



COVID-19 Risk Assessment for Saint Nicholas School

COVID-19 – A Risk Assessment for Saint Nicholas School

Introduction

Saint Nicholas School is required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. As per Government guidelines, the risk assessment will be published to staff and parents and will be published on the School's website. The risk assessment will be reviewed on a daily basis.

Saint Nicholas School and its Governing Body carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors.

Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents, pupils and visitors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19, Saint Nicholas School is having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?". For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.



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- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

Note

The following abbreviations are used throughout this document:

SD – Social distancing

EYFS – Early Years Foundation Stage

DfE – Department for Education

PHE – Public Health England



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GUIDANCE FOR COMPLETING THE RISK MATRIX:

LEGEND	
I	Impact
P	Probability
I x P	Risk Rating

To establish your risk rating, it is necessary to multiply the perceived consequence (or impact) of the risk (score 1 - 5) with the perceived likelihood (or probability) of that risk occurring (score 1-5). Please see tables below for guidance on risk rating scores.

Description	Probability (or Likelihood) Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2	The risk is unlikely to emerge



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(Very Unlikely)	
1 (Impossible)	The risk will not emerge

Description	Impact (or Consequence)
	Indicators
5 (Major)	The risk has a major impact if realised
4 (Significant)	The risk has a significant impact if realised
3 (Moderate)	The risk has a moderate impact if realised
2 (Minor)	The risk has a minor impact if realised
1 (No consequence)	The risk has no consequence impact if realised



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Score	Risk Description	Action Required
25	Extreme Risk	Immediate escalation to Headteacher for risk control activities
20 - 15	High Risk	Risk to be actively managed with appropriate risk control activities
12 - 6	Medium Risk	Take appropriate action to manage the risk
5 and below	Low Risk	Risk to be removed from register with monitoring activity to assess changes in risk rating

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Impact	Probability	Risk Rating	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	The School communicates appropriately with their most vulnerable pupils using Microsoft	3	2	6	



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		<p>Teams. Health care plans are updated and instruction from GPs followed when communicated to the school by the parents.</p> <p>Pastoral Team identify the most vulnerable pupils and staff from current medical information. Staff and pupils shielding have had confirmation that they are able to work remotely.</p> <p>Weekly staff meetings take place to discuss pupils of concern.</p> <p>Vulnerable pupils and staff identified and supportive actions recorded.</p> <p>All public documents available on the school website.</p>				
B	Government advice not being regularly accessed, assessed, recorded and applied.	Headmaster receives daily bulletin from the Department for Education (DfE) which ensures daily checks are made with Government updates	5	2	10	
C	Unions advice not being regularly accessed, assessed, recorded and applied.	Headmaster and Deputy Head regularly checking union advice	3	2	6	
D	Changes not regularly communicated to staff, pupils, parents and governors	All staff/pupils are aware of current actions and requirements. They are reminded frequently using school communication systems, meetings and weekly	5	2	10	



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		<p>letters from the Headmaster. All staff receive a daily letter from the Headmaster.</p> <p>Headmaster to share the risk assessment with all staff, risk assessment & safety plans are shared with parents via email and placed on the school website. A weekly letter sent to parents by the Headmaster.</p> <p>As a result all pupils and all staff working with pupils are adhering to current advice.</p> <p>Any significant changes will be communicated immediately via email.</p>				
E	Changes to assessments, procedures and other important matters not reviewed by Governors	<p>SLT staff with responsibility for academics communicate any changes in the assessment process with the Headmaster and Governors and share the changes with the parents and pupils. Governors meetings can now be called via Zoom and Chair of Governors has delegated powers from the Board to act as necessary in these unprecedented times.</p>	5	2	10	



