

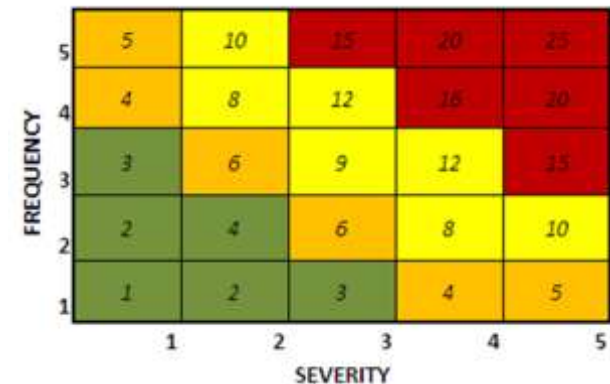
Risk Assessment – Return to School 2 November 2020; COVID-19

This risk assessment takes account of the guidance provided by the government in its Guidance for Full Opening: Schools published on 1 October 2020, to be found at <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. It is reviewed at least every 2 weeks by the Proprietor, Principal and Headmaster. It seeks as a minimum to implement the essential measures set out in Section 1 of the government guidance above. These are:

- The requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Grid used in this document to assess potential risks:

SEVERITY			FREQUENCY		
Verbal	Numeric	Description	Verbal	Numeric	Description
Catastrophic	5	Likely to result in death	Frequent	5	Hazard likely to occur
Critical	4	Potential for severe injury	Probable	4	Hazard will be experienced
Moderate	3	Potential for moderate injury	Occasional	3	Some manifestations of the hazard are likely to occur
Minor	2	Potential for minor injury	Remote	2	Manifestations of the hazard are possible, but unlikely
Negligible	1	No significant risk of injury	Improbable	1	Manifestations of the hazard are very unlikely





The school has responded to the coronavirus outbreak by adopting a number of general measures to ensure the safety of all members of the school community. These include the following

1. Pupils are grouped by year group (“bubbles”) and do not have contact with any other bubbles
2. Form Teachers only teach within their designated bubble throughout the day
3. Specialist staff will cross bubbles, but teach from the front of the class and will only walk around the classroom if wearing a mask or visor.
4. Peripatetic staff wear masks or visors when teaching
5. All teachers wear masks or visors when in contact with anyone not in his or her bubble.
6. All adults are expected to socially distance when talking to other adults
7. The school is cleaned at lunchtime and in the evening by professional cleaners.

Our aim is to balance the need to keep all members of the school community as safe as possible while continuing to provide for the pastoral and educational needs of the children. The grid below sets out specific areas where there is a risk of infection spreading and the measures we are taking to mitigate those risks.



HOW WE MITIGATE RISKS OF INFECTION FROM COVID-19

Hazards?	Who may be affected?	Risk rating Severity x Frequency	Control measures we are taking	Revised rating Severity x Frequency
General risk of Infection	Everyone	2 x 4	Staff, Pupils, Parents, Visitors or contractors must not come to the school if: <ul style="list-style-type: none"> • they are feeling unwell • they have a persistent cough • they have a temperature • they have lost their sense of taste or smell • a member of their household is awaiting the result of a Covid-19 test • A member of their household is displaying symptoms of Covid-19 	2 x 2
Children bringing Covid-19 into school and passing it to others	Everyone	2 x 4	Parents are asked to keep their children away from school if they show any of the known symptoms of Covid-19 or are concerned that their children may have caught it. Children are given hand sanitiser upon entry to school (either on the gate or in the classroom) Children wait outside the school gates in their year-group bubbles	2 x 2
Staff bringing Covid-19 into school and passing it to others	Everyone	2 x 4	Staff to sign a declaration stating that they have no Covid-19 symptoms and have not been in contact with someone suspected or diagnosed with Covid-19 nor have they travelled abroad in the past 14 days. Staff are told not to come in if they have any of the known symptoms of Covid-19.	2 x 2



			<p>Staff will use the temperature machine upon entering the school and will record their temperature on a list in reception</p> <p>Staff will sanitise hands upon entry by using the dispenser on the entry desk</p> <p>Staff wear masks or visors in common parts of school</p> <p>Staff meetings to take place on Zoom</p> <p>Staff to be reminded to wash hands frequently</p>	
Parents bringing Covid-19 into school and passing it to others	Everyone	2 x 4	<p>Parents are not allowed into school while there are children on the premises. When visiting after school hours, they are required to wear a face mask when in school.</p> <p>They must sanitise hands upon entry to school</p> <p>When in school, they are escorted by a member of staff and reminded not to touch any surfaces.</p> <p>When in school, they are escorted by a member of staff and reminded not to touch any surfaces.</p> <p>While waiting outside, parents should not gather together</p>	1 x 1
Prospective parents bringing Covid-19 into	Everyone	2 x 4	<p>Prospective parent tours take place only after school hours.</p> <p>Prospective parents are required to wear a face mask when in school.</p>	1 x 1



