

COVID19: September 2020 Re-opening Risk Assessment and Action Plan

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Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the opening of the school and ensure the school continues to operate in a safe way.



Heath Mount School

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Safeguarding Policy
- Critical Incident Policy
- DFE and Government Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Re-opening Preparation:



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Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Buildings and Facilities	Staff, Pupils Visitors , Contractors	Infection / injury	Premises and utilities have been health and safety checked and building is compliant. · Water treatments (refer below for Legionella) · Fire alarm testing · Repairs · Grass cutting · PAT testing · Fridges and freezers · Boiler/ heating servicing · Internet services · Any other statutory inspections · Insurance covers reopening arrangements	Individual who carries out health and safety checks is unable to perform duties	M	Ensure checks are complete	L	01/09/2020
					M	Ensure suitable individual to replace Ongoing Carry out a formal / recorded full pre-opening premises inspection.	L	01/09/2020
	Staff, Pupils Visitors , Contractors	Illness or death	Legionella risk arising from unused buildings and / or parts of the premises	Exposure to legionella bacteria leading to serious illness or death	H	Consult with water hygiene contractor to determine what steps need to be taken prior to reopening.	L	01/09/2020
						Identify any additional infrequently used outlets and flush weekly Update legionella risk assessment and control scheme Ensure maintenance team are advised of any changes to the risk assessment / control scheme.		
	Prevention of the spread of Covid 19	Office spaces re-designed to allow office-based staff to work safely.	Office does not allow for adequate space between staff members, no windows for ventilation.	M	Ensure that all work areas are COVID 19 secure. They either have a protective screen or are 2m apart to reduce contact.	L	01/09/2020	
					Ensure compliance with: Working safely during Coronavirus: office and contact centres			
Queuing system designed at entrances								
Prevention of the spread of Covid 19	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.	M	2m markers in place Separate entrances per year group Enhanced staff presence to ensure compliance	L	01/09/2020		
				Security guard to brief delivery drivers on a safe delivery protocol				
Prevention of the spread of Covid 19	Consideration given to the arrangements for any deliveries.	Security	M		L	01/09/2020		

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New fire hazards/ Emergency Evacuations	ALL	Injury/Death	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing.</i>	Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.	M	Revised evacuation procedure shared with all staff and children onsite.	L	01/09/2020
			Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.		M	Fire and lockdown marshals reviewed for who is on site and train individuals as required.	L	02/09/2020
			As a result of implementing control measures for COVID-19, there may be new fire hazards	Increased risk of fire, and /or delays in persons evacuating from the building.	M	Fire assembly points have been reviewed. Staff reminded about social distancing during roll call.	L	02/09/2020
					M	Staff working in areas of the school site that are not familiar to them are briefed on fire procedures and complete a walk through to identify escape routes, fire exits and assembly points.	L	02/09/2020
					M	Pupils learning in an area of school not familiar to them are briefed on fire procedures (eg escape routes, fire exits and assembly points).	M	03/09/2020
					H	New fire hazards have been reviewed such as the propping open of doors for ventilation and reduction of multi touch points, storage of alcohol hand rub and the fire risk assessment updated.	M	01/09/2020
					H	Any changes to the fire risk assessment/ fire evacuation processes have been updated to staff.	M	02/09/2020
			Ensure that pupils & staff are aware of new procedures	Uncertainty of new procedures	M	Fire drill to take place week commencing 7th September.	L	11/09/2020

