

COVID-19: Risk Assessment for Re-opening on 01/09/2020

Date Risk Assessment Reviewed: 22 September 2020

Review Frequency: Weekly

Person(s) Responsible for Review: SLT (Head)

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment Date
A	Is government advice being regularly accessed, assessed, recorded and applied?	The Senior Leadership Team has access to all up to date Government guidance. This information is shared with staff and Governors as appropriate. As and when guidance is updated, so too will any measures that need to be taken. The latest documentation for educational settings can be found here: Guidance for full opening of schools School Attendance	This will be reviewed weekly or more regularly depending on changes to advice.
B	Are changes regularly communicated to staff, pupils, parents and governors?	Changes are to be regularly communicated to staff, parents and governors via emails, weekly mailing, updates to parents from the Head, regular meetings with the Governing Board. Pupils will be given updated advice depending on the ages of the child by members of staff. Key messages will be communicated to the children in an age appropriate way by their teacher or by a member of staff in school.	This will be reviewed weekly or more regularly depending on changes to advice.
C	Are changes reviewed by governors?	The Risk Assessment will be regularly reviewed by the Governing Board. The Head will alert the Chair of Governors if significant changes are to be implemented between those meetings.	This will be reviewed weekly or more regularly depending on changes to advice.
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	No current parents will be allowed on site without prior appointment. There will be a closely monitored system of drop off and pick up, staggered by entry points and timings. Visitors will be kept to a minimum and essential maintenance contractors will be supervised and expected to maintain social distance rules. Visitors will sign in at the Front Office and SD rules and expectations will be outlined at that initial contact. Updated Risk Assessments will	This will be reviewed weekly or more regularly depending on changes to advice.

		be shared via the School's website and in advance of visits wherever possible.	
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	SD and hygiene rules are shared with all members of the school community. Questioning is encouraged to ensure clarity. Posters will be displayed in prominent positions around the site and in every classroom.	This will be reviewed weekly or more regularly depending on changes to advice.
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	Staff will be regularly reminded of the hygiene and SD rules as well as the Staff Behaviour Policy Covid Annex. Children and staff will be reminded of the need to maintain strong hygiene and to keep to the SD rules regularly throughout the day. The Children's Behaviour Policy Covid Annex will be explained to them by staff and displayed in classrooms. Staff will carry out supervision of the children's personal hygiene where necessary. Children will be encouraged to follow the 20 second hand washing advice as will adults and children and staff should keep a suitable distance apart where possible. Staff moving between bubbles should maintain a 2 metre distance in each area. It is very important for staff to respect the distancing requirements between one another.	This will be reviewed weekly or more regularly depending on changes to advice.
G	Are there sufficient supplies of hygiene materials and are they well placed?	There is an adequate supply of soap, paper towels, hand sanitiser and anti- bacterial spray for regular cleaning and for maintaining good personal hygiene. There will be separate supplies for children and staff. Stocks will be regularly checked and reordered as required. Staff should request further supplies from the School Nurse as and when necessary.	This will be reviewed weekly or more regularly depending on changes to advice.
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>The areas will be fully cleaned on a daily basis. There will also be regular cleaning of high risk areas, and anti-bacterial spray and paper towels will be available in each room for staff to maintain a good cleaning routine, particularly door handles, switches and surfaces. Each bubble will have access to separate wash facilities. Pinch points will be regularly reassessed and cleaning can be increased if necessary.</p> <p>When children move from one classroom to another inside a bubble, tables should be cleaned between lessons by staff.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Children from each year group will form a "bubble". Some staff will naturally be part of a year group bubble but those who move between bubbles will be expected to maintain a distance of 2 metres at all times. As far as possible, equipment will not be shared between bubbles and children will use individual stationery packs. Staff teaching in different bubbles should store resources for each bubble in	This will be reviewed weekly or more regularly depending on changes to advice.

