

Risk Assessment (COVID-19) Effective from 5 November 2020

School Name:

Godolphin School

Risk Assessor's Name:

Salisbury

Risk Assessment Date:

M Nelson & R Dain

Review Date:

Started 5 November 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.

The School is following Government advice and opened fully from 7 September 2020. Some 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 and current situation.

From November 5 England is to lockdown again but this time schools are to remain open so as to provide 'a full educational experience for children.' The core obligation to ensure 'so far as is reasonably practicable, the Health, Safety and Welfare of employees and the safety of non-employees' remains.

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.

School Working Party

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

Advice service for nurseries, schools and colleges to respond to a positive case of coronavirus (COVID-19)

The service is for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive).

This new service has been introduced by Public Health England (PHE) and is delivered by the NHS Business Services Authority, working to agreed PHE and DfE guidance. It can be reached by calling the DfE's existing coronavirus helpline number on [0800 046 8687](tel:08000468687),

Selecting option 1.

This option will take you through to the dedicated team of advisors who will inform you what action is needed based on the latest public health advice. They will work through a risk assessment with you to identify close contacts. Advisors will be responsible for referring more complex cases, as necessary, following a triaging of your circumstances during the call.

Control section

Page 4	COVID 19 Action plan embedded	
Whole document	Removal of the 'considerations' and expanded on the 'controls.'	
	Removed repeated controls and notes	

Assessment

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Notes and any further controls
<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. The steps taken include face to face meetings with the staff member's line manager, whole staff questionnaires and team meetings to aid communications.</p> <p>Following the November 5 Government announcement, guidance has changed, including those in the CEV category – see the following link: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • Personnel records have been reviewed by HR and they have issued 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. • Staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19) 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. • SMT will take the lead and are aware of staff at risk – they are sensitive to the concerns of the staff. • Staff are encouraged to discuss their concerns with their SMT representative or with HR. • The school purchased face visors to be made available to all staff if they want to use these. 	<p>No</p>	<p>Staff have been informed that they can work flexibly e.g. teach their lessons and then go home to work if their role allows for this.</p> <p>Support staff can apply to work from home and then HR will look at each request.</p>
<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 guidance for this section can be found via the following link https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • SMT and the School Nurse have reviewed pupil health records and identified pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. • Those pupils identified as clinically vulnerable or clinically extremely vulnerable, further details of any medical advice has been sought; an individual risk assessment is carried out and recorded prior to their return to School to agree on suitable control measures to reduce the risk to an acceptable level. • 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 	<p>No</p>	

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		<p>children to be attending school or college, and they should continue to be supported at home as much as possible;</p> <ul style="list-style-type: none"> 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). SMT have all the School pupil documentation and School Nurse is aware of any high risk children. Parents have been asked to inform the school urgently if any children become categorized into one of these high risk groups. This has been communicated via a letter to their home and via the School online portal. School Nurse will be based in the School during the teaching day and will be called upon if required. Diabetic information will be circulated to staff at the start of the term by the School Nurse 		
<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. Catering 	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> Minimum level of staffing in the School to be maintained and monitored by the SMT, HR and HOD's. Estates staff are on hand throughout the teaching day; protocols in place to limit the impact of one member testing positive/having to isolate. If EM tests positive of has to isolate, then he can work from home (if possible) and the School Business Manager will assume the duties on site. 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; Staff to supervise pupils at all times whilst on site. 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>No</p>	<p>The Estates teams will respond to urgent issues within 'populated' class spaces and Houses only during the teaching day as to avoid unnecessary contact.</p> <p>Prep School pupils and staff will consume their food at the Prep School or outside within the immediate area.</p> <p>Major, whole Estates Team impact would result in the need to outsource urgent repairs by using the school approved contractors.</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>Control measures include:</p> <ul style="list-style-type: none"> We will regularly brief staff and pupils on the symptoms of COVID-19. There are up to date posters informing of symptoms in prominent locations. 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. The EM and CM will 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). The EM will complete the RIDDOR report. 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 	<p>No</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 via direct phone calls.</p>

