



# COVID - 19 Risk Assessment

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

## Staying COVID-19 Secure – Our Commitment

- We recognise the risk posed by Coronavirus (COVID-19) to our staff, pupils and their families. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.
- We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff, pupils and parents whilst on our premises.
- We will share this Risk Assessment and its findings with employees and consult on its contents.
- We will continue to comply with all relevant Health and Safety Legislation and both Central Government and Local Authority regulations and guidance.

## Guidance documents

This risk assessment has been informed by the most up-to date Government guidance for schools and other educational settings at the time of writing. It should be read alongside the DfE guidance ‘**Opening schools for more children and young people: initial planning framework for schools in England**’. This guidance is available [here](#).

Other helpful guidance documents for schools:

- **Actions for schools during the coronavirus outbreak.** – Available [here](#)
- **Shielding the extremely vulnerable** – Available [here](#)
- **Households with COVID-19** – Available [here](#)
- **Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)**-Available [here](#)
- **EYFS** – Available [here](#)
- **SEND** – Available [here](#)
- **Cleaning in Schools**– Available [here](#)
- **Safe Travel** – Available [here](#)

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### Overarching Principles

The Government has set out five overarching principles to control the spread of COVID-19 in schools which has formed the basis of this risk assessment. These are:

- **minimising contact** with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often than usual** - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the ‘catch it, bin it, kill it’ approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

### Symptoms of COVID-19

COVID-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.

#### **DO NOT LEAVE HOME IF YOU OR SOMEONE YOU LIVE WITH HAS EITHER:**

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss of, or change in, your normal sense of taste or smell (anosmia)**

These are the main symptoms of coronavirus. If you have these symptoms, you should not leave home and seek advice regarding self-isolation.

Risk Rating Key	
Very Low or Tolerable risks	No management action required
Moderate risks	If reasonably practicable take required management action to remove or reduce risk
High and Intolerable risks	Management action must be taken to remove or reduce risks.

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Risk No	Risk Description	Likelihood 1-3	Impact 1-3	Risk Score (LxI)	Mitigation/Actions	Owner	Mitigated Score 1-9	Date Complete
<b>1</b>	<b>Staffing</b>							
1.1	Inadequate staff numbers	2	3	6	<ul style="list-style-type: none"> <li>Staff questionnaire regarding health conditions.</li> <li>Limited pupils on site to ensure correct ratios are adhered to.</li> <li>Audit of educational and non-educational support staff required to supervise, provide administrative support, maintain security and hygiene levels.</li> </ul>	CAW RK, AAS RK, AAS, CAW	3	19-05-20
1.2	Infection Control: Staff Behaviour, social distancing/understanding of how to protect each other and students mental health.	2	3	6	<ul style="list-style-type: none"> <li>Communicate with ALL staff on their wellbeing, Health, Personal health conditions i.e. asthma, diabetes etc. including other concerns regarding family/home life. Staff availability determined mid-May followed by appropriate contact during closure plus staff survey sent.</li> <li>All Clinically Extremely Vulnerable (CEV) employees are required to</li> </ul>	CJDM, CAW, JLa	3	Ongoing  Ongoing



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					<p>self-isolate and must not attend school/ setting. Where possible they are required to work from home.</p> <ul style="list-style-type: none"><li>• All employees who live with a person who is Clinically Extremely Vulnerable must also not attend school/ setting and where possible work from home.</li><li>• Communications on staff having symptoms or self-isolating. All employees, themselves or persons within their household have COVID-19 symptoms, should not attend school/ setting.</li><li>• Maintain staff wellbeing and provide support where required. Staff reminded of availability of Counselling service, regular updates from SMT, Google meetings at break-times.</li><li>• PPE available for staff on site [optional].</li><li>• Initial communications to be verbally at staff briefings and/or by email.</li><li>• Clear reporting procedure in place for COVID-19 related H&amp;S issues - Covered under 'Infectious diseases'</li></ul>			<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>01.06.20</p> <p>Ongoing</p> <p>Ongoing</p>
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					<p>in <a href="#">Staff Sickness Policy</a></p> <ul style="list-style-type: none"><li>• Provide effective communication, training and promotion of the need to wash hands thoroughly for 20 seconds with running, warm water, and soap. If such facilities are not available, ensure provision of hand sanitiser.</li><li>• Temperature testing on arrival.</li><li>• Ensure each entry point to school has hand sanitiser available and effectively communicate to staff, pupils, and visitors to school the need to use when entering the premises.</li><li>• Ensure an adequate supply of soap, paper towels, hand sanitisers and tissues including provision of hand sanitiser is available in all working areas.</li><li>• All staff to be responsible for contributing towards cleanliness of their own working area and equipment.</li><li>• Staff to be discouraged from bringing additional items from home unless absolutely necessary and sanitised before being distributed.</li></ul>			Ongoing  Ongoing Ongoing  Ongoing  Ongoing
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					<ul style="list-style-type: none"> <li>• Staff to remain at a safe distance from each other, including breaks and lunchtime</li> <li>• Conduct individual staff Risk Assessments where necessary.</li> </ul>			Ongoing
1.3	Infection Control: Staff showing symptoms in school.	3	3	9	<ul style="list-style-type: none"> <li>• Staff who are displaying symptoms of COVID-19 should not present at work.</li> <li>• If they do come to work, they are to be sent home straight away.</li> <li>• Advise Public Health England immediately for guidance.</li> <li>• Area the staff member has been in contact with to be disinfected.</li> <li>• Government testing guidelines to be followed.</li> <li>• Absence must be reported to HR immediately so that self-isolation and absence data can be recorded accurately and promptly.</li> </ul>	SMT	3	Ongoing