		the relevant bubble area. Any electronic equipment will be used by individuals and that equipment will be allocated to them and not shared. Children in Y3-6 will be allocated their own Chromebooks. Separate RAs have been carried out for Music and PE/Sport.	
J	Are high risk areas being regularly monitored for hygiene?	High risk areas including external entrances will be regularly cleaned. The cleaning regime will be monitored by the Cleaning Supervisor and overseen by the Bursar.	This will be reviewed weekly or more regularly depending on changes to advice.
K	Are contingency plans in place for the transition to partial or full closure including rapidly sharing decisions?	Contingency planning for partial or full closure will be undertaken and remote teaching and learning will be re-established with immediate effect. Decisions will be communicated as quickly as possible with all members of the School Community by the Head or a delegated Senior Member of Staff.	This will be reviewed weekly or more regularly depending on changes to advice.
L	Are all the risks identified properly mitigated and regularly re-assessed?	This Risk Assessment will be reviewed every week by the SLT and overseen by the Full Governing Board allowing for questions and challenge to ensure that risks are mitigated and re-assessed.	This will be reviewed weekly or more regularly depending on changes to advice.

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Communications will be sent out regularly and when there are specific messages to impart. Parents are sent a message via Clarioncall and messages are emailed. These are also sent to all staff and Governors. If we are made aware of any problems with communications then we will review the system immediately.	This will be reviewed weekly or more regularly depending on changes to advice.
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	There are two way systems in place for all areas of the community. Regular meetings take place between children and staff, parents are in contact with teachers and leadership team, regular section meetings are held weekly and there are regular meetings with the SLT, the SET and the Full Board as well as Safeguarding meetings and Finance Meetings with members of the Board. All meetings will take place either in person or virtually, depending on the ability to follow SD rules. Feedback is always encouraged.	This will be reviewed weekly or more regularly depending on changes to advice.
3	If there is a Governor and / or officer for the	The Head is responsible for Covid - 19 matters and all staff have the personal details (07552 842864).	This will be reviewed weekly or more

	school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	The Head reports to the Full Board on all Covid-19 matters.	regularly depending on changes to advice.
4	Is there a system to communicate with parents and staff who are reluctant to return to school for fear of infection?	Parents with specific concerns should directly contact the Head through the usual channels. There is a statutory duty for children to return to school unless there is a medical reason for them not to do so. Staff with concerns should liaise with the HR Officer in the first instance.	This will be reviewed weekly or more regularly depending on changes to advice.
5	Are members of the school community following government guidance to quarantine, self isolate or stay at home for any reason and is this communicated to the school?	Parents should inform the school if they are required to quarantine as a result of travel although it is not necessary for them to share details of destinations. In addition, all families must inform school if any one of their number needs to isolate as a result of showing symptoms of COVID-19. No child should attend school until a negative test has been returned. A record will be kept by the School Nurse.	This will be reviewed weekly or more regularly depending on changes to advice.
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Hygiene rules can be found on posters around the school site; these are also included below as Appendix 1, 2 and 3. These will be shared with pupils and staff and will be explained to all members of staff who can then cascade this information to their children regularly. Parents will not be allowed on site without prior appointment but the rules will also be communicated to them. Expectations for safe social distancing and hygiene rules are outlined in the Pupil Behaviour Policy Annex which has been shared with parents and children and Staff Behaviour Policy Annex which have been shared with all staff.	This will be reviewed weekly or more regularly depending on changes to advice.
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff are informed of COVID-19 symptoms and SD rules including how they apply to the classroom setting.	This will be reviewed weekly or more regularly depending on changes to advice.
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	School transport will follow Government Guidance as will cleaning arrangements. Transport Guidance	This will be reviewed weekly or more regularly depending on changes to advice.
9	How is registration throughout the day managed including temperature / health checks?	According to Government guidelines, it is not advised to check temperatures of children and staff. We will follow our standard procedure which was in place before lockdown for managing health checks. At the start of the day, children will come to school and be dropped off at the gates. Hand sanitiser will be available at the gates and within classrooms.	This will be reviewed weekly or more regularly depending on changes to advice.