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F	Insurers not consulted with school's re-opening and / or amended plans	Bursar has been in contact with the School insurers directly in relation to school reopening.	3	3	9	
G	Suspended services and subscriptions not re-set.	All services within the school continue as normal. Contact every user and inform them of usage expectations: - Clean hands or use gel before using facilities. Restrictions or suspensions of usage - regular clean equipment/area.	3	3	9	
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Parents to stay in car park areas at all times. Teacher/LSA will meet and greet in drop/pickup area. Car park area marked and managed with signage. Separate entrances established: Entrance to the Infant playground. (Year 1s) Entrance to the coffee shop from playground area (Reception) Entrance to Hillingdon house (Year 6) A waiting zone will be set up for the pupils to be escorted to their class room.	4	4	16	



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		All waiting areas will be supplied with hand sanitizer.				
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Training for staff and signage to be located in main hotspot areas around the School, particularly near taps, water dispensers, walkways	5	2	10	
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Posters around the School including Reception, dining hall, in classrooms and in corridors. Hand sanitizers installed in key locations to ensure ease of access for staff and pupils. Teachers to reiterate message in form time, class time (when directed) and via email: - Covering your cough or sneeze with a tissue, - Then throwing the tissue in a bin. - Avoid touching your eyes, nose and mouth with unwashed hands. Coronavirus information is emailed and updated accordingly.	5	2	10	
K	Insufficient supplies of hygiene materials and not being suitably placed.	Hygiene equipment and PPE will be located in each bubble.	5	2	10	



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		<p>New cleaning arrangements made with cleaning contractors. A cleaning rota is in place for cleaning to take place at 10.20am - 1pm, and again from 4pm.</p> <p>Staff and pupils should be out of the class room/work area before cleaning takes place.</p> <p>Doors, key pads and printers cleaned (ongoing daily by site team/cleaners)</p>				
L	<p>Insufficient or unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.</p>	<p>Is in line with COVID19: Cleaning in non-healthcare settings guidance 27/05/20</p> <p>Hallmark cleaner in 3 times a day.</p> <p>Reception Bubble 1 & 2</p> <p>Break – 10.25am</p> <p>Lunch – 12.00noon</p> <p>Year 1 Bubble 3</p> <p>Break – 10.25am</p> <p>Lunch – 12.15pm</p>	5	2	10	



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		<p>Year 1 Bubble 4</p> <p>Break – 10.35am</p> <p>Lunch – 12.25pm</p> <p>Year 6 Bubbles 5 and 6</p> <p>Break – 10.55am</p> <p>Lunch – 12.45pm</p>				
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	<p>Class teacher is responsible for planning work for the bubbles and to ensure teaching bubbles have the equipment needed in advance. No equipment should be shared, or removed from the bubble.</p> <p>All lessons will take place while pupils are in the designated bubbles.</p>	5	2	10	
N	High risk areas not being regularly monitored for hygiene.	All areas being used are regularly monitored.	5	2	10	
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Plans for Lower School to return in a phased manner are well advanced and under constant review. Middle and Senior School	2	3	6	



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		to remain on remote learning until the end of the Summer Term.				
P	All hazards identified properly mitigated and regularly re-assessed?	Daily review by the Headmaster or in his absence by the Deputy Head and Health and Safety Officer.	4	2	10	

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

	Hazard	Control Measures	Impact	Probability	Risk Rating	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	<p>Pupils, parents and the school have an exhaustive list of communication methods to contact the school.</p> <p>All staff are available via Microsoft Teams and email.</p> <p>A radio for each bubble, to be used in class room and outside areas.</p> <p>Weekly Headmaster's letters and weekly Newsletter for sharing of information to whole school community.</p>	3	2	6	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	All pupils learning remotely, have time table of live lessons via Microsoft Teams (Tapestry for	2	2	4	



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		<p>Reception). This has the capacity for live chat, setting, handing in and marking of work. Pupils are able to comment on marked work and staff feedback.</p> <p>All staff and Chair of Governors are available by email, and will make all reasonable endeavours to respond within 24 hours. This is in line with our School policy.</p>				
3	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	<p>Governors are clear on their role in the planning and re-opening of the school, including support to leaders.</p> <p>The approach to communication between Leaders and Governors is clear and understood.</p> <p>Chair of Governors has delegated powers from the rest of the Board to act in these unprecedented times.</p>	4	2	8	
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	Form tutors/ class supervisors follow up any absence with parents.	4	2	8	



