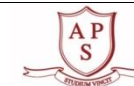


Risk Assessment Form



Name of School: Altrincham Preparatory School

Assessor's Name: Denise Barber

Assessor's Job Title: Business Support Manager

Reviewer's Name: Alan Hurst

Reviewer's Job Title: Governor with responsibility for Health and Safety

Risk Assessment needed for: Opening of the School in March 2021 after the National Lockdown 3

Work Area: Whole School

Date of Assessment: 06/03/2021

THIS RISK ASSESSMENT HAS BEEN PRODUCED TAKING INTO ACCOUNT THE GOVERNMENT'S SYSTEM OF CONTROLS

Hazard	People at Risk	Existing Control Measures	Risk Level
Section A - Overall Risk Assessment in the COVID-19 Environment			
Safeguarding policy and procedures not updated and/or staff and pupils not feeling safe	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Addendum to Safeguarding/Child Protection policy, COVID-19 Safeguarding risk assessment, School behavior policy, Child Protection policy, Part 1 KCSIE have all been updated/issued to staff. • There will be one DSL/DDSL available within school upon reopening • Should the DSL/DDSL not be present on site (due to absence i.e. sickness) staff will be instructed on who to go to in their place • Staff informed they are to raise any safeguarding concerns by the usual procedure • School attendance register to be taken each day and parents of boys not in attendance to be contacted if no advanced notice of the absence has been given 	Low
Government advice not being regularly accessed, assessed, recorded and applied	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Head to check for Government / DfE / PHE updates on a daily basis • The school community will receive email updates via the Head when there is a relevant change to Government guidelines • Any change in information will be communicated immediately to both staff and parents by email • A School reopening plan has been created in line with current Government, Public Health and DfE guidelines 	Low
Changes not regularly communicated to staff, pupils, parents and governors (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Business Support Manager to ensure any changes to this risk assessment is communicated to staff and governors, and a revised copy placed on the school website. • Head to inform parents of any changes to the school provision by email • Teaching staff to update pupils on any changes that affect them • DfE/PHE "System of Controls" have been communicated to all staff • All new staff and pupils will be inducted in Covid control measures to ensure they fully understand all the measures in place and the importance of abiding by them. 	Low

Changes to assessments, procedures and other important matters not reviewed by Governors	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Head responsible for updating governors on any changes to assessments and other important matters to allow the Board to review them • Head to inform the Board immediately if a shutdown of the school is required. 	Trivial
Insurers not consulted with school's re-opening and / or amended plans (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Finance Manager/Chair of the Budget Committee to liaise with the School's insurers with regards to the school's COVID-19 measures 	Low
Suspended services and subscriptions not re-set. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All suspended services and subscriptions have been reinstated 	Trivial
Access to school not controlled effectively and visitor (if allowed) details not recorded.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All external doors to the school are secured with either a digi-lock, one way opening (i.e. fire doors), yale lock or swipe card access to prohibit persons from entering the building unannounced • Electric vehicle and pedestrian gates to remain closed during core school hours (9.15am-3.00pm) • All visitors/parents to site must have a pre-arranged appointment made and will report to the school office/finance office where they will have to sign in. Office staff to complete visitor log to avoid cross contamination. No visitor badges to be issued, visitors to be accompanied at all times. Once in school social distancing must be adhered to by visitors/parents and face coverings worn. • Visitors/parents wanting to visit the school can only take place in exceptional circumstances, remote video calling will be used where appropriate. Visits that have to take place will generally be limited to times when limited numbers of pupils/staff are on site. • Visitors/parents will be asked to wait in the entrance foyer (MR) / porch area (HB) until the person they are coming to see is available. • Visiting professionals will be allowed on the premises for the wellbeing of the pupils and will wear a face covering when moving around the buildings. • Office staff to instruct delivery drivers to leave all deliveries in the entrance foyer at Marlborough Road or inside the porch at Highbury. • Staggered pick up and drop off times for parents, school gates will be open at this time to ease the flow of traffic. • Pick up/drop off procedures have been communicated in full to both parents and staff. • School to ensure that an accurate list of persons within the school are kept in order to support contact tracing. Head of Music to be aware of the movements of peripatetic staff. All other persons should enter the building via the office/finance office in order to enable the visitor log to be completed. • All parent/teacher conferences to take place via Zoom • Parents will not be allowed into school to drop "forgotten" items off. • Contractors only permitted if their services are essential for the day to day operation of the School. • All visitors/contractors/parents in to school will be asked if they have any symptoms of coronavirus or if they should be self-isolating. 	Low
Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • As it is difficult to social distance in classrooms year group bubbles have been formed in line with Government guidelines e.g. Year 1 bubble, Year 2 bubble. • All pupils are reminded regularly of the hygiene rules in place by their teacher. Teaching staff to remind pupils if advice is being ignored. Staff are reminded regularly of the hygiene rules by their line manager. Line managers to address staff if advice is being ignored. • Teachers to remind boys of the correct hand washing procedures, posters displayed over hand washing basins to reinforce understanding. • Staff/children to immediately wash/sanitise hands on arrival. Hygiene stations at each entrance are in place. • Hygiene packs containing hand sanitiser, tissues, paper towels/rolls and disinfectant spray located in each teaching space, entry/exit points, staff rooms and school offices. 	Low

