



### Overall Risk Assessment for the full re-opening of the School in the COVID-19 Environment

	Risk	Who could be harmed?	Control Measures	Remarks / Re-sessment
A	<p>Lack of advice.</p> <p>Is Government advice being regularly accessed, assessed, recorded and applied?</p>	All	<ul style="list-style-type: none"> <li>The Senior Management Team (SMT) receives regular updates from the Department for Education (DfE) and assesses and applies information relevant to our setting.</li> <li>Regular updates and advice are received from other professional sources, including the Independent Schools Council (ISC), the Independent Schools Bursars' Association (ISBA), Girls' Schools Association (GSA), the School's auditors and other consultants.</li> <li>The Governors are kept informed by the SMT and receive information from membership bodies e.g. the Association of Governing Bodies (AGBIS).</li> <li>SMT and Governors participate in forums and webinars provided by membership bodies and associations where relevant.</li> </ul>	<p>The Department for Education's coronavirus guidance for educational settings can be found at:</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures</a></p>
B	<p>Poor communication.</p> <p>Are changes regularly communicated to staff, pupils, parents and Governors?</p>	All	<ul style="list-style-type: none"> <li>Headmistress is in regular email communication with staff.</li> <li>Headmistress is in regular email communication with parents.</li> <li>Headmistress and Bursar are in regular communication with Chair of Governors.</li> <li>Regular meetings of the Governing Body are held using Teams.</li> <li>Regular Staff Briefings are held using Teams.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Staff will communicate with pupils using email and Teams in the event of full or partial School closure.</li> <li>• Any changes will be communicated as soon as possible.</li> </ul>	
C	<p>Lack of Governor involvement.</p> <p>Are changes reviewed by Governors?</p>	All	<ul style="list-style-type: none"> <li>• Extraordinary meetings of the School Council will be convened to discuss and agree strategic decisions if necessary.</li> </ul>	
D	<p>Lack of contingency plans for the transition to re-open (and possibly re-close) the School.</p>	All	<ul style="list-style-type: none"> <li>• SMT monitor UK Government advice and discuss any developments.</li> <li>• SMT are in regular communication with the Governors.</li> <li>• Contingency plans are developed and discussed at an early stage once potential changes begin to be signalled in the guidance or advice being issued.</li> </ul>	
E	<p>Insufficient staff are able to attend work for the School to be able to remain open safely for pupils.</p>	All	<ul style="list-style-type: none"> <li>• SMT will monitor staffing levels and arrange cover where possible.</li> <li>• Full closure of the School or Nursery to pupils will be determined (in consultation with the Chair of Governors) in the event that staffing ratios cannot be maintained.</li> <li>• Remote Learning would be provided to all pupils by the staff who are able to work.</li> <li>• Teaching staff have access to teaching resources, Teams and emails for delivering remote learning.</li> </ul>	
F	<p>Risk of transmission of COVID-19 is increased due to the number of adults and/or pupils on site.</p> <p>Is access to School controlled effectively and are visitor (if allowed) details recorded?</p>	All	<ul style="list-style-type: none"> <li>• Following the latest Government advice, all pupils, in all year groups, will be allowed to return to School full-time from the beginning of the Autumn term.</li> <li>• Access to the School premises during the school day will be restricted to staff and pupils only whenever possible.</li> <li>• Access to School premises is controlled and visitor information recorded. Only essential visitors (and contractors) will be permitted on site and they will be accompanied at all times by a member of staff adhering to social distancing rules.</li> </ul>	

