

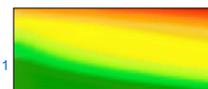
This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards presented by each individual site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result from the hazard
Catastrophic – 5 (multiple death)
Major – 4 (single death or permanent disability)
Moderate – 3 (broken bones, several days off work)
Minor – 2 (basic first aid treatment required)
Insignificant – 1 (minor scratch or bruise)

LIKELIHOOD of the risk occurring (with any outcome)
Certainty – 5 (could happen at any time and on any day)
Probable – 4 (could happen perhaps once a term)
Likely – 3 (could happen perhaps once a year)
Conceivable – 2 (might happen perhaps once in 5 years)
Improbable – 1 (will probably never happen)

SEVERITY
5
4
3
2
1
LIKELIHOOD 1



Activity: V15.2 Schools Open for All Pupils From 17 May 2021 - Step 3 of the Roadmap Out of Lockdown

Date: 18 May 2021

Assessor:

Re-assessment date:

This is the 'Whole School Activities' Sheet

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

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

Key Guidance Documents

.	Guidance for Full Opening of Schools
.	Schools Coronavirus Operational Guidance - updated 10 May 2021
.	Face Coverings in Education - updated 10 May 2021
.	Use of the NHS Covid App in Schools
.	COVID-19 Response - Spring 2021 - Roadmap out of Lockdown
.	Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
.	Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)
.	Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School
.	Ventilation & Air Conditioning During the Coronavirus Pandemic - HSE
.	Ventilation of Indoor Spaces to Stop the Spread of Coronavirus
.	Covid-19 - Cleaning in Non-Healthcare Settings
.	Stay at Home - Guidance for Households with Possible Coronavirus
.	Social Distancing Guidance - Coronavirus Restrictions - What You Can & Cannot Do from 17 May 2021

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating (Severity x Likelihood)	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Who Can Come to School?					
<p>English Schools - From 8 March 2021 All pre-school, junior / prep and secondary schools pupils can return to school in person, including secondary school pupils who decline to take an LFD test</p> <p>Boarding pupils who need to travel from abroad to return to school will need to confirm that they can travel to the UK under the current rules. They must comply with all UK quarantine and testing rules.</p> <p>Welsh Schools - where the Welsh Government guidance differs from the English Government guidance, Howell's School should follow the Welsh Government guidance</p> <p>All Schools - In consultation with the CEO, the Head of each school can decide to close their school if local circumstances, or the infection rate in the local community gives particular cause for concern</p>	3	2	6	Tolerable	
<p>Staff who are 'clinically extremely vulnerable' (CEV):</p> <ul style="list-style-type: none"> - CEV staff should work from home where possible. If they cannot do their job from home, they can work at school providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. - If staff are unable to work in school and working at home is not an option, they could be considered for furlough - Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person. <p>When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be <p>Staff who live in a household with someone who is 'clinically extremely vulnerable' can go to the workplace but they should do what they can to support the CEV person and carefully follow the guidance on social distancing</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	3	2	6	Tolerable	<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Pupils who are 'clinically extremely vulnerable' (CEV):</p> <p>All CEV pupils should attend school, unless they have been advised by their GP or clinician not to attend. Strict social distancing measures must be implemented and Covid risks mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required.</p> <p>When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be 	3	2	6	Tolerable	<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p>Clinically vulnerable members of staff and pupils can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <p>Arrangements should be made for Clinically Vulnerable staff to work in the safest suitable and available role in school with protective measures in place, eg social distancing and PPE. If this is not possible, consideration should be given for vulnerable staff to work from home if their job allows. An individual risk assessment should be undertaken for all 'Clinically vulnerable' members of staff and they should discuss any concerns with their manager.</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	3	2	6	Tolerable	
<p>Pregnant women who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advice to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <ul style="list-style-type: none"> - A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager. - Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk. Additional controls may be required eg further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option. - Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers' - Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology 	3	2	6	Tolerable	<p>Advice for Pregnant Employees https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Royal College of Obstetrics and Gynaecology https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</p>
Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.	3	2	6	Tolerable	
Avoiding Contact With Anyone Who is Unwell					
<p>Remind all pupils, staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers that if they have had a positive LFD Covid test, they must arrange to have a confirmatory PCR test as soon as possible.</p> <ul style="list-style-type: none"> - Anyone who has had a positive LFD test or PCR Covid test in the last 10 days must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection' - (If an LFD test is taken first, and a PCR test is then taken within 2 days of the positive LFD test, and is negative, it overrides the LFD test and the pupil / member of staff can return to school) 	3	2	6	Tolerable	<p>Stay at Home : Guidance for households with possible or confirmed coronavirus infection</p>
<p>Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they are a close contact with someone who has had a positive Covid test in the last 10 days, (they have been notified by the school or via an NHS email, text or phone call) they must not come to school, and the must follow the Governments guidance regarding isolation / testing</p>	3	2	6	Tolerable	<p>Guidance for close contacts</p>
<p>Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that if they start feeling unwell with symptoms of Covid-19 during the school day, they must go home as soon as possible and arrange to have a PCR Covid-19 test asap. A positive test will require rapid action to protect their colleagues and pupils.</p> <ul style="list-style-type: none"> - Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home. Their parents should arrange for them to have a PCR Covid-19 test asap. A positive test will require rapid action to protect school staff and pupils. - Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough 	3	2	6	Tolerable	
<p>Tell all suppliers and delivery drivers that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, they must get a Covid test, and they must follow the governments 'Stay at home guidance for household with possible coronavirus infection'</p>	3	2	6	Tolerable	<p>Link to 'Stay at Home Guidance'</p>
<p>Foreign Travel</p> <p>No-one, including staff and pupils, must come onto the school site if they are required to quarantine having recently visited countries on the Government's 'Red' and 'Amber' Travel Lists</p> <p>The GDST recognises and accepts the 'Coronavirus (COVID-19): 'Test to Release for International Travel Scheme', but all staff, pupils and visitors must adhere fully to Government's travel advice.</p>	3	2	6	Tolerable	<p>https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel</p>
<p>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils</p> <p>As part of the national public health initiative all GDST schools will continue to participate in the mass testing programme of staff and senior school students during the summer term using rapid result (lateral flow device) test kits. Primarily, this will involve distributing 'Test at Home' LFD kits to staff and senior school pupils, but schools must maintain a small testing site at school in case staff or students aren't able to test at home, or would prefer to use the school testing facility</p> <ul style="list-style-type: none"> - The DfE guidelines and DoHS Standard Operating Procedures on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely - A risk assessment must be completed using the NHS template and the controls implemented <p>Although people in households of school aged pupils and staff are now eligible to access LFD tests, schools should not give test kits to parents or household members. Parents / carers can obtain test kits from their employers, by collecting a home test kit from a test site or by ordering a home test kit online</p>	3	2	6	Tolerable	 <p>Standard Operating Procedure for Mass Testing v2.3 31 Dec 2020</p>

