

Risk Assessment – Covid-19 (Autumn Term Reopening)		4 November 2020	Guildford High (Senior School)
Responsible Person	Fiona Boulton (Headmistress)		
Other Persons Involved	Will Saunders, Duncan Peel, Karen Laurie (Senior Management Team) Iain Hazell (Facilities Manager) Katrina Sloan (Director of Sixth Form)		
Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Schools (22 September) • DfE – Guidance for Full Opening – Schools (updated 22 October) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (updated 21 October) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (updated 15 October) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (28 September) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (updated 28 October) Note: this guidance covers office safety, such as that carried out by support staff, which is not explicitly covered in the education-focussed DfE guidance. • NHS - Test and Trace – How it works (8 October) 		

Details	Are Control Measures in place?
<p>Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the reopening of schools in Autumn 2020 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) Clean hands thoroughly more often than usual 3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) Minimise contact between individuals and maintain social distancing wherever possible 6) Where necessary, wear appropriate personal protective equipment (PPE) 7) Engage with the NHS Test and Trace process 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community 9) Contain any outbreak by following local health protection team advice <ul style="list-style-type: none"> • Numbers 1 to 4 are in place in all the time. • Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Number 6 applies only in specific circumstances. 	Yes

- Numbers 7 to 9 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Pupils, Visitors	Staff contracting COVID-19	<ul style="list-style-type: none"> All clinically extremely vulnerable staff can continue to attend the setting at all COVID alert levels unless specifically advised by GP or clinician not to attend (Section 3.2 of DfE Actions for Early Year and Childcare Providers During the Coronavirus (COVID-19) Outbreak) Clinically vulnerable and clinically extremely vulnerable staff will have an Individual Risk Assessment completed. The Individual Risk Assessment can be found at: https://guildfordhigh.sharepoint.com/:w:/g/EUmJwGcM-bJNqXoPr7NvSxkBEPA_vUR-W6Y6skCt3g-guw?e=7WppRM Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools. More guidance and advice on coronavirus (COVID-19) and pregnancy is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace. Staff who have display symptoms or whose family member display symptoms are to inform Susie Mooney Staff who develop symptoms during the day should go to the isolation areas which is the medical room (not the nurses office) entering via the door next to the loo on the well-being corridor. If they develop symptoms during a lesson, email all staff to request cover. Any staff member with symptoms of COVID-19 is sent home to self-isolate for 10 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. If the test is positive: <ul style="list-style-type: none"> The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. The staff member must engage with the NHS Test and Trace programme. The staff member must notify the school immediately. The school contact their local Health Protection Team for advice on any further action required in school. The school will review the case against the Group guidance on <i>COVID-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. If the test is returned negative the staff member can return to school when they feel well enough to do so. Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. 	Yes	Yes

		Pupils contracting COVID-19	<ul style="list-style-type: none"> • Clinically extremely vulnerable children can continue to attend the setting at all COVID alert levels unless specifically advised by GP or clinician not to attend (Section 4.1 of DfE Actions for Early Year and Childcare Providers During the Coronavirus (COVID-19) Outbreak) • Pupils developing Covid-19 symptoms during the day will need to go to the nurse to be isolated. They should be asked to wait outside the classroom wearing their mask with all their belongings to be collected. The teacher should email illpupil@guildfordhigh.co.uk, detailing the pupil name and location, this will be sent to the nurse and key staff. They will then collect the pupil (maintaining 2m social distancing or in PPE if 2m distancing cannot be maintained) and walk them to the isolation area. Siblings will also be collected and taken to the isolation area. • The area around the person with symptoms – classroom, corridor will be cleaned with household bleach by a cleaner who would wear PPE. Pupils will be told to wash/sanitize their hands • Once in the isolation area the pupil’s parents will be contacted to collect them from the well-being entrance. The nurse/SMT will then follow the procedure for response to any infection. This will include making a record of the symptoms and informing the parents to arrange an immediate test and that the household should self-isolate for 14 days. • At this point any member of staff who has helped or taught someone with symptoms or other pupils in the lesson or been in close contact do not need to go home and self-isolate unless they develop symptoms themselves or the pupil subsequently tests positive. To avoid this scenario staff/school nurse will maintain a 2m distance from any pupil with symptoms. • The isolation area/loo (if used) will then be cleaned and disinfected once the pupil/staff member has been collected as will the corridor • Any pupil with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school when they feel well enough. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. 	Yes	Yes
		Visitors contracting COVID-19	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. • Details of GHS procedures communicated to all visitors before they come to site. • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. • Visitors only allowed access to site by appointment 	Yes	Yes