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		Line managers follow up and offer support to any staff who are absent.				
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Parents and staff asked to declare any additional trips outside of School that they have taken that may breach the government guidance and the School reserves the right to follow up on any concerns that they may have in this regard, including asking a pupil to remain at home.	4	2	10	
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Staff training in place, prior to phasing back. This is to ensure staff know their responsibilities. SLT member on site and Site Manager to spotcheck and monitor that standards are being met.	3	2	6	
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Training from Deputy Head and Site Manager before entering the work place. Email any new updates. Signage is in place where needed. An information board is set up in each bubble setting to inform staff	4	2	8	



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		<p>of main procedures, contact information, welfare facilities and Government guidelines.</p> <p>Regular review of training needs undertaken.</p>				
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	No school buses running.				
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	See H in previous section.	3	3	9	
10	Insufficient registration throughout the day including lack of temperature / health checks.	<p>Pupils regularly monitored throughout the day and any pupils with a high temperature will be sent home.</p> <p>If a pupil is feeling unwell or is showing any symptoms they will be moved to the isolation room (clean and ventilated) by the teacher, who will be wearing full PPE (mask, gloves and apron) obtained from the relevant bubble.</p> <p>Until collected, a 2 metre distance will be maintained from all other staff and pupils. (The Isolation room is the first aid room in Hillingdon House)</p>	4	2	8	



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		<p>Deep clean of isolation room will be carried out once evacuated.</p> <p>The Site Manager will advise on rubbish which may have been contaminated:</p> <p>All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. The bag should be marked and given to the parent when they collect their child.</p> <p>If the child/staff is positive with Covid 19, the bubble they have been with will need to self isolate for 14 days.</p>				
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	<p>Two teachers will be assigned to each bubble.</p> <p>All bubbles have set times for drop off, break, lunch and pick up.</p> <p>Signage is in place.</p>	2	3	6	



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		Any areas in need of adjustment/ updating contact Mr Jackson.				
12	Learning and recreational spaces not configured to SD rules.	Only areas of the site that are able to reflect social distancing measures will be open to the pupils and staff.	5	2	10	
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Bubbles will reflect the pupils ability to work independently. E.g, Reception and Year One will require two staff delivering and supporting their learning per bubble.				
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	All members of the School community are entitled to compassionate leave. This has been extended on a case by case basis and discussed, where appropriate by the Headmaster and Chair of Governors. Pastoral systems are still in place supporting pupils and staff with anxiety, and communicating with parents regarding sanctions where appropriate.	3	2	6	



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

	Hazard	Control Measures	Impact	Probability	Risk Rating	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	All Policies are up-to-date and can be found on the website. Updates to safeguarding are also sent to parents in the newsletter. The DSL is regular contact with the local authority where there are individual cases of concern.	3	2	6	
2	Designated Safeguarding Lead and Deputy Designated Safeguarding Lead not easily contacted and their contact information not known to all.	All staff are aware of the reporting procedure during this time. This has been communicated to staff, pupils and parents. There is always a Qualified safeguarding member of staff on site.	3	2	6	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Risk assessment forms the policy.				
4	Fire drills, routes and assembly points not rehearsed.	Follow fire policy 26/05/20 Evacuation routes are confirmed, and signage accurately	4	2	8	



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		<p>In the event of emergency, the priority is getting out of the building calmly regardless of social distancing.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p> <p>Weekly fire drill to take place.</p> <p>Review weekly :-</p> <ul style="list-style-type: none"> -Space - School staff / pupil numbers - Exits 				
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	<p>Class sizes of no more the 15 pupils per class from the 1st June. (Year1 / Year 6)</p> <p>EYFS Groups of 16, maximum bubbles of 8</p> <p>Bubble 1</p> <p>Reception HS class rooms / decking area</p>	4	2	8	