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+ Prohibited (See Matrix))	Notes / Further Action Required
<p>Rapid Result (Lateral Flow Device LFD) Testing of Asymptomatic Staff and Pupils</p> <ul style="list-style-type: none"> - Testing is voluntary but all staff and senior school pupils are strongly encouraged to participate in the testing programme which is continuing during the summer term - If an individual has been vaccinated they should still do regular LFD tests - it is not yet known if vaccines prevent individuals transmitting the virus. - Anyone who has had a positive PCR test doesn't need to have a LFD test for 90 days unless they develop new symptoms - All school based members of staff (senior and junior school, academic and support staff, contractors staff e.g. caterers and cleaners, peripatetic and supply staff) will be provided with LFD tests to use at home, 2 each week, 3 - 4 days apart. - All senior school students will be provided with LFD tests to use at home, 2 each week, 3 - 4 days apart, reporting the results to the school and NHS Test & Trace. - In addition, providing schools have enough test kits for school staff and senior school students who need to test on site, then they can also offer tests to other visitors and occasional contractors that have to come onto site and could pose a risk to our staff and any students. - Parent's consent required for pupils aged under 16 to have a test at the school testing site - Schools need to have a procedure in place for isolating any staff or pupils who have a positive LFD test result and arrange for them to return home asap - Anyone who has a positive LFD test, either at home or school, must self isolate immediately and arrange to have a confirmatory PCR Covid-19 test asap. If the PCR test is taken within 2 days of the positive LFD test, and the result is negative, the PCR test result overrides the LFD test result - A negative LFD test result is not a cast iron guarantee that the person does not have the infection, and strict Covid secure practices should continue to be practised by everyone at both an individual and collective level 	3	2	6	Tolerable	https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges
<p>PCR Coronavirus Testing Kits</p> <p>All schools have been provided with a small number of PCR Covid-19 testing kits by the NHS / PHE (additional limited supplies can be ordered). These are only to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are:</p> <ul style="list-style-type: none"> • They have developed symptoms whilst at school, and • You believe they may have barriers to accessing a test elsewhere • You believe that if you sent the individual home without a kit, they would not receive a test at all. <p>The test is suitable for use by pupils and staff of all ages. Staff at school must not conduct the test. Pupils under 18 - the test kit should be given to their parent or carer.</p> <p>Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test</p>					 https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers
<p>The Government encourages all staff and pupils <u>over the age of 16</u> to download and use the NHS COVID-19 Contact Tracing app on their phones to help them identify if they have been to a venue which is linked to a Covid-19 outbreak</p>					Use of the NHS Covid App in Schools
Promoting Good Health					
Encourage all staff to have a seasonal flu vaccination					
Encourage all staff to have both of their Covid 19 vaccinations as soon as they are eligible for them					
Whole School Precautions					
<p>Visitors</p> <p>During Step 3 on the Roadmap out of Lockdown, visitors to the school should be limited to:</p> <ul style="list-style-type: none"> - those who are essential to the safe operation of the school or a building project on the school premises, - those who are providing specialist support to the school, eg Trust Office staff, - those who are providing specialist support to staff or pupils, eg mental health support - parents where there is a significant benefit in having an in-person / on-site meeting - those who are providing educational activities <ul style="list-style-type: none"> - Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or are required to isolate or quarantine; they must cancel the visit if they are. - Request that the visitor undertakes an LFD test, either at home (Home Testing kits are easily available) or on arrival at the school to check their Covid status - Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts - Ensure that the visitor(s) and everyone they meet comply with the requirements for hand washing / sanitisation, social distancing, and wearing face coverings where social distancing is not possible 	3	3	9	Tolerable	
<p>Meetings with Visitors</p> <p>Where possible, meetings should take place virtually. On-site / in-person visitor meetings should only take place where there would be a significant benefit for this. Strict coronavirus controls must be implemented including:</p> <ul style="list-style-type: none"> - Ask the visitor(s) to inform the school in advance and on arrival that they are not exhibiting symptoms of Covid-19, or required to isolate or quarantine, and to cancel the meeting if they are. - Request that the visitor undertakes an LFD test, either at home (Home testing kits are easily available) or on arrival at the school to check their Covid status - The time and location of the meeting should be arranged to minimise the potential to mix with other school staff and pupils. - If possible, use a room for the meeting which is close to the entrance. The largest available room should be used, and seats arranged to avoid face-to-face and create min of 2m separate between individuals - Control where the visitor(s) go, when they arrive / leave, whom they meet and log this in case there is subsequently a need to identify Close Contacts - Limit the number of people in the meeting to just those that are strictly necessary; keep the meeting as short as possible - Meeting rooms should be provided with supplies of hand sanitisers and tissues - Ensure that the visitor(s) comply with the requirements for hand washing / sanitisation, social distancing, and wearing face coverings where social distancing is not possible - Ensure all hand-contact surfaces are promptly cleaned post meeting 	3	3	9	Tolerable	
<p>Peripatetic Staff</p> <p>Lessons / activities can be taught / supervised by peripatetic staff providing the following controls are implemented:</p> <ul style="list-style-type: none"> - Peripatetic staff should be reminded that under no circumstances should they come to school if they have Covid-19 symptoms - Peripatetic staff working on the school premises should be offered, and are encouraged to take, two Lateral Flow Device tests each week - Peripatetic staff should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. - In small music rooms, consider the use of screens between staff and pupils, and ensure good ventilation 	3	2	6	Tolerable	
<p>Supply Staff</p> <p>Where possible all lessons / pupil activities should be taught by permanent school staff. Where it essential to use supply staff a specific risk assessment / protocol should be completed that explains why it is necessary and includes the following controls:</p> <ul style="list-style-type: none"> - Supply teachers should be reminded that under no circumstances should they come to school if they have Covid-19 symptoms - Supply teachers working on the school premises should be offered, and are encouraged to take, two Lateral Flow Device tests each week - Supply teachers should follow strict social distancing (2m or 1m+) from their pupils, and all other staff members, at all times. 	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Ventilation</p> <p>Maximise the fresh air in indoor spaces by ensuring good ventilation. This can be done by natural ventilation, mechanical ventilation or a combination of the two. Identify any poorly ventilated areas (no means of natural or mechanical ventilation, feel stuffy, smell bad) and take steps to improve the ventilation. NB doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced.</p> <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months:</p> <ul style="list-style-type: none"> - Partially open doors and windows to provide ventilation while reducing draughts - Open high level windows in preference to low level windows to reduce draughts - Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied <p>Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.</p>	3	2	6	Tolerable	Please refer to: 1. TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020 2. HSE guidance on Ventilation and air conditioning during the coronavirus (COVID-19) pandemic
<p>Entrances and Reception Areas</p> <ul style="list-style-type: none"> - Consider fitting non-touch systems / proximity readers on access control systems, particularly on gates & entrance doors used by the majority of staff pupils and visitors - Consider fitting additional hand washing facilities (ideally operated by sensors) outside the entrances used by the majority of staff and pupils - Where it is not possible / appropriate to have handwashing facilities at entrances, provide supplies of sanitiser preferably activated by a sensor or pedal, rather than manually NB Be aware of the need to supervise younger pupils if they need to use sanitisers - Depending on the design of your reception areas, consider providing protective screens - Ask staff and visitors to use their own pens to sign in, or clean signing in /out touch screens after each person has used it. - Everyone should wash their hands / use hand sanitiser on arrival at the school - display notices to remind people to do this - Receive / check post deliveries in a designated area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling items and using any shared signing devices. 	3	2	6	Tolerable	
