep School or outside within the immediate area.</p>
<p>4. Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<p>Considerations</p> <p>If a member of staff, visitor (including parents) or contractor becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site they must be sent home and advised to follow the stay at home guidance. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a pupil becomes unwell with a new, continuous cough or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) whilst on site, they must be sent home with their parent/carer and advised to follow the stay at home guidance. They should not visit their GP, a hospital or a pharmacy. If their life is at risk or if they are seriously ill, then a member of staff should call 999. They must self-isolate for at least 10 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic pupil first had symptoms. Overseas boarders and UK boarders who are resident a long way from School will self-isolate in the boarding house pending testing.</p>	No	<p>Staff and parents made aware that the School is to be informed of any illnesses.</p> <p>School will not be receiving non-essential visitors.</p> <p>Any staff or pupil displaying signs should be isolated from other people in the:</p> <p><i>Main School – Medical Centre</i> <i>Prep School – PH Office</i></p> <p>The School Nurse will be on site between 0800 and 1800hrs and will be on call outside of these hours. She will liaise with parents and staff if we have a suspected case.</p>

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		<p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The School will ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. • if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. <p>The School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>If a member of staff is diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus, this must be reported to the enforcing authority under RIDDOR 2013 as an exposure to a biological agent using the case of disease report form. Further information is available from the Health & Safety Executive (HSE).</p> <p>If a member of staff dies as a result of COVID-19 and there is reasonable evidence that a work-related exposure caused the worker’s death then this must be reported to the HSE under RIDDOR 2013 as a death due to exposure to a biological agent using the case of disease report form. Workplace fatalities must be reported to the HSE by the quickest practicable means without delay, and a report of that fatality must be sent within 10 days of the incident. Further information is available from the Health & Safety Executive (HSE).</p> <p>If an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2), this must be reported to the enforcing authority under RIDDOR 2013 as a dangerous occurrence. Further information is available from the HSE.</p> <p>If a member of staff, pupil, visitor, or contractor displaying symptoms is awaiting collection, they should be moved, if possible and if appropriate, to a room where they can be isolated behind a closed door. The School will be mindful of individual pupils’ needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. Suitable Personal Protective Equipment (PPE) should be worn by staff caring for the individual whilst they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Information on the PPE required is provided in Safe working in education, childcare and children’s social care</p>		<p>Only essential contractors to attend – verbal checks of their health and suitability to be carried out by the Estates Manager (EM.)</p> <p>In the situation of a confirm case, local protocols will be followed and the SMT must be informed immediately.</p> <p>Communications to staff and parents must follow as soon as practicable.</p> <p>School to display posters informing of symptoms in prominent locations.</p> <p>Staff/parents are encouraged to discuss any concerns they may have with their daughter’s tutors.</p> <p>RIDDOR reporting will be undertaken by the EM or the HR Dept in the absence of the EM.</p> <p>A written procedure is available outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for COVID-19 in line with the steps outlined in section 8 ‘Manage confirmed cases of coronavirus (COVID-19) amongst the school community’ in the latest guidance for schools.</p> <div data-bbox="2220 1188 2279 1247" style="text-align: center;">  </div> <p style="text-align: center;">Microsoft Word Document</p>

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		<p>settings, including the use of personal protective equipment (PPE). If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. If they need clinical advice, they (or their teacher, parent or carer) should go online to NHS 111 (or call 111 if they don't have internet access). In an emergency, call 999 if they are seriously ill or injured or their life is at risk.</p> <p>Considering that parents/carers/family members attending site to collect a pupil/member of staff/contractor displaying symptoms may also have the virus themselves, they will not be permitted to access any other areas of the School.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Staff, contractors and pupils should be made aware that they must inform a member of school staff prior to leaving the site (i.e. they should not just leave the site without informing that school that they have developed symptoms of COVID-19).</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Regularly brief staff and pupils on the symptoms of COVID-19. • Display posters informing of symptoms in prominent locations. • Inform pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they (or any members of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the stay at home guidance. • Develop a written procedure outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site (including procedures for isolation, provision of first aid treatment/ assistance, arranging a test, and internal recording, tracking and tracing) and ensure that this is communicated to all staff. • Develop a written procedure outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for COVID-19 in line with the steps outlined in section 8 'Manage confirmed cases of coronavirus (COVID-19) amongst the school community' in the latest guidance for schools. • Communication to staff, pupils and parents/ carers will be as soon as practicable following a confirmed case at the school, this will be coordinated by the marketing department. • For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms. • Suitable isolation rooms/ areas are available for any suspected cases. • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the guidance in COVID-19: cleaning in non-healthcare settings. • Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE here). • Pupil registers and staff rotas for each group, and any close contact that takes place between pupils and staff in different groups, will be kept to assist the health protection team in determining close contacts 		

