



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

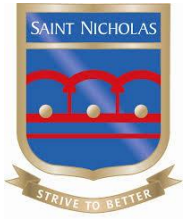
The following abbreviations are used throughout this document:

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.

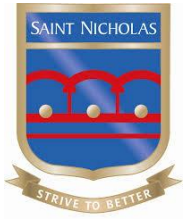
Description	Probability (or Likelihood) Indicators
5 (Very Likely)	The risk will emerge
4 (Likely)	The risk should emerge
3 (Unlikely)	The risk could emerge
2	The risk is unlikely to emerge



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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

A letter was sent to parents from the Headmaster outlining all the expectations of parents, staff and pupils for the beginning of term.

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 DfE which ensures daily checks are made with Government updates	5	2	10	
C	Union 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 letters from the Headmaster.	5	2	10	



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		<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. Letters sent to parents by the Headmaster as required.</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	
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.	2	2	4	
G	Suspended services.	All services within the school continue as normal.	3	3	9	



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		Contact every user and inform them of usage expectations: - Clean hands or use gel before using facilities. Restrictions or suspensions of usage - regularly clean equipment/area.				
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. Records kept of visitors to the site. Visitors redirected to avoid contact with staff and pupils wherever possible. Car park area marked and managed with signage and staff. Bubble 99 created to allow prospective pupils to come onto the site for admissions assessment.	3	2	6	
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 and walkways. Headmaster's letter made specific reference to social distancing.	5	2	10	



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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: <ul style="list-style-type: none"> - 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 designated locations that are communicated to the staff. Practical lessons will have sufficient hygiene and PPE equipment.	5	2	10	
L	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.	Is in line with COVID19: Cleaning in non-healthcare settings guidance 27/05/20	5	2	10	



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		<p>New cleaning arrangements made with cleaning contractors. A cleaning rota is in place for additional cleaning to take place between 12noon and 2pm.</p> <p>Staff and pupils should be out of the class room/work area before any cleaning takes place.</p> <p>Doors, key pads and printers cleaned (ongoing daily by site team/cleaners)</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 removed from the bubble. Equipment can be labelled and quarantined if appropriate.</p> <p>All lessons/pupil assessments will take place while pupils are in the designated bubbles.</p> <p>In subjects like Science, DT, Art, Drama and Food, where more than one bubble is using the</p>	5	2	10	



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		facility/ area, there are separate risk assessments.				
N	High risk areas not being regularly monitored for hygiene.	All areas being used are regularly monitored. Communal areas have additional cleaning and staff and pupils are expected to wear masks.	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 have been made for all pupils to return in September 2020 and remain under constant review	2	3	6	
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).	Pupils, parents and the school have an exhaustive list of communication methods to contact the school.	3	2	6	



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		<p>All staff are available via Microsoft Teams and email.</p> <p>Letters sent to parents by the Headmaster as required and weekly Newsletter for sharing of information to whole school community.</p> <p>Parents are required to submit a form confirming that they read, received and discussed with their children the key communications from the School.</p>				
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	All staff are available via Microsoft Teams and email and the Chair of Governors is available by email, and all will make every reasonable endeavour to respond within 24 hours. This is in line with our School policy.	3	2	6	
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.	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Governors also approve this risk assessment.	4	2	8	



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		<p>The approach to communication between Leaders and Governors is clear and understood. Email addresses are available on the website.</p> <p>Chair of Governors has delegated powers from the rest of the Board to act in these unprecedented times.</p>				
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	<p>Form tutors/ class supervisors follow up any absence with parents.</p> <p>Line managers follow up and offer support to any staff who are absent.</p>	4	2	8	
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 the September return. This is to ensure staff know their responsibilities. SLT and Site Manager to spot	3	2	6	



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		check and monitor that standards are being met.				
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Training from Deputy Head and Site Manager before entering the work place.</p> <p>Email any new updates.</p> <p>Signage is in place where needed.</p> <p>An information board is set to inform staff of main procedures, contact information, welfare facilities and Government guidelines.</p> <p>Regular review of training needs undertaken.</p>	4	2	8	
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	<p>School buses running from September 2020. Separate risk assessment has been produced which is attached to this risk assessment. Masks must be worn on buses by pupils and driver.</p> <p>Seating plan is in place for each bus. Extra cleaning inside each bus.</p>				Ratings on separate risk assessment



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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 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 first aid area.</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> <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</p>	4	2	8	



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		bag and tied, then placed in another plastic bag and tied and the School will dispose of it.				
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	<p>Bubbles have set times for drop off, break, lunch and pick up and will be staffed appropriately.</p> <p>Signage is in place.</p> <p>Masks will be worn by all staff and pupils Year 6 – Year 11.</p> <p>Any areas in need of adjustment/ updating contact Estates Manager or the Headmaster.</p>	2	3	6	
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.				
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	3	2	6	



