

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards/mitigation with any changes to the situation.

This is the 'Introduction' Sheet

This risk assessment is on 4 separate sheets - see the tabs at the bottom of the page:

1. Introduction,

2. General Precautions

3. Staff Activities,

4. Pupil Activities

Introduction

The COVID-19 outbreak is dynamic, but despite changing government guidance, most organisations have adjusted to the new abnormal routine

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published.

It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

This document will be updated regularly, changes will be highlighted and dated.

Rationale

The rationale, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents, pupils and visitors. A 'duty of care' is a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". COVID-19 necessitates making difficult and timely decisions in order to fulfil this duty to pupils, parents and staff. The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?"

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

- a. state of knowledge - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. seriousness of likely injury – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used.
- c. Cost and practicality of taking precautionary measures – the school will have to adapt normal teaching and pastoral care where possible.

The School – States of Operation

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

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with C19 Restrictions
3. Open T In transition: some teaching in school and some remotely.
4. Open B In transition: with boarders and Open K (below).
5. Open K Key staff and vulnerable children in school. All other teaching remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.

Running the School - Assessing the Risk

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

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

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

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

- M. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - a. Masks;
 - b. Gloves;
 - c. shields (for face or lecterns, desk separators, staff desks);

- d. sanitisers (gel and tissues).
- O. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Have all vulnerable pupils, parents and staff been identified and recorded?
 - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. Come into contact with anyone tested positive to COVID-19?
 - e. Travelled where: other than home and school? (via app or written diary).
 - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- ~~P. Have all adhered to the external socialising rules set by the school such as:~~
 - ~~a. shopping;~~
 - ~~b. parties;~~
 - ~~c. games and play;~~
 - ~~d. travel (other than home to school and return).~~
- Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

Risks, control measures and outcomes, are in the following Tabs

Conclusion

The risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents, to allow informed decisions and changes that reflect a safe and secure school environment.

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards/mitigation with any changes.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

<p>SEVERITY - the most likely worst case scenario that could result from the hazard</p> <p>Catastrophic – 5 (multiple death)</p> <p>Major – 4 (single death or permanent disability)</p> <p>Moderate – 3 (broken bones, several days off work)</p> <p>Minor – 2 (basic first aid treatment required)</p> <p>Insignificant – 1 (minor scratch or bruise)</p>	<p>LIKELIHOOD of the risk occurring (with any outcome)</p> <p>Certainty – 5 (could happen at any time and on any day)</p> <p>Probable – 4 (could happen perhaps once a term)</p> <p>Likely – 3 (could happen perhaps once a year)</p> <p>Conceivable – 2 (might happen perhaps once in 5 years)</p> <p>Improbable – 1 (will probably never happen)</p>	<p>Risk Rating</p> <p>15-25 Stop - this activity is not allowed to proceed</p> <p>08-12 Urgent action - Comprehensive additional control measures required</p> <p>04-06 Tolerable - Take positive action to control risk</p> <p>01-03 Monitor - acceptable risk</p>	<p>SEVERITY</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p>LIKELIHOOD 1 2 3 4 5</p>
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Area / Task / Activity: Schools Re-opening from 08 March 2021 for all years.

Date: 01 September 2021

Assessor: Alistair Hamilton (Bursar)

Re-assessment date:

This is the 'General Precautions' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

	What Parents need to know about schools during COVID-19
	Actions for schools
	Safe working in education, including the use of PPE
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers who can access schools or educational settings
	Stay at Home - Guidance for Households with Possible Coronavirus
	Stay Alert & Safe (Social Distancing) Guidance
	Operational Guidance
	Guidance for full opening of schools