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		<p>(N.B. schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome).</p> <ul style="list-style-type: none"> Local health protection team will be contacted immediately by the School upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken. 		
<p>5. Suspected/ confirmed case of COVID-19 on site – boarding staff/ boarder.</p> <p>A member of boarding staff or boarders may display symptoms of COVID-19 whilst on site.</p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest guidance for schools states that:</p> <p>“If a child in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most children will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their family home. For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the guidance on isolation for residential educational settings.”</p> <p>If a pupil or student in a boarding school shows symptoms of coronavirus, the setting should ensure that pupils self-isolate and are looked after by residential staff.</p> <p>Where this is not possible, and non-residential staff need to leave and enter the residential facility, the school or the manager of the accommodation should operate a staff rota that minimises the risk of transmission by keeping the same staff together with the same pupils as far as that is possible.</p> <p>Settings will need to ensure that the arrangements for oversight of pupils and students in isolation protects the safety and welfare of all children and staff.</p> <p>You will need to put in place arrangements to bring meals and other essential commodities to the areas where self-isolation is occurring.</p> <p>Mainstream boarding schools are usually considered ‘households’ for the purposes of the household self-isolation policy. However, it may be that only parts of the whole setting should be considered to be a household. For example, if residential provision is spread across several separate buildings, it would be reasonable to treat these as different households.</p> <p>Your approach to deciding what constitutes a household and who should self-isolate because they are part of this household will depend on the physical layout of the residential educational setting, considering who shares a kitchen/bathroom, dormitories, and staffing arrangements. You can seek advice from PHE’s local health protection teams if needed.</p> <p>The government has produced the following guidance documents:</p> <ul style="list-style-type: none"> Coronavirus (COVID-19): guidance on isolation for residential educational settings; and Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) <p>You’ll need to review these and consider how they apply to your setting and boarding staff arrangements.</p> <p>Control measures to include:</p> <ul style="list-style-type: none"> Regularly brief boarding staff and pupils on the symptoms of COVID-19. Display posters informing of symptoms in prominent locations within the boarding houses/areas. Review your boarding accommodation to determine what would be considered ‘households’ for the purposes of the self-isolation policy. (N.B. this will depend on the physical layout of the residential 	<p>No</p>	<ul style="list-style-type: none"> We have produced a written procedure outlining the steps to be followed should a member of boarding staff or boarder display symptoms whilst on site in line with the government guidance documents Coronavirus (COVID-19): guidance on isolation for residential educational settings and Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) DH Pastoral to liaise closely with the H and PH <div style="text-align: center;">  <p>Microsoft Word Document</p> </div>

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		<p>educational setting, considering who shares a kitchen/ bathroom, dormitories, and staffing arrangements. You can seek advice from PHE's local health protection teams if needed.</p> <ul style="list-style-type: none"> • Develop a written procedure outlining the steps to be followed should a member of boarding staff or boarder display symptoms whilst on site in line with the government guidance documents Coronavirus (COVID-19): guidance on isolation for residential educational settings and Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE). • Ensure that boarding staff and boarders are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the guidance and/or your procedures. • For suspected cases, use https://111.nhs.uk/covid-19 for identifying symptoms and arrange a test immediately. • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the government guidance. • Consistent staff rotas should be used where possible and staff should follow good infection prevention control. • Public Health advice to be followed in relation to any confirmed cases. 		
<p>6. Failure to implement suitable social distancing – general.</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest guidance for schools states that “essential measures include: Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.</p> <p>How contacts are reduced will depend on the school’s circumstances and will (as much as possible) include:</p> <ul style="list-style-type: none"> • grouping children together • avoiding contact between groups • arranging classrooms with forward facing desks • staff maintaining distance from pupils and other staff as much as possible. <p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> • children’s ability to distance • the lay out of the school • the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.”</p> <p>Further information on how to group children is provided in the latest guidance for schools.</p>	<p>No</p>	<p>Classrooms are configured to ensure suitable SD principles are in place.</p> <p>Library space has been reviewed to ensure SD principles and books will be quarantined for a minimum of 72 hrs upon their return.</p> <p>Pupils divided into bubbles which are as small as possible and pragmatic</p> <p>A 2m distance between staff desks and pupil desks</p> <p>All desks forward facing</p> <p>School rooms to open all windows and doors where possible.</p> <p>See section 7, below.</p>

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		Control measures include: <ul style="list-style-type: none"> Review the guidance to agree on grouping of pupils and staff. Groups to be kept as small as possible (i.e. class-sized groups, or where this is not compatible with offering a full range of subjects or managing the practical logistics within and around school, year-sized 'bubbles'). Groups to be kept apart from each other wherever possible. Staff to encourage older children to keep their distance within their group and not touch staff and their peers where possible. Interaction, sharing of rooms and social spaces between groups to be limited as much as possible. Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. 		
7. Failure to implement suitable social distancing measures – classrooms and other teaching spaces	All Potential spread of COVID-19 between staff, pupils and others on site.	The social distancing principles to be applied in all areas and at all times whilst on site. Control measures include: <ul style="list-style-type: none"> Desks/workstations to be spaced as far apart as possible- ideally 2m as a minimum (where possible unnecessary furniture has been taken out of classrooms to create space, place markings on desks/workstations to indicate those that can/can't be used, remove chairs from desks that are not to be used etc. You may wish to mark up your agreed measures on room plans). Staff to maintain distance from their pupils (ideally 2m), staying at the front of the class where possible (N.B. you may wish to use floor markings to support this). It is recognised that this is not always possible, particularly when working with younger children, but if staff can do this when circumstances allow that will help. Staff to avoid close face to face contact and minimise time spent within 1 meter of anyone where possible. Rearrange desks/workstations to ensure that pupils are seated side-by-side and facing forwards as opposed to face-to-face or side-on. Ensure that staff, pupils, and parents/ carers are briefed on the new social distancing procedures Rooms will be well ventilated during the day. Revised time table is in place in the Main School. Pupils to bring own tennis rackets, lacrosse sticks, balls where possible Sports equipment to be cleaned after handling by each pupil e.g. bats, balls, nets Equipment colour coded or numbered to enable students to identify their playing equipment for that session e.g. tennis balls, shuttle cocks Pupils to use sanitizer after handling equipment 	No	Safe Return to School (SRTS) information to be sent to parents on 27 August. Staff will be at School prior to the pupils' return in order to familiarise themselves with the changes in routine and make any further adjustments which are necessary. PE Equipment to be cleaned before each use and stored appropriately after use. Parents and pupils informed by email that they must bring in their own, water bottle, tennis rackets, lacrosse stick for PE lessons The maintenance team will only respond to emergency maintenance during the teaching day – if this occurs then the classroom or populated space will be cleared of people. SMT will adhere to and follow Government advice. All staff and pupil are required to provide and wear face coverings in common areas.
8. Failure to implement suitable social distancing measures – common areas such as access paths, corridors, lifts, social spaces, playgrounds, toilets etc.	All Potential spread of COVID-19 between staff, pupils and others on site.	The social distancing principles to be applied within the buildings and the whole site. In terms of toilets, the latest guidance for schools states that: "different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet." Control measures include:	No	Classrooms re configured to ensure SD. Staggered use of cloakroom/locker room to ensure numbers are kept at a number to achieve SD. Up to date hand washing signage to be posted.