school and passing it to others			<p>Visiting parents are asked to sign a declaration stating that they are not having Covid-19 related symptoms or have not been in contact with someone suspected or diagnosed with Covid-19, have not been travelling in the past 14 days.</p> <p>They must sanitise hands upon entry to school</p> <p>When in school, they are escorted by a member of staff and reminded not to touch any surfaces.</p>	
External delivery staff bringing Covid-19 into school and passing it to others	Everyone	2 x 4	<p>Delivery staff may not enter the school building</p> <p>Packages to be left at the front door.</p> <p>Staff to wash hands thoroughly after handling deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	1 x 1
Children spreading virus by close contact with others	Everyone	2 x 3	<p>Information / Reminder posters are affixed throughout the school.</p> <p>Children are reminded to use a tissue or elbow to cough or sneeze and use bins for tissue waste. The mantra Catch it, Kill it, Bin it! Is reinforced</p> <p>Hand sanitiser is available in every classroom and children are encouraged to use it.</p>	2 x 1



			<p>Children are reminded of the need to wash hands frequently. They do this before lunch and after play, and after sneezing or coughing.</p> <p>Children are encouraged not to touch their faces</p> <p>PHSE and circle time to be used to discuss how to keep safe and how we can maintain good hygiene</p> <p>Children are organised by year-group bubble. They are reminded not to touch or get close to children from other bubbles.</p> <p>If meeting in the common parts of school, the teacher supervising them will ensure that no two bubbles are forced together.</p> <p>Children will be allowed to wear PPE masks and face coverings should they wish to do so, but this is not compulsory in educational settings. Any coverings must be disposable or if reusable cloth/fabric-types they should be plain coloured and should be washed daily either at home.</p> <p>In the event of new local restrictions being imposed, we will communicate quickly and clearly to staff, parents, pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Assemblies not to take place with whole school in hall. They are on zoom instead.</p>	
Staff spreading virus by close	Everyone	2 x 3	<p>All Staff wear masks or visors when in the common parts of school</p> <p>Staff who cross bubbles (either full time or peripatetic Staff) will</p>	2 x 1



contact with children			<ul style="list-style-type: none"> • Only teach from the front of the class • Wear a Perspex visor while teaching • Wear a face mask or visor if walking around the classroom • Keep physical contact with children of their possessions to an absolute minimum 	
Peripatetic staff spreading virus by close contact with others	Everyone	2 x 3	<p>Lessons will take place in rooms where social distancing is possible.</p> <p>The teacher will</p> <ul style="list-style-type: none"> • Remain 2m from the pupil at all times • Wear a Perspex visor while teaching • Ensure that small groups contain children from a single bubble only. <p>Parents asked to accept risk that child may be sent home if teacher contracts virus.</p>	2 x 1
Staff (full time or peripatetic) spreading virus by close contact with other staff or children	Everyone	2 x 3	<p>All staff wear masks in common parts of school and when meeting with each other where social distancing is not possible</p> <p>Breaks and therefore duties are at staggered times</p> <p>Meetings to take place on zoom where social distancing not possible. Friday staff meeting always zoom.</p> <p>Form bubbles to stay with their own bubbles during the day</p> <p>Staff to limit visits to the staff room (tea/coffee and photocopying only)</p>	2 x 1



			<p>Cleaning products available to wash down surfaces in staffroom where necessary</p> <p>The use of the staff room has been limited to 4 people at any one time. Photocopier to be wiped down once used with antibacterial wipes.</p> <p>No lunch to be eaten in staff room.</p> <p>Chairs have been stacked out of use</p> <p>Key Stage 1 to use downstairs staffroom, KS2 upstairs</p>	
Infection from equipment and resources	Everyone	2 x 2	<p>Staff to wipe down all objects and surfaces touched more often than usual. Examples may include toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, etc</p> <p>Where shared resources cannot be cleaned, we will clean them appropriately before being used by a different bubble. If this is not possible, they will be quarantined for 48 hours.</p> <p>The online Reading scheme (Oxford Owls) has been greatly enhanced to allow children to access level-appropriate readers from home.</p> <p>Online Mathletics has been purchased to allow level-appropriate maths homework to be set in KS1</p> <p>Enhanced midday cleaning targets all toilets, light switches, door handles and bannisters.</p>	1 x 1