- **Staff/children to use their own supplies of pen/pencils/resources and under no circumstances are to share these with others.**
- Class resources can be shared within the bubble but must be sanitised after use before being shared with another bubble.
- A reduction in paper sent home has been introduced by utilising Google Classroom for homework, Microsoft forms for parents and most communications being sent home by email.
- Informative posters displayed around the school and in teaching areas.
- Teachers to reiterate to boys to cover coughs and sneezes with a tissue then throw the tissue into a bin and wash hands (Catch It, Bin It, Kill It).
- Bins are placed in each classroom for the disposal of tissues, bins will be emptied once a day and contents will be disposed of in the outside general waste container.
- Deputy Heads/Teaching staff to facilitate where possible the following (note difficult to enforce this with young children):
 - Pupils to have staggered lunch times to minimise the number of pupils in the playground.
 - Pupils to be seated facing forwards when in the classroom and other teaching spaces where possible
 - Staff to keep their distance from children where possible, exception to this is when helping with work or administering first aid
 - Minimise use of toilets to one or two pupils at a time
 - Pupils to use designated toilets, where possible.
 - Pupils and staff to walk in single file on the left-hand side of corridors
 - Pupil desks to be spaced apart as much as reasonably practicable
 - Social distancing rules to be followed as far as reasonably practicable
 - Only one bubble at a time on the playground (where possible). Where this is not possible and also on the school field, each bubble to be given their own "play area"
 - No bubbles to mix when on the playground/field
- Pupils dismissed at designated entrances and to distance where possible when waiting to be picked up
- Parents/carers encouraged to keep distancing in place at drop off/pick up, where possible parents/carers to remain in car, for younger pupils one parent/carer to walk child to pupil entrance
- Different entrances to be used for different year groups at Pre-Prep so as to minimise number of pupils arriving at the same time
- If the staff shower is used then the member of staff to give the shower a complete clean with disinfectant spray after use.
- Only Head, Deputy Head, specialist teachers, peripatetic staff and supply staff to move between bubbles and to ensure distancing is kept where possible.
- Classrooms / other occupied spaces to be ventilated by opening windows / doors especially during periods where teaching is not taking place.
- Staff should avoid entering the school office and finance office where possible.
- **Nappy Changing**
 - Parents are requested to ensure their child has a clean/new nappy on when they arrive at school to help minimise the number of nappy changes through day
 - Suitable PPE (disposable gloves and aprons, eye protection) are in adequate supply
 - Once PPE has been used these items are to be disposed of in a plastic bag along with the soiled nappy and placed in the nappy waste bin
 - Hands are washed before and after each nappy change
 - Hand washing facilities are available – hot water, soap, paper towels
 - Pregnant staff or staff with a low immune system must take care and follow precautions available when dealing with bodily fluids. A separate risk assessment will be completed for pregnant women.

Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All pupils and staff are reminded regularly of the hygiene advice. Teaching staff to remind pupils if advice is being ignored. The Head Master to address staff if advice is being ignored. • Catch It, Bin It, Kill It and Hand Washing Poster are put up around the school including reception areas, dining hall, bathrooms and in corridors • Teachers to reiterate to boys to cover coughs and sneezes with a tissue, then throw the tissue in a bin and wash hands. • Pupils and staff reminded to avoid touching eyes, nose and mouth with unwashed hands • Hand sanitiser is provided in reception areas and visitors in and out of the school are asked to use it. • Non-fire doors to be fastened back to allow minimal contact with door handles • Only one staff member to use the lift at any one time 	Low
Face coverings not worn / not worn or disposed of correctly	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Staff/visitors/contractors to wear a face covering when moving around the school and entering communal areas i.e. staff room/office, except where individuals are exempt. • Staff do not need to wear face coverings when teaching in the classroom unless they wish to. • Staff have been provided with instructions of how to correctly wear and dispose of face coverings. 	
Insufficient supplies of hygiene materials and not being suitably placed.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Site staff to carry out daily checks to ensure adequate supplies of hygiene materials are placed in key areas across all school sites replenishing stocks as necessary • Site staff to order more supplies when stocks are running low • Staff to advise the school office if they are running low on hygiene materials 	Low
Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • School has had a full clean and sanitization before re-opening on 8/3/21 • Daily cleaning schedule has been created and communicated to the in-house cleaning team, contract cleaners and staff in school • Site Manager to monitor and advise on any adjustments to schedule • Toilets cleaned following morning break, lunch break, afternoon break and after school • Areas used by the after school care provision are cleaned the following morning prior to children and staff arriving on site. • High risk areas (door handles, banisters, digi-locks etc) cleaned throughout the day by an onsite cleaner • Teaching staff to wipe down pupil desks before morning, lunch and afternoon break • Specialist teaching staff to wipe down classroom work surfaces and chairs between each lesson/bubble using disinfectant spray in hygiene pack • Two on-site cleaners each day, one covering Pre-Prep and one covering Prep • A sign off sheet will be completed once the toilets/key areas have been cleaned to allow cleaning supervisor to ensure frequent cleans are being carried out • Disposable cloths or paper rolls and mop heads to be used • Teachers to wipe down their own laptops • All cups/glasses to be washed immediately after use or placed in the dishwasher which will be run every evening • Any spillages of bodily fluids to be cleaned up immediately, cleaning staff to wear appropriate PPE (gloves, mask, apron and visor) • All cleaning to be carried out using a suitable disinfectant • Any soiled laundry items to be bagged up and sent home • All cleaning to be carried out in accordance with the Government publication COVID-19 Cleaning in Non-Healthcare Settings • School to be fully cleaned at the end of each school day / following morning • All waste to be removed from buildings at the end of each day and placed in the general waste container 	Low

No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> The sharing of musical instruments is to be avoided however, any shared equipment will be disinfected after use before being passed onto another person. Shared office/kitchen equipment (e.g. photocopier, kettle) will be wiped down at regular intervals throughout the day using a disinfectant spray. Staff encouraged to wash/sanitise hands after using shared equipment. Early years staff to ensure resources and toys are cleaned/sanitized on a regular basis. Shared classroom resources should be sanitized before being used by a bubble or resources can be used on a rotational basis if they are left unused for 72 hours between bubbles. 	Low
High risk areas not being regularly monitored for hygiene.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Site Manager to check that high risks areas are being cleaned Cleaning checklist to be signed off after each high risk area has been cleaned 	Low
No contingency plans in place for the possible closure of school.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Contingency planning for staff/pupils testing positive, staff/pupils isolating, staff shortages, loss of catering function and possible closure has been undertaken and a full plan to remote learning is in place. Contingency plans have been circulated to relevant staff members March 2021 Template letters to parent have been produced to cover all the contingency scenarios 	Low
All hazards identified properly mitigated and regularly re-assessed?	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Risk assessment to be reviewed weekly by the Head/Business Support Manager, any changes to the risk assessment will be immediately communicated to staff. The Governing Board will review the risk assessment every two weeks and ask questions as to identify if the control measures are successful or inadequate. Any new hazards and relevant control measures will be added to the risk assessment and communicated to staff, pupils, Governors and parents. 	Low