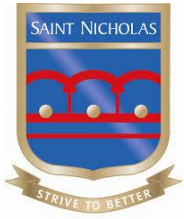
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		<p>Bubble 2</p> <p>Reception ES class rooms / decking area</p> <p>Bubble 3</p> <p>Year 1 SB class room</p> <p>Bubble 4</p> <p>Year 1 NP class room</p> <p>Bubbles 5 and 6</p> <p>Year 6 and key workers' pupils Ground floor of Hillingdon House</p> <p>The main entrance for your bubble will be: -</p> <p>Bubble 1 & 2</p> <p>A member of staff to use pre-school door on the decking and open up RSP's fire door.</p> <p>Bubble 3 & 4</p> <p>Use main door to Infants (At different times)</p>				
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		Bubbles 5 and 6 Back door of Hillingdon to lower lawn				
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	<p>Welfare facilities will contain suitable levels of soap and antibacterial gel. Email Mr Jackson if running low</p> <p>Bubble 1 & 2 Reception</p> <p>Location for staff toilet - reception middle area.</p> <p>Location for Pupil toilet - reception middle area</p> <p>A toilet/sink will be marked with signage (The bubble will use the same sink and toilet at all times.)</p> <p>Bubble 3 & 4 Year 1s</p> <p>Location for staff toilet will be in the middle area of reception. Please wash hands before and after moving from bubble 3 and 4 to bubble 1 and 2</p> <p>Stay socially safe at all times</p>	4	2	8	



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		<p>Location for pupils - outside Year 1 class rooms</p> <p>A toilet/sink will be marked with signage (The bubble will use the same sink and toilet at all times.)</p> <p>Bubbles 5 and 6</p> <p>Year 6</p> <p>Location for girl's toilet - Mountbatten hallway</p> <p>A toilet/sink will be marked with signage (bubble will use the same sink and toilet at all times.)</p> <p>Location for Boys toilet - staff toilet outside first aid room (1 toilet/sink)</p> <p>Location for staff toilet - top floor of Hillingdon house (staff room)</p> <p>Any staff within the school that are not linked to a bubble will use Hillingdon Staff Room toilets, keeping social distancing and cleanliness in mind at all times.</p>				
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		<p>Accounts staff have relocated to the Coffee Shop and will use the toilet there.</p> <p>Appropriate resources are available within all classrooms e.g. IT, age specific resources.</p> <p>Sharing of equipment or stationery should be prevented where possible.</p> <p>Each class room desk has a learning pack with their own pens, number charts etc (each year group would need a different pack) and these will remain at school.</p> <p>Letter /email to parents of what their child needs to bring to school.</p> <p>Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Resources which are not easily washable or wipeable have been removed.</p>				
7	Staff not having sufficient down time / rest during the working day / week?	Staff working in pairs will ensure they have regular rest breaks in the	4	3	12	



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		day and PPA time. It is not an expectation that the two members of staff be present in the bubble at all times.				
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	No new Staff or Pupils are joining during this period. If there is a requirement Risk Assessment will change .	3	2	6	
9	SCR and required documents not properly verified or recorded.	Normal checks are being conducted in relation to new employees for September. JB to continue to update the SCR with NC checking and verifying. Safeguarding governor to continue with termly check.	3	2	6	
10	Plans for working and learning outside not fully considered	With large grounds, each bubble has an allocated area to learn, play and eat outside. This area is only used by that bubble and is therefore deemed lower risk.	2	2	4	



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11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Plastic play resources available, if requested in advance and SD rules apply. Reception will have access to the Eco area.	3	2	6	
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Staff to ensure SD rules apply in playtime and active afternoon. Equipment used will be wiped down after use, and focus on fitness and individual skills, not games.	3	2	6	
13	Drama, dance and music activities not applying SD or hygiene rules	As above	5	2	6	
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Specialist teachers to guide supervision staff on options and amendments to the lesson plan.	2	3	6	
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff rooms are closed until pupil numbers go up. Meetings will take place on Teams/Zoom.	3	2	6	
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Normal procedures are in place.				