			The water fountains are decommissioned; children will bring their own water bottles into school	
Infection through books	Everyone	2 x2	Staff will sanitise hands before and after marking books and will refrain from touching their face while marking	1 x 1
Infection from surfaces in high traffic areas	Everyone	2 x2	Staff will wear masks when in high traffic areas Everyone reminded to wash hands frequently School is professionally cleaned at lunch and in the evening	1x 1
Infection from toilets	Everyone	2 x 3	The number of children or young people who use the toilet facilities at any one time is limited. Children taught to thoroughly wash hands after using the toilet for 20 seconds with soap and water	2 x 1
Infection from teaching rooms and communal areas	Everyone	2 x 2	Unnecessary items removed from classrooms, eg soft furnishing, toys with intricate parts that are hard to clean, soft toys Hand sanitizers and tissues readily available Rooms are kept as well ventilated as possible (opening windows) or via ventilation units. Desks facing forward or in a suitable position to ensure social distancing Resources stay within each class, solely for the use of that bubble Equipment is wiped down between uses where another bubble is going to use it (ie laptops)	2 x 1



			Lunchtimes, arrivals and departures are staggered to prevent multiple groups queuing in same shared areas/ narrow corridors etc.	
Infection during service of lunch	Everyone	2 x 2	<p>All children wash hands before lunch</p> <p>Where 2 year groups eat in the hall:</p> <ul style="list-style-type: none"> • They are seated on opposite sides of the hall • They all face forward • They enter with a five-minute interval. • They leave from different doors to go to break <p>Years 4-6 eat in their classrooms. Children are nominated to collect lunches and cutlery from the area outside the lift according to a stagger.</p> <p>The lunchtime assistant (Anna Bodell) prepares lunches and cutlery wearing gloves and mask.</p>	2 x 1
Infection at drop-off and pick-up	Everyone	2 x 2	<p>Parents have been briefed on staggered times and on the protocol for drop-offs and pick-ups.</p> <ul style="list-style-type: none"> • Different year groups enter school via different doors and according to a stagger published to parents and staff • Reception enter and leave via football pitch entrance • Parents are asked to wait with their children outside according to their bubble and not to mingle with children or parents from other bubbles <p>The staff on the door wear masks</p> <p>Sanitiser is given either on the door (years 2-6) or in the classroom (Reception and Year 1)</p>	2 x 1



Infection in after-school clubs	Everyone	2 x 2	<p>Indoor clubs from external providers are temporarily suspended.</p> <p>All staff wear masks and socially distance</p> <p>Clubs take place where there is sufficient space and ventilation for the number of children attending.</p> <p>Children come from only one bubble</p> <p>For external providers indoors, parents asked to accept risk that child may be sent home if teacher contracts virus</p>	2 x 1
Infection from Le French Programme	Everyone	2 x 2	<p>Lessons take place in the French room</p> <p>The teacher will confirm that he/she does not teach at any other school.</p> <p>Teacher wears a Perspex visor while teaching</p> <p>Children come from only one bubble</p> <p>The French room will be cleaned after each session</p> <p>Parents asked to accept risk that child may be sent home if teacher contracts virus</p>	2 x 1
Infection in LAMDA Activity	Everyone	2 x 2	<p>Lessons take place in the ICT room</p>	2 x 1



			<p>The teacher will confirm that he/she does not teach at any other school.</p> <p>Teacher wears a Perspex visor while teaching</p> <p>Children come from only one bubble</p> <p>The room will be cleaned after each session</p> <p>Parents asked to accept risk that child may be sent home if teacher contracts virus</p>	
Infection in music lessons	Everyone	2 x 2	<p>Music lessons from external providers are temporarily suspended.</p> <p>Music lessons will only be given in rooms where there is sufficient ventilation and space to maintain social distance between teacher and pupil. Such rooms include the ICT room, the Hall and the Library.</p> <p>The teacher will wear a mask at all times</p> <p>Social distance between teacher and pupil will be maintained.</p> <p>Parents asked to accept risk that child may be sent home if teacher contracts virus</p>	2 x 1
Infection in choir practice	Everyone	2 x 2	<p>Children sit within their bubbles all facing forward</p> <p>The other bubble is at least 2 metres away, also facing forward</p> <p>The teacher is at least 2 metres away from both bubbles</p>	2 x 1



			<p>The teacher wears a Perspex visor</p> <p>The accompanist follows the same procedures as all other staff but must also</p> <ul style="list-style-type: none"> • Not use the staff room • Remain at least 2 metres from everyone else while playing • Leave the building once choir practice is over • Wear a face mask at all times 	
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HOW WE DEAL WITH SUSPECTED CASE OF COVID-19