			<ul style="list-style-type: none"> Any no essential maintenance work to be postponed until the October half term or Christmas break 		
Suspected / confirmed case in school	Staff/pupils	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> School nurse will be on site Pupils feeling unwell (with or without covid symptoms) will be isolated and instructed to go home/parents asked to collect them. Pupil/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed (bearing in mind a tesing site is likely to provide a more accurate result). The area around the person with symptoms – classroom, corridor will be cleaned with household bleach by a cleaner who would wear PPE. Pupils will be told to wash/sanitize their hands Pupil isolated in the Medical Room if awaiting collection in line with government guidelines. Staff and pupils who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. The isolation area/loo (if used) will then be cleaned and disinfected once the pupil/staff member has been collected as will the corridor A small quantity of PPE, i.e. disposable face masks, gloves, and apron and suitable waste streams will be required for handing suspected cases where 2m separation cannot be maintained. Cleaning and disinfection carried out by cleaning staff in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings In accordance with government guidelines, used disposable PPE should be double bagged and left for 72 hours before disposal in the general waste containers. Deputy Head (Pastoral) to be notified of any pupil/staff member sent home or reporting in unwell. 	Yes	Yes

<p>Infection Control (practices)</p>	<p>Staff, Pupils, Visitors</p>	<p>Operational practices in place to minimise the risk of the spread of infection</p>	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> • Soap and running water or alcohol-based hand sanitiser are readily available • Frequent reminders that hands to be cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) • Skin friendly cleansing wipes used for those who need assistance in cleaning hands • Practices built into school behaviour culture. • Catch-it, bin-it, kill-it, promoted throughout school. • School has provided sufficient bins to support disposal of waste. • Face coverings in school are being enforced in <u>all corridors</u> for staff, pupils and visitors. • Pupils have been given a pack containing a face mask, 50 ml bottle of hand sanitiser and cloth. • Pupils will be expected to refill their hand sanitiser bottle • Pack will be provided in zip lock bags so that pupils can store their masks during the day • Senior school pupils are zoned for most lessons (SITE PLAN). Face masks will be worn in school by senior pupils when they are not in a classroom. • The Well-being corridor: pupils will need to wear a mask when visiting the School Nurse (with non-Covid-19 related symptoms or questions) or their HOY. • Specialist rooms – pupils should wear a mask when walking to a lesson in a specialist room outside of their zone. • Stocks Hall – pupils should wear their mask en-route to Stocks hall and when they are queuing for lunch. • Pupils will also be reminded on ‘safe wearing of masks’ which includes washing/sanitizing hands before and after wearing, not touching their face when putting it on/taking it off and safe storage in their plastic bag and other key points e.g. not wearing if it is damp. • Spare face masks are available with the nurse and at reception • Hand sanitiser stations situated by all entrance/exit doors • Additional sanitiser stations in Stocks Hall ((dining room) and other high-risk areas. • Sanitiser bottles to be checked daily • Sanitising spray to be provided in each classroom. Pupils will be encouraged to use their personal cloth to clean down their desk/chair • Foot operated bins in place at entrance doors for disposing of face masks • Cleaning products have been provided in classrooms for pupils to wipe down their work space before and after lessons 	<p>Yes</p>	<p>Yes</p>
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			<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Gov’t guidance continues to be that schools should be open whatever the ‘local COVID alert level’. • Year groups to be kept apart where possible. • Assemblies/worship, one group at a time. • Timetable to keep groups apart and minimise movement around the site as much as possible. • Passing the odd person remains low risk but consider pinch-points – one-way system likely to be needed. • Consider impact on fire evacuation (though in a real fire the risk from fire takes precedence). • Consider staggered break and lunch, to minimise mixing of groups with cleaning of dining hall surfaces between groups. • Consider staff spaces. Staff room use may be impractical. Refer to BEIS guidance on Office and Contact Centres for guidance on staff only areas • Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all pupils and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom <p>Details of local arrangements:</p>	Yes – see ‘GHS Guidance for full Opening Sept 2020’	Yes