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
Who Can Come to School?					
<p>All pupils, in all year groups, will return to school full-time from the beginning of the autumn term.</p> <p>Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term.</p> <p>Staff and pupils are to;</p> <ol style="list-style-type: none"> 1. Ensure good hygiene for everyone. 2. Maintain appropriate cleaning regimes. 3. Keep occupied spaces well ventilated. 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19. 	3	2	6	Tolerable	covid 19 operational guidance for schools
<p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on supporting pupils at school with medical conditions.</p>	3	2	6	Tolerable	supporting-pupils-at-school-with-medical-conditions--3
<p>Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in the guidance on protecting people who are CEV from COVID-19.</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it</p>	3	2	6	Tolerable	coronavirus and pregnancy
<p>VISITORS</p> <p>Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings, unless planned with a 'specific to task' risk assessment.</p> <ul style="list-style-type: none"> - All staff must sign in electronically using either ID cards or manual entry at reception - Visitors can be signed in by receptionist or host in advance by appointment. This helps the school meet government 'Track and Trace' responsibilities. - Visitors/parent meetings, to receive email to request <ul style="list-style-type: none"> - Park in Manor carpark - Use hand sanitiser - Do not attend meeting if close contact with someone with suspected symptoms or confirmed test - Confirmation of negative LFT on morning of visit 	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>Reception Areas</p> <p>-Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff, etc should not enter school buildings-</p> <p>-Visitors should make use of intercom systems and sign in electronically (preferably done by receptionist in advance)</p> <p>-Receive / check post deliveries in a designated outside area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling any shared signing devices. Remove any shared pens / pencils</p> <p>-Depending on the design of your reception areas, consider providing screens to protect the receptionist from any person that has to enter the building</p>	3	2	6	Tolerable	
Avoiding Contact With Anyone Who is Unwell					
<p>Tracing close contacts and isolation</p> <p>Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p>	3	2	6	Tolerable	
<p>Self-isolation and managing confirmed cases of COVID-19</p> <p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	3	2	6	Tolerable	
<p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</p> <ol style="list-style-type: none"> 1. they are fully vaccinated 2. they are below the age of 18 years and 6 months 3. they have taken part in or are currently part of an approved COVID-19 vaccine trial 4. they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>	3	2	6	Tolerable	
<p>Remind all staff (Inc. contractors staff, e.g. cleaners), pupils, parents and carers that if they, or anyone in their household is feeling unwell / exhibiting symptoms of Covid-19, however mild, they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection' and apply for a Covid-19 test</p>	3	2	6	Tolerable	Link to 'Stay at Home Guidance'

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>Remind all staff and pupils (Inc. contractors staff, e.g. cleaners) that if they start feeling unwell with symptoms of Covid-19 during the school day, they must make arrangements to go home as soon as possible and arrange to have a Coronavirus test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will ensure rapid action to protect their colleagues and pupils.</p> <p>- Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home</p> <p>- Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough</p>	3	2	6	Tolerable	
<p>Asymptomatic testing</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances.</p> <p>As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.</p> <p>Yr7 and 8 pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.</p> <p>Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.</p> <p>The School is to retain a small asymptomatic testing site (ATS) capability, until further notice so they can offer testing to pupils who are unable to test themselves at home.</p>	3	2	6	Tolerable	
<p>Confirmatory PCR tests</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p>	3	2	6	Tolerable	
<p>Tell all suppliers and delivery drivers, that if they are feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>	3	2	6	Tolerable	Link to 'Stay at Home Guidance'
<p style="text-align: center;">General Precautions</p>					
<p>Remind all staff and pupils that they must follow the governments 'Stay Alert and Safe (social distancing) guidance' when they are not in school</p>	3	2	6	Tolerable	Link to 'Stay Alert & Safe Guidance'