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles. - Where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) <p>For staff this means staying 2m away from all other members of staff, other adults and pupils. Where this is not possible, other mitigations should be put in place, eg:</p> <ul style="list-style-type: none"> - staying at the front of the class - reducing the amount of time they are face-to-face with another person - minimising the time spent in closer contact - having a screen between people 	3	2	6	Tolerable	
<p>Provide signage in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', and not coming into school if you have symptoms of Covid-19, however mild. Ensure everyone practices these important measures.</p>	3	2	6	Tolerable	
<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles' 	3	2	6	Tolerable	Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions
<p>Moving around the site</p> <ul style="list-style-type: none"> - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that social distancing should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	3	2	6	Tolerable	
<p>Ensure social distancing is maintained in cloakrooms & handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out social distancing spacing and monitoring compliance. NB as hand washing is one of the main ways to reduce the risk of Covid-19 infection, it is not recommended that wash hand basins are taken out of use even if they are less than 1m apart.</p> <ul style="list-style-type: none"> - Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Blow air hand dryers activated by proximity sensors are safe to use, but hand dryers operated by pressing a button should be disconnected 	3	2	6	Tolerable	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely
<p>Provide supplies tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary - 'catch it, bin it, kill it'.</p> <ul style="list-style-type: none"> - Bins should be emptied at least daily. Ideally bins should have lids on them 	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Face Coverings</p> <ul style="list-style-type: none"> - Face coverings should be worn by all staff, adult visitors, contractors in senior and junior schools whilst moving around the school buildings in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queue's for lunch service - Face coverings should also be worn whilst giving First Aid, caring for pupils with Covid-19 symptoms and cleaning areas occupied by someone with Covid 19 Symptoms (see paras below). <p>NB Staff, contractors or visitors must still wear face coverings in communal parts of the school where it is not possible to social distance</p> <p>Face coverings do not need to be worn by:</p> <ul style="list-style-type: none"> - pupils (except senior school pupils on minibuses and school coaches / buses) - staff working in classrooms - staff, contractors or visitors when outdoors or in internal areas where it is possible to maintain good social distancing - by individuals who are exempt because of physical impairment or disability, illness or mental health difficulties. <p>Schools can ask staff and pupils to wear face coverings in the classrooms and all other inside areas if the local circumstances deem this to be a sensible precaution.</p> <p>Individual members of staff and pupils are entitled to wear a face covering at all times, even if that is not a requirement of the school, if that is what they wish to do so</p> <p>Schools must advise staff and pupils to wear and handle face coverings hygienically including:</p> <ul style="list-style-type: none"> - refrain from touching their face covering when wearing it, - when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall) - not put face coverings down on desks, benches and other surfaces (contamination risk) - wash or sanitise their hands immediately after handling their face covering - not touch face coverings that don't belong to them - a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC). - temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin) <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)</p>	3	2	6	Tolerable	 DFE Face Coverings in education guidance
<p>Fire Drills & Emergency Evacuations</p> <p>In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this</p>	3	2	6	Tolerable	
<p>First Aid</p> <ul style="list-style-type: none"> - Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed. - Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose - Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes either as a one-off or cumulatively throughout one day) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary - After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity - All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely) 	3	2	6	Tolerable	Guidance for First Aid Responders
<p>Assemblies and Other Gatherings</p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies for more than one group, all-staff meetings and other multi-group events can take place virtually using online facilities</p>	3	1	3	Tolerable	
<p>Lunch / Food Preparation</p> <ul style="list-style-type: none"> - The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service - Organise catering staff into groups / partners built around natural work teams to reduce the amount of mixing between staff members; each group / partnership should work together, take breaks together and change together - If possible stagger starting / finishing times to minimise crowding at entrances and in changing rooms - Restrict access to the catering department to as few as possible and strictly maintain social distance with all delivery staff - Staff involved in food preparation and service should try to maintain social distancing - 2m (or '1m plus') at all times - Where possible arrange workstations which give 2m distance between each staff member, avoid working directly opposite someone else - In cramped areas, eg walk-in fridges, smaller store rooms, pot wash areas or changing rooms, set a maximum limit on the number of people allowed in the room at any one time, or consider using screens or barriers to separate people from each other - Implement a one-way system in the kitchen, food preparation and service areas - Encourage staff to wash their hands very regularly, and increase the frequency that high contact surfaces, eg fridge door handles, are sanitised - Maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place) - Hold meetings virtually or in well ventilated rooms with plenty of space - Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces 	3	2	6	Tolerable	Guidance for food businesses on coronavirus (COVID-19)
<p>Lunch Service</p> <p>The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service</p> <p>Steps must be taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This could include:</p> <ul style="list-style-type: none"> - Making arrangements for lunch to be served / eaten in other rooms, eg staff rooms, common rooms, outside (if the weather is suitable) - Staggering the lunch service - Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them - Allocating specific tables to specific groups / bubbles - Thoroughly cleaning tables and chairs between use by different groups / bubbles - Ensuring everyone follows social distancing in queues, at the service counter, in the dining room and at pinch points eg entrance/exit doors or the dirty plate return point - use of floor markings, signs, one-way systems - Self service should be limited to prevent the shared use of serving spoons / utensils etc - Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg at the food service counter or till, install screens - Shared containers, eg drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use - Crockery, glasses/cups and eating utensils should not be shared and must be washed in a dishwasher on a hot wash cycle - Remind everyone to wash their hands immediately before and after eating their lunch - Ensure the dining room is well ventilated by keeping doors and windows open - Where possible cashless systems should be used for all transactions 	3	2	6	Tolerable	Guidance for food businesses on coronavirus (COVID-19)
<p>Libraries and Communal Learning Resources</p> <ul style="list-style-type: none"> - Libraries can be used as a learning environment, provided members of different groups don't mix together (consider allocating each year group specific times) or having wide gaps between different groups; consider a one way system and ensure thorough cleaning regimes are in place - Items that are difficult or impossible to clean, eg newspapers and periodicals should be removed / cancelled - Seating and desks should be arranged so that the people using them are not facing each other (if closer than 2m) and are socially distanced from each other - As it is not practical to regularly clean all the books etc in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library. - The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. - Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves. If you have space, try and spread out (don't stack) quarantined books / resources, as this has been shown to increase the rate that the virus dies off 	3	2	6	Tolerable	School Library Journal article