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Cleaning and waste disposal	Staff, Pupils Visitors , Contractors	Prevention of the spread of Covid 19 Infection	Enhanced cleaning regime is in place in line with COVID19: Cleaning in non healthcare settings guidance.	Cleaners not implementing suitable hygiene practices to limit the risk of direct and indirect transmission leading to a potential spread of COVID-19 between those on site	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, desks, taps etc. are all thoroughly cleaned and disinfected regularly throughout the day (at least 3 times).	M	01/09/2020	
					H	Shared resources to be removed or disinfected on a regular basis.	L	01/09/2020	
					H	Any unnecessary items removed from classrooms.	L	01/09/2020	
					H	Complete COSHH assessments for any new products introduced.	L	02/09/2020	
					H	Paper Hand towels and handwash are to be checked and replaced as needed by cleaning staff	M	01/09/2020	
					H	Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.	L	01/09/2020	
					M	Teaching staff to be trained and provided with Antiviral cleaner for desks / PPE for ongoing hygiene protocols	L	02/09/2020	
					M	Cleaning staff to be trained in the use of new cleaning substances / equipment and PPE.	L		
				Capacity of cleaning staff is adequate to enable enhanced cleaning regime.	Cleaning staff off sick / isolation /unable to perform duties	H	Ongoing review of staffing and rota	M	02/09/2020
				Adequate cleaning supplies and facilities around the school are in place.	Insufficient hygiene products around the school Supplier shortages	H	Hand sanitiser available at receptions and in classrooms.	L	02/09/2020
				Arrangements for longer-term continual supplies are also in place.		H	Antiviral disinfectant available in each classroom	L	02/09/2020
						M	Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach	L	02/09/2020
							Stock check and ordering schedule reviewed. Stock to be held at higher than usual levels.	L	02/09/2020
				Sufficient time is available for the enhanced cleaning regime to take place.	Empty buildings cleaned. All areas used by pupils and staff to be deep cleaned.	M	Thorough deep clean of all IN USE buildings including cleaning of all resources. Completion of checklists	L	02/09/2020
				Waste disposal process in place for potentially contaminated waste.	Contaminated or potentially contaminated	H	Contaminated waste to be double bagged kept closed and containers , separately from communal waste for 72 hours <i>in yr 8 centre.</i>	L	Ongoing
						M	Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	L	Ongoing

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date																				
Classrooms	Staff, Pupils, Contractors	Prevention of the spread of Covid 19 Infection	Due to the size of the room & class structures each year group has been designated as a bubble	If there is an infection within the year group there is a potential that the whole school will be infected	H	The school will have zoned areas for year group bubbles. <table border="1"> <thead> <tr> <th>Year</th> <th>location</th> </tr> </thead> <tbody> <tr><td>8</td><td>Main house top floor</td></tr> <tr><td>7</td><td>Sports Hall</td></tr> <tr><td>6</td><td>Main House Ground Floor</td></tr> <tr><td>5</td><td>Main House Middle Floor</td></tr> <tr><td>4</td><td>Lower School</td></tr> <tr><td>3</td><td>Lower School</td></tr> <tr><td>2</td><td>Pre -prep</td></tr> <tr><td>1</td><td>Pre -prep</td></tr> <tr><td></td><td>Nursery</td></tr> </tbody> </table>	Year	location	8	Main house top floor	7	Sports Hall	6	Main House Ground Floor	5	Main House Middle Floor	4	Lower School	3	Lower School	2	Pre -prep	1	Pre -prep		Nursery	L	28/08/2020
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2	Pre -prep																											
1	Pre -prep																											
	Nursery																											
			The classroom must be set up to ensure that pupils are forward facing as per government guidance. Where possible adults should adhere to the 1metre + rule			01/09/2020																						
Classrooms have been re/arranged to allow as much space between individuals as practical.	Pupils do not follow guidance on routes or desking	H	Ongoing training and reminders to pupils about social distancing distance	M	Ongoing																							
Classroom entry and exit routes have been determined and appropriate signage in place.	Pupils do not follow guidance on routes or desking	H	Ongoing training and reminders to pupils about social distancing Staff to be reminded about the importance of signs staying in place and using one way systems	M	Ongoing																							
Appropriate resources are available within all classrooms e.g. IT, age specific resources.	Inappropriate equipment	M	Each class to be set up according to known numbers	L																								
NB: sharing of equipment or stationery should be prevented where possible. If any shared materials and surfaces used they should be cleaned and disinfected [source: protective measures guidance].	Availability antiviral disinfectant, Children swapping materials may be difficult to clean	H	Each class to have antiviral spray & hand sanitizer	L																								
	Soft furnishings and toys with intricate parts cannot be cleaned	H	Resources which are not easily washable or wipeable have been removed.	L																								
		M	<i>Remove soft furnishings as far as possible</i>	L	01/06/2020																							
	COVID19 information posters display out of date information. No posters in place.		Information posters are displayed in every classroom, at the main entrance, places visible to those at the school gate, in the staffroom and in all toilets.			NOTE																						