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>1. Ensure good hygiene for everyone</p> <p>Hand hygiene Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.</p> <p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.</p>	3	2	6	Tolerable	
<p>2. Maintain appropriate cleaning regimes, using standard products such as detergents You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.</p>	3	2	6	Tolerable	
<p>3. Keep occupied spaces well ventilated When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.</p> <p>Staff are to identify/report any poorly ventilated spaces and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.</p> <p>Mechanical ventilation systems are maintained in accordance with the manufacturers' recommendations.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p>	3	2	6	Tolerable	
<p>4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19 When an individual develops COVID-19 symptoms or has a positive test Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.</p>	3	2	6	Tolerable	Staff to check and replenish in all classrooms
<p>Mixing and 'bubbles' We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</p> <p>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.</p>	3	2	6	Tolerable	Estate manager to check and update
<p>Face coverings Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.</p>	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles' 	3	2	6	Tolerable	safe-working-in-education-childcare
<p>Moving around the site</p> <ul style="list-style-type: none"> -Government guidance now allows passing in corridors -Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. -Where this is not possible, manage flow of pupils and staff by scheduling and awareness. -Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'door guards' / electromagnetic door holders – never wedged or propped open, and be aware of security issues with external doors -Everyone should be reminded to minimise contact between individuals and maintain social distancing wherever possible -Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	3	2	6	Tolerable	
<p>Stepping measures up and down</p> <p>We will continue to assess contingency plans (sometimes called outbreak management plans) outlining what to do if children, pupils, students or staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.</p>	3	2	6	Tolerable	
<p>Fire Drills & Emergency Evacuations</p> <ul style="list-style-type: none"> -In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, 2m distancing between everyone should be reinstated, including at the assembly point – Year and Class markers may need to be repositioned to achieve this – -Ensure that any children / pupils not familiar with the schools emergency procedures, (e.g. children of staff who are not pupils at the school), or the layout of the parts of the building they are occupying, have the fire alarm / lock down drill explained to them, and the exit routes shown to them. 	3	2	6	Tolerable	Fire drills to be rehearsed as and when new year groups are allowed to return to school.
<p>Assemblies and Other Large Group Gatherings</p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all staff meetings and other group events can take place remotely using online facilities. Single year group assemblies are permitted in line with year group bubbles for lunch – sub-bubbles must be maintained where possible with fixed seating plans.</p>	3	1	3	Tolerable	
<p>Sport Matches/Events and spectators</p> <ul style="list-style-type: none"> • Events take place outdoors, spectators can gather in separate groups of up to 30. Multiple groups of 30 are permitted • Pupils and students must remain in their bubbles, and early years children should remain in their consistent groups as is usual for your setting. • Initially this will be for St Hugh's parents only. • There will be no match teas or refreshments available for parents – • Parents will not be allowed inside at any time – • Parents asked not to stay longer than is required after the fixture – • Track and trace posters and hand sanitiser at all entrance points to pitches. 	3	1	3	Tolerable	https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
Transitional and open days Traditional transitional and open days are less feasible, but are allowed if there is a fully risk-assessed plan to maintain the integrity of bubbles or consistent groups, and adhere to the system of controls in place and the roadmap out of lockdown.	3	2	6	Tolerable	
Early Birds / After School Clubs and 'Wrap-Around' Care Early Birds / After School clubs can continue to operate, but children should stay in the groups they are in during the school day, or stay safely distanced from each other	3	2	6	Tolerable	
Lets- External lets will be limited to outside of school hours and in line with sport association guidance. Letting can be considered subject to a further risk assessment of all aspects of the let, if the risk is low. Some of the factors to consider include the need to come into the school buildings eg to change or use toilet facilities, any overlap with staff / pupils / other people, amount of cleaning that would need to be undertaken before / after the let, health status of the people involved with the let	3	2	6	Tolerable	
Asymptomatic testing					
Asymptomatic testing Testing remains important in reducing the risk of transmission of infection within schools. That is why, whilst some measures are relaxed, others will remain, and if necessary, in response to the latest epidemiological data, we all need to be prepared to step measures up or down in future depending on local circumstances. As pupils will potentially mix with lots of other people during the summer holidays, all secondary school pupils should receive 2 on-site lateral flow device tests, 3 to 5 days apart, on their return in the autumn term.	1	3	3	Monitor	Schools (C19) Operational Guidance
Confirmatory PCR tests Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.	1	3	3	Monitor	Schools (C19) Operational Guidance
Home testing Both pupils and staff in secondary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult. Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.	1	3	3	Monitor	Schools (C19) Operational Guidance
Cleaning					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>Undertake frequent and thorough cleaning & disinfection throughout the day of surfaces touched by others such as key pads / door release buttons, door / handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers.</p> <ul style="list-style-type: none"> - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	3	2	6	Tolerable	Link to 'Cleaning Guidance'
<p>Every day, thoroughly clean all desks, tables, work benches, chairs, locker doors, books, toys, keyboards, mice, touch screens, telephones and other regularly used equipment in all rooms used by staff and pupils</p>	3	2	6	Tolerable	Link to 'Cleaning Guidance'
Medical Provision and Action in Event of Suspected or Confirmed Case of Coronavirus in School					
<p>Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible -</p> <p>Please see guidance in All Staff \COVID - 19\Autumn 2020\Medical</p> <ul style="list-style-type: none"> - Care of Children with C19 Symptoms - C19 Isolation Flow Chart <p>More detailed guidance in 'COVID 19 - Guidance for Educational Settings'</p>	3	3	9	Tolerable	Link to 'COVID 19 - Guidance for Educational Settings'