			<ul style="list-style-type: none"> • Year groups are 'zoned' in their own suite of rooms, except when specialist teaching rooms are required • Specialist rooms are being cleaned in-between use by different year groups • Zoning has meant a one-way system is not required • Fire evacuation procedures remain in place as before • Break and lunch times have been staggered • Start times for different year groups have been implemented • Hand sanitiser stations at building entrances and throughout the school • Each pupil to be given a personal bottle of hand sanitiser • Sanitiser stations checked daily. Pupils frequently reminded about hand washing. • Staff room rearranged to ensure distancing. Library and two former cloakrooms to be used as a temporary staff room extension • New tea point created on ground floor to prevent overcrowding in main kitchen • Pupils will not use cloakrooms or lockers 		
			<p><u>Measures for Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • Stagger start and finish times to prevent groups mixing where possible, but without reducing the amount of teaching time. • Communicate arrangements to parents and agree a process for drop off and collection to prevent gathering at the school gates. • Process required for those arriving wearing face coverings, including safe disposal (covered bin) and wash hands before going to class (note point 2 on the system of control 'Clean hands more often than usual' which accepts alcohol based hand sanitiser as a suitable substitute for soap and water. This may be more practical for schools that have large numbers of pupils arriving by public transport. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Staggered start, finish, lunch and break times have been communicated to parents via a letter from DEP on 10 July • Times will be Yr 7: start 08:40, break 10:00, lunch 12:40, finish 15:20 Yr 8: start 08:40, break 10:40, lunch 13:20, finish 15:20 Yr 9: start 08:40, break 10:00, lunch 13:20, finish 15:20 Yr 10: start 09:20, break 11:20, lunch 14:00, finish 16:00 Yr 11: start 09:20, break 12:00, lunch 14:00, finish 16:00 L6: start 10:00, lunch 12:40, finish 16:00 	<p>Yes – see 'GHS Guidance for full Opening Sept 2020'</p>	<p>Yes</p>

			<p>U6: start 10:00, lunch 12:40, finish 16:00</p>		
			<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Supply/peripatetic teachers can move between schools but minimise contact and distance as much as possible. Specialist staff e.g. therapists work as normal. • Consider contractors and other visitors to site so that they can distance as much as possible. Explain local processes to them before arrival. Keep a record of all visitors (sign-in books fine so long as entries as legible as schools may be required to trace persons if required to by PHE). • Dual registered children can attend, but the two settings should liaise to agree controls. • Equipment: <ul style="list-style-type: none"> ○ Personal items, e.g. pens and pencils recommended to remain individual ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning ○ Resources shared between groups will require frequent meticulous cleaning, i.e. always before being used by another group, or quarantined for 48 hours between use (72 hours for plastic items). ○ Outdoor play equipment cleaned more regularly (refer to the previous point) ○ Pupils should limit the amount of equipment they bring to school ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Pupils should bring their own items of equipment to school (e.g. pens, pencils etc.) as sharing of items will not be allowed. Pupils will not have a locker next year, as the cloakrooms where the lockers are located are likely to be effective incubators of the virus. Pupils will not use exercise books but will be given a Pukka pad on which to do written work for all subjects; this will then be photographed and 	<p>Yes</p>	<p>Yes</p>