			<ul style="list-style-type: none"> <li>Parents are not allowed on school premises without an appointment.</li> </ul>	
G	Social distancing (SD) and other hygiene rules are not communicated, understood or applied.	All	<ul style="list-style-type: none"> <li>All SD and hygiene rules are communicated and applied to all those entering the premises.</li> <li>SD and hygiene rules will be explained to staff, parents and pupils before they return to School.</li> <li>SD and hygiene protocols will be monitored and assessed on a regular basis</li> </ul>	Posters to be displayed on entrance doors and around the School.
H	Lack of hygiene materials	All	<ul style="list-style-type: none"> <li>The School has sufficient supplies of hygiene materials and these will be accessible to staff and pupils.</li> <li>Stocks of hygiene materials will be kept under close review by the Cleaning Supervisor and Caretakers and replenished in good time.</li> </ul>	
I	Inadequate cleaning regime. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	All	<ul style="list-style-type: none"> <li>The School premises will be thoroughly cleaned by the Cleaning team before staff and pupils return to School.</li> <li>In addition to the normal daily cleaning regime undertaken by the Cleaning Team, extra cleaning will be carried out during the school day to ensure high risk areas are cleaned more frequently.</li> <li>The cleaning regime will be monitored and re-assessed if necessary.</li> </ul>	Each teaching area will be stocked with sanitiser spray, cloth and gloves for use by staff, if considered necessary e.g. to clean a piece of equipment or surface should a child cough or sneeze directly on it.
J	Risk of transmission through shared teaching equipment. What precautions are being used to keep shared teaching equipment hygienic?	Pupils and Staff	<ul style="list-style-type: none"> <li>Shared teaching equipment will be kept to a minimum and resources will be confined to each year group where possible.</li> <li>Shared teaching equipment will be cleaned during the School day if it is to be used by different year groups.</li> </ul>	Pupils in the Prep Dept will be supplied with their own equipment bag for individual use items such as a pencil and scissors.
K	Risk of transmission in high risk areas.	Pupils and Staff	<ul style="list-style-type: none"> <li>The Cleaning team will clean all areas daily.</li> <li>Extra cleaning will be carried out through the School day, ensuring high risk areas are cleaned more frequently.</li> </ul>	

	Are high risk areas being regularly monitored for hygiene?			
L	Are all the risks identified properly mitigated and regularly re-assessed?	All	<ul style="list-style-type: none"> <li>Risks have been identified and mitigated as far as possible. All risk assessments will need to be dynamic and updated as appropriate if changes are required through the term.</li> </ul>	
M	<p>The virus being introduced into the School building.</p> <p>Infected staff or pupils bring the virus into the School building.</p>	All	<ul style="list-style-type: none"> <li>The School community will be asked to follow the Government's Stay At Home guidance.</li> <li>Staff have been told not to attend work if they have any COVID-19 symptoms or they are required to self-isolate because a household member has symptoms.</li> <li>Parents have been advised they must keep their children off school if they have any COVID-19 symptoms or they are required to self-isolate because a household member has symptoms.</li> <li>Visitors (including contractors) are asked to sign a declaration on arrival to confirm that they do not have any symptoms of COVID-19 and they are not required to self-isolate because a household member has symptoms.</li> <li>Pupils should limit the amount of equipment they bring into school each day to essentials such as lunch boxes, water bottles, coats, books, stationery and mobile phones. Bags will be allowed.</li> <li>Books and resources can be sent home but they may be quarantined for 72 hours on their return to School.</li> </ul>	<p>See guidance:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>
N	Coronavirus outbreak at the School necessitating its closure	All	<ul style="list-style-type: none"> <li>If the School is required to close on the advice of Public Health England (PHE), the Chair of Governors will be informed of the instructions to close and asked to confirm closure.</li> <li>All advice and guidance from PHE and other associated bodies will be followed, including the isolation of staff, cleaning or other measures needed.</li> </ul>	
O	Insurance cover not effective	All	<ul style="list-style-type: none"> <li>The School will be guided by the Government advice and will not act differently without consulting insurers.</li> </ul>	

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

	Risk	Who could be harmed?	Control Measures	Remarks / Re-assessment
1	Ineffective communication channels.  Are communication channels working and being reviewed?	All	<ul style="list-style-type: none"> <li>Communication channels are continuing to work effectively by email, School phones and through Teams.</li> </ul>	
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and Governors?	All	<ul style="list-style-type: none"> <li>Governor communication is arranged through the Clerk to the Governors.</li> <li>Parent/Headmistress communication is by email using the office@pghs.co.uk email address and by telephoning in/out from School phones.</li> <li>Pupil/Teacher communication will be face-to-face communication when School re-opens; however, if the School has to re-close to all or some year groups, communication will be by email using individual PGHS email accounts, through Teams and using School phones.</li> <li>Teacher/SMT communication will be a mixture of face-to-face communication observing social distancing, email using individual PGHS email accounts, using School phones and through Teams. If the School has to re-close to all or some year groups, communication will be by email using individual PGHS email accounts, using School phones and through Teams.</li> <li>Microsoft Forms is being used to complete staff and parent surveys.</li> </ul>	
3	If there is a Governor and / or officer for the School / department nominated to be responsible for COVID-19 matters, are their contact	All	<ul style="list-style-type: none"> <li>Members of SMT work together to continue to update the School's response to COVID-19 matters, reporting to the full Governing Body.</li> <li>SMT telephone numbers are known to all staff.</li> </ul>	