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>Please see guidance in All Staff \COVID - 19\Autumn 2020\Medical</p> <ul style="list-style-type: none"> - Care of Children with C19 Symptoms - C19 Isolation Flow Chart <p>Where possible, staff should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <ol style="list-style-type: none"> 1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean/disinfect in case they have Covid-19 symptoms) 2 - a 'quarantine area' where pupil's with symptoms of Covid-19 could be isolated until they can go home 3 – an office / work area where pupils that need treatment unrelated to Covid-19 can be treated. <p>Rooms identified, that can be used, include</p> <ul style="list-style-type: none"> - Medical centre 1 and 2 - Boarding isolation room - Day room - Snug - Music practice rooms - Carswell Cabin - Pavilion 	3	2	6	Tolerable	
<p>PPE for children showing symptoms</p> <ul style="list-style-type: none"> - Children who have suspected symptoms are to wear a face mask while being cared for in school before pick up by parents. - All staff that might need to look after pupils who fall ill with Covid-19 symptoms whilst at school must have access to and wear full PPE - disposable gloves, aprons, mask and face visor. <p>Mask must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal 	3	2	6	Tolerable	
<p>All disposable PPE should be carefully disposed of by double bagging it, (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p> <p>Any disposable face masks used by the School Nurse during assessment and treatment of pupils should also be carefully disposed of in the same way</p>	3	2	6	Tolerable	
<p>Members of staff that help someone who was taken unwell with symptoms of Covid-19 do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p>	3	3	9	Tolerable	Link to 'COVID 19 - Guidance for Educational Settings'
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>	3	3	9	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants' - Do not use bleach - there are serious H&S risks associated with this product - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	3	3	9	Tolerable	Link to 'COVID-19: cleaning in non-healthcare settings'
<p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Schools must 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>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) - proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual - travelling in a small vehicle, like a car, with an infected person <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. 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> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>	3	3	9	Tolerable	guidance-for-full-opening-schools

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>Share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <p>–if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <p>–if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.</p> <p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>	3	3	9	Tolerable	Stay-at-home-guidance-for-households-with-possible-C-19-infection
<p>9. Contain any outbreak by following local health protection team advice</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>					guidance-for-full-opening-schools

Further Action Log

Action Required				Responsible Person	Date for completion	Completed
1						
2						
3						
4						

Staff Sign-Off

This document has been shared with staff who must confirm that they have read and understood it. This is recorded on 'Microsoft Forms'

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards/mitigation with any changes.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

<p>SEVERITY - the most likely worst case scenario that could result from the hazard</p> <p>Catastrophic – 5 (multiple death)</p> <p>Major – 4 (single death or permanent disability)</p> <p>Moderate – 3 (broken bones, several days off work)</p> <p>Minor – 2 (basic first aid treatment required)</p> <p>Insignificant – 1 (minor scratch or bruise)</p>	<p>LIKELIHOOD of the risk occurring (with any outcome)</p> <p>Certainty – 5 (could happen at any time and on any day)</p> <p>Probable – 4 (could happen perhaps once a term)</p> <p>Likely – 3 (could happen perhaps once a year)</p> <p>Conceivable – 2 (might happen perhaps once in 5 years)</p> <p>Improbable – 1 (will probably never happen)</p>	<p>Risk Rating</p> <p>15-25 Stop - this activity is not allowed to proceed</p> <p>08-12 Urgent action - Comprehensive additional control measures required</p> <p>04-06 Tolerable - Take positive action to control risk</p> <p>01-03 Monitor - acceptable risk</p>	<p>SEVERITY</p> <p>5</p> <p>4</p> <p>3</p> <p>2</p> <p>1</p>  <p>LIKELIHOOD 1 2 3 4 5</p>
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Area / Task / Activity: Schools Re-opening from 08 March 2021 for all years.

Date: 01 September 2021

Assessor: Alistair Hamilton (Bursar)

Re-assessment date:

This is the 'Staff Activities' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

	What Parents need to know about schools during COVID-19
	Actions for schools
	Safe working in education, including the use of PPE
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers who can access schools or educational settings
	Stay at Home - Guidance for Households with Possible Coronavirus
	Stay Alert & Safe (Social Distancing) Guidance
	Operational Guidance
	Guidance for full opening of schools