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Wrap-Around' Care and Extra Curricular Clubs</p> <ul style="list-style-type: none"> - Before / After School Care and Extra Curricular Clubs can operate both inside and outside activities for all pupils - Where possible pupils should stay in the groups / bubbles they are in during the school day. - If it is not possible for pupils to be in their usual school groups, keep them in small groups with a consistent and identifiable membership. The groups should be kept separate from / not mix with other groups as much as possible. Its a good idea for siblings to be in same group to minimise mixing of groups - A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19 - Covid controls appropriate to each activity and the age and ability of the children should be implemented, e.g. where possible activities should take place outside; rooms should be well ventilated; all hand contact surfaces and equipment should be cleaned between use by each group of pupils <p>**Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group] - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes either as a one-off or cumulatively throughout one day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport] - travelling in a small vehicle, like a car, with an infected person 	3	2	6	Tolerable	https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend
<p>Lets</p> <ul style="list-style-type: none"> - Lets can take place for all children's / pupil's activities, indoors and outdoors - Outdoor sports facilities - Organised outdoor sport for adults is permitted with any number of participants, providing it follows the NGB COVID-secure guidance. If the sport is not 'formally organised' it can only take place within the rules on social contact - in groups of up to 30 individual people. - Indoor sports facilities - Organised indoor adult sport and physical activity can return (including exercises classes) subject to sport-specific guidance. For organised indoor sport and physical activity, there's no limit on group numbers so long as people adhere to capacity restrictions on indoor facilities. The maximum occupancy of each indoor facility should be limited by providing a minimum of 100 sq ft per person (aprox 3m x 3m x 3m). If the sport is not 'formally organised' it can only take place within the rules on social contact - in groups of up to 6 individual people, or 2 households. - Exemptions for elite sport training and fixtures apply - Changing rooms can open but their use should be minimised. Participants should shower and change at home where possible. - Spectators are permitted to view events but need to adhere to social distancing rules and social gathering limits (groups of 30 outdoors and six people/two households indoors). Spectators are allowed indoors, but the total number of all participants, coaches, officials and spectators must be aligned with the ventilation rates permitted by the particular venue. 	3	2	6	Tolerable	https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers https://www.sportengland.org/how-we-can-help/coronavirus/return-play/frequently-asked-questions-national-coronavirus?section=step_3_from_17_may
<p>All Lets</p> <p>Strict controls must be implemented to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to register their participants are at each session.</p> <ul style="list-style-type: none"> - Lets that can operate should have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test & Trace system. - Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Some of the factors to consider include: <ul style="list-style-type: none"> - How the let checks the health status of their customers - How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days) - How the let will ensure social distancing, regular handwashing / hand sanitisation, and good ventilation during the let - When and where the lets customers will enter the school site / buildings - Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups - Any overlap with school staff / other lets - Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with - Responsibilities for cleaning of facilities before / after the let - Insurance - The areas used must be thoroughly cleaned before and after the let - The areas used must be well ventilated before and after the let 	3	2	6	Tolerable	
<p>Lets for Communal Worship</p> <p>Lets for regular communal worship can take place providing:</p> <ul style="list-style-type: none"> - The service takes place at a time of day / day of the week that means there is no cross over with school activities - The areas used are thoroughly cleaned before and after the service - The areas used are well ventilated before, during and after the service - All the guidance on preventing the spread of infection during the service will be followed - see <i>Covid-19: Guidance for the Safe Use of Places of Worship</i> - updated 12 April 2021 	3	2	6	Tolerable	https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july/covid-19-guidance-for-the-safe-use-of-places-of-worship-from-2-december
<p>School Trips / Duke of Edinburgh Activities / Educational Visits</p> <p>Educational day trips can take place providing appropriate Covid controls are in place including:</p> <ul style="list-style-type: none"> - keeping pupils within their usual consistent groups - social distancing, hand washing / sanitising - ensuring COVID-secure measures are in place at the destination and on transport to / from the destination (where possible avoid using public transport) - keeping the group isolated from other school groups / members of the public - taking supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, disposable gloves, face coverings with you - Any volunteers, eg parents, accompanying school trips should take an LFD test the day before and have a negative result <p>The trip / visit risk assessment must consider the risks associated with Coronavirus, including how to reduce the risk of infection from people they come in contact with during the visit, and arrangements in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.)