	details known and are they on call?		<ul style="list-style-type: none"> <li>Parents can contact SMT by telephoning or emailing the School Office first.</li> </ul>	
4	Is there a system to communicate with parents and staff that have not returned to School for fear of infection?	Pupils and Staff	<ul style="list-style-type: none"> <li>Conversations will take place with both staff and parents as required and at a relevant time point.</li> <li>School attendance registers will be kept and normal pupil absence protocols will be followed.</li> <li>Normal staff absence protocols will be followed. Teacher and Teaching Assistants should report absences to the Deputy Head. Non-teaching staff should report absences to the Bursar.</li> </ul>	
5	What are, and have the hygiene rules set by the School been adhered to by pupils, parents and staff?	All	<ul style="list-style-type: none"> <li>Staff, parents and pupils are all made aware of the best practice to prevent the spread of the virus.</li> <li>Staff will promote good hygiene with pupils in School.</li> <li>All pupils and staff entering School must clean their hands on arrival and frequently throughout the day.</li> <li>Hands should be washed with running water and soap for 20 seconds and dried thoroughly with a paper towel.</li> <li>Hands should be cleaned when using changing rooms, after using the toilet facilities, when returning to class after breaks and before and after eating.</li> <li>Hand sanitiser is provided in each classroom (younger children are not left unsupervised in classrooms and would only have access to hand sanitiser under the supervision of staff).</li> <li>Good respiratory hygiene will be promoted. A tissue or elbow should be used to catch a cough or sneeze and lidded bins should be used for the disposal of tissue waste ('catch it, bin it, kill it'). Boxes of tissues are provided in each classroom.</li> <li>All are expected to avoid touching mouth, eyes and nose.</li> <li>The hygiene protocols will be explained to visitors (and contractors) by the School Office staff on arrival and hand sanitiser or hand-washing facilities will be made available for their use.</li> <li>Windows and doors will be opened to facilitate the free flow of air.</li> </ul>	<p>Protocols issued to Staff, Pupils and Parents prior to return to School.</p> <p>Posters are placed in strategic places around the School to remind the School community to follow the correct hygiene protocols.</p>

6	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Pupils and Staff	<ul style="list-style-type: none"> <li>Staff have been issued with the latest guidance from the DfE and have been asked to read the information.</li> </ul>	Protocols to be sent to staff together with plans for re-opening.
7	Is School transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	Pupils and Staff	<ul style="list-style-type: none"> <li>The School Minibus may be used for the transportation of pupils in individual year groups. Hand sanitiser is to be used before boarding the minibus and when disembarking.</li> <li>Sports transportation provided by Davian Coaches will be operated under their Health &amp; Safety policy and risk assessment agreed with the Bursar. Hand sanitiser is to be used before boarding the minibus and when disembarking.</li> </ul>	
8	How is registration throughout the day managed?	Pupils	<ul style="list-style-type: none"> <li>Attendance Registers of year groups being taught in School will resume.</li> <li>If a year group is required to self-isolate at home, registration of pupils learning remotely will be undertaken in Teams at the start of each day and in every lesson for Seniors, in the LS through completion of work.</li> </ul>	
9	Are transit spaces (corridors), social zones (staff rooms, playgrounds, dining room) configured to social distancing rules?	All	<ul style="list-style-type: none"> <li>Staff should respect social distancing, especially with other adults, as they move around the School and particularly in the staff rooms and facilities areas.</li> <li>The amount of movement around the School will be reduced to a minimum.</li> <li>A one-way system will operate around the main school building to be followed by staff and pupils alike.</li> <li>Single file must be maintained in the corridors and on the stairs at all times.</li> <li>No Lower School pupils should be moving unescorted around the School.</li> <li>Specialist teachers using specialist rooms must collect their Lower School class and escort them to the specialist room.</li> <li>Cross-over between year groups will be avoided wherever possible. If a pupil comes up behind a pupil in a different bubble in the corridor or on the stairs they are to keep a 1 metre gap.</li> </ul>	<p>Drinking from the water fountains is not allowed. They have been taped off and signage applied.</p> <p>Individual water bottles are to be used. Staff on playground duty will refill bottles for the Lower School pupils. Senior pupils may fill their bottles from the water fountain following a one-way system observing social distancing.</p>