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
General Precautions					
Where possible: - spread out within the office, room or area you are using, or use separate offices / areas – try to keep everyone at least 2 meters apart at all times - in communal offices/workrooms use the same desk or workstation each day - if people are working in groups – encourage them to position themselves side to side, rather than face to face - ensure good natural ventilation in the classrooms / offices / areas that are being used; open the windows and keep doors open. (NB doors marked 'Fire door' should only be held open by 'doorgards' / electromagnetic door holders - never wedged or propped open). - try to follow social distancing guidelines when ever possible– - remove unnecessary items from offices-work rooms etc, especially if it impedes effective cleaning, where there is space to store it elsewhere - make best use of screens if possible	3	2	6	Tolerable	
Each member of staff should keep any pens / pencils they use in a container, e.g. a ziplock bag, and only use their own pens and pencils for any tasks	3	2	6	Tolerable	
Where possible, each member of staff should only use their own computer keyboard / mouse. – If they have to use any other person's keyboard / mouse - they should be cleaned with a sanitising wipe before and after use - they should wash their hands before starting to use the keyboard hand, and then wash their hands again afterwards.	3	2	6	Tolerable	
Meetings with people who are not pupils or members of staff should, wherever possible, take place remotely. Where this is not possible, and the meeting is essential, it should take place in a location where it is possible to maintain at least 2m separation. Small offices / rooms should be avoided where possible	3	2	6	Tolerable	
Getting To / From School					
Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car.– - If possible provide additional bike racks and parking facilities for staff and pupils - Discourage car sharing with other families - Plan for a higher volume of parents dropping off/collecting pupils by car–	3	2	6	Tolerable	
Arrival at School					
Reception Areas - Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff, etc should not enter school buildings– - Visitors should make use of intercom systems - Receive / check post deliveries in a designated outside area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling any shared signing devices. Remove any shared pens / pencils - Depending on the design of your reception areas, consider providing screens to protect the receptionist from any person that has to enter the building	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
Signing in / out - Staff should use their new ID badges to sign in / out. Touch screen signing in devices should be regularly cleaned with a sanitising wipe and everyone should wash their hands / use hand sanitiser immediately after having used it - display notices to remind people to do this.	3	2	6	Tolerable	
Lessons / Teaching Activities					
Break Times / Lunch Times					
Moving around the site - Government guidance now allows passing in corridors - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible, manage flow of pupils and staff by scheduling and awareness. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'door guards' / electromagnetic door holders – never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible a 2m gap should be maintained between themselves and other people when they move around the site. - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.	3	2	6	Tolerable	
Remind staff to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch, or any time they leave or enter rooms. - Ask staff to use the staff/common rooms that they are allocated to for break / lunch times and to minimise contact between individuals and maintain social distancing wherever possible - Arrange for tea/coffee making facilities to be available in any rooms that are not normally used as staff/common rooms. - Ensure that hand contact surfaces in staff/common rooms, e.g. handles on fridges, kettles, hot and hold water dispensers, dishwashers, mug cupboards and cutlery drawers, are thoroughly cleaned after each break / lunch time - Consider providing tea bags, coffee, sugar, fruit, biscuits etc in containers that don't need to have lids removed/replaced - Ask staff to place any dirty mugs, glasses or cutlery they use directly in the dishwasher, not the sink / on the side - Consider either providing, or asking staff to bring packed lunches into school to remove the need for crowds in the dining room (NB if lunches brought in from home remind staff about any food / ingredients that should not be included because of the risks associated with food allergies and remind everyone to dispose of any uneaten food safely to reduce risk of pest infestations)	3	2	6	Tolerable	
Cloakrooms & Handwashing / Toilet Facilities - Maximise social distancing in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils and monitoring to ensure that they do not become overcrowded - Provide plentiful supplies of warm water, antibactericidal soap and paper towels. Government advice has changed to allow hot air hand dryers - Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are topped up	3	2	6	Tolerable	
Assemblies and Other Large Group Gatherings					

Control Measures				Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
Assemblies and Other Large Group Gatherings With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all staff meetings and other group events can take place remotely using online facilities. Single year group assemblies are permitted in line with year group bubbles for lunch – sub bubbles must be maintained where possible with fixed seating plans.				0	3	0		
Further Action Log								
Action Required					Responsible Person	Date for completion	Completed	
1								
2								
3								
4								

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards/mitigation with any changes.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

<p>SEVERITY - the most likely worst case scenario that could result from the hazard Catastrophic – 5 (multiple death) Major – 4 (single death or permanent disability) Moderate – 3 (broken bones, several days off work) Minor – 2 (basic first aid treatment required) Insignificant – 1 (minor scratch or bruise)</p>	<p>LIKELIHOOD of the risk occurring (with any outcome) Certainty – 5 (could happen at any time and on any day) Probable – 4 (could happen perhaps once a term) Likely – 3 (could happen perhaps once a year) Conceivable – 2 (might happen perhaps once in 5 years) Improbable – 1 (will probably never happen)</p>	<p>Risk Rating 15-25 Stop - this activity is not allowed to proceed 08-12 Urgent action - Comprehensive additional control measures required 04-06 Tolerable - Take positive action to control risk 01-03 Monitor - acceptable risk</p>	<p>SEVERITY 5 4 3 2 1</p>  <p>LIKELIHOOD 1 2 3 4 5</p>
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Area / Task / Activity: Schools Re-opening from 08 March 2021 for all years.