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Notes
		<ul style="list-style-type: none"> • Keeping groups apart whilst in common areas. • The timetable and selection of classroom has been used to reduce movement around the school or building. Brief transitory contact, such as passing in a corridor or playground, is advised by the government as a low risk. • Staggered breaks and lunches, are in place, so that all staff and pupils are not moving around the school at the same time. • Staff and pupils to access rooms directly from the outside where possible and safe to do so. • Limit the use of lifts and provide hand sanitiser for the urgent operation of lifts. • Outside space to be used for breaks and exercise where possible. • Staff will ensure appropriate separation of groups at all times. • Staggered drop-off and collection times or procedures (e.g. by location). 		<p>The maintenance team will only respond to emergency maintenance during the teaching day – if this occurs then the classroom or populated space will be cleared of people.</p> <p>SMT will adhere to and follow Government advice.</p> <p>All staff and pupil are required to provide and wear face coverings in common areas.</p>
<p>9. Failure to implement suitable social distancing measures – boarding accommodation</p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The guidance document Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) states that: “Residential settings in which no one is showing symptoms should respond to coronavirus like any other domestic household. However, it is important that soft toys are not shared between children.”</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Consider the size, layout of boarding accommodation, and social distancing measures required to determine the maximum number of pupils and boarding staff that can be safely accommodated in residences. • Consider how ‘households’ will be identified for the purposes of the household self-isolation policy following a confirmed/suspected case (please refer to the ‘suspected/ confirmed case of COVID-19 on site – boarding staff/boarder’ section of this template risk assessment for further information). • Consider appropriate social distancing measures for all areas of the boarding houses/areas (e.g. bedrooms/dormitories, bathrooms, kitchens, internal/external recreational spaces, and common areas such as corridors and staircases etc). • Develop procedures for visitors to the boarding houses/areas (including any school staff that may need to enter the boarding houses/areas for work, such as cleaning and maintenance staff). 	<p>No</p>	<p>Prep boarders will be kept in their own ‘bubble.’</p>
<p>10. Failure to implement suitable social distancing measures – staff offices, meetings rooms, staff rooms/ rest areas and changing rooms.</p> <p>To cover large gatherings such as assemblies or collective worship</p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest guidance for schools states that “schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.”</p> <p>Social distancing principles to be applied for all staff whilst on site.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Adequate space related to offices, staff room, rest areas and toilets. • Minimal office space required at present. • Staff meetings, gatherings and assemblies will be held virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in a large, well ventilated room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. (N.B. For areas where regular meetings take 	<p>No</p>	<p>All staff and pupil are required to provide and wear face coverings in common areas.</p> <p>The maintenance team will only respond to emergency maintenance during the teaching day – if this occurs then the classroom or populated space will be cleared of people.</p>

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Notes
		place such as meeting rooms, use floor signage and/or other signage to help people maintain social distancing). Staff to avoid the sharing of pens, documents and other objects during meetings.		
11. Failure to implement suitable social distancing measures – contractors and visitors	All Potential spread of COVID-19 between staff, pupils and others on site.	There will be no non-essential visitors or contractors during the current restrictions. Control measures include: <ul style="list-style-type: none"> • EM to only book out of hours' contractor visits unless responding to emergencies. • Social distancing to be maintained. • Visitors to be booked via reception or admissions. 	No	SDH and PH to be contacted prior to any non-staff visits. All contractors and visitors are required to provide and wear face coverings in common areas.
12. Hazards associated with music activities	All. Potential spread of COVID-19 between staff, pupils and others on site.	Considerations The latest guidance for schools states: "Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15 to 20, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly." The Head of Music has reviewed and updated the music activity risk assessments and considered the risks posed by COVID-19 and ensured that suitable control measures are in place in line with the latest guidance. Control measures include: <ul style="list-style-type: none"> • We will Keep activities involving singing, chanting, playing brass or wind instruments, or shouting to only those that are deemed important to the curriculum and the musical development of the pupils. • We have reviewed all relevant music activity risk assessments and consider the risks posed by COVID-19 and implemented suitable control measures in line with the latest guidance. • We will Implement physical distancing measures for music lessons involving singing, chanting, playing brass or wind instruments, or shouting (i.e. 2m spacing between participants as a minimum). • Playing wind or brass instruments/singing outside wherever possible (N.B. social distancing will still need to be maintained, even when outside), or where this is not possible, using large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly). • We will limit group sizes for music lessons involving singing, chanting, playing brass or wind instruments, or shouting to no more than 15/20. • We will ensure that pupils and teachers are positioned back-to-back or side-to-side (i.e. not face-to-face). • Sharing of instruments will be avoided. 	No	Playing of instruments in well ventilated rooms only e.g. windows and doors open or full fresh air setting on mechanical ventilation. Specific guidance sought from Music National Governing Bodies (NGB's) and will be adhered to. Ensure windows and internal doors are open during the teaching day in offices and classroom.
13. Hazards associated with physical activities	All. Potential spread of COVID-19 between	Considerations The latest guidance for schools states:	No	Swimming Pool has Its own site specific Risk Assessment. No visiting teams or Astroturf pitch use will be allowed for the short term.