			<ul style="list-style-type: none"> <li>• The playground will be divided into zones to prevent cross over of year groups.</li> <li>• The School's catering service has been suspended for the Autumn term as it is not possible to provide a lunch service in the dining room whilst maintaining year group bubbles. The dining room will be used as an additional teaching space for the first half of term. This will be reviewed in December.</li> <li>• Pupils will be required to bring in a morning snack, packed lunch and a water bottle, and they will eat lunch in their classrooms.</li> <li>• Staff members will be required to bring in their own packed lunches and a water bottle, and they will eat lunch in their classroom or other designated staff areas.</li> <li>• Staff, parents and pupils will be reminded about the School policy of no nuts or seeds.</li> <li>• Space in the staffrooms will be limited because adults should aim to maintain a 2 metre distance from each other. Teachers and Teaching Assistants will have access to the staffrooms, Library and the back section of the ESH. Social distancing must be maintained in all areas, it is acknowledged that this is challenging in the main staffroom and staff use this area with this in mind. Nursery staff can use the Nursery kitchen or Nursery Office at break and lunchtimes.</li> <li>• SD protocols are communicated and applied to all those entering the premises.</li> <li>• SD recommendations will be explained to staff, parents and pupils before they return to School.</li> <li>• SD protocols will be monitored and assessed on a regular basis</li> </ul>	
10	Are learning and games spaces configured to social distancing rules and is exposure to other age groups minimised?	Pupils and Staff	<ul style="list-style-type: none"> <li>• To reduce the number of contacts between pupils and staff, the pupils will operate in year group bubbles and the crossing over of bubbles must be avoided wherever possible. In the event of a positive test or a confirmed outbreak of the virus, limiting the size of bubbles in this way will reduce the number of pupils and staff having to stay at home to self-isolate.</li> <li>• Senior bubbles will be taught in zones for the majority of the day.</li> </ul>	Although PPE is not a requirement in School, staff have been issued with a personal face shield that may be worn for close-up work with pupils.



			<ul style="list-style-type: none"> <li>• No pupils are to enter the room of another bubble or zone unless they are to be taught in there.</li> <li>• Pupils in Y3-11 are expected to be able to observe social distancing between them and their teachers.</li> <li>• Classrooms are arranged with forward facing desks wherever possible, maintaining a 2 metre distance from the teacher's desk.</li> <li>• Staff will keep a 2 metre social distance from pupils and other staff where practicable.</li> <li>• Single year group bubbles will be allowed to travel by coach to off-site lessons, with the exception of Years 10 and 11 who will have shared journeys occupying separate halves of the coach.</li> <li>• Head of PE to follow guidance on appropriate sporting activities and to initially restrict lessons to non-contact sports.</li> <li>• No inter-school sports fixtures are to be arranged.</li> </ul>	
11	Are different age groups catered for in terms of timetabling, length of the School day?	Pupils	<ul style="list-style-type: none"> <li>• Each year group will follow the timetable set by their teacher and arrival times will be allocated to reduce cross over of year groups.</li> </ul>	
12	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Pupils	<ul style="list-style-type: none"> <li>• A DSL will be on site at all times to talk to children.</li> <li>• The School has a Bereavement Policy.</li> </ul>	
13	Large gatherings	All	<ul style="list-style-type: none"> <li>• Large events such as whole-school assemblies, Prize Giving, plays and concerts have been cancelled or deferred.</li> <li>• Overseas trips or overnight UK residential trips planned for the Autumn Term have been cancelled or deferred.</li> <li>• Non-essential educational day trips planned for the Autumn Term have been cancelled or deferred.</li> </ul>	