Date: 01 September 2021

Assessor: Alistair Hamilton (Bursar)

Re-assessment date:

This is the 'Pupil Activities' Sheet

This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. General Precautions, 2. Staff Activities, 3. Pupil Activities

What is the hazard?	Coronavirus / COVID -19
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of their family who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

	What Parents need to know about schools during COVID-19
	Actions for schools
	Safe working in education, including the use of PPE
	Covid-19 - Cleaning in Non-Healthcare Settings
	Critical workers who can access schools or educational settings
	Stay at Home - Guidance for Households with Possible Coronavirus
	Stay Alert & Safe (Social Distancing) Guidance
	Operational Guidance
	Guidance for full opening of schools

Control Measures:	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
General Precautions					
<p>As far as possible-</p> <ul style="list-style-type: none"> -adjust the timetable to stagger school day / lesson starting & finishing times, lunch times and break times for different groups of pupils. -keep groups of pupils in the same room(s) and areas throughout the week, rather than moving around the school too much -staggered playtimes so bubbles are separate/ keeping same staff where possible. Playtimes are outside where at all possible 	3	2	6	Tolerable	
<p>Where possible:-</p> <ul style="list-style-type: none"> -children will be grouped by class where possible but more widely by yeargroup where necessary eg lunch and activities -limit the number of people that members of staff / groups of pupils come into regular contact with by having smaller, contained teams or 'bubbles' that stay together with the same teacher(s) & teaching assistants on consecutive days- -where possible use larger rooms than normal and spread everyone out within the room or area you are using - minimise contact between individuals and maintain social distancing wherever possible, with desks facing forward- -allocate each pupil a desk and ask them to sit at the same desk every day -ensure good natural ventilation in the rooms / areas that are being used; open the windows and keep doors open. (NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open) -do activities outside -remove unnecessary items from classrooms, especially if it impedes effective cleaning, where there is space to store it elsewhere 	3	2	6	Tolerable	
<p>Actively provide opportunities for regular handwashing / hand sanitising and encourage everyone to use a paper towel or tissue for turning off taps, opening toilet doors, etc once they have clean hands. Examples of when hands should be washed/sanitised :</p> <ul style="list-style-type: none"> - before leaving home - on arrival at school - immediately before and after each lesson / activity - at each break time - before eating any food, including snacks - after using the toilet - before leaving school <p>hand sanitisers by all entrance doors</p>	3	2	6	Tolerable	
Getting To / From School					
<p>Where possible, encourage staff and pupils not to use public transport to travel to school; instead walk, cycle or travel by car-</p> <ul style="list-style-type: none"> -If possible provide additional bike racks and parking facilities for staff and pupils -Discourage car sharing with other families -Plan for a higher volume of parents dropping off/collecting pupils by car- 	3	2	6	Tolerable	

Control Measures:	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>If staff and pupils have no alternative but to use public transport to travel to school – encourage them to:-</p> <ul style="list-style-type: none"> -As far as possible keep 2m away from all other passengers at all times – follow any instructions from transport staff & obey signs of markings about where to queue or sit -Wear a face covering whilst travelling and waiting in queue at bus stops/stations -Wait for people to get off before you board -Avoid consuming food and drink on public transport -Carry a good supply of hand sanitiser (min. 60% alcohol) and use it as soon as you end your journey -Try not to touch surfaces such as handles, poles, handrails, ticket machines, card/ticket scanners at stations / on buses, tubes or trains 	3	3	9	Tolerable	<p>Safer travel guidance for passengers</p>
<p>School Minibuses</p> <ul style="list-style-type: none"> -Establish number of pupils (and staff) requiring school transport. Limit number of passengers on each vehicle to what can be achieved. – If necessary & if possible, provide additional minibuses on each route to keep pupils within their school groups or 'bubbles' -Driver to wash / sanitise their hands prior to starting each journey and on completion of the journey -Clean all interior and external surfaces that passengers are likely to have come into contact with after each journey – -Keep a supply of sanitiser (min 60% alcohol) and tissues in each minibus 	3	2	6	Tolerable	
Arrival at School					
<p>To minimise the number of pupils and parents arriving at / leaving school at the same time, stagger the time that different years start / finish school and if possible, allocate different entrances/exits to groups of people arriving / leaving school at the same time.</p> <ul style="list-style-type: none"> -As far as the layout of the site allows, arrange for children to be dropped off and collected from school in areas which enables pupils and parents to keep 2 metres distance between each other. Use signage to guide parents to where they should drop off and pick up their children, where possible mark out 2 metre distances on the ground -Encourage only 1 parent to accompany younger children to school -Parents to wear face masks if they leave their vehicle -Where possible avoid parents coming into the school buildings – greet / say goodbye (handover) younger pupils in the playground or other safe outside area -Do not shake hands with anyone, and strongly discourage children from holding hands, hugging or jumping on each other (recognising this will be very difficult with very young children) -Discourage any 'gatherings at the school gate' -Pupils should wash their hands as soon as they arrive at school and then go directly to their allocated classroom / form room 	3	2	6	Tolerable	<p>From 01 September, The school will use 3 separate drop off and pick up sites to allow class pods to be distanced from arrival. Details covered in the FAQs.</p>
Lessons / Learning Activities					
<p>If pupil's activities include the use of pens, pencils etc:-</p> <ul style="list-style-type: none"> -Where appropriate, enable pupils to bring in and/or be allocated to use their own pens, pencils etc and not share them with others -If this is not possible, pupils are premitted to share resources within bubbles 	3	2	6	Tolerable	