Section B - Pupils, Parents and Staff Risk Assessment in the COVID-19 Environment

Communication channels not working and not being reviewed.(Email, text, facebook etc).	Staff/Pupils/Visitors	<ul style="list-style-type: none"> All whole school/class communication is sent out via the School's mass emailing system. The school office will be notified of any emails that bounce back to allow alternative method of contact, with the parent, to be made. Parents advised to contact the school office at all times if they have any questions regarding this risk assessment and the control measures that are in place. 	Trivial
Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Parents are given the main school email address and encouraged to contact the school via email or phone with any questions, office staff to ensure each email is responded to or followed up by the appropriate person Parents are encouraged to communicate with the class teacher via the remote learning platform or email if there are concerns about a pupils school work All staff/governors have a school email account used for school purposes, for staff without a school email account their line manager is responsible for keeping them informed of any updates Parents have been provided with detailed arrangements of how school will operate when it opens 	Low
No Governor and / or SMT member for school / department nominated to be responsible for COVID-19 matters. Governor / SMT members' contact details not known and not oncall.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> The Head, Deputy Heads and Business Support Manager are the persons responsible for COVID-19 matters e.g. a child displaying COVID-19 symptoms. All staff are to report to them with any matters relating to COVID-19. The Board have appointed Alan Hurst as the Governor with responsibility for COVID-19 matters The Head or a Deputy Head will be on site when the school is open The Head and Governors have a school email account and can be contacted via email. Any urgent matters for the Head/Governors should be directed to the office so office staff can make contact via the telephone. 	Low
Lack of knowledge of where pupils/staff have travelled from (other than home and school). (via app or written diary?)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Parents and staff have been advised to contact the School Office/Line Manager if they have travelled outside of England. Parents/staff advised to let the school know if they have had a change to their living arrangements i.e. child residing with other family members due to parents being key worker. 	Low

		<ul style="list-style-type: none"> • Staff or pupils travelling to and from school via public transport advised to adhere to current guidelines (at present this includes wearing a face covering) 	
Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Staff have been made aware of SD rules and how/when SD can be put into place in the school environment – any updates will be provided by their Line Manager. • Staff have been issued with guidelines regarding COVID-19 symptoms and will be updated should any of the PHE guidelines for symptoms change. 	Low
School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • School has two minibuses that will be used to transport pupils between school sites. Only one bubble will use the minibus at any one time, the minibus will be sanitised after use by a bubble, with particular attention being paid to sanitise seat belt buckles and door handles. • Boys and staff will sanitise hands upon entering and exiting the minibus • The windows will be open when the minibus is in use (weather permitting). • The minibuses are typically driven by the PE/Games staff who will then conduct the lesson with the boys. 	Trivial
At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances. (17.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Prep parents asked to remain in their vehicle at all times, staff to greet the boys from their car and dismiss boys to their car. For parents walking their child to school they are asked to distance themselves from others during pick up and drop off. • Pre-Prep parents asked to walk their child to the designated entrance for his year group, to be aware of others around them and to SD where possible, only one parent to escort their child to the entrance. • All parents asked not to congregate at the school gates or at pupil pick up points and to practice SD at all times. School to monitor this and send out reminders when SD not adhered to. • Parents to be asked to wear face coverings at drop-off/pick up. 	Low
Insufficient registration throughout the day.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • School register to be taken as normal in the morning and afternoon via the School's Gateway MIS, the school office to follow up any unapproved absences. 	Low
Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Markings made identifying the drop off/pick up points for vehicles at the Prep school.. • Pupils are taught to keep to the left when passing in corridors, only one bubble at a time will be allowed in the corridors. • Pupils and staff advised that only one bubble may use the stairs at any one time 	Low
Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Pupils to be placed in 'bubbles' according to their year group • Start/finish, break and lunch times to be staggered for all year groups/bubbles to minimize exposure with other bubbles. • Pupils will not mix with any pupils from another bubble. • One of the Pre-School boys attends another childcare setting. The risk assessment from this setting has been obtained and reviewed against the School's risk assessment. School are happy with the measures put in place at the other setting in terms of following the DfE/PHE system of controls. 	Low
No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • A member of the teaching staff has undertaken bereavement training and will contact any families who have experienced bereavement during the pandemic. School is able to provide a list of book titles on bereavement that are suitable for children. • School has in place an EAP for staff and their dependents to use, this covers issues relating to bereavement, trauma and anxiety. • Teaching staff can refer any behavioural issues to their Deputy Head who in turn can contact a behavioural specialist if needed • Staff advised to contact their line manager or Business Support Manager with concerns about being in school during the pandemic. 	Low

Section C –Pupil and Staff – Safety Risk Assessment in the COVID-19 Environment

Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • DSL to monitor DfE for any updates to safeguarding within schools and will be responsible for reviewing the policy on a regular basis. • Any changes made to the safeguarding policy will be communicated to staff via email and staff declarations obtained to say they have read and understood changes 	Low
DSL and DDSL not easily contacted and their contact information not known to all.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • There will be one DSL/DDSL available within school upon opening • Should the DSL/DDSL not be present on site (due to absence i.e. sickness) staff will be instructed on who to go to in their place 	Low
Fire drills, routes and assembly points not rehearsed. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All pupils to be walked through the evacuation route on their first day back in school • In the event of a real evacuation priority would be for all pupils and staff to evacuate safely and efficiently regardless of SD • Fire marshals appointed for each school site – Lindsay Mckenna for Marl Rd, Ambika Hurlston for Highbury, Milly Ashworth for Bank Place. In their absence another member of staff will be appointed to take charge in the event of an evacuation. 	Low
Staff not having sufficient down time / rest during the working day / week? (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Lunchtime staff will be used to allow the teaching staff to have a lunch break • Teaching staff to have non-contact time when specialist lessons taking place • Nursery staff to cover each other's break times 	Low
Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Staff and pupil inductions will take place as normal. • Any recruitment taking place will be done so adhering to government guidelines i.e. social distancing. 	Low
SCR and required documents not properly verified or recorded. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Business Support Manager and Governor with responsibility for Safeguarding to continue their half termly check of the SCR/supporting documents via video call. • Any supporting documents required for DBS checks will be obtained electronically then original documents presented and copied when the person comes into School. 	Low
Plans to working and learning outside not fully considered (17.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Outdoor learning will be take place as often as possible, pupils will remain in their bubbles and not mix with other bubbles. 	Low
Opportunities for sport, adventure play, Forest School, gardening etc not regulated or considered (17.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Pre-Prep boys will take part in physical development, yoga and games lessons. Role play activities for imaginative play will take place as well as exploration in the gardens • Prep boys will take part in games/PE lessons. • Outdoor play equipment to be used and sanitized where possible i.e. trikes/bikes, grab rings etc. 	Low
Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Shared equipment (i.e. tennis rackets) may be used in bubbles but will be sanitized before being used by another bubble. • Pupils will practice SD when on the sports fields and lining up to take turns at sports activities. • Head of PE to communicate lesson plans with pupils at the beginning of each lesson and remind them of the SD measures put in place. • Games/PE lessons to take place in year group bubbles. • Outdoor sports will be prioritized. When this is not possible the hall at Marlborough Road will be used to ensure maximum distancing takes place. Windows in hall will be opened during games/PE lessons. • At present, no swimming lessons will taking place. • Inter-school fixtures can take place outdoors from 29/3/21. • Inter-school fixtures can take place indoors from 12/4/21. • Inter-school fixtures will take place in year group bubbles. • National governing body guidelines for grassroot sports will be followed. 	Low