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Hygiene	Staff, Pupils, Contractors	Cross contamination, Prevention of the spread of Covid 19 Infection	Encourage and enable good hygiene processes across the school site	Staff, pupils and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission leading to a potential spread of COVID-19 between those on site.	H	Ongoing review of hand soap, alcohol based rub, paper towels ensuring stock levels are maintained at a 2 month level.	M	28/08/20 & Ongoing
					H	Increase availability of handwashing stations with the installation of handwashing sinks in the following locations: Pre Prep car park Pre Prep playground Garages Music block entrance PAC. Front entrance Sports Hall	M	28/08/2020
					H	Alcohol based gel to be provided in prominent places and in every classroom and staffroom.	L	28/08/2020
					M	Brief staff, visitors and pupils on the need to wash their hands regularly.	L	Ongoing
					H	Provide separate guidance on hygiene and full PPE for those involved in intimate care within Early Years Foundation Stage (EYFS) and the medical team.	L	28/08/2020
					H	Provide staff, pupils and visitors on good respiratory practices (catch it, kill it, bin it)	M	Ongoing
					H	Brief staff, pupils, contractors and visitors on the need to avoid touching face (and especially the eyes, nose and mouth).	M	Ongoing
					H	Staff to be reminded to supervise younger pupils on hand washing techniques.	L	Ongoing
						Pupils wishing to bring in their own sanitizer will be allowed, however, their use will be as an addition to the daily supervised hand washing and sanitising that has been laid out and Not as a replacement.		NOTE
					M	Staff to be reminded on wiping down shared tea / coffee making facilities in staff room	L	Ongoing
PPE	Staff, Pupils	M	PPE requirements understood and appropriate supplies in place.	Failure to adequately protect staff could lead to the potential spread of COVID-19	H	PPE stocks to be monitored and government guidance followed at all times.	M	28/08/2020
			Long term approach to obtaining adequate PPE supplies in place.			Ensure a number of suppliers have been engaged by the school to ensure availability of PPE		
			PPE to be made available for school staff	Not using appropriate PPE when necessary.	H	Full PPE to be held at every reception desk and training to be given to staff and medical team on new procedures including what PPE is required, and how to put on, take off and dispose of PPE	L	28/08/2020
				H	PPE to be made available for each classroom	L	28/08/2020	

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Staffing	Pupil & Staff wellbeing	Continuing education	Staffing numbers required for entire eligible cohort have been determined including support staff such as facilities, IT, midday and office/admin staff.	Availability of personnel. Risk of contracting Covid 19 and having to isolate for 14 days	H	All staff on-site from 1st Sept. Staffing to be monitored.	M	28/08/2020
			Staffing needs to meet the required ratios for the follow positions at all times in the school: <ul style="list-style-type: none"> · Paediatric First aider (where children under 3yrs) – at least 1 <ul style="list-style-type: none"> · Designated Safeguarding Lead (DSL) – at least 1 · Special Educational Needs Co-Ordinator (SENCO) – at least 1 · Caretaker – at least 1 · Office staff member 			Return of medical team and Paediatric First Aid cover Senior Management Team (SMT) to provide cover for teaching staff and within team if needed. Office staff to provide cover within team Maintenance staff to provide cover within team Continual review of staff to be undertaken, contingency plans and scenarios that would trigger closure / partial closure		
	Approach to staff absence reporting and recording in place. All staff aware.	Staff do not inform SMT in a timely manner	H	Staff to be informed of the importance of informing SMT either remotely or in school about any absence	M	01/09/2020		
	Families, Staff, Pupils	Prevention of the spread of Covid 19 illness	Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19	Severe illness or death as a result of contracting COVID-19 whilst at work.	H	For staff were/ are in the clinically extremely vulnerable category, a risk assessment will be carried out and recorded to determine whether stringent social distancing can be carried out whilst at work.	L	01/09/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Staffing Cont'd	Staff		Communication arrangements are in place with all staff especially those that may feel anxious	Staff feeling very anxious upon return and not attend work.	H	Regular departmental meetings are in place to talk to all staff. Larger Zoom meetings will be held when new information needs to be shared with whole school. SMT available on email, teams and telephone 7 days a week	M	
		Prevention of the spread of Covid 19	Consideration given to staff clothing expectations and information shared with staff to ensure clothes	Poor hygiene practices increase the risk of onward transmission of COVID-19	M	Staff training to include clothing and hygiene expectations	L	
		Infection	Approaches for meetings and staff training in place.	Informal meetings held within staff body on site	M	All staff meetings to continue either using Zoom when possible or small group meetings (no more than 10 individuals with individuals seated more than 2 meters apart) / 1:1's may take place in rooms where social distancing can be enforced	L	01/09/2020
		Prevention of the spread of Covid 19						
			Consideration given to the options for redeployment of staff to support the effective working of the school. If redeployment is taking place staff are aware of controls and processes in respect of tasks they are unfamiliar with.	<i>TA s are required to lead some groups as not enough teachers on site to cover numbers in the event of quarantine or isolation.</i>	<i>M</i>	<i>TA's to teach as far as possible in their year group supported by a teacher including information on SEN. Training to be given</i>	L	01/09/2020
			Approach to support wellbeing, mental health and resilience in place, including bereavement support	Staff & Pupils feel unsupported through the transition to physical school	M	School Counsellor available in school Remote and in school pastoral/Wellbeing provision to run side-by-side; form times, wellbeing sessions, PSHE work, wellbeing questionnaires, bereavement training for key staff, packages being created for staff by Head of Wellbeing in light of COVID-19.	L	01/09/2020
			How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Staff feel unsupported through the transition to physical school	M	Staff aware of who to go to with any anxieties over new working practices. School Counsellor available to staff Support numbers for education support services made available to staff	M	01/09/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Staff wellbeing	Staff	Staff wellbeing	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	Parents/ staff are unaware of how to access testing.	M	Staff training and expectations shared alongside details of how to obtain testing. Head EA to hold details of local testing facilities and how to access along with results.	L	01/09/2020
			The approach for inducting new starters has been reviewed and updated in line with current situation.	New starters are failed to be inducted properly	M	New starters to be inducted by line manager. Full induction to be reviewed for September.	L	01/09/2020
			Return to school procedures are clear for all staff.	Staff are not clear in the Schools expectations of them	M	Ongoing consultation and training with staff	L	01/09/2020
			Any staff contracts that need to be issued, extended or amended considering the current situation have been.	Staff are not clear on roles	M	Review of all fixed term contracts.	L	01/09/2020
			Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.	HR processes are stopped	M	Ongoing HR processes have continued. Occupational Health to be utilised during this period.	L	29/05/2020
	Pupil	Pupil Education	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors, forest school leaders.	Externally employed staff are not clear on what is expected of them.	M	Music lessons to resume with appropriate risk assessments made and shared with teachers & parents	L	01/09/2020
First Aid	Staff, Pupils	Injury	Ensure adequate trained first aid / medical / administration of medication personnel	Various injuries as a result of delayed access to first aid/ administration of medication	H	List of onsite first aiders, medical team and those staff responsible for the administration of medication to determine who is available and adequate cover for each building First aid risk assessment updated to take account of reduced staff and pupils.	L	01/09/2020