		They will then be encouraged to wash their hands using the appropriate facilities regularly and rigorously throughout the day. Given the nature of the bubble system that will be operating for the sake of containment, individual teachers will be responsible for the health of their group. The School Nurse and First Aid trained staff will be available on site throughout the day.	
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	All transit spaces and social zones will be clearly marked where necessary to ensure that SD rules are adhered to as far as is possible.	This will be reviewed weekly or more regularly depending on changes to advice.
11	Are learning and games spaces configured to SD rules?	Learning Spaces will be configured to current SD rules. Outside space will be allocated to each group.	This will be reviewed weekly or more regularly depending on changes to advice.
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Year Groups will operate as bubbles and will remain separated from other bubbles. The school day will operate as closely as possible to a normal timetable. Pick up and drop off times will be staggered. A full curriculum will be operated with the exception of Food Technology. Whole School events will not take place in person but there will be opportunity to celebrate events remotely.	This will be reviewed weekly or more regularly depending on changes to advice.
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	A Bereavement Policy has been implemented and has been shared with staff. Children are discussed regularly in Section meetings and any concerns are discussed and shared with the DSL. Where there are Safeguarding concerns or emerging vulnerabilities these will be discussed by the Safeguarding Team and appropriate support put in place in line with our Safeguarding Policy and COVID-19 Safeguarding Policy Annex..	This will be reviewed weekly or more regularly depending on changes to advice.

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

	Risk	Control Measures	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	All policies have been reviewed and updated as well as shared with staff and ratified by the Governing Board.	This will be reviewed weekly or more regularly depending on changes to advice.

		<p>These policies are regularly reviewed and updated in line with Government guidance:</p> <p>Safeguarding Policy (incorporating changes due to updated KCSiE 2020 - effective from 1.9.20), Safeguarding Policy Covid-19 Annex, E-Safety and Acceptable Use Policy, Staff Behaviour Policy, Home Visits Policy, Bereavement Policy</p>	
2	Are the DSL and DDSLs easily contacted and their contact information known to all?	Safeguarding Policies have been updated with correct information for all DSLs and DDSLs as well as contact details for Chair of Governors and Head. Clear guidelines have been published with details of what protocols to follow around Safeguarding concerns. A member of the Safeguarding team will be on site every day.	This will be reviewed weekly or more regularly depending on changes to advice.
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Please see the Covid 19 Responses (Medical and Social Distancing) Policy.	This will be reviewed weekly or more regularly depending on changes to advice.
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<p>All new staff will follow the standard induction programme in line with SD rules, to include The Manor's Covid Response documentation. The usual start of year induction will be delivered to all children.</p> <p>In line with Government Guidance, recruitment will continue as usual.</p>	This will be reviewed weekly or more regularly depending on changes to advice.
5	Are sporting, play and SD rules clear to staff and pupils?	These rules will be shared with staff who in turn will share them with pupils. There will also be regular reminders. These will be shared through the Information poster.	This will be reviewed weekly or more regularly depending on changes to advice.
6	Are drama, dance and music activities applying SD rules?	Music, Dance and Drama activities will take place, following SD rules and updated guidance for each subject area. Activities will be specialist teacher led and the member of staff will be expected to maintain SD rules.	This will be reviewed weekly or more regularly depending on changes to advice.
7	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Staff will be allocated a specified breakout area but SD must still be maintained at all times. Shared machines should be approached with SD rules in mind. There will be appropriate cleaning equipment available and should be used after each use. Staff meetings and training will continue to take place remotely using Google Meet and online resources.	This will be reviewed weekly or more regularly depending on changes to advice.
8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	The usual CCTV system will operate as usual. The parental code to access the school gates will be switched off to ensure no access can be gained to the Site without the school's knowledge.	This will be reviewed weekly or more regularly depending on changes to advice.

9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	All drop-off and pick-up procedures are shared with staff and parents, overseen by SLT and applied appropriately.	This will be reviewed weekly or more regularly depending on changes to advice.
10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	All transit spaces and social zones will be clearly marked where necessary to ensure that SD rules are adhered to as far as is possible.	This will be reviewed weekly or more regularly depending on changes to advice.
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Classrooms will be configured in line with current Government guidance, PPE will be available where appropriate and regular cleaning will take place.	This will be reviewed weekly or more regularly depending on changes to advice.
12	Can staff manage both in school and remote learning, where children are unable to attend for medical reasons?	In the first instance, it is expected that very few children will be unable to attend school. Should staff need support to manage remote teaching then they should liaise closely with the Head of Section.	This will be reviewed weekly or more regularly depending on changes to advice.
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Meals will be taken within Year Groups across two separate venues to ensure that Social Distancing and proper cleaning routines can take place. The menus will be sufficiently nourishing and will meet all dietary requirements.	This will be reviewed weekly or more regularly depending on changes to advice.