</p> <p>The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Residential School Trips / Duke of Edinburgh Activities</p> <p>Residential trips in the UK can take place providing appropriate Covid controls are in place including ensuring:</p> <ul style="list-style-type: none"> - A detailed trip risk assessment is completed that considers the risks of staff and pupils being infected with Coronavirus during the visit - Local Covid-19 restrictions are followed if you travel to Wales, Scotland or Northern Ireland - COVID-secure measures are in place on transport to / from the destination (Where possible avoid using public transport; ensure bubbles are not compromised on transport) - COVID-secure measures are in place at the destination and during all activities (Request confirmation of arrangements for sleeping accommodation, bathrooms, cooking / dining facilities, communal facilities, cleaning and ventilation) - All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation - Residential visit bubbles are formed from existing single school bubbles, and have a maximum of 30 children - Only teachers and members of the school workforce already part of the established school bubble accompany pupils on the visit. Parents, carers or volunteers should not accompany the group - Pupils are kept within their usual consistent groups at all times - no 'topping up' or mixing of bubbles at any times - Social distancing is implemented during all activities; - Pupils wash / sanitise their hands at regular and appropriate intervals - The group(s) are kept separate from other school groups / members of the public - The bubble is broken down into mini-bubbles, max 6 pupils, for sleeping / room sharing - School staff have single rooms and do not share with other staff - All staff and senior school pupils complete LFD tests the day before departure, and day after return, as well as during the trip if it is more than 4 days long - Arrangements are in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms whilst on a school trip (This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible.) <p>The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>	3	2	6	Tolerable	Government Guidance for Hotels and Guest Accommodation - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation
<p>International Educational Visits</p> <p>International visits should not take place this academic year.</p>					
<p>Open Days</p> <p>Open Days can take place providing:</p> <ul style="list-style-type: none"> - A detailed risk assessment is in place to ensure all necessary Covid controls are identified - The event is primarily held outside. Shelter can be provided by gazebos or marquees with at least 50% of their sides open. - The event is held on a weekend, or on a day when majority of staff and pupils are not in school - The numbers attending are strictly controlled, eg by inviting families to a specific day / session. Larger numbers can be invited by having multiple small events, eg 2 or 3 short sessions on 1 day, or on several different dates - The maximum numbers at each session will depend on the individual circumstances of each venue and management of /arrangements for each event - we suggest a maximum of 20 families per session. - Families must be kept separate from each other, eg by meeting on arrival and allocating seating in distinct areas. Thought must be given on how to avoid 'pinch points' at gates, welcome desks, toilets, etc. - Refreshments can be provided, but it should be 'table service' - The event can include short tours of the inside of the school building. Each tour guide should direct just one family, and routes should be planned to prevent cross overs in confined spaces. Tour guides must maintain social distance at all times. Rooms visited should be well ventilated. Adults should be asked to wear face coverings whilst inside the school buildings if they are in areas where it is not possible to maintain social distancing - All contact with staff to be socially distanced at all times - Everyone invited to the event must be reminded that they must not to attend if they have Covid symptoms or are required to isolate or quarantine 	3	2	6	Tolerable	
<p>School Tours</p> <p>Single household private tours and visits inside the school buildings can take place, providing the guidance for school visitors & meetings is followed - see rows 48 & 49 above</p>	3	2	6	Tolerable	
<p>Taster Days</p> <p>Pupils who will be joining the school in the autumn term can attend a Taster Day providing a risk assessment has been completed to ensure all necessary Covid controls are identified and strict controls are implemented to prevent current pupils and staff being adversely affected. This will include:</p> <ul style="list-style-type: none"> - Limiting the number of prospective pupils on site at any one time by having multiple smaller events, - Asking parents to confirm that their daughter is not suffering from Covid symptoms, or required to isolate / quarantine on the Taster Day; - prospective pupils who are of senior school age should be asked to take an LFD test in advance of their visit - Pupils on Taster Days can mix with existing pupils, providing it is in a consistent group of no more than 6 individuals (Rule of 6) - Where possible keep prospective pupils in the same group if they come from the same current school - Ensuring staff maintain a minimum of 2m distance from all senior school pupils, and as safe a distance as possible from all junior school pupils - Ensuring all hand contact surfaces, equipment and toys used by prospective pupils are thoroughly cleaned (or quarantined) before and after use - Organising activities outside or in well-ventilated rooms with sufficient space to enable all prospective pupils to maintain good social distance from each other - Keep a record of any seating plans and groupings in case 'close contacts' need to be identified after the visit <p>Where possible, Taster Days should take place on a Friday to allow visiting pupils a 48 hour break before returning to their own schools</p>	3	2	6	Tolerable	
<p>Pupils Attending Taster Days at Competitor Schools</p> <p>Where possible, pupils should attend taster days on a Friday to allow 48 hours break before they return to school. However, if this is not possible, unless you have any contrary indicators, pupils can return to school the day after their taster day.</p> <p>Senior school pupils should ensure they have their routine LFD Covid tests during the week following the visit.</p> <p>Parents should be asked to be particularly vigilant re any Covid symptoms, and advise you immediately if the competitor school contacts them about any outbreaks their daughter might have been exposed to</p>	3	2	6	Tolerable	
<p>Stay and Play Sessions for EYFS Parents and Children</p> <p>Indoor parent & child groups for up to 30 attendees can take place. NB children under 5 years of age do not count towards the attendee limit. Covid controls should be implemented, including adults socially distancing, wearing face coverings if in areas where it is not possible to social distance, thorough cleaning of hand contact surfaces and equipment / toys, recording attendance</p>	3	2	6	Tolerable	Actions for early years and childcare providers during the COVID-19 pandemic
<p>Exams</p> <ul style="list-style-type: none"> - Candidates or invigilators who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam - Public Exams and vocational assessments, eg BTECs, can go ahead - Mock and internal exams can take place in school 	3	2	6	Tolerable	