			<p>uploaded to their iPad for marking and storage on Showbie, OneNote or OneDrive. For many tasks, pupils will work directly on their iPad, using their Apple Pencil. We will distribute most resources and mark most work electronically. These arrangements worked well during lockdown: they will minimise possible transmission of the virus through paper, lighten the load that the pupils have to carry in their bags each day, allow us to save a great deal of paper, and allow us to return seamlessly to remote teaching if necessary.</p> <ul style="list-style-type: none"> • Pupils will be required to keep their phones in their bags during the school day. The rule prohibiting the use of phones during the school day by pupils below the Sixth Form unless given permission to use it in order to make arrangements with parents will remain in force. • VMTs and Lamda teachers are being allowed onto site but activities are being risk assessed and training undertaken 		
			<p><u>Dedicated school transport (key principles applied): NOT APPLICABLE TO GHS</u></p> <ul style="list-style-type: none"> • Is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term. • Principles outlined above should be carried over, with emphasis on maintaining groups where possible • If maintaining groups is not possible then some form of distancing should be implemented, and perhaps the wearing of face coverings (though younger children may have difficulty with this). • DfE to publish further guidance for LA provided transport. <p>Details of local arrangements: GHS does not operate regular to/from school bus services</p>		
			<p><u>Public Transport (key principles applied)</u></p> <ul style="list-style-type: none"> • Take steps to depress demand at peak times (Stagger start/finish times) • Promote walking/cycling to school if possible • Face coverings are required on public transport for all over 11 years old. Schools need to plan for how to manage safe arrival of these students (See above) <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • Staggered start and finish times (see above) • Pupils will be provided with a reusable mask for use on public transport, and a bag to keep it in during the day. • Foot operated bins placed at entrances for disposable masks 	Yes	Yes

			<p><u>Boarding Schools</u></p> <p>Not applicable</p>		
Infection Control (premises)	Staff, Pupils, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups • One-way system in Stocks (Dining) Hall, all with 2 metre floor markings. • Demarcating staff rooms or other areas where adult may congregate. 2m spacing for desks in staff room. Additional chairs will be removed, and tape used to indicate unusable desks. Some furniture removed from staff room to encourage social distancing. Additional tea/coffee points created to reduce crowding, and Library/ two cloakrooms to be used as temporary additional staff room. • Review access to print rooms/photocopiers ideally limiting to one person. Photocopiers in staff to be limited to one person in the area. Following a term of on-line teaching a reduction in the amount of printing/photocopying is to be encouraged. • Introduction of 'follow me' printing to reduce congestion by staff room copiers/printers • HVAC system switched to fresh air mode. Only the 2016 Hall has a central HVAC system. All other areas where natural ventilation is not available are forced fresh air. Split a/c systems in classrooms/offices are not to be used. • Reduce occupancy for lifts Pupils can only use lifts with permission and if they have a disability which makes using stairs difficult. Signs by lifts to only allow one person to use at a time. • Windows opened where possible, where temperature allows it, and without creating undue risks. The statutory minimum temperature is 16 degrees centigrade, although teaching/learning/office work is likely to impacted before this low a temperature is reached. • Non-fire doors propped open to remove need for hand contact • Outdoor play equipment thoroughly cleaned between groups • Removal of soft furnishings and soft toys or toys that are hard to clean Excess and furniture that cannot be wipe clean removed. • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back ○ Install screens between workstations ○ Developing a rota so that staff don't have to work together • Prohibit shared workstations if robust cleaning cannot be ensured between users • Complete and display the <i>Covid-19 Secure in 2020</i> poster 	Yes	Yes