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal medical staff?	Medical responsibilities will be shared between the School Nurse and Three Day First Aid Trained Specialists. We will also have Paediatric First Aid trained staff on site as well every day. For any further advice, there is a medical practitioner on the Governing Board who is always willing to offer support.	This will be reviewed weekly or more regularly depending on changes to advice.
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	We will not be temperature testing, in line with Government guidance, unless we have cause for concern. We have suitable supplies of thermometers (and disposable caps) and there will be adequate PPE for any member of staff who is required to look after a suspected COVID-19 case. We feel confident that we have a sufficient number of first aid trained staff to deal with normal medical issues should the School Nurse or any other member of staff be required to deal with a child in isolation.	This will be reviewed weekly or more regularly depending on changes to advice.
3	Have medical policy, procedures and appropriate response to the spectrum of medical	A separate COVID-19 Response Policy has been written with a focus on medical needs and Social Distancing. This will be shared with all staff and Governors.	This will be reviewed weekly or more regularly depending on changes to advice.

	issues been revised and shared?		
4	Is the medical room(s) properly equipped?	The medical room is properly equipped both for normal medical issues as well as members of the school community with Covid-19 symptoms.	This will be reviewed weekly or more regularly depending on changes to advice.
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	In line with Government guidance, the school is following the advice that no PPE is required in the course of a normal day. Any staff who are required to provide personal hygiene for younger children will wear their usual PPE. PPE has been sought for those who may need to deal with a child in isolation, showing COVID-19 symptoms. Should staff be concerned then a discussion will take place as to why they might like to wear PPE and an arrangement reached where appropriate.	This will be reviewed weekly or more regularly depending on changes to advice.
6	Is the school aware of all pre-existing medical conditions?	The school is aware of all pre-existing medical conditions for children. For staff we are aware where they have chosen to disclose this information but all staff have been asked to let school know of any pre-existing medical condition.	This will be reviewed weekly or more regularly depending on changes to advice.
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	One child has tested positive for COVID-19 in April 2020 and no further action was required. A log is kept of any member of the school community who is advised to go for a test and the outcome of those tests.	This will be reviewed weekly or more regularly depending on changes to advice.
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	A log is kept of any member of the school community who is advised to go for a test and the outcome of those tests.	This will be reviewed weekly or more regularly depending on changes to advice.
9	Who has been sent home with COVID-19 symptoms (cough, high temp, shortness of breath)?	A log is kept of any member of the community who has been sent home with COVID-19 symptoms and the outcome of their test results.	This will be reviewed weekly or more regularly depending on changes to advice.
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Regular dialogue is maintained with any member of the community who is suffering from COVID-19 or associated symptoms.	This will be reviewed weekly or more regularly depending on changes to advice.
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	There is a separate area; the Medical Room. It has not been used for this as yet and a process for ensuring it is thoroughly cleaned would be undertaken as required.	This will be reviewed weekly or more regularly depending on changes to advice.
12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Temperature checks, if the school has cause for concern will be taken in the bubbles, using surgical gloves. Any temperatures taken will be recorded.	This will be reviewed weekly or more regularly depending on changes to advice.

13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	We are confident that our existing procedures which are well understood between the medical team and the Maintenance team are robust in this situation.	This will be reviewed weekly or more regularly depending on changes to advice.
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Staff and pupils will be informed of school hygiene rules and SD rules. Medical staff will also be advised on the use of PPE, and when to use it, as will staff responsible for personal hygiene of younger pupils.	This will be reviewed weekly or more regularly depending on changes to advice.
15	If essential work is required on site are contractors properly registered, inducted, supervised and temperature checked?	Normal regulations will apply for all essential contractors. We will only be bringing external visitors on site if it is absolutely necessary during term time. As per the Government guidance, we will not be temperature checking unless advice changes. All visitors will be asked to properly register in the School Office and sign out when leaving. They will also be asked to share contact details for Track and Trace purposes.	This will be reviewed weekly or more regularly depending on changes to advice.
16	Do medical staff have the appropriate PPE, cleaning materials and training?	Medical staff will have perspex masks, aprons and surgical gloves. The school has an adequate supply of cleaning materials and all staff are appropriately trained.	This will be reviewed weekly or more regularly depending on changes to advice.
17	What is the policy on washing school clothes so as to prevent infection?	We do not have a facility for washing school clothes and children would need to take any soiled clothes home with them for washing.	This will be reviewed weekly or more regularly depending on changes to advice.