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Notes
	staff, pupils and others on site.	<p>“Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports are being prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Review all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance. • Pupils to be kept in consistent groups for physical activities. • Social distancing to be maintained between participants. • Participants to wash hands thoroughly before and after physical activities. • Any shared sports equipment to be cleaned more regularly, and especially thoroughly between each use by different individual groups. • Physical/sporting activities to be delivered outside wherever possible, or where this is not possible, using large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly). • Contact sports to be avoided. 		<p>No equipment sharing.</p> <p>General hand hygiene guidance to be adhered to.</p> <p>Bubbles First, Second and Third Years will be separated into teaching group bubbles. For example, the First Year will be split into three groups called 1A, 1B and 1C. The girls will need to stay in these groups for lessons, lunchtimes and extracurricular activities. Fourth Years, Fifth Years, Lower Sixth and Upper Sixth will be kept in year group bubbles meaning they can be mixed into different groups (within their own year group) for lessons, lunchtimes and extracurricular activities.</p> <p>No hockey to be played in the short term.</p> <p>Netball is suspended for the lower years, however, because larger groups and modified games will now be possible we have allowed for the Senior netballers (Fifth Year, Lower Sixth and Upper Sixth) to practice although they must remain in their year group bubbles and not mix.</p> <p>The attached letter explains to parents, in detail, the logistics and precautions in place.</p> <div style="text-align: center;">  Microsoft Word Document </div> <p>See Point 24 for First Aid related information.</p>
14. Hazards associated with EYFS activities		<p>Current controls:</p> <p>Maintaining social distancing at entrances and exits and reducing contact – adults and multiple settings</p> <ul style="list-style-type: none"> • Parents have been advised about drop off and collection in Safe Return to School Document and in letter from Prep Head • Parents have been asked to confirm their arrangements by 17 August and advised that children should only attend one EY setting. <p>Maintaining distancing and reducing contact – inside and play areas</p> <ul style="list-style-type: none"> • Aim to maximise distancing and group children according to age by using both Rooms 5 and 6 and increasing staffing • Removal of excess furniture and plan to use outdoor spaces where possible • PPE may be worn by staff to support individual children with their personal hygiene 	No	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Notes
		<p>Hygiene and cleaning</p> <ul style="list-style-type: none"> Staffing increased to support cleaning of the building throughout the day and to support children with regular handwashing Supplies of soap, anti-bacterial spray and tissues to be checked regularly and lidded bins in all classrooms Cleaning materials to be kept locked in cleaners' cupboard <p>Site and buildings</p> <ul style="list-style-type: none"> Visitors/parents only by appointment – record contact details of all visitors Information on procedures and hand sanitiser to be available at Reception Deliveries to be left outside the building where possible Review fire assembly points and practise fire drill on first day of term. <p>Equipment and furniture</p> <ul style="list-style-type: none"> Individual items of play equipment and other shared items used for learning to be cleaned between each use or daily as required <p>Health and Wellbeing</p> <ul style="list-style-type: none"> Liaise regularly with all staff to ensure wellbeing and to monitor risk assessment See sections 1 - 4 on procedures to be followed if there is a Covid-19 case and also 26 and 29 on children's /staff wellbeing. <p>Risk Assessment and Policies</p> <ul style="list-style-type: none"> Risk assessment for EYFS rooms and Pre-Prep playground Trips/visits require a specific risk assessment EYFS/Prep Policies, including Safeguarding have been updated to reflect Covid-19. <p>Monitoring</p> <ul style="list-style-type: none"> ES/JM to monitor application and effectiveness of control measures and address non-compliance immediately with MN/RD. Regular communication with EYFS/Prep staff on outcomes of monitoring Other risks specific to your setting Catering/use of shared dining rooms revised to reduce risks/contacts outside the EYFS setting 		
<p>15. Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means</p>	<p>All Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.</p>	<p>Staff and pupils returning to the school may be at risk of contracting the virus whilst travelling to/ from the site, particularly if they need to use public transport. It is recommended that we promote safe travel and make reasonable adjustments to facilitate this wherever possible.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> Pupils will be driven to School by parents, walk or cycle wherever possible. Generally, adequate parking facilities for staff; parents will drop and go, or collect and go; Hand washing/sanitising on building entry will be enforced. 	<p>No</p>	<p>Staff and pupils to carry their own sanitiser with them.</p>