Control Measures:	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>If pupil's activities include the use of computer keyboards and iPads:-</p> <ul style="list-style-type: none"> -Where appropriate, encourage pupils to bring in and use their own laptops and iPads and not to share it with others -If this is not possible, provide the opportunity for all pupils to wash their hands immediately before using the keyboard, and then again at the end of the lesson -Frequently clean the keyboards, mice and touch screens of all equipment used by more than one person 	3	2	6	Tolerable	
<p>Limit the use of shared materials/resources in school and limit the amount of resources, e.g. exercise books and reading books that are taken home by pupils for prep-</p>	3	2	6	Tolerable	
<p>PE & Sports</p> <ul style="list-style-type: none"> -Where possible, PE and sports activities should take place outside -Activities that require people to be close together, should only be within bubbles- -minimise contact between individuals and maintain social distancing wherever possible 	3	2	6	Tolerable	
<p>If PE & sports activities include the use of hand-held equipment, or equipment that is often touched by hand, e.g. bats, rackets, sticks, balls, gymnastics and athletics equipment:-</p> <ul style="list-style-type: none"> -Where possible, each person should be allocated their own item of equipment at the beginning of the lesson that they don't share with anyone else -All equipment used during the lesson should be thoroughly cleaned at the end of each lesson -Pupils could bring in and use their own equipment as long as they do not share it with other pupils 	3	2	6	Tolerable	
<p>Use of School Swimming Pool</p> <ul style="list-style-type: none"> -Whilst use of the pool itself is considered to be low risk due to the disinfecting chemicals in the water, the main risk area will be the changing rooms and any hand contact surfaces, eg handrails used by people, eg to get into and out of the pool. If schools can maintain good social distancing in the showers and changing rooms, and on the poolside, and pupils stay in their normal small teaching groups / 'bubbles' for the swimming lesson, then swimming can be considered once the pool has been safely brought back to normal operating conditions (please contact your surveyor for more advice on how to do this properly). -Ensure social distancing is maintained in changing rooms, e.g. by allowing pupils to come into school in their sports kit so it is not necessary to change before the lesson, by making use of additional cloakroom facilities for changing, and by marking out 2m spacing in the changing room 	3	2	6	Tolerable	
<p>Music lessons</p> <ul style="list-style-type: none"> -Generally, pupils should use their own instruments that they don't share with anyone else- -Pianos and keyboards - pupils should wash their hands immediately before using the keyboard, and then again at the end of the lesson, and the keyboard should be cleaned at the end of each lesson- -Pupils should use their own drum sticks etc that they don't share with anyone else for playing drums and large percussion instruments- 	3	2	6	Tolerable	