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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 and NHS Business Services Authority team will be contacted immediately by the School Deputy upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken. 		<p>Only essential contractors to attend – checks of their health and suitability will be carried out by the Estates Manager (EM.) prior to the arrival date and again on the arrival of the contractor.</p> <p>A flow chart is embedded below highlighting the School's procedures 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> <p> Senior_School_COVID_Action.pdf</p> <p>If the School has a confirmed case, there is a number to contact. See the front page of this document.</p>
<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>Control measures include:</p> <ul style="list-style-type: none"> We will regularly brief boarding staff and pupils on the symptoms of COVID-19. There are up to date posters informing of symptoms in prominent locations within the boarding houses/areas. Review of 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 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.) Boarding staff and boarders are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and this is refreshed periodically in line with any changes to the guidance. For suspected cases, use https://111.nhs.uk/covid-19 for identifying symptoms and arrange a test immediately. Pupils will be isolated in Jerred House immediately. Catering will be arranged by the Deputy Head and delivered to the pupils. The EM and CM will review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the government guidance. Consistent staff rotas are in place and used where possible. Staff should follow good infection prevention control. Public Health advice is followed in relation to any confirmed cases. 	<p>No</p>	<ul style="list-style-type: none"> We have produced a written procedure (embedded below) 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) <p> Microsoft Word Document</p>
<p>6. Failure to implement suitable social distancing – general.</p>	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> We will follow guidance 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'). 	<p>No</p>	<p>Pupils divided into bubbles which are as small as possible as practicable.</p> <p>1st Years – less than 20 in bubbles All other years are in Year Group bubbles.</p>

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		<ul style="list-style-type: none"> • Groups to be kept apart from each other wherever possible. • Staff 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. • Teacher desks set 2m away from the nearest pupil. Classrooms where this is challenging, the floor has been marked with the 2m line to aid guidance. • Pupil desks are facing forward and pupils sit side by side. • To aid ventilation, windows and doors will be propped open during the teaching day and then closed once the day has finished. • Face masks and/or visors to be worn at all times when moving in and around the school site. 		See section 7, below.
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.	Control measures include: <ul style="list-style-type: none"> • Desks/workstations have been spaced as far apart as possible- ideally 2m as a minimum (where possible unnecessary furniture has been taken out of classrooms to create space, remove chairs from desks that are not to be used etc. • Staff to maintain distance from their pupils (ideally 2m), staying at the front of the class where possible. 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 are to avoid close face to face contact and minimise time spent within 1 meter of anyone where possible. • Desks/workstations have been rearranged to ensure that pupils are seated side-by-side and facing forwards as opposed to face-to-face or side-on. • Staff, pupils, and parents/ carers are briefed on the new social distancing procedures via briefings, letters and posters. • Rooms will be well ‘naturally’ ventilated during the day. CO2 levels are checked in classrooms that have minimal ventilation to ensure an adequate air quality. A revised time table is in place in the Main School to enable the staggering of break and lunch times.	No	Safe Return to School (SRTS) information was sent to parents on 27 August – COVID updates are sent via Blue Pinny and the parent portal 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 pupils are required to provide and wear face coverings in common areas. Prep School staff and pupils are not currently required to adhere to this. Anyone with an exemption will wear a lanyard highlighting this (there are no staff or pupils in this category currently.)
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: <ul style="list-style-type: none"> • The School ensures that groups are kept apart whilst in common areas by staggering breaks and lunch times. • 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 use of toilets, cloakrooms, locker areas, breaks and lunches, are in place, so that all staff and pupils are not moving around the school at the same time. 	No	Classrooms re configured to ensure SD. Up to date hand washing signage is posted. SMT will adhere to and follow Government advice.