<p>16. Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-operated transport</p>	<p>All. Staff and pupils may be at risk of contracting the virus on school-operated transport (e.g. minibuses, coaches etc.).</p>	<p>Considerations</p> <p>When we provide transport for pupils to and from the school, for educational visits, and/or for sports fixtures, we will consider the risk of direct and indirect transmission and implement suitable control measures to minimise the risk.</p> <p>The latest guidance for schools states that:</p> <p>“Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. <p>Dedicated school services can take different forms. Some journeys involve coaches regularly picking up the same pupils each day, others involve use of a minibus whilst other services are used by different pupils on different days, or by pupils with SEND. The precise approach taken will need to reflect the range of measures that are reasonable in the different circumstances.”</p> <p>We will consider the above and ensure that your transport risk assessments are updated to consider the risks posed by COVID-19.</p> <p>Where transport is operated by a third party provider, we will liaise with them to ensure that we are satisfied with the risk assessment and procedures that they have in place.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Group pupils together on transport to reflect the bubbles that are adopted within the school where possible. • Review cleaning regimes for vehicles with a view to more frequent and enhanced cleaning. Agree on who will be responsible for cleaning and ensure that suitable substances and equipment are in place and that training is provided where necessary. • Consider social distancing measures such as signage/floor markings for areas where queues may form (e.g. when pupils are waiting to board vehicles). • Rearrange, limit or remove seating on vehicles to try and ensure that social distancing is observed wherever possible, such as: <ul style="list-style-type: none"> ○ Blocking/ cordoning off seats that are in close proximity to a driver or other workers and passengers. ○ Eliminating face-to-face seating. ○ Maximising separation between passengers. ○ Introduce more one-way flow through vehicles where possible. 	<p>No</p>	<p>Pupils and drivers to wear face coverings.</p> <p>Pupils to use hand sanitiser before entering the bus.</p> <p>Minibus use</p> <p>Unless the bus is being used by ‘bubbles’, the social distancing measures should be enforced. 1m with mitigations such as face coverings. Driver should be part of the bubble where possible.</p> <p>Blocking/cordoning off seats that are in close proximity to a driver or other worker and passengers.</p> <p>Substitute smaller vehicles for larger ones where possible or run two vehicles where needed.</p> <p>Hand gel available in vehicles for passenger and driver use before and after boarding the vehicle.</p> <p>Signage in place reminding pupils and drivers to wear face coverings and use the hand sanitizer provided before and after any journeys.</p> <p>The bus should be subjected to cleaning, by the driver, before and after use.</p>
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17. Staff, pupils, essential contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Adequate handwashing facilities are available and staff and pupils are to be regularly briefed on good hand and respiratory hygiene practices.</p> <p>Suitable handwashing facilities and procedures are in place to enable essential contractors and visitors practice good hand and respiratory hygiene whilst on site.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> ● Maintaining good stock levels of hand soap, alcohol-based hand rub and paper towel. Stocks to be monitored by the Cleaning Manager (CM.) ● Briefing staff and pupils on the need to wash their hands regularly (and after using the toilet, before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique. ● Briefing staff and pupils on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it). ● Staff to supervise young children to ensure they wash their hands for 20 seconds, more often than usual (and after using the toilet, before eating, and after blowing their nose/sneezing/coughing) with soap and water or alcohol-based hand rub and catch coughs and sneezes in tissues. ● Lidded bins in each populated area. 	No	<p>Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</p> <p>Duty staff to remind pupils to wash hands regularly throughout the day.</p> <p>Contractors and visitors to be briefed prior and again upon arrival.</p>
18. Contractors/ visitors attending site.	<p>All.</p> <p>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</p>	<p>Only essential contractors and visitors will be authorised to enter the School.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> ● Record to be kept of all contractors/ visitors attending site. Limit the areas of the workplace that contractors/ visitors are permitted to access. ● Arrange for deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the school buildings. ● Hand washing facilities or alcohol hand rub is available at entry points. Contractors/ visitors to thoroughly clean their hands before entering. ● Upon arrival at the site, EM or SDH to brief contractors/ visitors to: 	No	<p>EM to manage all contractors required to visit the School. Out of hours' visits will be the preferred time but any urgent works will be via prior arrangement.</p> <p>EM to obtain confirmation from contractors/ visitors that they do not have symptoms of COVID-19, or other cold/ flu symptoms prior to them attending site.</p> <p>Visitors by appointment only.</p> <p>School Shop has Its own site specific Risk Assessment.</p>

		<ul style="list-style-type: none"> ○ Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and after using the toilet, before eating or handling food, and after blowing their nose/ sneezing/ coughing), and prior to leaving the site; ○ Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it'); ● The need to follow the social distancing guidance whilst on site. ● Staff to maintain social distancing when escorting contractors/ visitors. ● EM to obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures. ● EM to inform the CM to clean/ disinfect areas that have been temporarily occupied by contractors or visitors. 		
<p>19. Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment including shared spaces and equipment.</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Regular and frequent cleaning of common touch points such as doors, code pads, sinks, light switches, toilets, bannisters, chairs and lunch tables etc.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> ● No sharing of stationery, games and other equipment where possible. ● Unnecessary items to be removed from classrooms and other learning environments where there is space to store it elsewhere. ● Pupils to be limited to what they bring in to School. ● Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will be removed and stored. ● CM to ensure that COSHH assessments are completed for any new cleaning substances. ● In the staff room, kettles and consumables (e.g. tea) to be stored away. ● Drinking water dispensers/outlets must be cleaned after each use. ● CM and EM to regularly review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. ● Throughout the day routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.). ● Provide disinfectant wipes near to commonly used equipment. ● CM to ensure that the cleaning staff are to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded). ● Cleaning checklists have been compiled to ensure the cleaning team is aware of all areas that need to be cleaned and also to give assurance to the H and staff that appropriate cleaning is taking place (checklists will be signed off by the EM and filed for reference.) 	<p>No</p>	<p>Regular, 'throughout the day' cleaning is in place – this will include the sanitising of touch points and toilet areas.</p> <p>Cleaning Manager (CM) to ensure appropriate PPE is available and that it is used by the cleaning teams.</p> <p>Remove or limit access to unwanted items/soft furnishings. House staff to do this ins houses. EM to assist.</p> <p>Staff and pupils to carry their own sanitiser (not Prep.)</p> <p>Each building/classroom will have a supply of hand sanitiser.</p> <p>Each classroom will have Its own sanitiser spray which is to be used by the pupils to clean down their own workspace prior to their lesson start</p> <p>The Cleaning Checklist will be used (and dated) on a daily basis and retained in the Prep as evidence of the cleaning.</p> <p>Cleaning checklist updated August 2020:</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  COVID19 Main Building cleaning.drequirements </div> <div style="text-align: center;">  Prep Cleaning COVID </div> </div> <p>* For Library related information see Point 6</p>