Control Measures:	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>If Art / DT / Food tech / Textiles activities include the use of handheld tools and equipment, or hand-operated equipment:</p> <ul style="list-style-type: none"> -Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else -All equipment used during the lesson should be thoroughly cleaned at the end of each lesson -Where appropriate, pupils could bring in and use their own equipment as long as they do not share it with other pupils -Any shared or department based aprons should be removed from use. If aprons or workshop coats are worn, e.g. by staff these should be their own individual coats that are stored in the individuals locker or taken home when not in use -If safety specs or goggles need to be worn for any task they must be sanitised before and after every use – see CLEAPSS guidance document GL343 for process 	3	2	6	Tolerable	
<p>If Science activities include the use of hand-held tools and equipment, or hand-operated equipment:</p> <ul style="list-style-type: none"> -Where possible, each person should be allocated their own items of equipment at the beginning of the lesson that they don't share with anyone else -All equipment used during the lesson should be thoroughly cleaned at the end of each lesson -Any shared or department based lab coats should be removed from use. If lab coats are worn, e.g. by science technicians or 6th form students these should be their own individual coats that are stored in the individuals locker or taken home when not in use -If safety specs or goggles are needed for any experiments they must be sanitised before and after every use – see CLEAPSS guidance document GL343 for process -Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk <p>NB Science staff should refer to CLEAPSS guidance on doing practical work in a partially reopened school (GL343) and science depts. returning to school after an extended period of closure (GL345) – www.science.cleapss.org.uk</p>	3	2	6	Tolerable	
Additional Points for EYFS KS1 Pupils					
<p>Supervision ratios – Paragraph 3.30 of the EYFS states: 'Exceptionally, and where the quality of care and safety and security of children is maintained, changes to the ratios may be made.' The DoE considers the extent of the COVID-19 outbreak to be an exceptional temporary circumstance in which the staff to child ratios set out in the EYFS can be changed if necessary. However, childcare providers or schools remain responsible for ensuring the safety and security of children in their care.</p>					Link to 'Early Years and Childcare Closures Guidance'
<p>A qualified paediatric first aider must be present at all times when EYFS children are on site. NB If a first aider's certificate is due to expire or expired on or after 16 March 2020, and requalification training is prevented for reasons associated directly with Coronavirus or by complying with related government advice, the validity of current certificates will be extended by up to 3 months.</p>					Link to 'Early Years and Childcare Closures Guidance'
<p>Whilst it is virtually impossible to practice 'social distancing' whilst ensuring very young children are kept safe and well-cared for, staff should ensure that they, and the pupils, wash their hands very regularly, try not to touch their faces, practice good respiratory hygiene, and minimise contact and mixing as much as possible, e.g. by staff and pupils staying in the same small group, which stays at least 2m away from other people and groups.</p> <ul style="list-style-type: none"> -Ensure help is available for all young children who have trouble cleaning thoroughly their hands independently 	3	3	9	Tolerable	Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Control Measures:	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required ⁽⁹⁺⁾ Prohibited (See Matrix)	Notes / Further Action Required
<p>As far as possible, all equipment, toys and resources should be washed before and after they are used, particularly hand contact surfaces such as the handles on bikes and trikes-</p> <p>-Remove all soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), and malleable shared resources such as 'play dough'</p>	3	2	6	Tolerable	
Break Times / Lunch Times					
<p>Moving around the site</p> <p>-Government guidance now allows passing in corridors</p> <p>-Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people.</p> <p>-Where this is not possible, manage flow of pupils and staff by scheduling and awareness-</p> <p>-Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'door guards' / electromagnetic door holders – never wedged or propped open, and be aware of security issues with external doors</p> <p>-minimise contact between individuals and maintain social distancing wherever possible</p> <p>-Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site.</p>	3	2	6	Tolerable	
<p>If possible stagger break times / lunch times for different groups of pupils to reduce contact between groups when moving around the school / using toilet facilities / washing hands</p> <p>-Encourage pupils to wash their hands at the start and end of break / lunch time and before eating any snacks / lunch</p> <p>-Require pupils to stay in their allocated groups during break / lunch times, either in their class / form room or in a specified area in the playground / grounds of the school-</p> <p>-Ensure that handles / buttons on water dispensers are thoroughly cleaned after each break / lunch time –</p> <p>-Timings staggered for lunch with tables moved to ensure SD between groups-</p>	3	2	6	Tolerable	
<p>If outside play equipment is used during break times:-</p> <p>-Children to sanitise hands before and after break. Year group bubbles are to be maintained on the equipment.</p> <p>-Smaller items of play equipment should also be thoroughly cleaned at the end of every break time when it has been used. If it is not possible to clean it thoroughly, it should be put away in a store –</p>	3	2	6	Tolerable	
<p>Cloakrooms & Handwashing / Toilet Facilities</p> <p>-Maximise social distancing in cloakrooms & handwashing / toilet facilities, e.g. by designating specific cloakroom & handwashing / toilet facilities to specific groups of staff / pupils and monitoring to ensure that they do not become overcrowded-</p> <p>-Provide plentiful supplies of warm water, antibactericidal soap and paper towels. – Government advice has changed to allow hot air hand dryers</p> <p>-Ensure that all hand contact surfaces in cloakrooms & handwashing / toilet facilities are thoroughly cleaned after each break / lunch time and supplies of soap and paper towels are topped up</p>	3	2	6	Tolerable	
Assemblies and Other Large Group Gatherings					