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Social Distancing	Staff, Pupils	We Have to Accept that children may not adhere to Social distancing between themselves & adults	<p>Arrangements for social distancing in place to consider:</p> <ul style="list-style-type: none"> · Staggered or limited amounts of moving around the school/ corridors · Classroom design · Lunch times are staggered. Plans for social distancing during these times in place, such as when queuing for lunches · Year groups mixing over breaks · Toilet arrangements · Staggered school drop off/pick up times and locations (if possible) 	<p>Failure to implement suitable social distancing measures in classrooms and other spaces could lead to the potential spread of COVID-19 between pupils and others on site.</p>	H	<p>Cohorts of staff and pupils within year groups staying away from other people and year groups.</p> <p>Implementation includes reorganisation of classrooms, implementation of one way systems with signage for external pathways, corridors and staircases, use of floor markings, roping off of playground zones in year groups , limitations on the number of people that can use each toilet and taping off of sinks / toilets to aid social distancing.</p> <p>Separate entrances, exits and drop off zones for each year group with stringent social distancing for handwashing on entry.</p> <p>Classroom set up with pupils all front facing or opposite each other with Perspex dividers Break times to take place in Year groups. Children to be given a roped of section of playground per year group.</p> <p>Lunch to be taken in dining hall and chapel and will be year groups at a time, with cleaning in-between services (See Catering section) Toilets are allowed to be shared with enhanced cleaning</p>	M	02/09/2020
			<p>Information shared with parents regarding pupils travelling to school.</p>	<p>Staff and pupils may be at risk of contracting the virus whilst travelling to / from the school</p>	M	<p>Car sharing will be permissible if absolutely necessary following Government Guidelines (no minibus run)</p> <p>Parents to be encouraged to minimise number of passengers travelling to the School.</p> <p>Staff and Parents to receive a link to: COVID-19: safer travel guidance for passengers and school guidance to be provided in Headmasters letter to parents</p> <p>Handwashing facilities to be provided at entrances to buildings.</p>	L	01/09/2020
			<p>Social distancing plans communicated with parents, including approach to breaches.</p>	<p>Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19</p>	M	<p>Parent guidance to be issued to all parents covering this including sanctions of consistent breaches of social distancing.</p>	L	01/09/2020