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		<p>appropriate by the Headmaster and Chair of Governors.</p> <p>Pastoral systems are still in place supporting pupils and staff with anxiety, and communicating with parents regarding sanctions where appropriate.</p>				
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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.	<p>All policies are up-to-date and can be found on the website.</p> <p>Updates to safeguarding are also sent to parents in the newsletter.</p> <p>The DSL is in regular contact with the local authority where there are individual cases of concern.</p>	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	3	2	6	



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		qualified safeguarding member of staff on site.				
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.	<p>Follow fire policy 26/05/20</p> <p>All prospective pupils and staff in bubble 99, to meet on the grass area behind the tennis courts. Away from all other bubbles.</p> <p>Evacuation routes are confirmed and signposted accurately</p> <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>Fire drills to be carried out termly.</p>	4	2	8	
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	Classes conform to the normal class sizes (Reception – Year 5: 20 maximum and Year 6 – Year 11: 22	4	2	8	



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		maximum) and year groups form bubbles. Additional classroom space is available for each year group to allow setting to take place for certain subjects.				
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 Estates Manager or the Bursar if running low.</p> <p>Toilet areas designated for specific bubbles and signage clearly marked</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>Letter /email to parents of what their child needs to bring to school.</p> <p>Shared materials and surfaces should be cleaned and disinfected frequently.</p>	4	2	8	



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		Resources which are not easily washable or wipeable have been removed.				
7	Staff not having sufficient down time / rest during the working day / week?	Routines are returning as close to normal as possible, although some extra supervision may be required.	3	2	6	
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	If there is a requirement the Risk Assessment will change . Induction process in place for all new staff and pupils Prospective pupils ready for assessment exam must all have an up to date registration/medical form completed.	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. Headmaster's PA to continue to update the Single Central Register which will be checked and verified. Safeguarding governor to continue with termly check.	3	2	6	



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10	Plans for working and learning outside not fully considered	<p>With large grounds, each bubble has an allocated area to learn, play and eat outside.</p> <p>This area is only used by that bubble and is therefore deemed lower risk.</p> <p>Prospective pupils will stay in allocated areas at all times.</p>	2	2	4	
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	<p>Plastic play resources available, if requested in advance and SD rules apply.</p> <p>Non contact sport will be supervised and age appropriate.</p>	3	2	6	
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	<p>Staff to ensure SD rules apply in playtime and active afternoon.</p> <p>Equipment used will be wiped down after use, and focus on fitness and individual skills, not games.</p>	3	2	6	
13	Drama, dance and music activities not applying SD or hygiene rules	As above and perspex screens available for peripatetic music lessons	5	2	6	



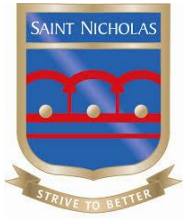
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14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Specialist teachers to guide supervision staff on options and amendments to the lesson plan.	2	3	6	
15	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff rooms to be used to a minimum and staff to provide their own mugs, tea and coffee to avoid cross-contamination Meetings will take place on Teams/Zoom or in person at a social distance.	3	2	6	
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Normal procedures are in place.				
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	All staff/pupils aware of current actions and requirements and are reminded frequently using school communication systems. Headmaster to share risk assessment with all staff. Risk Assessment and safety plans shared with parents via email and website.	4	2	8	



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		As a result, all pupils and all staff working with pupils are adhering to current advice.				
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Signage and training to ensure clear communication. This will be an ongoing review.	3	2	6	
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Plans currently conform to guidelines and will be reviewed if the guidelines change.	5	3	10	
20	Minimising contact and mixing not effective in the classroom and during breaks.	Hands to be washed before and after breaks. Mountbatten Hall and four marquees to be used for lunch and a seating plan and timetable is in place for the different bubbles.	4	2	8	
21	No regular breaks for handwashing during the school day.	Employees and pupils will be encouraged to wash hands on arrival with soap and regularly and thoroughly throughout the day for at least 20 seconds. Also when moving from one area to another, E.g. class room to photocopier and before and after practical lessons, hands will be	4	2	12	



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		<p>sanitized. Hands will be washed before using any shared equipment.</p> <p>Signage will be in place as visual prompt.</p> <p>Training to pupils on handwashing to be given.</p>				
22	<p>Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc</p>	<p>Additional cleaning equipment/ PPE and extra supplies are available.</p> <p>Contact Estates Manager or the Bursar 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 Estates Manager or the Bursar)</p>	4	2	8	