<p>Entrance Exams, Scholarship Assessments and Junior School Entrance Assessments</p> <p>Children taking entrance exams / assessments should be kept separate from the school's current pupils, e.g. by setting the exam/assessment on a Saturday, or in a separate part of the school. Strict Covid controls must be implemented including maintaining a minimum of 2m distance in all directions at all times. Any scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school</p>					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Exams</p> <p>Arrival and Departure</p> <ul style="list-style-type: none"> - Discourage group travel to the exam. Avoid groups of people congregating together by staggering arrival times. Parents should be discouraged from congregating at the school. - If children need to be escorted to the exam, this should be limited to one parent/adult - Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned - Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room. <p>Exam Room</p> <ul style="list-style-type: none"> - All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment - Where possible, candidates should be divided up into small groups in separate rooms. - Maximise the space between candidates as much as possible; candidates must not sit face-to-face - For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this. - All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible. - Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face - Hand sanitiser should be available around the exam rooms - Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles <p>Marking exam papers - if it is not possible to quarantine papers for 72 hours before marking, people marking papers should not touch their face whilst working on them, and wash their hands / sanitise pens etc and any work surfaces well afterwards</p>	3	2	6	Tolerable	DFE Public Health Arrangements for Exams from Jan 2021
<p>Music and LAMDA Exams</p> <p>Practical performing arts exams, eg those run by ABRSM and LAMDA, can go ahead in school providing appropriate measures (risk assessments and strict Covid controls) are in place in school.</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exams-series/public-health-arrangements-for-autumn-exams?utm_source=9%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DFE%20C19
<p>Parents Evenings should take place virtually during the summer term. See row 48 /49 for guidance re meetings with parents</p>					
<p>Events for Parents of Pupils Joining the School in September</p> <ul style="list-style-type: none"> - Where possible, new parents events should take place outside. Groups outside can be up to a maximum 30 individuals, but smaller groups are recommended. Shelter can be provided by gazebos or marquees with at least 50% of their sides open. - If parents are invited inside the school buildings, eg for tours, group sizes should be limited to a maximum of 6 individuals ('Rule of 6'), - Arrangements for serving refreshments should limit the risk of the spread infection. - Parents should be asked to take an LFD test before attending, and a list of all attendees kept in the event contact tracing is necessary. - Good social distancing between staff and parents must be practised - A risk assessment must be completed to ensure all necessary Covid controls are identified 	3	2	6	Tolerable	
<p>School photos</p> <p>Consider creating larger group photographs by taking photographs of smaller groups and merging them together</p> <p>Traditional group / form school photos can be taken providing:</p> <ul style="list-style-type: none"> - pupils stay in their usual teaching groups / bubbles - the photograph is taken outside if pupils need to stand close together - pupils all face in the same direction or away from each other if pupils need to stand close together - the time that pupils spend close together is kept to a minimum 	3	2	6	Tolerable	
<p>Social Events</p> <p>As far as possible, social events should take place after we get to Step 4 (not before 21 June 2021). However, Social events can take place in Step 3 (after 17 May) providing the following controls are taken:</p> <ul style="list-style-type: none"> - Social events can take place inside for single bubbles of pupils. Guests, eg parents and partners, cannot attend. External people, eg DJs or PSA volunteers who are key to the event, can attend, but the 'Rule of 6' applies to them, they should be asked to take an LFD test before attending, and good social distancing must be practised. External bands with vocalists and wind instruments should be avoided. Good ventilation should be provided, eg open doors / windows. Arrangements for serving drinks, refreshments or catering should limit the risk of the spread infection - Social events can take place outside for mixed groups, eg staff and partners, up to a maximum 30 people. Shelter can be provided by gazebos or marquees with at least 50% of their sides open. Arrangements for serving drinks, refreshments or catering should limit the risk of the spread infection. All guests should be asked to take an LFD test before attending, and a list of all attendees kept in the event contact tracing is necessary <p>A risk assessment must be completed for all social events to ensure all necessary Covid controls are identified</p>	3	2	6	Tolerable	https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021#roadmap
<p>Speech days / Celebration Events</p> <ul style="list-style-type: none"> - It is recommended that all whole school celebration events are delayed until Step 4 - not before 21 June 2021 - A risk assessment must be completed to ensure all necessary Covid controls are identified 	3	2	6	Tolerable	
<p>Sports Days - see see controls on the 'Pupil Activities' sheet - row 57</p>					
<p>Fairs and Fetes</p> <p>Fairs and fetes can take place providing:</p> <ul style="list-style-type: none"> - The event takes place outdoors, attendees arrive and leave in a staggered manner throughout the day, and attendees do not converge or congregate in an area for a performance or activity, such as a theatre or music performance - The fair or fete should be organised in such a way that attendees will be dispersed across a sufficiently large geographic area, or will be sufficiently distributed throughout the day, so as to mitigate the risk of crowding at the venue - Steps must be taken to avoid groups gathering at entry and exit points, toilet facilities and food & drink facilities - Attendees must continue to practice Step 3 social contact rules - outdoor gatherings must be limited to groups of a maximum of 30 people - A risk assessment must be completed for all social events to ensure all necessary Covid controls are identified - The guidance in Governments document 'Coronavirus (COVID-19): Organised events guidance for local authorities' is followed 	3	2	6	Tolerable	https://www.gov.uk/government/publications/coronavirus-covid-19-organised-events-guidance-for-local-authorities/coronavirus-covid-19-organised-events-guidance-for-local-authorities