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		<ul style="list-style-type: none"> Staff and pupils to access rooms directly from the outside where possible and safe to do so. Outside space to be used for breaks and exercise where possible. Wet play will take place in the pupil's House and bubble. Staff will ensure appropriate separation of groups at all times and monitored by the SMT Posters are in place around the school to remind staff and pupils about the safety protocols in place. Dining is staggered in year groups with SD measures in place with pupils sitting next to each other. 		
9. Failure to implement suitable social distancing measures – boarding accommodation	All Potential spread of COVID-19 between staff, pupils and others on site.	<p>Control measures include:</p> <ul style="list-style-type: none"> The layout and the size of the boarding accommodation has been considered and reviewed by the SMT to ensure COVID safety measures are in place and followed. 'Households' have been 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 risk assessment for further information). We have introduced COVID 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). Hygiene posters, sanitiser materials and Staggering breaks and use to achieve this. Only essential visitors will be allowed into 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). School protocols posters are in place to remind staff and pupils about the importance of following guidance. There will be no mixing of Daygirls and boarders in Houses. 	No	Prep boarders will be kept in their own 'bubble.'
10. Failure to implement suitable social distancing measures – dining rooms, staff offices, meetings rooms, staff rooms/ rest areas and changing rooms. To cover large gatherings such as assemblies or collective worship	All Potential spread of COVID-19 between staff, pupils and others on site.	<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"> Staff meetings, large gatherings and assemblies are 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 P1 which is a large, well ventilated space with social distancing measures in Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. Use of teacher offices has been minimised by some teachers using their classroom or main staff room instead. Some teachers will work from home if permitted and they are not teaching. Admin offices have been checked by the EM and they have SD protocols in place e.g. 2m distancing. Some staff are working from home also. Dining for staff is via take away boxes. Pupil dining times are staggered to ensure minimal numbers through the doors. Limited selection, no choice, no self-service or salad bar. 	No	<p>All staff and pupil are required to provide and wear face coverings when moving in and around the school.</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> <p>All outside lettings are cancelled for the current lockdown.</p>
11. Failure to implement suitable social distancing measures – contractors and visitors	All Potential spread of COVID-19 between staff, pupils and others on site.	<p>There will be no non-essential visitors or contractors during the current restrictions.</p> <p>Control measures include:</p> <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. Meetings are held virtually as opposed to on site where possible. 	No	<p>PH to be contacted prior to any non-staff visits as the School are not currently wearing face coverings.</p> <p>All contractors and visitors are required to provide and wear face coverings when moving in and around the site.</p>

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		<ul style="list-style-type: none"> The EM asks contractors to confirm prior to visit and on arrival that they have no symptoms of COVID-19, no members of their household have symptoms of COVID-19, and they are not required to self-isolate for any reason. The EM will brief contactors and the receptionist will brief visitors about all control measures on site and ensure that they adhere to them. The EM will review a copy of the contractor's risk assessment prior to arrival to make sure the School is happy with the control measures in place. 		
12. Hazards associated with music activities	All. Potential spread of COVID-19 between staff, pupils and others on site.	<p>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.</p> <p>Control measures include:</p> <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 ensure 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 not be allowed. Windows and doors will be kept open during the teaching day to aid ventilation. 	No	
13. Hazards associated with physical activities	All. Potential spread of COVID-19 between staff, pupils and others on site.	<p>The Director of Sport & Outward Bound has reviewed all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and added suitable control measures in line with the latest guidance.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> Pupils are kept in consistent groups for physical activities. Social distancing is maintained between participants. Participants wash their hands thoroughly before and after physical activities. Shared sports equipment is not encouraged but where this is not possible then the items will be cleaned by the PE staff 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 will be avoided. Saturday sport has been cancelled for the duration of the lockdown. <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools</p>	No	<p>No visiting teams or AstroTurf pitch use will be allowed for the short term.</p> <p>See Point 24 for First Aid related information.</p>

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		<p>must only provide team sports on the list available at return to recreational team sport framework. See: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020#schools.</p>		
<p>14. Hazards associated with EYFS activities</p>		<p>Control measures included:</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 (social distancing, not grouping together etc) in Safe Return to School Document and in letter from Prep Head • Parents have been asked to confirm their arrangements 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 inc visors, gloves and masks may be worn by staff to support individual children with their personal hygiene <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 especially on arrival, after the toilet use, after a break and before and after food times. • Supplies of soap, anti-bacterial spray and tissues to be checked regularly by the cleaning team and lidded bins in all classrooms • Cleaning materials to be kept locked in cleaners’ cupboard. • Encourage staff and pupils to follow the ‘catch it, kill it, bin it’ regime. <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 – caretaker has been informed. • Fire assembly point remain unchanged. <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 by the cleaning team. <p>Health and Wellbeing</p> <ul style="list-style-type: none"> • Liaise regularly with all staff to ensure wellbeing and to monitor risk assessment, this is done by the PH either face to face or via Teams (on line portal) • 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 • No trips/visits during the current lockdown. • EYFS/Prep Policies, including Safeguarding have been updated to reflect Covid-19. 	<p>No</p>	