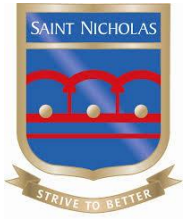
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		Hand sanitiser in every main entrance. Stock will be checked weekly.				
23	Hygiene stations not stocked, checked and cleaned regularly.	This area will be managed daily by Estates Manager or the Bursar.	5	2	10	
24	Unnecessary items not removed from classrooms and other learning environments	Estates Manager to oversee classroom layout with teachers. Items to be removed will be moved to any area of the school that is not in use.	3	3	9	
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Estates Manager to oversee 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.	All staff 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 will take place in year group bubbles in the theatre, but the tiered seating will not be used. Timings of the day will be kept under review .	4	2	8	



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28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Arrangements for seating plan, reflecting social distancing and timetable for lunch will be published and kept under review.	3	2	6	
29	Hazards and risks of providing breakfast and after school clubs not understood.	Before and after school clubs will be available and will be staffed appropriately to ensure that bubbles remain separate.				
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	
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pastoral support will be in place. Pupils and staff well being questionnaire launched One to one meetings, both pupils and staff. Remote play therapy Mental Health and Well-Being (MHWB) one on one sessions List of vulnerable pupils added and updated	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>Regular form time</p> <p>MHWB form quiz etc</p> <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.</p>	5	1	5	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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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 and parents to inform Headmaster immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses and follow medical advice - Parents to agree to keep the School updated of any illness in people with whom they have come into contact. 	5	2	10	
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Tissues for each class/office will be provided. Replenish as needed. Staff to also self-replenish from stock (call Estates Manager or the Bursar)	3	2	6	



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		<p>Training to be given if needed to pupils.</p> <p>“Catch it, bin it, kill it” posters posted around the site.</p>				
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>	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>Sufficient first aiders for the site. Additional first aiders can be trained.</p> <p>Paediatric first aider for EYFS.</p>	5	2	10	
5	Insufficient First Aid trained personnel (ratio) for pupils in school	<p>Sufficient first aiders for the site.</p> <p>Paediatric first aider for EYFS.</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 Estates Manager.</p>	3	2	6	



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7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	No change to current policy. Parents to inform school of any medical needs or concerns.	3	2	6	
8	Medical/ isolation room(s) improperly equipped.	Regular checks of all medical areas and equipment to be overseen by Estates Manager.	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. Long term approach to obtaining adequate PPE supplies in place and ongoing review of PPE. Staff trained before training pupils. Signage in place. Waste bags in location for PPE waste. A mask protocol has been developed and is shared with parents, pupils and staff.	4	2	8	
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Headmaster will write to all parents and staff to remind them of the requirements.	4	3	12	



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		This may affect the staffing of bubbles if staff fall ill.				
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Usual staff ratios 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. Parents are required to provide up to date information/ medical plans.	4	2	8	
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 that pupil or staff member will be sent home. Any member of staff who has helped someone with symptoms, and any children or young people who have been in close contact with them, do not need to go home to self-isolate unless they develop	5	3	15	



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		<p>symptoms themselves or they are later advised to do so by NHS Test and Trace or the Local Health Protection Team.</p> <p>Everyone should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p> <p>If the School felt that it was more of a concern rather than a precaution, then it reserves the right to send a bubble home</p>				
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 Estates Manager or the Headmaster 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	



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17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Deputy Head has collated a 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	
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.</p> <p>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.</p> <p>Seek advice from Site Manager 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. As a result the risk of passing virus is reduced.</p>	3	2	6	



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20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	<p>All staff understand the symptoms of COVID-19 and follow agreed process in line with DfE & PHE guidance</p> <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 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>Estates Manager/Headmaster to be contacted.</p>	4	2	8	
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	No changes need to be made for emergency access. Signage and barriers located away from emergency routes.	3	1	3	
22	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 Estates Manager on site to monitor	3	2	6	
23	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Estates Manager to organise and all staff to monitor	3	2	6	



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24	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	All bubbles have cleaning equipment if needed and training on site will take place before teaching pupils and PPE will be located in the nearest first aid box.	4	2	8	
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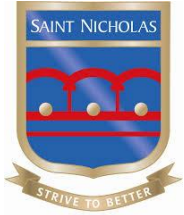
	Hazard	Control Measures				Remarks / Re-assessment
1	Security and access systems not regularly checked, updated and re-coded.	Ongoing checks no change	3	2	6	
2	Fire instructions and new procedures not reviewed, understood or rehearsed.	No change 20/8/20 Review with every pupil increase	3	2	6	
3	Fire drills, routes and assembly points not rehearsed.	No change 20/8/20. Termly fire drills to be undertaken	3	2	6	
4	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	N/A	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	Only outdoor sports lettings which use the field and tennis courts and a single outside toilet are taking place. The outside toilet will then be cleaned before school	3	2	6	



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RISK ASSESSMENT FOR TRAVELLING ON SCHOOL BUSES

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.