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2	<b>Students</b>							
2.1	Infection Control: Student Behaviour, social distancing/ understanding of how to protect each other.	2	3	6	<ul style="list-style-type: none"> <li>Communicate clear expectations and COVID-19 behaviour principles including social distancing etc. to all students and share with parents/carers: to include social distancing measures and good respiratory hygiene.</li> <li>Provide effective communication, training and promotion of the need to wash hands thoroughly for 20 seconds with running, warm water, and soap. If such facilities are not available, ensure provision of hand sanitiser.</li> <li>Audit shielded and clinically vulnerable students to update RAs based on individual need and identify students who should not attend school but continue with remote learning at home.</li> <li>Induct students into new ways of working and new operating procedures. Teach students safe working practices.</li> <li>Pupils and parents given information which will include clear</li> </ul>	JCB, RK, AAS	3	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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					expectations for conduct.			
2.2	Infection Control: Students showing symptoms in school.	3	3	9	<ul style="list-style-type: none"> <li>• Clear policy and procedures to be written and communicated to staff to respond to students who become unwell or develop symptoms in school.</li> <li>• Inform parents/carers and students that they are not to attend school if they are displaying any symptoms of coronavirus.</li> <li>• If symptomatic students do come to school, they are to be isolated immediately in the Meeting Room in reception at Senior site, Ladybirds room in Nursery and Infants or Room 8 in the Estcourt building until collected/sent home, following agreed protocols.</li> <li>• Area the student has been in contact with to be disinfected.</li> <li>• Government testing guidelines to be followed.</li> <li>• Absence must be reported to JCB/DJD immediately so that absence data can be recorded accurately and safeguarding followed.</li> </ul>	JCB/RK/ AAS/DJD	3	Ongoing



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2.3	Infection Control: Start and finish of the school day	2	3	6	<ul style="list-style-type: none"> <li>• Sufficient staff to be available to ensure that students adhere to social distancing requirements.</li> <li>• Staggered start and finish times to avoid congestion.</li> <li>• Staff will support the safe entry and exit of the students.</li> <li>• Temperature testing on arrival.</li> <li>• Multiple entry and exit points to the building supervised by staff.</li> <li>• Hand sanitiser at each entry and exit point.</li> <li>• All staff and students to wash their hands on arrival.</li> </ul>	JCB/RK/ AAS All supervising staff	3	Ongoing
2.4	Infection Control: Break and Lunches	3	3	9	<ul style="list-style-type: none"> <li>• Staggered lunch breaks for individual groups/bubbles.</li> <li>• Packed lunches only - lunch boxes to be stored within each groups'/bubbles' room</li> <li>• Lunch to be eaten in room, or outside if weather permitting.</li> <li>• Handwashing and wiping of tables maintained.</li> <li>• Play areas /zones separated for different groups, using cones</li> <li>• Fixed play equipment cordoned off for present time</li> </ul>	RK/AAS All supervising staff	3	On return to the settings

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2.5	Travelling to school	2	2	4	<ul style="list-style-type: none"> <li>• Encourage students to follow Government guidance on how to travel safely, and minimise the use of public transport for travel to and from school if at all possible.</li> <li>• Students are advised to walk, cycle or get dropped off by car by a member of their household rather than use public transport.</li> <li>• Sharing of transport or walking in groups of non-household members to be discouraged.</li> <li>• Social distancing measures for drop off and pick up zones: main gate, car park, etc.</li> </ul>	JCB/RK/AAS	1	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>By return to settings</p>
2.6	Movement around the schools sites	3	2	6	<ul style="list-style-type: none"> <li>• Walk through of the building carried out in order to establish pinch points and plan a one-way system for movement where possible.</li> <li>• Clear floor markings and wall signage displayed for direction of movement</li> <li>• Communicate new procedures to students and walk through.</li> <li>• 2m distance kept at all times and limited f2f communication.</li> <li>• When entering and exiting an area</li> </ul>	CAW, RK, AAS, JCB	3	Ongoing