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17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	<p>All staff/pupils aware of current actions and requirements and are reminded frequently using school communication systems.</p> <p>Headmaster to share risk assessment with all staff.</p> <p>Risk Assessment and safety plans shared with parents via email and website.</p> <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	4	2	8	
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	<p>Signage and training to ensure clear communication.</p> <p>No playground or social areas will be used and transit spaces are separated.</p> <p>This will be an ongoing review.</p>	3	2	6	
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Close School and return to remote learning.	5	3	10	



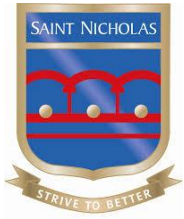
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20	Minimising contact and mixing not effective in the classroom and during breaks.	<p>Hands to be washed before and after breaks. The kitchen will be closed from the 1st of June.</p> <p>Packed lunch from home for all staff and pupils, but must be provided in accessible containers for pupils.</p> <p>We are a nut free school. Reminder letter/email sent out to staff and pupils.</p> <p>SD 2m when eating lunch. Best location outside or class room.</p> <p>Toilet outside between Hillingdon and Swire house to be used.</p> <p>Cleaned by hallmark cleaners after break and lunch. Timings to keep the 4 bubbles apart. (Be socially safe)</p> <p>Reception Bubble 1&2</p> <p>Break – 10.25am</p> <p>Lunch – 12.00noon</p> <p>Year 1 Bubble 3</p>	4	2	8	
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		<p>Break – 10.25am</p> <p>Lunch – 12.15pm</p> <p>Year 1 Bubble 4</p> <p>Break – 10.35am</p> <p>Lunch – 12.25pm</p> <p>Year 6 Bubbles 5 and 6</p> <p>Break – 10.55am</p> <p>Lunch – 12.45pm</p> <p>Packed lunch to be eaten either in class rooms or outside areas.</p> <p>Wet break/lunch will be in their class rooms or play areas.</p> <p>Do not use muddy area OR any outdoor play equipment.</p> <p>All areas will be marked out with line marking paint and signs will be in place.</p> <p>Bubble 1&2 Reception -</p> <p>Tennis court area</p>				
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		<p>Bubble 3 Year 1 - half of upper lawn</p> <p>Bubble 4 Year 1- half of upper lawn</p> <p>Bubbles 5 and 6 Year 6 - lower lawn</p>				
21	No regular breaks for handwashing during the school day.	<p>Employees and pupils will be asked to wash hands on arrival with soap and regularly and thoroughly throughout the day for least 20 seconds.</p> <p>ALSO when</p> <p>Moving from one area to another. eg class room to photo copier.</p> <p>Signage will be in place as visual prompt.</p> <p>Training to pupils on handwashing to be given.</p>	4	2	12	
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	All bubbles have cleaning equipment/ PPE and extra supplies.	4	2	8	



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		<p>Contact Mr Jackson for more equipment when needed.</p> <p>Equipment to be checked each night and replenished.</p> <p>Classrooms will have hand sanitiser if there is not a sink in the classroom.</p> <p>Tissues for each class/office will be provided. They will be replenished as needed. Staff to also self-replenish from stock (call Mr Jackson)</p> <p>Hand sanitiser in every main entrance.</p>				
23	Hygiene stations not stocked, checked and cleaned regularly.	<p>This area will be managed daily by Mr Jackson.</p> <p>Hallmark cleaners will order new stock.</p> <p>26/05/20 fully stocked.</p>	5	2	10	
24	Unnecessary items not removed from classrooms and other learning environments	Mr Jackson to oversee classroom layout with teachers. Items to be	3	3	9	