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

	Risk	Who could be harmed?	Control Measures	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Pupils and Staff	<ul style="list-style-type: none"> <li>An addendum to the safeguarding policy for School closure has been written and shared with staff and placed on the website. Protocols for remote working and re-opening have been written and shared with staff, pupils and parents. Changes to the other listed documents are not therefore required.</li> </ul>	
2	Is the DSL and ADSL easily contacted and their contact information known to all?	Pupils and Staff	<ul style="list-style-type: none"> <li>Yes.</li> </ul>	
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Pupils and Staff	<ul style="list-style-type: none"> <li>Staff, pupil and parent protocols have been written to cover these areas.</li> </ul>	
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	Pupils and Staff	<ul style="list-style-type: none"> <li>One staff recruitment process completed online using Teams and exchange of documents by visiting the staff members house where social distancing was observed during lockdown.</li> <li>The recruitment of two Visiting Music Teachers processed during partial re-opening phase observing social distancing.</li> <li>Pupil recruitment completed before lockdown and further recruitment resumed once School was partially re-opened observing social distancing.</li> <li>New pupil or staff recruitment will revert to usual processes once School fully re-opens, observing social distancing.</li> </ul>	
5	Are sporting, play and SD rules clear to staff and pupils?	Pupils and Staff	<ul style="list-style-type: none"> <li>These are covered in the protocols.</li> </ul>	
6	Are drama, dance and music activities applying SD rules?	Pupils and Staff	<ul style="list-style-type: none"> <li>Social distancing guidance will be put in place.</li> <li>Specific guidance for Drama, Music and PE activities will be followed and shared with other teaching staff.</li> </ul>	

7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources, timings, SD and purpose?	Staff	<ul style="list-style-type: none"> <li>• Staff meetings will continue to be held online using Teams.</li> <li>• Teachers and Teaching Assistants will have access to the staff rooms, Library and a designated section of the ESH.</li> <li>• Nursery staff can use the Nursery kitchen or Nursery Office.</li> <li>• Seating in the staff areas will be arranged to enable staff to social distance with the exception of the main staffroom – see above.</li> </ul>	
8	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Pupils, Parents and Staff	<p><u>Main School</u></p> <ul style="list-style-type: none"> <li>• Year groups will be allocated designated drop-off and collection times to reduce the number of parents and pupils arriving at one time. Parents (and pupils) have been told that they must arrive at School at the agreed time for their year group.</li> <li>• Senior pupils will go straight into School. Mobile phones will be collected in the form rooms and stored in designated locker. Form Tutors will be in the Form room from 8.30am.</li> <li>• LS pupils will be delivered by their parents to the wooden/main gates where they will be met by a member of SMT/School staff. Pupils will be directed to line up in the playground before being led into class by their Teacher/Teaching Assistant.</li> <li>• On collection, each LS year grouping will wait together with their Teacher/Teaching Assistant at the allocated collection time and pupils will walk one by one directly from their group to the collecting adult at the wooden gates.</li> <li>• Senior pupils must leave promptly through the main gate and they are not to congregate in the playground.</li> </ul> <p><u>Nursery</u></p> <ul style="list-style-type: none"> <li>• Parents/Carers have been asked to line up in the Nursery grounds. They will be asked to bring their child to the bottom of the ramp where they will be greeted by the Teacher/Teaching Assistant who will lead them into the Nursery.</li> <li>• On collection, the pupils will wait inside the Nursery building with their Teacher/Teaching Assistant. Parents/Carers are to line up in the Nursery grounds and the Teacher/Teaching Assistant will bring the pupils out one by one to be met by their Parent/Carer at the bottom of the ramp.</li> </ul>	

			<ul style="list-style-type: none"><li>• Parents/Carers will not be allowed into the School or Nursery buildings. Parents should contact the School Office by email <a href="mailto:office@pghs.co.uk">office@pghs.co.uk</a> or telephone (020) 8886 1135.</li></ul>	
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## Medical Risk Assessment in the COVID-19 Environment