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					all pupils must wash hands.			
2.7	Safeguarding	3	2	6	<ul style="list-style-type: none"> <li>Communicate safeguarding arrangements with all staff: the safeguarding addendum will continue to operate in conjunction with the Child Protection Policy and Keeping Children Safe in Education policy</li> <li>Clear arrangements for Designated Safeguarding Lead/Deputy Designated Safeguarding Leads to be shared with staff and students; students to be reminded of reporting routes including online safety for use when remote learning at home</li> <li>Recommunicate reporting routes for staff.</li> <li>Assign key staff to continue rolling programme of 'safe and well' welfare checks to continue for all other students who are not accessing on site provision as part of phased reopening.</li> <li>Normal absence procedures to apply to students attending as part of phased reopening on the days they are due to attend.</li> </ul>	JCB, RK, AAS, AHM, Pastoral Teams	3	Ongoing



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					<ul style="list-style-type: none"> <li>• Closely monitor mental health and well-being of students and signpost and refer as appropriate.</li> <li>• Specific protection measures and controls to be put in place and communicated as appropriate for students known to be clinically vulnerable or clinically extremely vulnerable.</li> </ul>			
2.8	PPE	2	2	4	<ul style="list-style-type: none"> <li>• Share with parents/carers, students and staff current government guidance that in general, wearing a face covering or face mask in school is not recommended.</li> <li>• Stock of face coverings for students to wear [optional].</li> </ul>	JCB, RK, AAS, CAW	2	Ongoing
2.9	Potential for clothing to hold the virus	2	2	4	<ul style="list-style-type: none"> <li>• School uniforms are not required to be worn, parents informed that children must wear a clean set of clothing each day. Clothing to be comfortable and also practical for use in PE.</li> <li>• Items brought in from the outside will remain with the students in their bubbles, i.e. outdoor jackets, lunch boxes, books and stationery.</li> </ul>	RK, AAS, JCB	2	For return to settings

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2.10	Behaviours	3	3	9	<ul style="list-style-type: none"> <li>Review Behaviour Policy to ensure that it covers COVID-19 related incidents. Produce addendum with clear expectations and COVID-19 behaviour principles including social distancing and hygiene, etc.</li> <li>Update Home-School Agreement to include expectations as above.</li> <li>Communicate COVID-19 behaviour expectations clearly to parents/carers, students and staff.</li> <li>Train staff with revised behaviour procedures.</li> </ul>	RK, AAS, JCB	4	For return to settings
3	<b>Curriculum</b>							
3.1	Ability to socially distance in classrooms	2	3	6	<ul style="list-style-type: none"> <li>Phased return of students in groups of no more than 15 pupils to induct them in the new procedures. Students will be given clear guidance and expectations in line with social distancing guidelines.</li> <li>Minimise contact through smaller class sizes and alter classroom layouts to maintain social distancing as prescribed where possible.</li> <li>Y6 to operate from Senior site rooms 102, 106, Sixth form</li> </ul>	CAW, RK, AAS, JCB	4	For return to settings



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					<p>Common room and 6th form work room, groups no larger than 9.</p> <ul style="list-style-type: none"><li>• Nursery children to use the Nursery building</li><li>• Reception and Year 1 children to use Thornycroft rooms, Robins and Kestrels rooms.</li><li>• Reduce mixing and movement between groups (staff and students) by having 'bubbles' of staff and pupils that remain together throughout the day.</li><li>• Key Workers' children will remain in the Key Worker provision in Estcourt as their bubble is already established.</li><li>• Nursery, Reception and Y1 to be in the setting 2 days per week with Wednesdays for cleaning the buildings before change in cohorts.</li><li>• Use outside space whenever possible.</li><li>• Avoid hot desking by each pupil having a designated desk and use their own equipment and books to complete their work in. Pupils in Y6 have their own stationery in their own pencil case as they do in</li></ul>			
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					<p>Secondary Schools.</p> <ul style="list-style-type: none"> <li>• Chromebook to be supplied for Y6 use at the senior site and sanitised daily before securely storing overnight.</li> <li>• Signage will be used throughout the school to ensure adherence to social distancing guidelines.</li> <li>• Groups/Bubbles will be clearly labelled and classrooms will be organised.</li> <li>• Chairs will be removed from classrooms to indicate the maximum number of people allowed in the classroom and desks will be labelled with the pupil's name.</li> <li>• Each group/bubble to take break and lunch together</li> <li>• Staff provided with guidance on social distancing in classrooms during induction.</li> <li>• To reduce contact situations, there will be no f2f assemblies, school events or trips. Assemblies will be delivered remotely via Google classroom.</li> </ul>			
3.2	Home schooling	2	2	4	<ul style="list-style-type: none"> <li>• Continuation of remote delivery of</li> </ul>	NGHJ, RK,	2	Ongoing