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		<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 <ul style="list-style-type: none"> ○ Dining in class bubbles ○ outside breaks where the either allows ○ Supervised dining by the Prep staff 		
<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</p> <p>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. Cycle parking areas are available – behind the staff main school kitchen, under the pool canopy or along the science road side fencing. • Generally, adequate parking facilities for staff; parents will drop and go, or collect and go; • Hand washing/sanitising on building entry will be enforced. Access will be at different times for staff and pupils as to avoid bottle necks and there are multiple entry points to ensure no queuing for the sanitiser stations. EM monitors a different access point on a daily basis. 	<p>No</p>	<p>Currently no staff or pupils use public transport to get to school.</p>
<p>16. Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school-operated transport</p>	<p>All.</p> <p>Staff and pupils may be at risk of contracting the virus on school-operated transport (e.g. minibuses, coaches etc.).</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> • We have grouped pupils together on transport to reflect the bubbles that are adopted within the school. • Cleaning regimes for vehicles have been increased have been increased and enhanced. This is carried out by the caretaker on the school owned buses and by the transport provider for the home to school service. • The EM will ensure the transport staff/providers do not work if they or a member of their household are displaying any symptoms of COVID-19, or if they have been notified to self-isolate by NHS Test & Trace. • The transport staff/ providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. • The school has made staff, pupils and parents/carers aware of recommendations on transport to and from the school as outlined in Coronavirus (COVID-19): safer travel guidance for passengers. This was done via a parent and staff letter. • Alcohol hand rub/sanitiser is available in vehicles to ensure that occupants use this upon boarding/disembarking vehicles. • Face coverings are worn by the driver and by the passengers 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. • Signage in place reminding pupils and drivers to wear face coverings and use the hand sanitizer provided before and after any journeys. 	<p>No</p>	<p>Minibus use</p> <p>EM to authorise mini bus use to enable a briefing to be given on the COVID protocols. Inc cleaning of bus before and after.</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 has been completed.</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. Gels and cleaning items are checked weekly by the caretaker.</p>

<p>17. Staff, pupils, essential contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p> <p>Including poor ventilation</p>	<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"> • We will maintain good stock levels of hand soap, alcohol-based hand rub and paper towel. Stocks to be monitored by the Cleaning Manager (CM.) • We regularly brief 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. • We regularly brief 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). This is carried out via staff meetings and the posters that are in and around the buildings. • 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. • There are lidded bins in each populated area. • Windows and doors can be kept open during the teaching day to improve natural ventilation. *see fire risks section. 	<p>No</p>	
<p>18. Contractors/ visitors attending site.</p>	<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: <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>No</p>	<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 or their household do not have symptoms of COVID-19, or other cold/ flu symptoms prior to them attending site. They also need to abide by any Track and Trace contact.</p> <p>Only essential visitors by appointment only.</p> <p>Hands, Face, Space guidance to be followed.</p>

<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>Control measures include:</p> <ul style="list-style-type: none"> • No sharing of stationery, games and other equipment where possible. • Regular and frequent cleaning of common touch points such as doors, code pads, sinks, light switches, toilets, bannisters, chairs and lunch tables will be carried out throughout the day. • Unnecessary items have been 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) have been removed and stored. • CM will ensure that COSHH assessments are completed for any new cleaning substances. • CM and EM to regularly review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. • We have provided disinfectant wipes near to commonly used equipment for staff to use. • CM will ensure that the cleaning staff are trained on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training will 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 checked by the CM) • Each classroom will have its own sanitiser spray which is used by the pupils to clean down their own workspace prior to their lesson start. • Each building/classroom will have a supply of hand sanitiser to be used by every person entering. 	<p>No</p>	<p>Cleaning checklist:</p> <div style="text-align: center;">  COVID19 Main  Prep Cleaning Building cleaning.drequirements COVIC </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>Control measures include:</p> <ul style="list-style-type: none"> • The Cleaning Manager (CM) will regularly 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. • The CM will ensure that COSHH assessments are completed for any new cleaning substances introduced as a result of the review. • The CM will regularly review stocks of cleaning substances, equipment, and PPE, and purchase additional stocks if required. • Any contaminated areas must be closed and secured to restrict access until cleaning has been undertaken. Keep the area closed until a deep clean has taken place. • Potentially contaminated laundry items will 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. • Cleaning staff will be supplied 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 available for individuals completing cleaning activities within 2m of a suspected/ confirmed case). 	<p>No</p>	