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		removed will be moved to any area of the school that is not in use.				
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Mr Jackson to over see classroom layout with teachers. Items to be removed will be moved to any area of the school that is not in use.	3	2	6	
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Headmaster, Deputy Head and other members of SLT regularly making contact with those they line manage.	2	3	6	
27	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	All Assemblies are remote and viewed online. Timings of the day will be kept under review .	4	2	8	
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Managed by class teacher SD in classroom or outside. EYFS will use mats to mark seating area. Pupil/staff bring their own packed lunch.	3	2	6	
29	Hazards and risks of providing breakfast and after school clubs not understood.	n/a				
30	Medical advice for vulnerable staff and pupils not being followed and insufficient support both at school / home.	All staff have access to Medical information of each child. Staff training will reflect this.	3	2	6	



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31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	<p>Pastoral Well being rooms set up online.</p> <p>Weekly whole school challenges launched</p> <p>Weekly Academic awards</p> <p>MHWB week launched</p> <p>Pupils and staff well being questionnaire launched</p> <p>One to one meetings, both pupils and staff.</p> <p>Remote play therapy</p> <p>MHWB one on one sessions</p> <p>List of vulnerable pupils added and updated</p> <p>Regular form time</p> <p>MHWB form quiz etc</p> <p>Remote sports fixtures taking place</p> <p>Remote staff coffee shop and social areas established.</p>	2	2	4	In most cases risk is low. In some individual cases, additional support and intervention requires as risk is higher. This is done on a case by case basis.
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		<p>SLT collate pupil and staff vulnerable list, record actions.</p> <p>Support available for pupil and staff MHWB.</p>				
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	<p>All trips and residential trips, visitors and fixtures have been cancelled, or rearranged for next year.</p> <p>Events that cannot reflect social distancing will not take place this summer, such as;</p> <p>Sports Day</p> <p>Summer Fayre</p> <p>Speech Day</p>	5	1	5	

Medical Risk Assessment in the COVID-19 Environment



COVID-19 Risk Assessment for Saint Nicholas School

	Hazard	Control Measures	Outcome			Remarks / Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger pupils less likely to become unwell, small class sizes will help.	<p>National Guidelines: People who feel unwell should stay at home and should not attend work or any education or Childcare setting</p> <ul style="list-style-type: none"> - Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff. - Remind staff of the sickness policy during any lock down period or staff self-isolation - Staff to inform Headmaster immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice -If appropriate, classes will be joined together. The Headmaster will review this in the event of changing guidelines from DfE. From the 1st of June only 15 pupils to a class and Groups of 8 for EYFS. 	5	2	10	



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2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	<p>Tissues for each class/office will be provided. Replenish as needed. Staff to also self-replenish from stock (call Mr Jackson)</p> <p>Every class room will have a bin with lid and foot plate to open.</p> <p>Training to be given if needed to pupils.</p> <p>"Catch it, bin it, kill it" posters posted around the site.</p>	3	2	6	
3	No / insufficient staff supervising / supporting normal medical staff?	<p>Where teaching staff are shielding, LSAs and part time staff will be used for supervision.</p> <p>Lower School LSAs are First Aid qualified.</p> <p>The School will have a limit on how many bubbles it can provide.</p>	4	2	8	
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	<p>Staff that are not in a bubble will be ask to stay in work area.</p> <p>If a staff member gets ill the school will track and trace their movements.</p> <p>Inform others to self isolate if needed.</p>	5	2	10	



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5	Insufficient First Aid trained personnel (ratio) for pupils in school	<p>Each area has a first aider in location.</p> <p>Paediatric first aider for EYFS</p> <p>First aid equipment located in each bubble (area marked with poster)</p> <p>Call Mr Jackson for any support needed.</p>	4	2	8	
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	<p>All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE & PHE guidance.</p> <p>Training onsite by Mr Jackson.</p>	3	2	6	
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	<p>No change to current policy.</p> <p>Parents to inform school of any medical needs or concerns.</p>	3	2	6	
8	Medical room(s) improperly equipped.	Weekly checks of all medical areas and equipment to be overseen by Mr Jackson.	3	2	6	
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	PPE requirements understood and appropriate supplies in place.	4	2	8	