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Social Distancing Cont'd	Staff, Pupils	Prevention of the spread of Covid 19	Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	H	On arrival, after handwashing, pupils move straight to their classroom and wait for rest of class to arrive/class to begin.	L	03/09/2020
			Approach to potential breaches of social distancing in place, including in the case of repeat or deliberate breaches.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	H	Handwashing and cleaning (if needed) Risks assessments and individualised approach in place for students who might struggle to follow expectations	M	01/09/2020
			Approach to assemblies – if still occurring, plan in place to manage social distancing.	Failure to implement suitable social distancing measures could lead to the potential spread of COVID-19	M	No School assemblies but year assemblies will be permissible to take place. No gatherings outside of Year bubbles	L	
	Pupils, staff, parents, public	Prevention of the spread of Covid 19	Use of school mini busses for year group trips	Guidance not being followed	M	School mini busses may be used to take year groups on school trips. But must follow the following guidance. -No children to sit in the front seat or the immediate row behind the driver; - All children from year 7 & 8 to wear masks, as well as the driver at all times in the bus; - Windows to remain open for the duration of the journey for ventilation; - minibus to be sprayed after each use, unless not being used for 72 hours		
Changing Rooms	Pupils, staff, parents, public	Prevention of the spread of Covid 19	Girl year groups to have own changing facilities, boys will share.	Through cleaning does not take place to kill Covid virus & pupils mixing	M	All girls year groups from will have their designated changing facilities. Boys will share facilities but NOT at the same time. Years 5 & 6 will share separately and 7 & 8 will share another room separately. Each time a year group uses the facility the changing room will be cleaned	L	01/09/2020
Boarding	Pupils, staff, parents, public	Prevention of the spread of Covid 19	Offering safe boarding facility by offering year group boarding	Through cleaning does not take place to kill Covid virus. Unable to maintain boarding bubbles due to the flexi nature of boarding.	M	Enhanced cleaning between bubble changeovers Year group boarding will only be offered on days below and who have been signed up for the half term. Rooms for yr 7 & 8 will be separate with beds remaining for the same pupil till half term. Year 7 pupils: •2 nights a week (Mon and Tue) •1 night a week (either Mon or Tue) Year 8 pupils: •2 nights a week (Wed and Thur) •1 night a week (Wed or Thur)	L	07/09/2020

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Catering	Pupils	Infection, illness Allergy reactions due to pupils bringing in food	Arrangements in place to provide food to pupils on site.	School kitchen closed due to staff infection	H	Catering team to ensure Kitchens are opened in a safe and hygienic manner with appropriate H&S tests being carried out. Request copy of cleaning regime	L	
					M	Liaise with catering team re availability to work.	L	
					M	Re-open kitchen to provide hot meals for children.	L	
					M	Ensure caterers are following Guidance for food businesses on COVID-19 and working safely during COVID-19 in restaurants offering takeaway or delivery.	L	
					H	Teaching staff & catering team to confirm all pupil allergies	L	
			Arrangements for when and where each group will take lunch (and snack time if necessary) are in place so that children do not mix with children from other groups.	Failure to implement Bubble distance measures could lead to the potential spread of COVID-19	M	Lunch to be served in Dining Hall & Chapel. Whole year groups to be served at each sitting. If there are slow eaters they will be moved to one end of the dining hall to allow adequate distancing, for next year group Dining Room - Years 3, 5 & 8 Chapel - Years 4,6 & 7 Full clean and disinfection of tables and chairs to be carried out after each service Staff have been allocated set places for eating in the dining rooms.	L	
Snack times					M	Areas have been designated for each year group to be served their AM & PM snacks	L	