		<ul style="list-style-type: none"> • Visiting schools will leave promptly once the fixture has finished and will be asked to provide their own refreshments. 	
Drama, dance and music activities not applying SD or hygiene rules	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • The Head of Music to avoid, where possible, the sharing of any instruments/equipment. • The Head of Music will ensure that all music equipment is sanitised after a pupil has used it. • Choirs will be taken in "bubbles" with appropriate distancing and ventilation measures in place. • No instrumental ensembles to take place at present. • Singing is permitted in curriculum music lessons and appropriate distancing and ventilation measures will be put in place. • A distance of 2 metres should be maintained for any face to face music lessons, where this is not possible a Perspex screen will be placed between the teacher and the pupil. • Any woodwind or brass players will be positioned in a way so the air from the instruments does not blow onto another player. • Boys and staff to sanitise hands before and after each lesson. • No physical correction of positions will be used, instead verbal instruction will be given. • Pupils and staff will be seated side by side where possible. • Players should be seated back to back if possible. • The maximum sized rooms will be used for peripatetic lessons with windows kept open (weather permitting) • Pupils to wear gloves for piano lessons, piano to be sanitized after use by each pupil. • Perspex screens to be used during piano/brass/wind lessons • Peripatetic/specialist staff not to enter classrooms/teaching space when collecting boys for lessons. They will remain at the door and ensure distancing is practiced where possible. • When equipment is used in order to provide a broad and balanced curriculum, this will be limited to each bubble and will be disinfected regularly. Where possible, sanitization of equipment will be carried out by pupils who have played them. 	Low
Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All staff meetings are to be carried out remotely by Zoom. • Social distancing to be followed in staff rooms, due to staggered break and lunchtimes the number of staff in the staff room will be limited to two at any one time. • Any shared equipment in staff rooms to be wiped down after use i.e. coffee machine, fridge. • Staff must adhere to social distancing with other adults where possible. 	Low
Protective measures for after school care and clubs not regularly updated	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • The after school care facility at all sites will follow the control measures listed in this risk assessment. Bubbles will be formed for each site setting e.g. Pre-School/Reception, Year 1 and 2, Years 3 to 6. • After school clubs will take place in year group bubbles. • Numbers within indoor after school care and clubs will be kept to 15 where possible. 	
Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Intruder alarm and CCTV systems all monitored and serviced as normal with any servicing taking place in the school holiday when no pupils/minimum staff are on site. 	Low
Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Pick up/drop off procedures communicated in full to parents and staff, signage displayed to help parents know where to go and what to do, staff on hand to help with process. • No contractors allowed to be on site when pupils present unless for emergency repairs. • All visitors/contractors will be logged in the visitor book for contact tracing. 	Low
No regular breaks for handwashing during the school day. (17.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Boys to wash/sanitise hands as they enter the school in the morning, then again at the beginning and end of break time, lunch time and afternoon break. • All boys to wash their hands after using the toilet. 	Low

		<ul style="list-style-type: none"> • Hand sanitiser is available in all teaching areas. 	
Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Hygiene stations have been placed at all main entrances/exits to the school, within each classroom, staff room, dining hall and boys/staff toilets. 	Low
Hygiene stations not stocked, checked and cleaned regularly. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Facilities team to check all hygiene stations are suitably equipped with soap/hand sanitiser, paper towels, tissues, gloves, disinfectant and lidded bin. 	Low
Unnecessary items not removed from classrooms and other learning environments. (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All unnecessary items removed from rooms in use prior to opening and stored in an unused room where possible. 	Low
Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All soft furnishings, soft toys and hard to clean items removed from rooms prior to opening and stored in an unused room/area of the teaching room where possible. 	Low
Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • No "in-person" assemblies to take place at Prep, all assemblies conducted through Zoom • Pre-Prep assemblies to take place in year group bubbles • Drop off/pick up times are staggered across the school. Each bubble given a set time to drop off and pick up 10 minutes apart • Break times and lunchtimes are also staggered to minimize the number of pupils on the playground at any one time. 	Low
Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • The dining hall at the Prep and Early Years site to be divided to allow two bubbles in at one time, bubbles will be segregated, distanced and will move around the dining hall removed from the other bubble. • Only one bubble allowed at a time in the Pre-Prep dining halls. 	Low
Hazards and risks of providing breakfast and after school clubs not understood. (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • The risk assessment has been communicated in full to early drop off and after school care staff. • Note that current guidance allows school day bubbles to mix within wraparound care settings within school. 	Low
Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home. (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Vulnerable staff members/pupils advised to follow guidance from the NHS and their GP. • Parents and staff have been informed to contact school should they have received a letter/email from the NHS/GP advising them to shield. It may be possible for staff to work from home and work will be sent home for any pupils shielding. • Staff and parents also advised to contact school if they are classed as Clinically Extremely Vulnerable/Clinically Vulnerable. Additional measures will be put in place for these persons and a separate risk assessment completed. 	Low
Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (14.5.20)	Staff/Pupils/Visitors	Staff/pupil advised to talk to their Line Manager/Teacher should they have any concerns about being in school.	Low
Re-scheduling of activities not operating efficiently or safely due to SD rules and timings (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Educational day trips can resume from 12 April provided they are conducted in line with current coronavirus secure guidelines and regulations in place at the time of the trip including abiding by the systems of controls, remaining in "bubbles" and observing the COVID-19 secure measures in place at the destination. • A separate risk assessment will be carried out for any school trips. 	Trivial