	Risk	Who can be harmed?	Control Measures	Remarks / Re-assessment
1	Are there sufficient first aiders to deal with isolating suspect COVID-19 cases and normal medical issues?	All	<ul style="list-style-type: none"> <li>All Teaching Assistants are first aid trained. In addition, a number of other staff also have first aid training, including the Headmistress and Deputy Head.</li> <li>If a child at the Nursery requires isolation, a member of SMT will go to the Nursery if it is necessary to maintain staff ratios.</li> </ul>	
2	Have medical policy, procedures and appropriate response to COVID-19 issues been revised and shared?	All	<ul style="list-style-type: none"> <li>The School will follow the Government medical advice in relation to COVID-19.</li> <li>Using PPE and responding to a suspected case of Covid-19 protocols have been written for staff.</li> <li>New protocols have been issued for pupils and staff.</li> </ul>	
3	Is the medical room(s) properly equipped or is there a separate area for holding and isolating pupils with symptoms of the virus?	All	<ul style="list-style-type: none"> <li>At the main school, the Medical Room will remain in use for pupils and staff who are unwell or are seeking medical attention in cases which are not COVID-19 related i.e. they are not presenting the symptoms of the virus.</li> <li>If symptoms are displayed by a child in School, they should be taken to the isolation unit. The School will contact the child's parents and the child will be looked after in a location away from other staff and pupils until collected.</li> <li>At the main School, the Medical Wet Room will be used as an isolation and holding bay for pupils who become unwell with symptoms of COVID-19 awaiting collection by a family member and the toilet facilities in the ESH should be used if required.</li> <li>If the Medical Wet Room is being used for isolation purposes, a No Entry sign will be placed on the ESH toilet door and the door leading to the Medical Room to indicate no entry.</li> <li>At the Nursery, the Office will be used for isolating a pupil and the staff toilet facilities will be used.</li> <li>Isolation areas are to be cleaned and disinfected after each use following Government advice.</li> </ul>	<p>See guidance:</p> <p><a href="https://gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>

			<ul style="list-style-type: none"> <li>Isolation areas will be equipped with appropriate PPE, hand sanitiser and a lidded pedal bin for waste disposal.</li> </ul>	
4	What has the School decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	All	<ul style="list-style-type: none"> <li>The School will follow Government advice on the wearing of PPE.</li> <li>If a pupil becomes unwell with symptoms of COVID-19 whilst in their setting, the child will be taken to the isolation and holding bay and the supervising adult should don appropriate PPE if a distance of 2 metres cannot be maintained.</li> </ul>	
5	Is the School aware of all pre-existing medical conditions?	All	<ul style="list-style-type: none"> <li>The School holds medical details for each pupil and members of staff.</li> <li>Parents have been asked not to bring their daughter into School if they are suffering from any of the following symptoms: a high temperature; a new, continuous cough or a loss of, or change to, sense of smell or taste;</li> <li>Pupils and staff who think they may have COVID-19 symptoms are required to stay at home and arrange for a test, following the Government's Stay at Home guidance.</li> <li>Staff will be invited to arrange a meeting with the Bursar to discuss any concerns.</li> </ul>	See guidance: <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>
6	Who has been sent home with COVID-19 symptoms?	All	<ul style="list-style-type: none"> <li>The School will keep a record of pupils or members of staff who have been sent home with COVID-19 symptoms.</li> </ul>	Record of pupils sent home to self-isolate will be logged in the First Aid Accident /Incident book.  Record of staff sent home/self-isolating will be logged by the Bursar.
7	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	All	<ul style="list-style-type: none"> <li>The School will keep in contact with the parents of pupils and staff who have been sent home feeling unwell, have tested positive for COVID-19 and/or are self-isolating at home.</li> </ul>	The First Aid Officer/Duty First Aider will make follow-up calls to parents of pupils who have been sent home unwell or are self-isolating at home.