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		<p>Long term approach to obtaining adequate PPE supplies in place and ongoing review of PPE.</p> <p>Staff trained before training pupils.</p> <p>Information sent out to parents if needed. Government guidelines at the moment are no PPE needed for pupils. 27/05/20</p> <p>Signage in place.</p> <p>Bins in location for PPE waste.</p>				
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	<p>Headmaster will write to all parents and staff to remind them of the requirements.</p> <p>This may affect the staffing of bubbles if staff fall ill.</p>	4	3	12	
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Increased staffing for younger pupils, owing to the care required when they fall, need toileting etc	3	2	6	
12	School unaware of any staff and pupil pre-existing medical conditions.	All pupils medical conditions are logged on our Management Information System	4	2	8	



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13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	Headmaster will write to all parents and staff to remind them of the requirements to do so.	4	3	12	
14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	In the event the school believes there is a case in school. The pupils and staff in that bubble will self isolate for 14 days.	5	3	15	Awaiting further confirmation of the usage of Government Track and Trace system.
15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	All staff to report health issues to Mr Jackson and COVID-19 log maintained for School community	4	2	8	
16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	SLT to use Microsoft Teams to monitor online with usual pastoral support.	2	2	4	
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Deputy Head to collate staff and pupil list.	4	2	8	
18	Insufficient proof of shielding and individual conditions?	Headmaster and Deputy Head to discuss on a case by case basis.	2	3	6	



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19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	<p>Pupil moved to isolation room, which is a clean and ventilated room. Until collected, a 2 metre distance to be maintained from all other staff and pupils (The isolation room is the first aid room in Hillingdon house)</p> <p>Deep clean of isolation room to take place once evacuated. Seek advice from Site Manager on rubbish which may have been contaminated: All waste that has been in contact with the individual – including tissues should be put in a plastic bag and tied, then placed in another plastic bag and tied. It will be stored appropriately for 72 hours.</p> <p>As a result the risk of passing virus is reduced.</p>	3	2	6	
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE & PHE guidance	4	2	8	



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		<p>If needed temperature can be taken by the teacher in PPE and an infrared thermometer can be used. Temperature to be recorded by teacher/LSA</p> <p>Any temperature 38C + maybe at a high risk and should be sent to get tested. (NHS). Any pupils will be sent to the Isolation Room and collected by parents and will be advised to get tested,</p> <p>Site manager/Headmaster to be contacted.</p>				
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	<p>No changes made for emergency access. This will be reviewed daily.</p> <p>Signage and barriers located away from emergency routes.</p>	3	1	3	
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	Parents to inform the school of any changes to their medical history.	4	2	8	
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	SLT and Mr Jackson on site to monitor	3	2	6	
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Mr Jackson to organise and monitor	3	2	6	



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25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	All bubbles have cleaning equipment and PPE if needed and training on site will take place before teaching pupils.	4	2	8	
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Headmaster to write to parents and staff to remind them of expectations.	3	2	6	

	Hazard	Control Measures				Remarks / Re-assessment
1	Security and access systems not regularly checked, updated and re-coded.	Ongoing checks no change	3	2	6	
2	Fire instructions and new procedures not reviewed, understood or rehearsed.	No change 25/05/20 Review with every pupil increase	3	2	6	
3	Fire drills, routes and assembly points not rehearsed.	No change 25/05/20. Weekly fire drills to be undertaken Review with every pupil increase	3	2	6	
4	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Close year group and revert to online provision.	3	2	6	



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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures				Remarks / Re-assessment
1	School Letting insufficient communication	Lettings are not currently taking place within the school.	3	2	6	