			<ul style="list-style-type: none"> Support staff given option to work from home, or organise rotas to work in school Where they come into offices and for teaching staff sharing an office desks will be fitted with screens Reception desks fitted with screens Sneeze guards fitted to servery in dining hall <p>Senior School zones and staggered times are as follows:</p> <ul style="list-style-type: none"> Year 7: 2, 3, 4 and 5 – enter and exit via the Main School Entrance Year 8: 12, 13, 14, 15 and 16 – enter and exit via the Alice Courtyard double doors Year 9: 8, 9, 10 and 11 – enter and exit via end of the English corridor going up the stairs Year 10: 6, 7, 17, 18 and 20 – enter and exit via the 2016 Atrium Year 11: M1, M2, M3 and M4 - enter and exit via side entrance to Morton House Lower Sixth: Harper House and Nightingale House - enter and exit via the 2016 Atrium Upper Sixth: Morton House - enter and exit via the front door Due to zonal teaching and staggered lessons there is not a one-way system. Loos are not zoned – they will be regularly cleaned. However, pupils should use the loo nearest to the classroom where they are based at that time. <u>Staff</u> should enter and leave the school by the entrance nearest to their new work area. 		
Anxiety, stress and worry	Staff, pupils (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> The key elements of this risk assessment and the ‘GHS Guidance for Full Opening’ form part of the first day of term (1st September). Feed the determined approach into the communication strategy. Staff have access to Group’s occupational health and counselling service Publish the findings of this risk assessment on the school website. TBC 	Yes	Yes
Cleaning	Staff, Pupils, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Frequency to be increased with focus on areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Cleaning staff reminded to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Where cleaning is contracted out the school still a record of what enhanced processes have been implemented and should check/evidence that the contractor is operating in line with Govt guidance and not just carrying out business as usual: <u>School has in house cleaners with our own schedule</u> If the school is looking to teaching/support staff to provide an element of cleaning, then training will be required: <u>Each classroom will have a bottle of spray wipe and each teacher will have a cloth.</u> Clear desk policy to allow cleaners access to desks Additional day time housekeeper recruited and 2 morning housekeepers working additional hours 	Yes	Yes

Delivery of 'higher risk' subjects	Staff, Pupils	<p>Delivery of lessons such as science, D&T, Drama and PE require pupils and staff to work in close proximity thereby increasing the risk of infection</p> <p>Educational visits</p>	<ul style="list-style-type: none"> • Subject leads to review their risk assessments for the planned activities and update accordingly. • Reference to specialist advisory bodies for latest guidance on required controls. (CLEAPSS, AfPE). • Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. • There are gaps in the timetable to allow cleaning of specialist rooms in between use by different year groups. <p>GHS Practice:</p> <ul style="list-style-type: none"> • Science lessons conducted according to CLEEPS guidance. • There is not always a gap in the timetable to allow cleaning of the room. Pupils are wiping down desks and chairs when this is the case. • Practice in other specialist rooms has been adapted to allow for cleaning and social distancing <ul style="list-style-type: none"> • Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. 	Yes	Yes
Intimate Care/Higher Dependency Pupils	Staff, Pupils	Intimate care brings people within close proximity of each other thereby increasing the risk of infection	<ul style="list-style-type: none"> • Staff providing intimate care to use PPE as they would do normally for providing care in line with children's needs • No specific PPE required unless the child in question is symptomatic (see <i>Suspected/confirmed case in school</i> section). • PPE boxes of disposable aprons, gloves, visor and wipes kept in reception and in specialist teaching rooms e.g labs and art 	Yes	Yes
Failure to follow local rules	Staff, Pupil, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • Staff to be told of covid arrangement at INSET and sent appropriate documents. • Pupils and parents informed of covid measures and new procedures prior to start of term • Spot checks made to ensure compliance particularly at break and lunchtimes 	Yes	Yes
Maintaining a compliant premises	Pupils, Staff	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> • Premises compliance status to be reviewed by Site/Facilities/Estates Manager to be reviewed prior to reopening and briefing provided to the school's Head. • Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held for 21 days (to support Test and Trace process if necessary) 	Yes	Yes