8	If emergency services are called is there a well understood procedure?	Pupils and Staff	<ul style="list-style-type: none"> <li>No special arrangements will be necessary in the event that emergency services are required and normal procedures will be followed.</li> </ul>	
9	Are pupils regularly supervised and checked to ensure they are complying with hygiene rules?	Pupils and Staff	<ul style="list-style-type: none"> <li>Staff are promoting good hygiene with pupils in School and signage/posters will be displayed in strategic areas.</li> <li>Pupils will be supervised to ensure they clean their hands on arrival at the School and Nursery.</li> <li>Hands should be washed with running water and soap for 20 seconds and dried thoroughly.</li> <li>Hands should be cleaned regularly through the day, before and after eating, after using the toilet facilities and after sneezing or coughing. A tissue or elbow should be used to catch a cough or sneeze and tissues should be thrown away after use ('catch it, bin it, kill it').</li> <li>Pupils must ask their Teacher for permission to leave the classroom to use the toilet so that numbers using the facilities at any time are limited to just one from each classroom.</li> <li>Hand sanitiser will be available in each classroom.</li> <li>When a pupil arrives to a classroom that is not their Zone classroom, they are to use hand sanitiser on entering.</li> </ul>	In addition to the normal daily cleaning regime by the Cleaning team, the facilities will receive additional cleaning during the School day.
10	If essential work is required on site are contractors properly registered, inducted supervised?	All	<ul style="list-style-type: none"> <li>Contractors will be allowed on site to carry out essential works.</li> <li>Contractors will be asked to observe the School's COVID-19 protocols for Visitors and will be supervised at all times.</li> <li>All visitors, including contractors, will be asked to sign a declaration on arrival.</li> </ul>	Non-essential works are to be scheduled out of term time.
11	Do first aiders have the appropriate PPE, cleaning materials and training?	Staff	<ul style="list-style-type: none"> <li>First Aiders have received training.</li> <li>Cleaning materials and appropriate PPE are available.</li> <li>PPE will be available for staff supervising pupils in isolation if 2 metre social distancing cannot be maintained. Instructions for donning and doffing PPE are available in the isolation areas.</li> </ul>	First Aid Co-ordinator to ensure stocks of PPE are adequate and re-ordered in good time.
12	What is the policy on washing School clothes so as to prevent infection?	All	<ul style="list-style-type: none"> <li>Normal school uniform to be worn and cleaned regularly.</li> </ul>	

## Support Staff Risk Assessment

	<b>Risk</b>	<b>Who can be harmed?</b>	<b>Control Measures</b>	<b>Remarks / Re-assessment</b>
1	Are support staff briefed on changes regularly?	Staff	<ul style="list-style-type: none"> <li>The Bursar will brief non-teaching support staff on any required changes.</li> </ul>	
2	Do support staff have the appropriate cleaning materials and training?	Staff	<ul style="list-style-type: none"> <li>Cleaning staff will be briefed by the Bursar on their return to work.</li> <li>Cleaning materials and hand sanitiser are readily available.</li> </ul>	
3	Do staff working areas conform to SD rules?	Staff	<ul style="list-style-type: none"> <li>Members of SMT will work in their respective offices and continue to communicate by email, phone and Teams whenever possible. SD rules will be observed at other times.</li> <li>Administration staff working in the School Office should observe social distancing rules where practicable.</li> <li>Pupils must not be sent or be allowed to go to the School Office at any time unless it is an emergency situation.</li> <li>The School Office should not be used by staff as an access route to other areas; the door between the Office and the corridor to the reception area should be kept locked.</li> <li>The Caretakers should observe social distancing in their working area. The work surfaces in the cabin and any equipment should be cleaned between shifts and before use.</li> </ul>	
4	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Staff	<ul style="list-style-type: none"> <li>Cleaning regimes are inspected and reviewed regularly by the Bursar, Caretakers and Cleaning Supervisor.</li> <li>Any cleaning issues are to be reported to the Bursar.</li> <li>More frequent cleaning of high areas of risk i.e. hard surfaces, hand rails and door handles, will be undertaken by the Caretakers and Cleaning Team during the School day.</li> <li>Computer keyboards/ covers are to be wiped before use.</li> </ul>	
5	Are all security and access systems regularly checked, updated and re-coded?	All	<ul style="list-style-type: none"> <li>The Electronic Gate will be operated for staff, visitors and some pupils only.</li> </ul>	