<p>20. Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. a boarding house used to quarantine suspected/ confirmed cases of COVID-19, isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Considerations</p> <p>The latest related government guidance document COVID-19: cleaning in non-healthcare settings outside the home as this may be subject to change. Refresher training will need to be provided to cleaning staff following any changes to the guidance and/or your own procedures.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Regular review of the suitability of current cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document COVID-19: cleaning in non-healthcare settings outside the home. • COSHH assessments are completed for any new cleaning substances introduced as a result of your review. • Review stocks of cleaning substances, equipment, and PPE, and purchase additional stocks if required. • Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Keep the area closed until a deep clean has taken place. • Staff or contract cleaners to follow the latest government guidance on COVID-19: cleaning in non-healthcare settings outside the home, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required. • Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely. Staff must not shake dirty laundry prior to washing. • Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/ disposed of in line with the government guidance. • Provide cleaning staff with suitable PPE (i.e. disposable gloves and aprons as a minimum, with use of protection for the eyes, mouth and nose for heavily contaminated areas such as where unwell individuals have slept in a boarding room/ dormitory, or there is visible contamination with bodily fluids. Fluid resistant surgical masks (also known as Type IIR) will also be required for individuals completing cleaning activities within 2m of a suspected/ confirmed case). • Cleaning staff provided with training on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance (N.B. all training should be recorded). • Cleaning staff provided with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded). 	<p>No</p>	
<p>21. Lack of adequate trained fire personnel.</p>	<p>All. Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</p>	<p>Adequate number of staff within the school to deal effectively with a fire evacuation</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • EM to be on hand if the H or PH require any assistance with staff training. • In case of illness to any key Estates personnel, other team members are trained and will stand in. 	<p>No</p>	<p>Staff and pupils practice evacuations at the start of term. staff and pupils are aware that they are to leave a building if the alarm sounds and assemble at pitch 1.</p>
<p>22. New fire hazards as a result of implementing control measures for COVID-19.</p>	<p>All. Increased risk of fire, and/or delays in persons evacuating from the building.</p>	<p>Fire procedures to direct staff and pupils to the usual fire assembly point(s) as it is critical to exit the building as soon as possible – once outside then SD must be followed.</p> <p>PA to SDH (Senior) and Prep Secretary to maintain accurate lists of pupils in school in case of emergency</p> <p>Staff to ensure social distancing at the fire assembly point.</p> <p>Site plans to remain unchanged and reviewed on an on-going basis.</p>	<p>No</p>	<p>Fire Risk Assessments have been reviewed and remain unchanged as there are sufficient for exits available to ensure SD.</p> <p>Emergency escape takes priority and, due to the limited amount of time taken to evacuate any building, there is minimal risk of transmission. SD rules must be adhered to once at the fire assembly points.</p>

		<p>Fire drills to take place on the first day back in School or as soon as practicable afterwards.</p> <p>If fire doors are propped open during the teaching day, they must be closed before closing for the day.</p>		Nursery will evacuate via the rear exits within the building and assemble on the playground (if safe to do so.)
23. Lack of adequate trained first aid/medical/administration of medication personnel.	<p>All.</p> <p>Various injuries/illness as a result of delayed access to first aid/administration of medication.</p>	<p>Staff suitably trained to administer basic first aid and meet any medication requirements.</p> <p>School nurse will be based in and around the School during the teaching day.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • SMT to ensure an up to date list of staff and pupil medication requirements. • PPE to be worn when dealing with first aid or illness. • Waste products to be disposed of and double bagged. 	No	Health Centre is the designated isolation area with Brome being used as an 'over flow'
24. Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.	<p>Staff administering first aid/ medical treatment.</p> <p>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</p>	<p>Considerations</p> <p>First aiders and in-house medical staff may need to provide treatment to symptomatic individuals, resulting in a risk of them contracting COVID-19 and spreading it to others.</p> <p>The government guidance document Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) states that when caring for someone with symptoms of COVID-19:</p> <ul style="list-style-type: none"> • "a [fluid-resistant surgical] face mask (also known as Type IIR) should be worn if a distance of 2 metres cannot be maintained • if contact is necessary, then gloves, an apron and a [fluid-resistant surgical] face mask should be worn • eye protection (for example a face visor or goggles) if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting <p>If a child tests positive for coronavirus (COVID-19) and needs to remain in a residential setting, the same type and level of PPE as above should be used.</p> <p>When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination."</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements. • Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles). • Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded). • Review bodily fluid and infection control procedures. 	No	<p>School Nurse based on site and will be called to deal with all first aid and emergency issues including sports and PE related incidents.</p> <p>School Nurse will follow PHE protocols and wear appropriate PPE when dealing and treating any injuries.</p>