		<ul style="list-style-type: none"> • No activities involving large groups of people i.e speech night, school plays will take place until the government advises it is safe to do so • No domestic or overseas residential trips to take place at present 	
Section D - Medical Risk Assessment in the COVID-19 Environment			
Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Catch it, kill it, bin it posters up in each classroom and predominant areas around School • Staff to remind pupils of good hygiene and the importance of using tissues to catch coughs and sneezes • Staff to encourage pupils to wash hands for at least 20 seconds throughout the school day especially after using the bathroom and before eating 	Low
Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • The Business Support Manager and Deputy Heads are to be informed of any child/staff member who has suspected COVID-19 symptoms • Staff informed of what to do if a child displays any symptoms of COVID-19. Isolation rooms available at all three sites – Head's Office at Marlborough Road, Deputy Head Office at Highbury, Conference Room 2 at Bank Place. • All staff to wear gloves and a face covering when administering first aid treatment and assist, where possible, at a safe distance. • If the child is capable of following instructions, they should be told what to do to self administer first aid i.e. wipe wound with a cleaning wipe. • If CPR is carried out a towel or cloth should be placed over the nose/mouth of the casualty. A face covering and gloves should be worn by the person carrying out CPR and also eye protection and an apron if available. For adult CPR only chest compressions and a defibrillator should be used, no rescue breaths are to be given. This is in accordance with HSE advice. Rescue breaths can be given when performing CPR on a child. • Aprons are readily available should the staff member administering first aid wish to use them i.e. when dealing with a nose bleed • All disposable items should be disposed of in waste bins. • First aiders to wash hands before and after administering first aid. • All staff and parents advised to engage with the NHS Test and Trace process and to contact school if they are contacted by a contact tracer or the NHS Track and Trace app. • There are sufficient first aiders at each of the school settings. • First aid training will continue when it is deemed safe to do so or absolutely necessary. 	Low
Insufficient First Aid trained personnel (ratio) for pupils in school (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • More than two first aiders on site at the prep and pre-prep setting and more than two paediatric first aiders on site at the early years setting. • Any first aiders with out of date training will be asked to undertake training as soon as possible within a Covid safe environment. 	Low
Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Pupils	<ul style="list-style-type: none"> • Parents have been asked to notify the school should their child have any new medical diagnosis or needs that school should be aware of upon their child's return to school. • Any prescribed medication should be given to the school office at Prep or the appropriate teacher at Pre-Prep 	Low
Medical room(s) improperly equipped.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • First aid supplies/medical room supplies checked by the Business Support Manager on a half termly basis • Business Support Manager responsible for ensuring isolation room adequately stocked 	Low
Lack of School decision regarding the level of PPE required for pupils and staff.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • In line with Government guidance PPE will not be required beyond what would normally be used. • PPE (gloves and aprons) are used by early years staff when undertaking intimate care. 	Low

Insufficient training, face fit testing, use, care and disposal arrangements.		<ul style="list-style-type: none"> • PPE should be used by an adult supervising a pupil with COVID-19 symptoms when social distancing cannot be implemented, disposable gloves, aprons, fluid-resistant masks and eye protection are supplied for this purpose. • PPE should also be used by the cleaning staff when cleaning any areas where a child/staff member with suspected coronavirus symptoms has been present. • Instructions for using PPE have been issued to all staff. 	
Sickness management rules and the “don’t come to work if you are ill” not understood or observed. (14.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Line Managers have communicated to staff the importance of staying at home if they are unwell or displaying any symptoms of COVID-19. • Staff have been instructed to inform their Line Manager immediately of any contact they have had with anyone who has symptoms of the virus or self-isolating or positive diagnosis and follow the guidance from the NHS/PHE. • In the event of teaching staff absences cover will be provided where possible from other members of the teaching/support staff. • In the event of significant staff absence, the Head will review the viability of school remaining open and will consult with the Chair of Governors. If the school is to be closed, then this will be communicated to staff and parents via email and the school website. • Only essential tasks will be carried out during a staff shortage period (Attendance, First aid, Salaries/Payroll, etc) • If the Head is absent, the Deputy Heads will lead the school • In the event of a school closure with staff and pupils at home who are well and still able to access education, work will be set via the remote learning platform/emailed home. Pupils will be expected to complete tasks at home. • Any member of staff or child displaying symptoms of COVID-19 will be sent home and told that a Covid test must be carried out. They will only be able to return to school after a negative test result or if positive they must not return to school for at least 10 days or longer if temperature still present. • Staff to inform their line manager should they be contacted by the NHS Test and Trace Service or the NHS Test and Trace app. • Separate guidance has been issued to staff and parents on what to do in the event of coronavirus symptoms and positive test results • School will contact the DfE for advice if a positive diagnosis is confirmed within school or if there is an overall rise in sickness absence where COVID-19 is suspected. 	Low
School unaware of any staff and pupil pre-existing medical conditions.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Staff asked to declare any unknown pre-existing medical conditions. • Parents advised to contact school to inform of any pre-existing medical conditions unknown to the school. School office to print report from MIS detailing any medical conditions of pupils, any concerns to be followed up with parents. 	Low
Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All staff asked to inform their line manager if they have been tested for COVID-19 and what the result was. • Parents asked to inform the school office if their son has been tested for COVID-19 and what the result was. • Positive test results must be reported to the NHS Test and Trace Service or NHS Track and Trace app. • All staff and pupils advised to get tested should they display symptoms of COVID-19. • The school office to keep records of pupils and staff testing positive/isolating including their safe date of return into school. 	Low
Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • NHS has introduced a Test and Trace Service for persons testing positive for the virus. Parents and staff advised to follow the advice given if they are contacted through the system. • NHS has introduced a Track and Trace app, parents and staff are encouraged to use and follow the instructions given by the app. 	Low

Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Staff/Pupils/Visitors	<ul style="list-style-type: none"> All staff to report to their respective Deputy Head any boy that is sent home due to COVID-19 symptoms, Deputy Head to then inform the school office so appropriate records can be kept. Any staff member displaying symptoms must inform their line manager before leaving school who will in turn inform the Business Support Manager so appropriate records can be kept. Staff or pupils displaying symptoms should be tested for the virus. 	Low
Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Class teacher to check in with the family via a well being telephone call. Line manager to contact any affected staff members to check on their well being. 	Low
No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Isolation rooms have been allocated for all three school sites: Bank Place – Small Conference Room Highbury – Deputy Head Office Marlborough Road – Head Master’s Office Cleaning regime put in place for cleaning of isolation rooms after use. Once a child has been placed in the isolation room then no persons may enter this until a clean has taken place. Cleaning staff to be provided with gloves, aprons, fluid resistant mask and face visor Any pupil displaying symptoms of COVID-19 will be taken immediately to the isolation room and parents contacted to pick up child up promptly. A member of staff will stay with the pupil and will be provided with PPE (gloves, fluid resistant mask, apron, face visor). All PPE to be disposed of in a plastic bag and placed in the general waste. If the pupil needs to use a toilet while in isolation then this toilet will be out of bounds to another pupil until it has been thoroughly cleaned. The workspace of the staff/pupil in isolation to be sanitized by cleaning staff and items disposed of into a plastic bag and store for 72 hours before being placed in the waste disposal container 	
Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> In case of emergency the school office will summon the emergency services for Prep and the Deputy Head will do so for Pre-Prep In the event of an evacuation the security firm will summon the fire and rescue service on behalf of the school 	Low
Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Parents asked to contact the school office with any changes to their son’s medical/dental appointments if taking place during the school day to allow their son to be taken to the relevant dismissal point to avoid parent coming into school. 	Low
Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Contractors will be escorted on the premises at all times, adhere to social distancing and wear a face covering. Any emergency work needed will be completed outside of school hours where possible. Contractors will have to declare that they have no symptoms of coronavirus and be given a mask to be worn while on the premises All contractor contact details will be recorded in the visitor book for track and trace purposes. 	Low
Section E - Support Staff Risk Assessment in the COVID-19 Environment			
Support staff not briefed on changes regularly.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Head Master to update non-academic support staff on any changes to current procedures in place. Deputy Head to update academic support staff on any changes to current procedures in place. 	Low
Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> Support staff have access to the same PPE and cleaning materials as teaching staff Training/instructions have been given to all support staff 	Low

Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Site Manager responsible for the cleaning regime and monitoring that sufficient cleaning is taking place. • Cleaning regime of the support areas is the same regime as for teaching/common spaces. • Support staff to wipe down their own telephone and computer. 	Low
Security and access systems not regularly checked, updated and re-coded.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Premises staff to check that all automatic gates and door entry systems are in good working order 	Low
Reconfigured areas, zones and routes hampering fire exits and routes.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • No areas/zones have been reconfigured in the school • Pupils and staff are aware of changes in evacuation routes 	Low
Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Premises staff are to ensure that all fire escape routes are kept clear and accessible as they would normally. • No changes to fire routes needed for support areas of the school. 	Low
Section F - Facilities Management Risk Assessment in the COVID-19 Environment			
Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable). (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Premises staff to oversee running of heating with schedule being changed to accommodate pupils back in school and changes in the weather • Gas heating so fuel levels not applicable 	Low
Insufficient gas supply, venting and valves?	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All gas appliances checked over once per year by registered gas safety contractor 	Low
Ventilation and extraction systems not checked. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Kitchen extraction cleaned August 2020 	Low
Electrical tests not up-to-date including emergency lighting and PAT	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • PAT testing completed August 2020 • Emergency Lighting servicing completed 4/6/20 	Low
All electrical equipment bought in to school PAT tested? (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All new electrical equipment will be sent for PAT testing as is normal procedure 	Low
Water testing for temperature, flow and legionella not in date for test.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Legionella monitoring conducted on a monthly basis 	Low
Fire alarm panel, system and extinguishers not in date and not serviced.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Fire alarm across all three sites serviced February 2021 • Fire extinguisher servicing completed 4/6/20 	Low
Kitchen not reconfigured, stocked and cleaned if closed over a long period. (16.5.20)	N/A	<ul style="list-style-type: none"> • Kitchen deep cleaned prior to opening, any out of date stocks discarded and appliances checked to ensure in good working order. 	N/A
Insufficient drinking supplies and hydration available in dining room. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Drinking fountains to remain switched off but drinking water provided through faucets, these will be cleaned regularly in accordance with the cleaning schedule • Water available at lunchtime in the dining hall 	Low
Suspended services not re-set. (16.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All routine servicing has re-commenced 	Low

Approach not agreed to any scheduled or ongoing building works. (17.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • There are no ongoing building works at present. 	Low
Suppliers not following appropriate SD and hygiene measures (17.5.20)	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • All deliveries to be left within the entrance areas at all site, delivery personnel not allowed into school. 	Low
Waste procedures not reviewed or sufficient.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • General waste removed from site on a weekly basis 	Low
Pest control services not recorded, deficiencies not identified or actioned.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Quarterly Pest control visits in place. 	Low
School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • School minibuses in use and have current MOT, tax and insurance. • School premises vehicle in use and has current MOT, tax and insurance. • Vehicles will be sanitised after use. 	Low
Access control to school not working effectively	Staff/Pupils/Visitors	<ul style="list-style-type: none"> • Intruder alarms across all 3 sites last serviced February 2021 • Automatic gates at Marlborough Road and Highbury last serviced February 2021 	Low