Situation or Hazard	Who may be affected?	Risk Rating	Procedures and control measures	Revised risk rating
General guidance where pupils or adults display symptoms	Everyone	2 x 4	<p>If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for 14 days from when they first experienced symptoms and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <p>Specific guidance for staff and/or children is set out below</p>	2 x 2



			In all cases we will follow the procedures outlined in the flow chart entitled 'Covid-19 flow chart' held by the Headmaster and Health & Safety Officer	
Procedures for dealing with an adult who displays symptoms	Staff	2 x 4	<p>Staff members will be sent home immediately, and advised to follow the guidance above. Where supplies allow, he/she will be given a test pack provided to the school by the DfE, and advised to take the test as soon as possible.</p> <p>In the event of a suspected case of Covid-19 in a child, any staff who have helped the pupil in question – or pupils who have been in close contact with them – do not need to self-isolate unless they develop symptoms themselves OR they have been requested to do so by NHS test and trace.</p>	2 x 2
Procedures for dealing with a child who displays symptoms	Everyone	2 x 4	<p>In a suspected case of Covid-19 in a child, parents will immediately be asked to collect their child from school</p> <p>Pupil should be removed from the classroom, with care taken so as to avoid worry or distress</p> <p>Pupil to wait in H&S office with a member of staff. If H&S office cannot be used, Head will help to allocate another room</p> <p>Open windows for ventilation</p> <p>If child needs to use a bathroom, they should use staff bathroom across from H&S office</p> <p>Bathroom should be thoroughly cleaned before it is reopened</p>	2 x 2



			<p>H&S office (or other room) must be thoroughly cleaned afterwards.</p> <p>Staff supervising affected child must thoroughly wash hands for 20 seconds afterwards</p> <p>PPE equipment will be made available for staff member supervising, where appropriate.</p> <p>PPE should be worn when a safe distance cannot be observed.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>In the event of a confirmed case of Covid-19, the pupil in question must not attend school. All the members of their 'bubble' may (as directed by PHE) be required to self-isolate for 14 days and parents or guardians will be asked to come to collect their child from school as soon as possible.</p>	
Staff absence. Inadequate staff to pupil ratio	Everyone	2 x 3	<p>If a member of staff is ill then another internal member of staff will be asked to cover</p> <p>Staff may be able to teach via zoom whilst isolating</p> <p>Ensure ratios are adequate within the EYFS</p>	2 x 2



			See Safeguarding Policy for details on referrals, should the DSL be unavailable.	
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POSSIBLE CONSEQUENCES FOR PUPIL AND STAFF WELLBEING

Hazards?	Who may be affected?	Risk Rating	Procedures and control measures	Revised rating
Not all lessons can be delivered by usual staff in the usual way	Pupils	2 x 2	<p>We will; continue to use Teams and Zoom for children or staff working remotely. The systems are well established and work well</p> <p><u>Where a whole class is sent home</u> The timetable seeks to mirror the majority of what happens in school, but the day is shorter and screen time is kept as short as reasonably possible</p> <p>Parents are sent a guide to remote learning if a pupil is asked to self-isolate or is in quarantine</p> <p>Teaching and learning are monitored remotely via lesson drop ins and scrutiny of work</p> <p><u>If individuals are self-isolating or are in quarantine</u> Children will be able to follow the school timetable and a zoom link will be established to allow this to happen.</p> <p>Appropriate resources will be sent out so that children have sufficient work to do.</p>	1 x 1



Remote learning can have a significant on pupil well-being	Pupils	2 x 3	<p>Staff teaching remotely are reminded to look out for signs of distress in children at home</p> <p>Children and parents are sent the Safeguarding and E-safety policy</p> <p>Parents are offered some flexibility in how much their children engage with online learning in the event that it is having a negative impact on pupil wellbeing</p> <p>Children are raised as a standard agenda item in staff meetings</p>	2 x 1
Risk of pupil's absence	Pupils	2 x 2	<p>Registers are taken whether children are in school or learning remotely</p> <p>Any concerns are reported to Head as soon as they are noted. He will liaise with from teacher and DSL to decide next steps</p>	1 x 1
Self-isolation can have a significant on staff well-being	Staff	2 x 2	<p>Head will have regular keep in touch meetings/calls with people working at home to talk about any work and health issues</p> <p>When returning to work, Head will discuss whether a gradual return would be beneficial to the staff member, and will seek to make arrangements that are helpful and appropriate.</p>	2 x 1



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This document is reviewed weekly by the Proprietor, Principal and Headmaster

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