<p>25. Lack of risk assessments for any new/adapted teaching activities.</p>	<p>All. Various injuries arising from teaching activities.</p>	<p>Any new or adapted activities may not fall under the school's existing risk assessments and so this will need to be addressed.</p> <p>Ensure that any hazards presented by the new/adapted activities are identified, together with suitable control measures to either eliminate or reduce the risk.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Ensure that staff are briefed on any changes to the previous assessments. 	<p>No</p>	<p>SDH and PH confirm that no adaptation to teaching methods is necessary as they will fall under the current risk assessments and implementation of measures recorded in sections 7 and 14 above, for example.</p>
<p>26. Failure to complete adequate cleaning and checks prior to reopening the School including facility related checks and tests.</p>	<p>All Various issues could arise as a result of not completing the necessary checks</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> • Daily 'Pre Opening' checks to be carried out by the EM. • Checks carried out during the day by the CM. • All facility related compliance checks and inspections have been completed over the summer. 	<p>No</p>	<p>Housekeeping team return and clean prior to the return of staff and pupils in September.</p>
<p>27. Poor staff wellbeing</p>	<p>Staff. Poor mental health, including work-related stress.</p>	<p>Considerations The latest guidance for schools states that: "Governing boards and school leaders should have regard to staff (including the Head) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process.</p> <p>All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p> <p>Schools may need to alter the way in which they deploy their staff, and use existing staff more flexibly, to welcome back all pupils at the start of the autumn term. Managers should discuss and agree any changes to staff roles with individuals.</p> <p>It is important that planning builds in the need to avoid increases in unnecessary and unmanageable workload burdens. This could include a review of existing practices in this respect and schools may wish to draw on DfE's workload reduction toolkit.</p> <p>DfE has also published a range of resources, including case studies to support remote education and help address staff workload, this includes case studies on managing wellbeing."</p> <p>You should already have a stress risk assessment in place and this should be reviewed to consider the additional concerns posed by COVID-19 and new ways of working (or you may wish to compile a specific stress risk assessment for COVID-19) including:</p> <ul style="list-style-type: none"> • Fears around job security (especially relevant for those staff who have been furloughed); • Fear/anxiety about returning to the workplace; • Fear/anxiety surrounding the virus and lockdown; • Workload; • Changes to the way in which they work (e.g. provision of remote teaching, working from home); and • Communication (e.g. general communication between staff and their colleagues and line manager, especially where working from home). 	<p>No</p>	<p>SMT and HR to support staff. BUPA help line available</p>

		<p>Control measures include:</p> <ul style="list-style-type: none"> • Update the existing stress risk assessment to consider the additional concerns raised by COVID-19 (as outlined above). • Consult with staff on the protective measures that are being implemented. • Brief all staff in the protective measures that are (or will be) in place. 		
<p>28. Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p>Staff.</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</p> <p>Lack of insurance cover for school-owned equipment used in the home.</p>	<p>Considerations</p> <p>After reopening in September, we may still have some staff working from home (e.g. those that are self-isolating), or the school may need to make the switch to virtual provision as a result of a local lockdown. The School will ensure that suitable measures are in place to protect and promote their health, safety and welfare. We will contact staff to identify any hazards, assess the degree of risk and take appropriate actions to reduce identified risks.</p> <p>The HSE have confirmed that there is no increased risk for DSE work for those working at home temporarily. So in that situation employers do not need to do home workstation assessments. However, we could provide workers with advice on completing their own basic assessment at home and we have produced a Temporary Home Worker Self-Assessment Checklist.</p> <p>Employees can download the guidance document Working from Home: A Brief Guide for Employers.</p> <p>If you have employees that are likely to be working from home on a long term basis then you must ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary) Issues identified will be addressed within a reasonable timeframe, including the provision of work equipment where necessary. Further information is available from the HSE.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Providing employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing (you can download our guidance document Working from Home: A Brief Guide for Employees). • Providing employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (e.g. confidential helpline, occupational health, Employee Assistance Programme etc.). • For those staff working from home temporarily, we will consider issuing a homeworker checklist to assist in identifying any individual issues (you can download our Temporary Home Worker Self-Assessment Checklist). • Where feasible, we will consider providing employees using a laptop and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.). • Line Managers communicating regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. • Line Managers keeping their teams up to date on any changes that may impact them. • Teachers are to follow guidance from their HOD regarding taking any work home. 	No	<p>Policies reviewed and amended where relevant</p> <p> Godolphin Homeworking Agree</p> <p> Godolphin Homeworking Guid.</p> <p> Working from Home Liability 2.doc</p>

<p>29. Poor pupil wellbeing</p>	<p>Pupils.</p> <p>Fear, anxiety, and poor mental health.</p>	<p>Considerations</p> <p>The latest guidance for schools states that: “Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.</p> <p>The return to school allows social interaction with peers, carers and teachers, which benefits wellbeing. The Department for Education, Public Health England and NHS England are hosting a free webinar for school and college staff on 9 July to set out how to support returning pupils and students, and a recording will be available to access online afterwards - see DfE - Supporting pupil and student mental wellbeing for further details. This includes hearing from experts on the impacts of the pandemic on pupils’ mental wellbeing and recovery techniques, and from education leaders about the actions they have been taking.”</p> <p>And:</p> <p>“Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID-19) • support pupils with approaches to improving their physical and mental wellbeing <p>Schools should also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible. Schools should also consider support needs of particular groups they are already aware need additional help (for example, children in need), and any groups they identify as newly vulnerable on their return to school. To support this, teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement.</p> <p>Schools should consider how they are working with school nursing services to support the health and wellbeing of their pupils; school nursing services have continued to offer support as pupils return to school – school nurses as leaders of the healthy child programme can offer a range of support including:</p> <ul style="list-style-type: none"> • support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues • support for pupils with additional and complex health needs • supporting vulnerable children and keeping children safe <p>Schools and school nurses need to work together to ensure delivery of the healthy child programme (which includes immunisation), identifying health and wellbeing needs which will underpin priorities for service delivery.”</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • On going review of all relevant government guidance and to help develop a plan of action on how the school can best support returning pupils using available resources (N.B. where the school has a School Nurse or other medical staff, you should also involve them in the planning process). • Ensuring that pupils are informed of who they can speak to if they have any worries/concerns about returning to School. 	<p>No</p>	<p>SMT, tutors and staff to be aware of the signs of anxiety and be sensitive to the needs of the pupils.</p> <p>Parents have been asked to inform the school of any COVID issues within the household.</p>
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<p>30. Fear/ anxiety caused by returning to school.</p>	<p>Staff, pupils, and parents/ carers.</p> <p>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</p>	<p>Considerations:</p> <p>Individuals will respond in different ways to being asked to return to school. Some may have little or no concerns, but for others it may cause high levels of fear and anxiety and have a negative impact on their mental health. It is important that you try to establish the likely impact that returning to the school will have on mental health and take steps to alleviate worries or concerns where possible.</p> <p>The latest guidance for schools states that:</p> <p>“Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.</p> <p>If parents of pupils with significant risk factors are concerned, we recommend schools discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).”</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Conversations held with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. • Providing staff, pupils and parents/carers with details of the measures that the School is taking to minimise the risk of them contracting the virus at the school. • Identifying any specific concerns that employees, pupils, and/or parents/carers have (e.g. certain activities or areas of the site) and addressing these concerns where possible. • The School will make reasonable adjustments where possible to alleviate concerns on a case by case basis. • Pupils will be Identified who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them (N.B. this should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic). • Review and update Bereavement Policy and Procedure. 	<p>No</p>	<p>Safe Return to School information (SRTS) booklet to be sent out in August.</p> <p>Staff are encouraged to discuss concerns with HR, their line manager and SMT.</p>
<p>31. Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19</p> <p>Update advice to include On line and virtual learning</p> <p>Illness to DSL/DDSL</p>	<p>Staff and pupils</p> <p>Various potential child protection/ safeguarding issues</p>	<p>The government guidance document Coronavirus (COVID-19): safeguarding in schools, colleges and other providers states that:</p> <p>“Schools and colleges will have an effective child protection policy in place reflecting business as usual. It is likely that the policy will not accurately reflect new arrangements in response to COVID-19. It is important schools and colleges (led by a DSL or deputy, wherever possible) review and revise their child protection policy and keep it under review as circumstances continue to evolve. In some cases, a COVID-19 annex/addendum that summaries any key COVID-19 related changes might be more effective than re-writing and re-issuing the whole policy.”</p>	<p>No</p>	 <p>DSL and DDSL on call or on site and should be contacted if staff, pupils or parents have any related concerns.</p> <p>Cover available in case of sickness to the key staff.</p>