Section G – Catering Arrangements in the COVID-19 Environment

Touch points and hand contact surfaces	Staff/Pupils	<ul style="list-style-type: none"> • Windows and internal / external doors to be wedged open in kitchens, where appropriate, to reduce touch points and maximise ventilation. This does not apply to fire doors. Any external open doors/windows should be fitted with an appropriate fly screen. • Frequent cleaning of work areas and equipment between uses, using usual cleaning products. • Recognising that cleaning measures are already stringent in kitchen areas. Staff to increase the frequency of cleaning procedures, pausing production throughout the day, for staff to wipe down workstations with disinfectant/sanitiser. • All tables and chairs to be wiped down between bubbles using the dining hall by lunchtime staff. • Windows and doors to the dining hall to be kept open where possible to reduce touch points and increase ventilation. • All touch points to be wiped down at the end of the shift including light switches, oven/fridge/freezer/dishwasher handles and controls, taps, sinks, counter tops. 	Low
Personal Hygiene	Staff/Pupils	<ul style="list-style-type: none"> • Staff uniforms MUST be cleaned and washed daily after each shift. Option of washing uniforms at work if this is not possible to do at home on a daily basis. Bags provided for staff to take their uniform home in. • Staff handling food should wash their hands often with soap and water for at least 20 seconds on each occasion. This should be done regardless of COVID-19, as a matter of routine before and after handling food, after going to the toilet and especially after being in a public place, blowing their nose, coughing, or sneezing. • Any drinks or snacks should be consumed away from production and service areas. • Staff to avoid tasting of food, where this is not possible a sample of food should be taken away from the kitchen for tasting and the remainder of the sample disposed of. A clean utensil should be used then placed immediately in the dishwasher or washing up sink. Hands must then be washed thoroughly. • Pupils and staff to wash/sanitise hands on entry and exit to the dining hall. 	Low

Physical work activities	Staff/Pupils	<ul style="list-style-type: none"> • Catering staff to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). • As far as possible, the catering staff to work in small teams consisting of the same people so that where contact is unavoidable, this happens between the same people. • Where staff need to work closely the time involved in doing these activities should be as short as possible, staff should work back-to-back or side-to-side working (rather than face-to-face) whenever possible. • PPE - Staff to wear disposable aprons in the kitchen at all times and face visors/face masks when serving food as a minimum. 	Medium
Social distancing in other areas	Staff/Pupils	<ul style="list-style-type: none"> • Social distancing applies to break rooms and changing rooms. Only one member of staff allowed in the changing room at a time. • A one-way system is in place when boys are clearing their trays to limit the contact they have with others. 	Low
Workstations	Staff/Pupils	<ul style="list-style-type: none"> • Workstations to be assigned to an individual as much as possible. If they need to be shared, they will be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart then staff will work side-by-side or back-to-back. • Staff to not lean over the serving counter to talk to pupils. 	Medium
Food Preparation	Staff/Pupils	<ul style="list-style-type: none"> • COVID-19 is a respiratory illness. It is not known to be transmitted by exposure to food or food packaging. Allow kitchen access to as few people as possible. • The catering staff typically only work in their assigned kitchen, the use of other areas of the school by them is limited. One person allowed in the walk-in pantry/freezer area at any one time. • Staff to minimise contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers. 	Low
Serving food and drink	Staff/Pupils	<ul style="list-style-type: none"> • At the Prep site one bubble at a time to approach the food serving area. Boys will be reminded to keep their distance from the food trays which are protected by a glass barrier. Trays to be handed to each pupil with cutlery already placed on them. • At the Pre-Prep site staff will collect meals on behalf of the boys and deliver them to the table where the boys will already be seated. • Teaching/lunchtime staff to be on hand to guide the children through the serving/clearing process and ensure that appropriate distancing is maintained. • Pupils will not help themselves to water or juice items, a member of staff to pour water into beakers or hand out prefilled beakers. • All self-help items will be removed and all items handed out to pupils by a member of staff e.g. yoghurts, milkshakes, fruit, cold desserts, crackers, cheese. • 	Low
Deliveries	Staff/Pupils	<ul style="list-style-type: none"> • Contact with delivery drivers is to be kept to a minimum and all deliveries to be placed outside the kitchen on the ground. Staff should avoid signing documentation where possible. • The number of deliveries will be kept to a minimum. • Staff will not help to unload vehicles. • Deliveries will be unpacked from any external packaging outside where possible and practicable and items put away immediately. Once this is completed, all outer packaging will be disposed of in the general waste containers and hands must be washed. If any delivery items have been placed on a work surface whilst unloading, the surface will be disinfected immediately. 	Low

Moving around the school	Staff/Pupils	<ul style="list-style-type: none"> The catering staff will remain in their work areas where possible minimising non-essential trips within buildings eg to the school office. The use of lifts or dumb waiters will be reduced, hand sanitiser is provided for the operation of lifts and the use of stairs is encouraged wherever possible. 	Low
Open food displays	Staff/Pupils	<ul style="list-style-type: none"> Frequent washing and sanitising of all food contact surfaces and utensils will take place. If staff are using gloves, then these must be changed before and after preparing food Counters will be cleaned and sanitised, along with serving utensils and condiment containers. All items will be served to pupils/staff, rather than offer a self serve option; to ensure products are not picked up and put back. 	Low
Staff shortages	Staff	<ul style="list-style-type: none"> A full contingency plan has been drawn up which takes into account staff shortages due to positive Covid test results/isolation/staff sickness. 	Low
SECTION G – COVID-19 SELF TESTING			
Incorrect storage of test kits	Staff	<ul style="list-style-type: none"> Test kits must be stored at room temperature (20C – 30C) or in a cool dry place . Test kits must be kept away from children at all times. Tests kits stored in school will be stored securely in the Finance Office at Highbury and in the School Office at Marlborough Road. 	Low
Instructions for self-testing not followed	Staff/Pupils	<ul style="list-style-type: none"> Staff have been issued with the following instructional aides: <ul style="list-style-type: none"> An Introduction to Rapid Self-Testing for Covid-19 Asymptomatic testing in Primary Schools FAQ 20.01.21 A step-by-step guide for COVID-19 self-testing v.1.3.2 How to do a rapid COVID-19 self-test Privacy notice Staff have been requested to watch the following NHS instructional video on performing a self-test https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ Staff informed to not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test. Staff informed to wait 30 minutes before checking the result of the test, recording the result correctly with NHS and then taking the appropriate action if positive. Test kits to be disposed of in the waste bag provided in the kit and placed in general household waste. Each test kit item in the test kit is not be used more than once. Staff to inform their line manager or Business Support Manger if they have any problems self-administering the test. If a staff member has a nose piercing then the other nostril should be swabbed, if both sides have a nose piercing then the piercing should be removed before swabbing. If a staff member has had a nosebleed within the last 24 hours they should swab the other nostril or wait 24 hours before swabbing. If a staff member is unable to take a throat swab then they must swab both nostrils. Should a void result be given then the staff member must take another test and report both results. In the event of two void results the staff member must not come in to school and book a PCR test. They are to remain at home until the test results is received and follow guidelines for self-isolation. Should a staff member display symptoms of COVID-19 then they must not use a LFD test but book a PCR test and follow guidelines for self-isolation 	Low