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Response to suspected/ confirmed case of COVID19 in school	Staff, Pupils	Infection	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> · Which staff member/s should be informed/ take action · Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated · Cleaning procedure in place · Arrangements for informing parent community in place 	<p>Failure to adequately recognise the symptoms could lead to a potential spread of COVID-19.</p> <p>Failure to adequately manage a suspected case could lead to a potential spread of COVID-19</p>	H	Medical Centre to remain as the isolation unit for any staff / pupils exhibiting symptoms of COVID-19	M	
					M	Track and trace system in place for establishing who has had contact and locations managed through the COVID-19 planning team.	L	
					M	Deep clean to be undertaken following government guidance: decontamination in a non healthcare establishment	L	
					H	Parent / carer / staff to be given details of how to obtain a test.	M	
						<p>COVID-19 planning team to co-ordinate response.</p> <p>Ensure any positive test results are communicated to the parent body and reported under RIDDOR 2013. All members of the bubble will be asked to stay at school until advice is sought from local health protection team. Report to Government track & trace. Members of their household do not need to unless the individual starts to show symptoms.</p> <p>Public Health England (PHE) advice to be followed in relation to any suspected / confirmed case.</p>		
Response to suspected/ confirmed case of COVID19 out of school	Staff, Pupils	Infection	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> · Cleaning procedure in place · Arrangements for informing parent community in place 	Failure to adequately manage a suspected case could lead to a potential spread of COVID-19	M	<p>If a pupil displays symptoms outside of school, the pupil should not be sent into school. This school should be contacted and a test booked. The school should inform other parents in the bubble as a precaution, however, unless other pupils within same bubble have symptoms they should return until the results are known.</p> <p>The class will be moved to an alternate room, as a precaution, to continue with their class and the other class will be deep cleaned.</p> <p>In the event of a positive test, results are communicated to the parent body. All members of the bubble will be informed but asked to remain in school until further guidance from PHE. Report to Government Test & trace. Members of their household do not need to isolate unless the individual starts to show symptoms.</p>	L	
Overseas Travel	Staff, Pupils, parents, public	Spread of Infection	Ensure that government guidance is followed on travel and quarantine if required	Failure to adhere to government guidance that require quarantining upon returning from countries on the government list, of countries that require quarantine	H	Any people that return from a country that is on the Government Quarantine List, must adhere to the law and quarantine for 14 days. Even if a test is negative the 14 days must be adhered to. (Full guidance is found on https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors)	L	Ongoing

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Contractors visiting site	Staff, Pupils, Contractors	Spread of Covid 19 within the social school bubble	Access to be restricted to only those persons who are essential	Increased numbers of visitors on site could lead to a potential spread of COVID-19	M	<p>Meetings with visitors to be held remotely where possible.</p> <p>Limit the number of visitors / contractors on site.</p> <p>Records to be kept of all contractors / visitors to enable track and trace if necessary – ensure contact details are obtained.</p> <p>Limit the areas that contractors / visitors are permitted to access.</p> <p>Reschedule the times (where possible) that contractors / visitors attend site to minimise interaction with staff and pupils</p> <p>Obtain confirmation from contractors / visitors that they do not have symptoms of COVID-19 or any other cold /flu symptoms.</p> <p>Remind contractors / visitors about good hygiene practices and ask them to wash hands. Direct them to the nearest handwash station.</p> <p>Remind staff about the importance of maintaining 2m distance whilst accompanying contractors / visitors.</p> <p>Obtain copies of contractors COVID-19 risk assessments and ensure they are adhering to this.</p> <p>Clean / disinfect areas that have been temporarily occupied by contractors.</p>	L	29/08/2020

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Wellbeing of pupils	Pupils	Wellbeing of pupils	Approach and expectations around school uniform determined and communicated with parents.	Availability of changing space	M	Pupils to attend school in full uniform as per Government Guidance	L	
			Changes to the school day/timetables shared with parents.	Expectations of parents differ from offering from school	H	Parents to receive full guidance on the school day and expectations of pupils.	M	
			All students instructed to bring a water bottle each day. External water fountains not in use but Internal water fountains are in use with cleaning arrangements in place.	Sharing of resources could lead to a potential increase in the spread of COVID-19	H	Pupils and parents informed about the importance of bringing your own water bottle. Touch point on water chiller. Outside drinking water fountains removed or capped off. Internal water filling stations to be taped to remind of social distancing. Pupils / staff to be reminded about using a bottle at internal water filling stations.	M	
			Approach to preparing pupils for a return to academic work and new social situations is developed and shared by all teaching staff.		M	All pupils have been learning from home throughout this process. Guidance will be circulated to teachers on a 'Welcome back' presentation outlining key changes, guidance, etc	L	
			This includes bringing together pupils who have remained in school during closure and those at home and celebrating non-academic achievements of pupils whilst at home/ during school closure.	Pupils feel anxious about the return to a physical school or continuation of remote learning school	M	A programme of Wellbeing events is planned to support pupils on their return to school; Wellbeing walks, PSHE lessons, outside reading time, time to reflect		
			Approach to supporting wellbeing, mental health and resilience, including bereavement support is in place.	Pupils feel anxious about the return to a physical school or continuation of remote learning school	M	Wellbeing programme in place - daily events. School Counsellor available in school and remotely. Key staff to undertake bereavement training. Wellbeing questionnaires to continue	L	
		Consideration of the impact of COVID19 on families and whether any additional support may be required	Pupils and their families have suffered as a result of the COVID-19 pandemic	M	Wellbeing programme in place - daily events. School Counsellor available in school and remotely. Key staff to undertake bereavement training. Wellbeing questionnaires to continue	L		
Wrap around Care	Pupils, Staff, Parents	Spread of Covid 19 within the social school bubble	Wrap around care will be offered in year groups.	Pupils not being separated correctly and spreading potential contagion across bubbles	M	All year group bubbles to remain separated, and allocated different areas in the morning and afternoon to prevent & limit cross bubble contagion	L	