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	arrangements to continue for all pupils not in school setting				<p>lessons</p> <ul style="list-style-type: none"> <li>• A mix of Live and recorded lessons to be delivered</li> <li>• Monitor pupil engagement with work provided through the website to ensure pupils continue to access their studies.</li> <li>• For pupils who can't access work online paper copies are being provided.</li> <li>• Work packs to be provided for pupils on days where they are not in attendance - Nursery, Reception and Y1 only.</li> </ul>	AAS, All teaching staff		
3.3	Some subjects are more difficult to maintain whilst social distancing.	3	3	9	<ul style="list-style-type: none"> <li>• Practical subjects to risk assess their curriculum and needs and how best to move forward.</li> <li>• PE offer reduced to non-contact and non-equipment based, tennis, badminton, table tennis, some aspects of athletics (ensure equipment can be appropriately cleaned).</li> </ul>	NGHJ, RK, AAS, HoD's	3	By return to setting
3.4	Contamination in	3	3	9	<ul style="list-style-type: none"> <li>• Time given to staff to ensure</li> </ul>	NGHJ, RK,	3	By return





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	classrooms/work areas.				<p>classrooms/offices are tidy and clutter free so they are easier to clean.</p> <ul style="list-style-type: none"><li>• Surfaces need to be clear and cleaned more regularly.</li><li>• Cleaning materials and training available to all staff.</li><li>• Staff to wash hands before and after handling pupils' books.</li><li>• Time given to staff to organise classrooms to maintain social distancing using the model provided.</li><li>• Older pupils to bring their own reading book and equipment to prevent the sharing of resources. These will stay in the classroom.</li><li>• Children to be allocated places and remain in seats whilst in lessons as much as possible.</li><li>• Lessons to take place outside as much as possible</li><li>• Where possible, only use resources that are washable or wipe-able.</li><li>• Limited use of textbooks and worksheets in the classroom.</li><li>• Each classroom provided with hand sanitiser and tissues.</li></ul>	AAS, HoD's, All Teaching & Educational Support Staff		to setting
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					<ul style="list-style-type: none"> <li>• Bins are emptied throughout the day.</li> <li>• Prop appropriate doors open to limit use of door handles and aid ventilation.</li> <li>• Students provided with guidance and expectations on social distancing and protective measures in classrooms during their induction.</li> </ul>			
4	<b>Operations and Buildings</b>							
4.1	Infection Control: Cleaning needs to be increased and focused on limiting the spread of infection.	2	3	6	<ul style="list-style-type: none"> <li>• Deep cleaning carried out by a reduced number of cleaning staff on site during the period of closure.</li> <li>• Priority given to the disinfection of surfaces, keyboards, phones, door handles, ahead of return of more staff on site from 1 June 2020.</li> <li>• Removal of unnecessary items from the classroom, especially items that are hard to clean.</li> <li>• Ensure more frequently than normal daily cleaning regimes are implemented, concentrating on high frequency touch points, or often used items e.g. doors, door handles, handrails, bannisters, books, desks,</li> </ul>	CAW	3	Ongoing

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					<p>chairs, sinks, toilets, light switches, regular emptying of bins, etc. Following Public Health England's guidance for non-healthcare settings.</p> <ul style="list-style-type: none"> <li>• Ensure an adequate supply of cleaning materials.</li> <li>• Prop doors open (bearing in mind fire safety and safeguarding requirements) to limit the use of door handles.</li> </ul>			
4.2	Risk of contamination of people requiring first aid on site.	2	2	4	<ul style="list-style-type: none"> <li>• Follow health and safety legislation and policy.</li> <li>• Students with known conditions to be risk assessed prior to returning to school.</li> <li>• Clear communication between school and home on procedure if the student suffers any ill health on site.</li> <li>• Accurate records to be maintained inclusive of reference to COVID-19 precautions undertaken.</li> <li>• Initial assessment must be completed using strict social distancing measures.</li> <li>• Where possible, the patient will administer their own first aid under</li> </ul>	JCB, RK, AAS, First aid trained staff	2	Ongoing