			<ul style="list-style-type: none"> • Non-essential maintenance to be postponed until the October or Christmas breaks. • Weekly meeting between FM, Headmistress and Deputy Head (Co Curriculum) 		
The school lapses in following national/group guidelines and advice	Staff, Pupil, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes to be included in Jon Cole's Heads' Bulletins. • Headmistress to ensure that all relevant guidance is followed and communicated • SMT and FM to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly • Information on the school website is updated. Parent tab has dedicated menu item for information relevant to parents. • Parents/Pupils updated via classrooms/email/parent text as necessary. • Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email 	Yes	Yes
Other Risk Assessments	Staff, Pupils	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> • Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak • Fire risk assessment reviewed • Fire safety procedures amended to support COVID-19 arrangements. Sixth form to move assembly point from Junior playground to Harper garden, Junior School to front lawn • Staff training scheduled monitored and any slippage identified • Key premises risk assessments reviewed to ensure they remain valid, e.g. fire risk assessment, manual handling, COSHH if new chemicals are brought in. • Risk assessments reviewed for the start of term 		
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> • Staff allowed to take home peripherals and chairs from office • Guidance on setting up a suitable workstation provided on Hub coronavirus pages • Additional equipment needs to be reviewed on a case-by-case basis • Arrangements have been in place since lockdown in March 		
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> • Low-risk, office-style work. No specific controls required. • Any accidents to be logged onto ARMS. • Home workers advised to report any accidents that happen during office hours as they would if it happened on the premises 		

Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> • Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section • Guidance provided to managers on supporting their teams and reasonable expectations during this period. • Managers to maintain regular contact with their employees, preferably by video link. • Furloughed staff to have keep in touch days with their line manager <p>Weekly meeting (online if face to face not possible) with staff working fully or part time from home and concerns raised with HR Manager and/or Deputy Head (Pastoral)</p>		
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Details of any additional control measures for consideration	Target for completion	Date of completion	Completed By

Assessment completed by:	Iain Hazell (7 August 2020); Will Saunders (30 August 2020) Will Saunders (7 September) Iain Hazell (13 October) Will Saunders (3 November)	Date:		Date of next review:	15 November
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Guidance on completing the form

This form may be used to record the risk assessment for any activity. Only complete a risk assessment if you have a good understanding of the activity being assessed and the principles of carrying out a risk assessment.

Risk Assessment Title and Responsible Person

Give the risk assessment a logical and clear title and date. The manager who is responsible for the activity being undertaken should carry out the risk assessment detailing the hazard and controls and any additional action required. Those employees to whom the risk assessment relates should be consulted in its development. It should then be signed and dated and stored securely in department and made available to employees, e.g. through communication on induction and following review.

Details

Provide a brief description of the activities to which the risk assessment relates. The short title detailed above may not make it clear what is in and/or out of scope of the assessment.

What are the hazards and Who is at Risk?

In the Hazards column, list the hazards (something with the potential to cause harm) which could reasonably be expected to result in significant harm.

Identify individuals or groups of people who might be affected by the Hazard. Besides staff and pupils consider visitors, members of the public, volunteers and others who could be affected.

What harm is associated with the hazard?

For each hazard, there may be one or more types of harm that could occur and each is likely to require different control measures to be implemented. It is recommended each is given a separate line on the form.

What control measures are, or will be put, in place?

List what is, or will be put in place to reduce the likelihood of harm or make any harm less serious. These precautions should meet legal standards, represent good practice and reduce risk as far as reasonably practicable. A hierarchy of control such as below may help in determining suitable controls, preference should be given to controls higher up the hierarchy where possible.

- Eliminate or avoid the risk at its source
- Reduce the risk at its source
- Contain the risk
- Remove employees/pupils (as applicable)
- Reduce exposure to the risk
- Utilise personnel protective equipment

Evaluation of Adequacy

The application of and consideration of the adequacy of the controls in place needs to be determined. This is a subjective judgement to be made by the responsible person. Where the response to the question of adequacy is 'no' this indicates an area requiring additional control (see below). An alternative way to think of this question would be 'is the residual risk acceptable'?

Areas of additional control for consideration

Areas for additional control can include items where the judgement in the evaluation of adequacy section was negative. It can also relate to developmental or goal-setting objectives in support of the journey of continuous improvement.

Review Period

United Learning's Risk Management (HS) Policy requires that all risk assessments are reviewed every two years to ensure validity. For activities undergoing regular change, consider a shorter timeframe for review.