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
In the Event of Lockdown	Pupils	Pupils wellbeing/ Loss of education time	All pupils to continue to have access to technology and remote learning offer.	No lesson plans, failure of technology	M	In the event of a school lockdown all teachers to have prepared at least 2 weeks on line lesson planning IT recourses to be checked to ensure that it could be ready to be used at short notice	L	29/09/2020
Year Group 2 week quarantine due to infection	Pupils	Loss of education time	Year group pupils to continue to be provided with a high quality education.	No lesson plans, failure of technology	M	In the event of a Year Group going into 2 weeks Quarantine due to an infection outbreak teachers to prepare at least 2 weeks on line lesson planning	L	29/09/2020
					M	IT recourses to be checked to ensure that it could be ready to be used at short notice	L	29/09/2020
Safeguarding	Pupils	Pupil safety	Individual pupils risk assessments are in place and welfare checks being undertaken.	Safeguarding does not follow stringent policy and process.	M	Review risk assessments for children to ensure they reflect any changes due to reopening arrangements for eligible year groups. Early support - pre return work being done where applicable	L	
			Staff are prepared for supporting wellbeing of pupils and receiving any potential disclosures.	Safeguarding does not follow stringent policy and process.	M	Staff refresher training before term started Staff training pre June 1 st on processes and procedures and the revised wellbeing support.	L	
			Updated Child Protection Policy in place.	Safeguarding does not follow stringent policy and process.	M	COVID-19 Addendum is in place	L	
			Work with other agencies has been undertaken to support vulnerable pupils and families.	Safeguarding does not follow stringent policy and process.	M	This can still take place when applicable.	L	
			Consideration given to the safe use of physical contact in context of managing behaviour.	Physical contact could lead to a potential spread of COVID-19	M	Staff to be re-trained	L	

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Curriculum / learning environment	Pupils	Pupil education	Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place? Each activity should be risk assessed and should not be run unless the risks can be mitigated	Activities and enrichment activities do not follow stringent social distancing leading to a potential spread of CoVID-19	H	All academic lessons will be carried out in their year group zones. The only exception to this will be for specialist classes. Director of Sport and his team will plan and risk assess activities according to SD rules and health and safety regulations. Sports coaches to adapt curriculum for physical school to follow social distancing. Risk assessments for sports to be updated reflecting risks and controls including the cleaning of any equipment used.	L	02/09/2020
			<ul style="list-style-type: none"> - PE - Practical science lessons - DT/ FT 					
			Pupil behaviour policy reviewed and amended where necessary in line with the current circumstances.	Pupils deliberately breach social distancing rules	M	Policy reviewed and expectations reiterated to pupils on Day 1 return to school with form teacher. To include sanctions for ongoing / deliberate breaches of social distancing.	L	02/09/2020
Pupils with SEND			Approach to provision of the elements of the EHCP including health/therapies.	Pupils with SEND are not adequately supported	L	SEND team to work with pupils. Pupils learning has been adapted to support their progress and cater for the needs as much as feasibly possible Teachers continue to plan lessons that include provision for any SEND pupils SEND staff and teachers to maintain regular contact with parents to communicate provision	L	
			Annual reviews.	Pupils with SEND are not adequately supported	L	SEND staff continue to monitor and review	L	
			Requests for assessment.	Unable to carry out assessments	H	Assessments will continue as of September as per pre COVID lockdown		
Attendance and registration			Approach to supporting attendance for prioritised year groups determined.	Pupils are able to miss school with a multi school offering	M	Non-attendance of pupils back in school to be followed up in line with usual policy	L	
			Registers for new form groups to be set up including ability to communicate within the social bubble.	Staff are not aware of who should be in their class	M	Once numbers are confirmed, registration procedures will be implemented, and groups set up.	L	
			Management of reporting on daily numbers	Statutory reporting to DfE during COVID-19 is not completed.	M	School admin to continue to manage process of reporting to DfE including those in physical school	L	