Probability (or Likelihood)		Impact (or Consequence)	
Description	Indicators	Description	Indicators
5 (Very Likely)	The risk <i>will</i> emerge	5 (Major)	The risk has a <i>major</i> impact if realised
4 (Likely)	The risk <i>should</i> emerge	4 (Significant)	The risk has a <i>significant</i> impact if realised
3 (Unlikely)	The risk <i>could</i> emerge	3 (Moderate)	The risk has a <i>moderate</i> impact if realised
2 (Very Unlikely)	The risk is <i>unlikely</i> to emerge	2 (Minor)	The risk has a <i>minor</i> impact if realised



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Covid -19 School Bus Risk Assessment

Significant Hazards and Associated Risks	Those who might be harmed	I	P	Control Measures	Risk Rating
Those hazards which may result in serious harm or affect several people	Persons at risk from the significant hazards identified				



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<p>Driver /pupils exposure to COVID-19 from others due to close contact and droplet transmission.</p>	<p><i>Passengers / driver and others</i></p>	<p>3</p>	<p>3</p>	<p>Seats situated within 1 metres of the driver/pupil will be restricted from use to maintain social distancing.</p> <p>(Student seating plan in place)</p> <p>Drivers are reminded to politely ask a passenger to step back if the driver feels they are too close to them.</p> <p>Drivers are advised to open the bus external window to increase circulation in the bus.</p> <p>Passengers are advised to not travel if they feel unwell or high temperature (please check temperature before levelling home)</p> <p>Hands must be washed regularly following NHS guidance however hand sanitiser should be used before getting on the bus. Please provide your own hand sanitiser</p> <p>Face coverings and gloves are available to drivers.</p> <p>Passengers to have their own face masks.</p>	<p>9</p>
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Exposure to COVID-19 due to close contact with an injured person or vulnerable passenger who requires assistance.	<i>Passengers / driver and others</i>	3	3	All PPE must then be treated as infective and disposed of into a waste bag Hands must then be washed following NHS guidance or use hand sanitiser if suitable hand washing facilities are not available.	9
Exposure to COVID-19 through handling objects or touching surfaces on buses.	<i>Passengers / driver and others</i>	3	3	<p>Enhanced cleaning regime has been implemented. All touch point and hard surfaces on buses are cleaned every morning before pick up and after.</p> <p>Driver should open and close main door on the bus for pupils to help stop contamination.</p> <p>Introduced cleaning products on the bus suitable for disinfecting surfaces potentially contaminated with COVID-19</p> <p>Drivers reminded of the particular importance of not leaving rubbish in the cab during this time.</p> <p>Staff are reminded to wash hands regularly with water and soap for at least 20 seconds. Where this is not practical, hand sanitiser containing at least 70% alcohol to be used.</p> <p>Staff are reminded to avoid touching face with unclean hands particularly the eyes, nose and mouth.</p> <p>Lost property should be placed in a separate bag, and returned. If a pupil finds lost property, they should not hand it to the driver, and should be requested to leave it where it is,.</p>	9



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Exposure to COVID-19 with other staff	<i>Passengers / driver and others</i>	3	3	<p>Drivers should sanitise their hands before and after boarding.</p> <p>Drivers to wait in bus for pupils</p> <p>keep to a minimum going in and out of buildings/ staff rooms etc.</p> <p>Pupils to have a seating plan. So pupils have their own seat in the bus</p>	9
Exposure to COVID-19 due to close contact with others when travelling	<i>Passengers / driver and others</i>	3	3	<p>Drivers should follow social distancing and keep 1 to 2 metres from others at all times.</p> <p>Drivers are reminded to practice good personal hygiene measures.</p> <p>Drivers are reminded to wash hands regularly and thoroughly or use alcohol-based hand sanitiser</p> <p>Drivers/pupils must wear a face covering when travelling onboard buses and during any situation where they are outside of the cab.</p>	9
Exposure to COVID-19 due to close contact with others during breakdown and recovery.	<i>Passengers / driver and others</i>	3	3	<p>The driver should always follow social distancing guidelines when waiting for recovery, and remain 2 metres apart from any recovery staff and to travel back separately.</p> <p>Drivers must wear a face covering when travelling onboard buses and during any situation where they are outside of the cab.</p>	9
Lack of colleague awareness or understanding on safety measures resulting in COVID-19 exposure	<i>Passengers / driver and others</i>	3	3	<p>Ongoing engagement and communication on COVID19 related matters with colleagues will continue through managers.</p> <p>Regular communication will continue to all colleagues via posters, emails.</p>	9



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				Those returning to work will be provided with guidance detailing the new safety measures currently in place prior to commencing their shift.	
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