<p>21. Lack of adequate trained fire personnel.</p> <p>Inc the Estates Team</p>	<p>All.</p> <p>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. • Any illnesses to Fire wardens and fire response staff is to be registered with the EM so alternative arrangements can be made. • In case of illness to any key Estates personnel, other team members are trained and will stand in. • In the case of the Maintenance and or Grounds Team illness/isolation, the EM will take the lead on communicating to the school that only essential compliance work will be undertaken and outside contractors will be used. 	<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>Contractors will be COVID safety checked, inducted and escorted during their work on site.</p>
<p>22. New fire hazards as a result of implementing control measures for COVID-19.</p> <p>Storage of large quantities of alcohol gel.</p>	<p>All.</p> <p>Increased risk of fire, and/or delays in persons evacuating from the building.</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> • 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. • PA to SDH (Senior) and Prep Secretary to maintain accurate lists of pupils in school in case of emergency • Staff to ensure social distancing at the fire assembly point. • Site plans to remain unchanged and reviewed on an on-going basis. • Fire door safety is vital in the school and therefore have strict rules associated to the control of the doors. The policy is available from the EM. • Limited stock of hand gel held on site. • FRA's have been reviewed and remain unchanged • Prep Nursery will use the rear doors to evacuate and assemble on the playground. 	<p>No</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. Amble space to SD at assembly points.</p>
<p>23. Lack of adequate trained first aid/medical/administration of medication personnel.</p> <p>School Nurse testing positive/isolating</p>	<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 and her team (shift basis) 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 (visor, masks and gloves, apron) to be worn when dealing with first aid or illness. Medical team are trained professionals and experienced with wearing PPE correctly. • Waste products to be disposed of and double bagged using the Medical Centre waste area. • If the School Nurse were to test positive then her deputy would assume the duties with the aid of the Deputy Head Pastoral. 	<p>No</p>	<p>Med Centre = isolation for symptomatic or ill students. Jerred = quarantine for those who are contacts of contacts or who have travelled.</p> <p>Non-ill patients will be treated in situ, where possible.</p>
<p>24. Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.</p>	<p>Staff administering first aid/ medical treatment.</p> <p>Staff administering first aid/ medical treatment could contract COVID-19</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> • We have 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. • Regular reviews of 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). 	<p>No</p>	<p>School Nursing Team (on shifts) is 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 Nursing Team will follow PHE protocols and wear appropriate PPE when dealing and treating any injuries. This includes – Apron, visor, mask and gloves.</p>

	from the individual being treated.	<ul style="list-style-type: none"> We have ensured 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). This is done by the Head School Nurse via email. Review bodily fluid and infection control procedures. 		
25. Lack of risk assessments for any new/adapted teaching activities.	All. Various injuries arising from teaching activities.	<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"> We have ensured that staff are briefed on any changes to the previous assessments. SDH and PH confirmed that no adaptation to teaching is required. All risk assessments for the teaching activities are up to date. 	No	
26. Failure to complete adequate cleaning and checks prior to reopening the School including facility related checks and tests.	All Various issues could arise as a result of not completing the necessary checks	<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. 	No	
27. Poor staff wellbeing	Staff. Poor mental health, including work-related stress.	<p>Control measures include:</p> <ul style="list-style-type: none"> The existing stress risk assessment has been reviewed and updated to consider the additional concerns raised by COVID-19. SMT consult with staff on the protective measures that are being implemented, this is done via team meetings and whole staff on line briefings. Staff have been briefed on the protective measures that are in place. BUPA help line is available to all staff. Contact information has been sent out via email to all staff. 	No	
28. Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	Staff. Aches and pains from adopting poor posture whilst using DSE. Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction. Lack of insurance cover for school-owned equipment used in the home.	<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 (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 (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 are reviewed and amended where relevant:</p> <p>See imbedded document below for the reviewed agreement.</p>  <p>2020.11 Extended WFH Agreement.doc</p>