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					<p>the guidance of a first aider.</p> <ul style="list-style-type: none"> <li>• First aiders must wear disposable PPE (provided) if they need to administer care.</li> <li>• Designated rooms: First Aid room [non COVID-19], Meeting room in reception at senior site and Room 8 in Estcourt [COVID-19 symptoms].</li> <li>• Students to be sent home if unwell.</li> <li>• Non-contact thermometers available on site</li> </ul>		
4.3	Risk of fire drill procedures not being compliant with social distancing requirements.	1	3	3	<ul style="list-style-type: none"> <li>• Evacuation policy and procedure updated to maintain SD at assembly points.</li> <li>• Communicated to staff by email.</li> <li>• Ensure all fire doors and shutters are opened at the start of the school day as the building is occupied</li> <li>• Office staff have paper register of pupils and staff</li> <li>• Practice exiting the building safely with new class groups ready for more regular fire drills</li> <li>• All staff and children to be more vigilant about fire hazards due to more fire doors being propped open</li> </ul>	CAW	2

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					<p>in line with COVID-19 guidelines to maintain good air circulation.</p> <ul style="list-style-type: none"> <li>Undertake a fire drill weekly to ensure that all staff and children are aware of exits and gathering points.</li> </ul>			
4.4	Deliveries into the building	1	2	2	<ul style="list-style-type: none"> <li>Staff to maintain social distancing from delivery personnel.</li> <li>No delivery drivers to be admitted onto site if they appear to be unwell.</li> <li>No signatures; delivery drivers now take photos of goods in Reception foyer as proof of delivery.</li> <li>Site staff to use appropriate PPE when dealing with deliveries.</li> <li>All staff handling deliveries to wash hands afterwards.</li> <li>Packaging to be disposed of hygienically as soon as possible</li> </ul>	Reception staff, site staff	1	Ongoing
4.5	Visitors to the building	1	2	2	<ul style="list-style-type: none"> <li>Limit the number of visitors on site during the working day wherever possible. Essential visitors only.</li> <li>No visitors to be admitted onto site if they appear to be unwell.</li> <li>All visitors to use hand sanitizer provided on entry to buildings at Reception before signing in.</li> </ul>	Staff at Reception	1	

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					<ul style="list-style-type: none"> <li>• Visitors to be verbally advised of social distancing and hand washing arrangements before admittance beyond Reception.</li> <li>• Consider production of COVID-19 related protocol sheet for visitors as an addendum to normal Visitor Information booklet</li> </ul>			
4.6	Lettings	2	2	4	<ul style="list-style-type: none"> <li>• Lettings are not to restart until receipt of clear guidance from the government and we deem it safe to do so.</li> </ul>	CAW	1	
4.7	Contractors on Site	2	2	4	<ul style="list-style-type: none"> <li>• Contractors on site to be scheduled for out of school hours or in buildings not in use from 1st June 2020 whilst staff and students familiarise themselves with new routines of social distancing on site.</li> <li>• No contractors to be admitted onto site if they appear to be unwell.</li> <li>• COVID-19 related protocol for visitors also applicable to contractors on site</li> <li>• Estates Manager responsible for ensuring contractors adhere to COVID-19 protocol including social</li> </ul>	Estates Manager	2	Ongoing

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					distancing measures on site.			
5	Communications							
5.1	Parents not being clear about procedures and expectations regarding their child.	2	3	6	<ul style="list-style-type: none"> <li>Parents of vulnerable children will be contacted and risk assessment made</li> <li>Letters to be sent to parents/carers explaining how we intend to operate. Simple messages to be disseminated and parents asked to speak to their child regarding social distancing etc.</li> <li>Letter to all year groups' parents to explain the continuation of remote teaching and learning.</li> <li>Letter to set out protocol for drop offs and pick-ups.</li> </ul>	JCB, RK, AS, RW	2	
5.2	Governors being aware how the school is operating.	2	3	6	<ul style="list-style-type: none"> <li>Governors to sign off the risk assessment.</li> <li>Regular updates given to the Chair and increased frequency of meetings</li> </ul>	CJDM, CAW	2	Ongoing
5.3	Governance arrangements during closure	2	2	4	<ul style="list-style-type: none"> <li>Appropriate Governance measures in place from 31.03.2020 to</li> </ul>	CAW, Governing	2	Completed



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					facilitate remote governance and decision making during a potentially prolonged period of lockdown.	Body		
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