			<ul style="list-style-type: none"> <li>• Some Lower School pupils will be supervised on and off site through the wooden gates, others through the main gate to reduce crossovers.</li> <li>• Parents will not be permitted to come into School without an appointment.</li> <li>• All communication with the School Office must be done by email or telephone.</li> <li>• Deliveries are to be left in the entrance porch and collected by Caretakers or School Office staff for distribution.</li> </ul>	
6	Have reconfigured areas, zones and routes hampered fire exits and routes?	All	<ul style="list-style-type: none"> <li>• No fire exits or fire routes will be hampered.</li> </ul>	
7	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	All	<ul style="list-style-type: none"> <li>• All normal fire and emergency procedures remain in place and regular checks maintained.</li> <li>• In the event of an emergency evacuation, social distancing will not be maintained as the overriding priority will be to evacuate the premises.</li> <li>• Internal doors of occupied rooms may be propped open during the School day to aid ventilation and reduce the need to touch door handles.</li> </ul>	Staff must remember to close doors which have been propped open when the classroom is left unoccupied between lessons times, at break times, at the end of the School day and in the event of an emergency evacuation.

## Facilities Management Risk Assessment

	Risk	Who may be harmed?	Control Measures	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	All	<ul style="list-style-type: none"> <li>Heating systems in working order and maintained.</li> </ul>	Annual service undertaken July 2020.
2	Gas supply, venting and valves?	All	<ul style="list-style-type: none"> <li>Gas supplies, venting and valves in working order and maintained.</li> </ul>	Annual service undertaken July 2020
3	Have air conditioning ducts and units been checked and reviewed?	All	<ul style="list-style-type: none"> <li>Service visit for air conditioning systems maintained.</li> <li>Annual cleaning of ventilation ducts in main hall.</li> </ul>	Annual service undertaken Jan 2020 Annual service undertaken July 2020
4	Electrical tests up-to-date including emergency lighting and PAT?	All	<ul style="list-style-type: none"> <li>Electrical testing up-to-date, including emergency lighting.</li> <li>PAT testing has been carried out.</li> </ul>	Annual service undertaken Feb 2020 Annual service undertaken July 2020
5	Water testing for temperature, flow and legionella in date for test?	All	<ul style="list-style-type: none"> <li>Regular water testing by Caretakers and external consultants up to date, including legionella testing</li> </ul>	Review of Legionella Risk Assessment Survey completed by external consultants in July 2020.
6	Fire alarm panel, system and extinguishers in date and serviced?	All	<ul style="list-style-type: none"> <li>Fire alarm testing up to date.</li> <li>Fire equipment servicing up to date.</li> </ul>	Servicing Feb 2020 and August 2020 Annual service undertaken Jan 2020
7	Have waste procedures been reviewed?	All	<ul style="list-style-type: none"> <li>Normal waste collections are in place.</li> <li>Lidded bins have been installed throughout the School for the disposal of tissue waste.</li> <li>Protocol for disposing of potentially contaminated waste from an individual displaying symptoms is advised to all relevant staff. All waste that may be contaminated by a COVID-19 sufferer should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. It should be date marked and placed in the separate designated external dustbin for 72 hours before disposal in the general waste bins.</li> </ul>	Weekly collections
8	Are pest control services recorded, deficiencies identified and actioned?	All	<ul style="list-style-type: none"> <li>Pest control service up to date.</li> </ul>	Every two months – last visit July 2020
9	School vehicles fully registered, insured,	All	<ul style="list-style-type: none"> <li>School minibus insured, maintained.</li> </ul>	Annual service completed July 2020 Weekly checks by Caretakers

	<p>maintained and stocked with appropriate hygiene materials if they are to be used?</p>		<ul style="list-style-type: none"> <li>• Pack of anti-bacterial wipes kept in minibus for cleaning controls before/after use.</li> <li>• Hands to be sanitised when boarding the minibus and when disembarking.</li> <li>• Hand sanitiser available on board the minibus.</li> </ul>	<p>10-week checks undertaken by qualified mechanics during school year. Caretaker to ensure cleaning materials are available in minibus.</p>
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*Updated 12-10-20*