<p>29. Poor pupil wellbeing</p>	<p>Pupils.</p> <p>Fear, anxiety, and poor mental health.</p>	<p>Control measures include:</p> <ul style="list-style-type: none"> • The SMT along with the School Nurse will ensure an 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. • Tutors and House staff will ensure that pupils are informed of who they can speak to if they have any worries/concerns about returning to School. • SMT, tutors and staff are aware of the signs of anxiety and be sensitive to the needs of the pupils. • Parents have been written to requesting that the School is notified if there is any COVID related concerns with the household. 	<p>No</p>	
<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>Control measures include:</p> <ul style="list-style-type: none"> • Questionnaires have been sent to all staff to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. • The Safe Return to School booklet was sent out to all 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. • The School will make reasonable adjustments where possible to alleviate concerns on a case by case basis. • Pupils have been 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). • Safe return to school information booklet was sent out to parents and pupils in August 2020. • Staff are encouraged to discuss any concerns with HR, their line manager and/or the SMT member. 	<p>No</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 that re-writing and re-issuing the whole policy.”</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • DSL or Deputy DSL has reviewed 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). • The DSL will ensure the Child protection/safeguarding policy is kept under review as the situation evolves and following changes to the government guidance. 	<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>School Policies have been updated in line with COVID protocols.</p>

<p>32. Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</p>	<p>All 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"> • We have told parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend; • We have told 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 • We have made it clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment); • We have compiled and issued formal communications to parents to advise them of key information including: <ul style="list-style-type: none"> ○ That they and/or their daughter(s) 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 daughter(s) 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 via Reception. 	<p>No</p>	<p>SRTS booklet sent out to parents on August 27 – updates will be emailed out to all parents via the Blue Pinny and Parent Portal.</p> <p>Staff have been emailed regarding the use of Visors and whether they want to wear one.</p>
<p>33. Failure to implement and adhere to the latest government advice/ guidance</p>	<p>All. Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<p>Godolphin will adhere to and follow relevant advice – the SDM and EM will take the lead but the SMT will be involved and feed into this process.</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 we keep up to date with the latest public health and other advice on COVID-19.</p> <p>Control measures include:</p> <ul style="list-style-type: none"> • SMT/ SLT will review key points and decide on any actions required. • If necessary, the SMT will develop action plans with SMART targets to implement any changes to school operations, with periodic monitoring by SMT/ SLT. • The EM will 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. • The School will follow guidance and advice from PHE, GOV, Hettle Andrews 	<p>No</p>	<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>

34. Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)	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.	This risk assessment discussed, agreed and monitored at Board level. 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. SMT and EM to ensure the effectiveness of the RA and related procedures on a day to day basis. Staff encouraged to comment and ask questions related to the RA. THE Whole School COVID Risk Assessment has been reviewed by Hettle Andrews and their recommendations and questions/points were paramount in the review and drafting of this current version.	No	CM and Chartwells to monitor and review effectiveness of the cleaning checklists and program.
35. Use of supply teachers and other temporary or peripatetic teachers	All. Potential spread of COVID-19 between staff, pupils and others on site.	Current control measures include: <ul style="list-style-type: none"> All staff have been briefed on our COVID measures prior to attending site for the first time (or upon arrival at the site for the first time). Supply/temporary/peripatetic staff will take particular care to maintain distance from other staff and pupils. Staff to sign in at the building they are working in and not enter the main school. 	No	
36. Pupils with SEND	SEND Pupils. SEND pupils are not adequately supported.	Current control measures include: <ul style="list-style-type: none"> SENCO/learning support staff to identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place. 	No	
37. Educational visits.	All. Travelling against FCO/ government advice.	Current control measures include: <ul style="list-style-type: none"> No off site visits during the current lockdown 	No	

Action Plan

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

Next review due:

Ongoing review