Support Staff Risk Assessment

	Risk	Control Measures	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	The Risk Assessment will be shared with all staff. Any changes will be communicated with staff in a timely fashion	This will be reviewed weekly or more regularly depending on changes to advice.
2	Do support staff have the appropriate PPE, cleaning materials and training?	Sufficient cleaning materials will be available for support staff to be used regularly. The Government guidelines suggest the regular wearing of PPE is not appropriate. If there is a suspected case of Covid-19 then the member of staff supervising this child, whilst waiting for the parents to collect them,	This will be reviewed weekly or more regularly depending on changes to advice.

		should wear all the necessary PPE including gloves and a face mask.	
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	All areas being used within the school will be thoroughly cleaned on a daily basis and will be reviewed throughout the day ensuring hard surfaces and pinch points are regularly wiped down.	This will be reviewed weekly or more regularly depending on changes to advice.
4	Are all security and access systems regularly checked, updated and re-coded?	The security alarm and door entry system system are properly maintained. The parent access code will be removed to ensure parents are unable to access the site.	This will be reviewed weekly or more regularly depending on changes to advice.
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	All areas of the school being used will maintain clear fire exit routes and safe routes to the usual fire assembly point	This will be reviewed weekly or more regularly depending on changes to advice.
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	The usual fire and lockdown procedures will still apply as usual, taking SD rules into account.	This will be reviewed weekly or more regularly depending on changes to advice.

Facilities Management Risk Assessment

	Risk	Control Measures	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	Heating and hot water are supplied using gas and so no adjustment to this supply is required.	This will be reviewed weekly or more regularly depending on changes to advice.
2	Gas supply, venting and valves?	No adjustment to the gas supply is required.	This will be reviewed weekly or more regularly depending on changes to advice.
3	Have air conditioning ducts and units been checked and reviewed?	The school's air conditioning units are regularly serviced but should not be used at this time in line with Government guidance.	This will be reviewed weekly or more regularly depending on changes to advice.
4	Electrical tests up-to-date including emergency lighting and PAT?	All electrical testing including emergency lighting and PAT testing are regularly maintained. No additional testing is required.	This will be reviewed weekly or more regularly depending on changes to advice.
5	Water testing for temperature, flow and legionella in date for test?	Regular legionella testing takes place and TMVs are installed to ensure safe water temperature.	This will be reviewed weekly or more regularly depending on changes to advice.
6	What is the status of the swimming pool and are	N/A	This will be reviewed weekly or more

	appropriate measures in force?		regularly depending on changes to advice.
7	Fire alarm panel, system and extinguishers in date and serviced?	The fire alarm is regularly maintained and extinguishers have had the appropriate checks.	This will be reviewed weekly or more regularly depending on changes to advice.
8	Laundry washers/dryers serviceable, able to cope with demand, temperature requirements & have sufficient washing products?	The washing machines on site are all capable of washing at high temperature.	This will be reviewed weekly or more regularly depending on changes to advice.
9	Have waste procedures been reviewed?	The general site waste is regularly collected to ensure there is no build up of rubbish on site.	This will be reviewed weekly or more regularly depending on changes to advice.
10	Are pest control services recorded, deficiencies identified and actioned?	Pest control is closely monitored.	This will be reviewed weekly or more regularly depending on changes to advice.
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	The school minibuses are all fully registered, insured and maintained. Government guidance will be strictly followed. Transport Guidance	This will be reviewed weekly or more regularly depending on changes to advice.

PLEASE NOTE: This Risk Assessment has been created with close reference to the ISBA template and guidance published to independent schools.

APPENDIX 1



HANDS

PLEASE:

Wash them regularly

Wash them for at least 20 seconds

Use hand gel

Be careful what you touch

Keep them away from your friends

**Keep them away from other
people's property**





Noses & Faces

PLEASE:

Don't touch!

Use a tissue

Sneeze into a tissue

**Sneeze/cough into your arm if you
can't find a tissue**

Put tissues straight into a bin

Wash your hands





Social Distancing

PLEASE:

Keep 2 metres apart

Do not touch anyone

Play in a big space

Work at your desk/in a space

**Make lots of room for someone who
wants to pass**