		<ul style="list-style-type: none"> • Should a positive result be given then the staff member must-self isolate and book a confirmatory PCR test. If the PCR test is taken within 2 days of the LFD test and comes back with a negative result then the staff member can stop isolating and return to school. • For staff that have had a positive PCR test then the LFD testing can commence once the self-isolation period of 10 days has finished. • STAFF MUST CONTINUE TO FOLLOW ALL SELF-ISOLATION GUIDANCE PROVIDED BY THE GOVERNMENT 	
Test results not reported to the NHS or School	Staff/Pupils	<ul style="list-style-type: none"> • Staff advised to conduct the tests twice weekly (Sunday and Wednesday evening) or on the evening before they are due in school if not working 5 days per week (maximum number of tests per week should still be 2) • All staff have been provided with the NHS link to record their test and also the 119 number should they not have access to the internet. • Staff have been informed that in addition to reporting test results to the NHS they must also report them to their line manager or Business Support Manager. • Where staff have collected test kits but have not reported results to School the Business Support Manager will follow up with these staff members to ensure there are no problems with the testing. • The Business Support Manager will review test results to ensure that regular testing is taking place. 	Low
Items missing/damaged from test kit	Staff	<ul style="list-style-type: none"> • Staff have been instructed to inspect their test kits and its contents to ensure there are no missing or damaged items. In the event a damaged/missing item staff must inform the NHS by calling 119. • Replacement test kits will be available in school. 	Low
Staff anxiety	Staff	<ul style="list-style-type: none"> • Staff have been informed to speak to their line manager should they have any anxieties about undertaking the testing or if they are not able to self-administer the test. School will try and put in place any reasonable adjustments to help all staff conduct tests. • Staff are aware that they can talk to their line manager should they have any anxieties over testing or coping with a positive result. 	Low
Test kit distribution/results not recorded correctly in School	Staff	<ul style="list-style-type: none"> • A test kit distribution log and a separate school test results register has been created. • Staff have been informed to contact the Business Support Manager should they require additional tests and have been informed to keep a minimum of two tests at home at all times. • Test data not recorded securely and kept until further guidance is given to delete the information. • 'Test kit log' and 'test results register/log' are kept separately for data protection purposes. The 'test kit log' is kept securely in the finance office and school office. The test results register is kept electronically (secure access) and is accessed by the SMT. 	Low
Lack of test kits	Staff	<ul style="list-style-type: none"> • The Business Support Manager is responsible for keeping the test kits stocked and will order from the DfE when necessary. • Staff are responsible for requesting additional test kits when they have only two left at home. 	Low
SECTION H – OPEN DAYS – to only take place outside of normal school hours			
Staff/visitors not adhering to control measures	Staff / Visitors	<ul style="list-style-type: none"> • All visitors given an appointment time to reduce the number of people in the building at one time and to reduce the mixing of persons • Social distancing must be maintained at all times • All adults to wear a face covering • Everyone to sanitise hands on arrival and departure of the school buildings • Visitors instructed not to attend if they, or any family member, have symptoms of Covid-19 or have recently returned from a country that is on the Government's red list • On site cleaner present to sanitise touch points between appointments 	

		<ul style="list-style-type: none"> Limited equipment for children to play with, equipment will be sanitised or removed after a child has played with it. Staff to adhere to all other measures in place as on a "normal" school day 	
Visitors not informed of control measures	Staff / Visitors	<ul style="list-style-type: none"> All visitors to the open day have been emailed with the control measures and their appointment time with strict instructions that if they are late they will not be permitted entry All visitors to the open day to sign a Covid declaration 	

Assessor Signature:	D Barber	Assessor Name and Position:	Denise Barber – Business Support Manager	Date:	06/03/2021
Reviewer Signature:	A.J. Hurst	Reviewer Name and Position:	Alan Hurst – Governor with responsibility for H&S	Date:	06/03/2021

Review Due:	31/3/2021	Review Completed:	19/3/21	Name and Position:	Denise Barber Business Support Manager
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Notes from review:

Minor changes made:

- The fire marshal at Bank Place is Milly Ashworth
- The Head and Deputy Head are allowed to move between bubbles
- In person assemblies are permitted at Pre-Prep provided these are in year group bubbles

Review Due:	1/4/2021	Review Completed:	26/3/21	Name and Position:	Denise Barber Business Support Manager
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Notes from review:

Changes made in purple

- Minor changes made to administering CPR
- Section H added to cover open days

Review Due:	16/4/21	Review Completed:	16/4/21	Name and Position:	Denise Barber Business Support Manager
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Notes from review:

Changes made in green

- Amendments to sports, testing, trips/residentials and after school care/clubs

Documentation used to assist the Risk Assessment Process

06/03/2021

- Schools coronavirus (COVID-19) operational guidance February 2021 – GOV.UK
- Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection 15/2/21 – GOV.UK
- COVID-19: cleaning in non-healthcare settings outside the home 16/10/2020 – GOV.UK
- Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak February 2021 – GOV.UK
- Social distancing and making your workplace COVID secure – HSE
- What to include in your COVID-19 risk assessment – HSE
- Working safely during the coronavirus outbreak – a short guide – HSE
- What parents and carers need to know about early years providers, schools and colleges during COVID-19 5/3/21 – GOV.UK
- Risk Assessment Guidance for COVID-19 in Schools – ISBA

16/04/2021

- Schools coronavirus (COVID-19) operational guidance updated 6 April 2021 – GOV.UK
- Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak updated 13 April 2021 – GOV.UK
- Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak updated 7 April 2021 – GOV.UK