Theme	Who is at risk	Risk	Control Measures	Risk to Implementation	Risk level Pre	Action required	Revised Risk Level	Action completed date
Communication	All	Make people aware of procedures to ensure safe operations	Information shared with staff around the re-opening plan, returning to site, amendments to usual working patterns/practices and groups.	Staff have concerns about returning to the school that remain unaddressed.		Formal communication to staff to include: - Symptoms of COVID-19 and when to stay away from site.		
				Staff have had no training in the updated policies, processes and risk assessments.	H	- Procedures to follow should either they / pupil/ visitor / contractor display symptoms - Social distancing & hygiene procedures - Changes to fire / first aid procedures - Timetable changes - Designated drop off / pick up points and times for pupils - Parents / visitors not to enter buildings - Copies of relevant risk assessments - Complete a training needs analysis to identify any additional staff training that will be required.	L	01/09/2020
			Re-opening plans shared with governors. Communications with parents: - Plan for partial re-opening - Social distancing plan - Wellbeing/ pastoral support/ support and acknowledgement to parents of home learning	Governors have different expectations / understanding of the offering the school is able to make Parents have different expectations of what offering the school is able to make	M H	Initial review of Risk Assessment with COVID-19 sub committee Inform pupils, parents and carers, staff and other visitors / suppliers not to enter the premises if they are displaying any symptoms of coronavirus. Inform parents that only one parent should attend at drop off / collection Inform parents of their allocated drop off /pick up time and the process for doing this Make clear to parents that they must not gather at entrances or doors Inform staff about plans and undertake training Ensure parents and staff have had sight of COVID-19 risk assessment Wellbeing and pastoral support has all been outlined to parents. Provision to remain in place when running online and in-school set-ups.	L L	
On-going regular communication plans determined to ensure parents are kept well-informed	Parents and pupils are unaware of the changes at school or expectations	M	Website updated with COVID-19 guidance to include publication of risk assessment. Links to government guidance included.	L				

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Governors/ Governance	ALL		Governors are kept informed on all decisions relating to COVID-19. Approach to communication between leaders and governors is clear and well understood.	Failure to inform Governors of the risks and decisions relating to COVID-19	H	All board meetings held through zoom. COVID-19 sub committee formed during March and meets with Head / Bursar on a regular basis EGM's convened at critical decision points	M	
			Ongoing review of government advice / guidance and that issued by advisory bodies (ISBA, BSA)	Failure to adhere to government advice / guidance resulting in increased risk of infection	H	<i>A member of staff has been nominated to complete a daily / weekly review of the above and highlight key points. COVID-19 planning team to review key points and decide on actions required.</i> COVID-19 risk assessment to be reviewed on an ongoing basis and updates communicated to staff and where relevant, parents and pupils.	M	
		COVID-19 Risk assessment	Failure to adhere to the content of this Risk assessment and any related policies / procedures leading to an increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and / or civil liability	H	<i>Member of SMT to be nominated to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies / procedures. Procedures developed such as checklists to ensure compliance with the policy COVID -19 planning team to hold regular meetings to discuss response Action plans developed with SMART targets to address any issues</i> Risk Assessment and related policies / procedures reviewed and updated where required and updates communicated.	M		
	School	Financial issues for school	Any loss of income understood including fee reductions, boarding and lettings.	Failure to run the school as a viable on-going concern	H	Cash flow and performance monitored on an ongoing basis. Additional funding requirements discussed and ratified at Full Board.	M	29/05/2020

KEY

PHSE - Personal, Social, Health And Economic
HaDs - Heads of Department
SENCO - Special Educational Needs Co-Ordinator
SMT - Senior Management Team
EYES - Early Years Foundation Stage
EHCP - Education, Health and Care Plan
ISBA - The Independent Schools' Bursars Association
BSA - The Boarding Schools' Association