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>Interviews for New Staff</p> <p>All interviews / selection processes can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, asking interviewees to take an LFD test on arrival, social distancing at all times, wearing a face covering in communal areas where it is not possible to socially distance, appropriately sized and well ventilated rooms, not shaking hands, cleaning of all surfaces, handwashing or sanitising</p>	3	2	6	Tolerable	
<p>Work Experience</p> <p>Schools can facilitate work experience / work shadowing placements providing:</p> <ul style="list-style-type: none"> - Strict Covid controls are in place - Student takes LFD tests twice a week with negative results, and - Good social distancing is in place at all times 	3	2	6	Tolerable	
<p>School Uniform Shops</p> <p>Ensure suitable controls are in place to reduce social contact eg:</p> <ul style="list-style-type: none"> - Uniform shop is in a location only a short distance from an external entrance / exit door, or in a stand-alone building, - Number of people allowed in the uniform shop at any one time is limited to avoid crowding and mixing - No trying on of clothing that has to be pulled over the head 	3	2	6	Tolerable	
<p>School Pets</p> <p>The welfare of all school pets is essential and they must continue to be properly looked after.</p> <ul style="list-style-type: none"> - Anyone who looks after or touches a school pet should wash their hands immediately afterwards 	3	2	6	Tolerable	
Cleaning					
<p>Each school should have a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.</p> <ul style="list-style-type: none"> - People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves & aprons over and above what is usually specified in the activity risk assessment (See paragraph below for requirements for cleaning areas occupied by someone with suspected coronavirus COVID-19) - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	3	2	6	Tolerable	<p>COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems - click here for HSE guidance</p>
<p>Every day all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected.</p> <ul style="list-style-type: none"> - Rooms / areas used by different groups / bubbles throughout the day (e.g. specialist teaching areas such as music rooms, IT suites, language labs, libraries, science labs, art studios, DT workshops, food tech rooms and changing rooms) should be cleaned more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) NB alcohol based sanitiser should not be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk. - All surfaces and tables in dining rooms should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period. - All surfaces in indoor sports / exercise facilities should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise - All high frequency hand-contact surfaces should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out). - Classroom based resources, such as books and games, should be cleaned and disinfected regularly. Resources and equipment shared between classes /groups /bubbles, eg sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles. - The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves - Toilets and additional handwashing facilities should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used. 	3	2	6	Tolerable	<p>Link to 'Cleaning Guidance'</p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>
Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School					
<p>Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day.</p> <p>If EYFS children aged 2 to 5 are on site schools must use their 'best endeavours' to ensure one person with a full Paediatric First Aid certificate is also on site when the children are present. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a written risk assessment and ensure that someone with a current first aid at work or emergency PFA certification is on site at all times children are on premises.</p>					<p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-</p>
<p>Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <ol style="list-style-type: none"> 1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms) 2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home. 3 - an office / work area where pupils that need treatment unrelated to Covid-19 can be treated. A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required <p>All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean</p>	3	2	6	Tolerable	