		<p>Control measures include:</p> <ul style="list-style-type: none"> • DSL or Deputy DSL to review the School's existing child protection/ safeguarding policy against the Government guidance document Coronavirus COVID-19: safeguarding in schools, colleges and other providers. • Staff and volunteers have a copy of the updated child protection/safeguarding policy made available (e.g. via email, available on staff intranet etc.) and briefed on the key changes. • Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance. 		School Policies have been updated in line with COVID protocols.
32. Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors	<p>All</p> <p>Staff, pupils, parents, contractors and visitors not being made aware of procedures</p>	<p>'Safe return' information to be sent out to parents regarding the day to day logistics e.g.</p> <ul style="list-style-type: none"> • Tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend; • Tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment); • Compile and issue formal communications to parents to advise them of key information including: <ul style="list-style-type: none"> ○ That they and/or their child/ren must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; ○ That their child must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days; ○ Not to gather at the school gates/entrances/doors and to maintain social distancing; ○ That they must not enter the buildings unless they have a pre-arranged appointment; ○ Procedures for pre-arranged appointments (i.e. where they should report upon arrival, hygiene procedures, how social distancing will be maintained etc.); 	No	<p>SRTS booklet sent out to parents August 27.</p> <p>Training to be given to staff over the INSET periods.</p> <p>Staff have been emailed regarding the use of Visors and whether they want to wear one.</p>
33. Failure to implement and adhere to the latest government advice/ guidance	<p>All.</p> <p>Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<p>Godolphin will adhere to and follow relevant advice.</p> <p>SMT meets regularly to discuss the on-going situation and the effects on the School, pupils and staff.</p> <p>This risk assessment and any related procedures will be reviewed and updated in line with any changes to the guidance, and updates are communicated to staff and where relevant, parents and pupils.</p> <p>Considerations</p> <p>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that you keep up to date with the latest public health and other advice on COVID-19 available at websites such as:</p> <ul style="list-style-type: none"> • https://www.gov.uk/coronavirus • https://www.nhs.uk/conditions/coronavirus-covid-19/ • COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • Guidance for full opening: schools • Coronavirus (COVID-19): guidance on isolation for residential educational settings 	No	<p>Additional updates will be added to the school policies and risk assessment where necessary.</p> <p>Whole School RA is a working document and will be used as such. It will be reviewed and communicated where and when deemed relevant.</p>

		<ul style="list-style-type: none"> • Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) • Managing school premises during the coronavirus outbreak • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers • Safeguarding and remote education during coronavirus (COVID-19) • Coronavirus: travel guidance for educational settings • COVID-19: cleaning in non-healthcare settings outside the home • Coronavirus (COVID-19): safer travel guidance for passengers • Independent Schools’ Bursars Association (ISBA) • Independent Schools Council (ISC) • Association of School and College Leaders (ASCL) • Boarding Schools’ Association (BSA) latest COVID-19 updates <p>Control measures include:</p> <ul style="list-style-type: none"> • SMT/ SLT to review key points and decide on any actions required. • Develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SMT/ SLT. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils. 		
<p>34. Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</p>	<p>All. Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.</p>	<p>This risk assessment discussed, agreed and monitored at Board level.</p> <p>The SMT, EM and governors are responsible for ensuring that the content of this risk assessment and any related policies/ procedures are properly implemented and adhered to.</p> <p>SMT and EM to ensure the effectiveness of the RA and related procedures on a day to day basis.</p> <p>Staff encouraged to comment and ask questions related to the RA.</p>	<p>No</p>	<p>CM and Chartwells to monitor and review effectiveness of the cleaning checklists and program.</p>

Action Plan

Hazard Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed

Next review due:

Ongoing review