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
<p>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</p> <p>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p> <p>Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at: https://www.fit2fit.org/find-a-tester/</p>	3	2	6	Tolerable	Contact tracers will not consider the wearing of PPE as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered. Ref 'NHS Test & Trace in the Workplace'
All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.	3	2	6	Tolerable	Safe working in education, childcare and children's social care settings, including the use of personal protective equipment
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>	3	3	9	Tolerable	
<p>Members of staff that give direct personal care to / closely supervises someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose. After leaving the sick person they should carefully take off and safely dispose of any PPE, then immediately wash their hands thoroughly for 20 seconds.</p> <p>They do not need to go home and isolate unless</p> <ul style="list-style-type: none"> - the symptomatic person subsequently tests positive - they develop symptoms themselves. - they are requested to do so by NHS Test & Trace or PHE - they have a positive result from an LFD test 	3	3	9	Tolerable	Schools Coronavirus Operation Guidance
<p>Pupils developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in school, should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Guidance for Full Opening: Schools'.</p> <p>If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible.</p> <p>If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	3	3	9	Tolerable	Schools Coronavirus Operation Guidance
<p>Cleaning areas occupied by someone with suspected coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	3	3	9	Tolerable	Link to 'Cleaning Guidance'
<p>Action in the Event of a Confirmed Case of Covid-19 in School</p> <p>If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a PCR Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <ul style="list-style-type: none"> - If the PCR test result is positive the school will act swiftly and contact the local authorities. Some areas have introduced a single point of contact, but in the absence of this the default procedure is contact the DfE Helpline on 0800 046 8687 and select option 1 (Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm). There is no need to contact the DfE if the person has symptoms but has not tested positive. The school should also report all confirmed, positive cases using the online attendance form daily return AND inform your local authority. - The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must also self-isolate for 10 days (or more if they develop symptoms themselves). - The school must inform the Health Protection Team which members of staff and pupils have been in close contact with the person during the infectious period - they must self isolate for 10 days. <p>'Close contact' means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group] - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes - either as a one-off or cumulatively throughout one day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person - sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport] - travelling in a small vehicle, like a car, with an infected person <p>Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test</p> <p>If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed</p>	3	3	9	Tolerable	Schools Coronavirus Operations Guidance
Communication and Training					
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded					
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors					
Area / Activity Risk Assessments					
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented					

Control Measures	Severity of Consequence (worst case scenario)	Likelihood (of any outcome)	Risk Rating Severity x Likelihood	Tolerable Action Required (9+) Prohibited (See Matrix)	Notes / Further Action Required
Monitoring					
All Heads of Department should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department					
	0	0	0		
	0	0	0		

It is essential that:

- Staff are **consulted** on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary.
- The controls identified in the risk assessment are **communicated** to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is not necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow.

In addition:

- The risk assessment should be **signed off** by the Head, Junior Head and DFO
- You should **publish** your site specific risk assessment on your school's website <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>
- Once the school has reopened, the risk assessment should be kept under **regular review**, and updated as necessary

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

Reviewed and authorised by

C. Petryszak

Caroline Petryszak - Headmistress

Marissa Davis

Marissa Davis - Acting Head of Junior School

Katie Milne

Katie Milne - Consultant Head of Junior School

Adele O'Doherty

Adele O'Doherty - Deputy Head Pastoral Care and Guidance

20/05/2021