



# NEWLAND HOUSE SCHOOL

## COVID-19 – Risk Assessment 2020/21 and 2021/22

### Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Current status	Remarks and actions
A	Is government advice being regularly accessed, assessed, recorded and applied?	<p>Member of SLT receiving all of the updates and sharing with SLT as soon as they come in.</p> <p>Key documents shared with staff via email and in meetings</p> <p>Regular SLT meetings about returning to school</p>	SLT working on most up-to-date advice.	<p>Reviewed 15/6- new advice allowed us to bring additional year group back.</p> <p>Reviewed 22.6.20- worked well and run face to face in last week</p> <p>Reviewed 13/7/20 in view of Autumn Term reopening</p> <p>Reviewed 20/10/20- tier 2 implications and then 4/11/20 prior to November 'lockdown'</p> <p>January 2021- new lockdown advice considered</p> <p>March 2021- new advice considered</p> <p>August 2021- new guidance considered and actioned</p> <p>December 2021- new guidance adhered to.</p>

B	Are changes regularly communicated to staff, pupils, parents and governors?	<p>Two weekly meeting between Chair of Governors and Head- staggered return first item on agenda.</p> <p>Parents being communicated with and will be increasingly so.</p> <p>Pupils being 'drip-fed' information and something more detailed will be provided once the staggered return has been confirmed.</p> <p>Staff have had general meeting and Q and A session and those directly affected in first wave will have detailed meeting with them.</p> <p>Staff and parents will receive the detailed plans well in advance of Autumn term</p>	<p>Yes and will continue to be</p> <p>Parents happy with proposal so far.</p> <p>Transition pack created for parents to share with pupils and teachers to teach to pupils on return</p> <p>Staff on the whole seem happy with the safety aspect</p>	<p>Governors to be made aware of the</p> <p>implications of the staggered return to school over the longer as well as shorted period.</p> <p>Before and during October half-term- messages sent to teachers</p> <p>January 2021- staff and parents informed of changes</p> <p>March 2021- staff and parents informed of changes</p> <p>August 2021- new guidance shared as email with staff</p> <p>August 2021- new guidance summary shared by letter of parents</p> <p>September 2021- inset with staff discussing the guidance</p> <p>December 2021- new guidance shared with staff and parents</p>
C	Are changes reviewed by governors?	Chair of Governors will review and agree changes following meeting with Head.	Yes- 26 <sup>th</sup> May- governors voted to re-open	<p>15/6/20- governors to be told the second proposal</p> <p>Reviewed 22.6.20- Governors agreed to phase 3</p> <p>Implications discussed with Chair 11/11/20</p> <p>January 2021- governors informed of school's actions</p> <p>September 2021- school's approach within Head's Report to governors</p> <p>December 2021- board aware of our approach</p>
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>No peripatetic teachers on-site- (music, SEND or after-school clubs' providers) Peripatetic music teachers will return to school in September with various PPE measures in place (see separate risk assessment).</p> <p>Peripatetic teachers still allowed but increased guidance around use of PPE</p> <p>No non-essential visitors on-site. Visitors who add something to educational offering allowed back on-</p>	To be filled in	<p>All staff need be told this.</p> <p>15/620- no visitors have been on site at all.</p> <p>Reviewed 22.6.20 no visitors have been on-site</p> <p>Reviewed as part of the new government directive 13/7/20</p> <p>Reviewed 20/10/20- tier 2 implications and then 4/11/20 prior to November 'lockdown'</p>

		<p>site from September as long as they adhere to the correct standards.</p> <p>Deliveries to follow strict protocol and delivery drivers not to enter site unless necessary</p> <p>Site maintenance work will on take place during school hours in an emergency</p> <p>Reception staff fully aware of the correct protocol in terms of dealing with visitors.</p> <p>Only staff and pupils are allowed onsite. Parents are not permitted into school buildings <b>except by appointment and for exceptional reasons</b> and must drop off at the designated entry pupil entry points</p> <p><b>No parents on-site in November 2020</b></p> <p>Clear guidance given to staff, pupils and parents regarding entry points</p> <p><b>Prospective parents allowed back on-site but only at quiet spots. They will not interact with pupils or staff and tours will only be with one family at a time.</b></p> <p><b>Prospective parent visits stopped for November 2020 lockdown</b></p> <p>Access to site limited to essential drop-off and pick-up times.</p>		<p>January 2021- no external visitors on-site with any members of school community</p> <p><b>March 2021- no external visitors on-site with any members of school community</b></p> <p>September 2021- with parents having been off-site for a period of time, we have taken the opportunity to continue to restrict access compared to before Covid. Parents encouraged to move on from the school quickly.</p> <p>All visitors arrive and are signed in at Reception. Covid reminders given at Reception</p> <p>December 2021- all visitors only with prior appointment and meetings remote where possible</p>
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>Keep your distance posters to be displayed around the school. Hygiene posters displayed around school.</p> <p>This message will be constantly reinforced</p> <p><b>The new messages particularly around staff interacting with other staff will be reinforced during the inset programme period to the start of the Autumn Term</b></p> <p><b>Beginning of November 2020- new signs around school about facemasks and about appropriate distancing of staff</b></p> <p><b>March 2021- emphasis on handwashing and also ventilation.</b></p> <p>September 2021- emphasis on handwashing, respiratory hygiene and ventilation</p>	<p><b>July 2020- we will need to enforce this next term even more rigorously, with so many people on-site.</b></p>	<p><b>15/6/20 this is working well</b></p> <p><b>Reviewed 22.6.20- with Year 5 in, still working well</b></p> <p><b>Reviewed half-term Autumn Term 2020</b></p> <p>January 2021- clear guidance given to staff</p> <p><b>March 2021- clear guidance given to staff and pupils</b></p> <p>September 2021- relaxation on distancing but emphasis on handwashing,</p>
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Timetabled hand washing for pupils. Posters in staff and pupil toilet areas</p> <p>Handwashing is the preferred method. Hand gel is the second line</p>	<p><b>The importance of handwashing needs to be highlighted for staff too.</b></p>	<p><b>15/6/20 staff given twice weekly reminders.</b></p>

		<p>of defence, its use monitored by teachers.</p> <p>Hand gel is available for staff to use when washing is impracticable</p> <p>Information for staff to provide to pupils included in the Class Handbooks</p> <p>Within toilets, certain sinks and cubicles allocated to particular year groups.</p>	<p>Additional handwashing provision for boys in prep installed during the summer break</p>	<p>Reviewed 22.6.20- all pupils had lesson on this today to re-establish rules</p> <p>Another reminder beginning second half of Autumn Term 2020</p> <p>January 2021- all staff on-site sent the updated advice.</p> <p>March 2021- conversations with staff members as required</p> <p>September 2021- Whole school start of year assembly covering this. Regular updates from form teachers.</p>
G	Is there sufficient supplies of hygiene materials and are they well placed?	<p>Stock levels of cleaning materials are being increased. Disinfectant, surface wipes, hand gel, soap.</p>	<p>July 2020- plenty of stock available and more being ordered.</p> <p>November 2020- good levels of essential stock</p>	<p>September 2021- plenty of stock</p>
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>Cleaning staff to be briefed on cleaning priorities whilst pupils and staff are in school.</p> <p>Cleaning method statement prepared</p> <p>There will be a new cleaning rota and working time has been changed so that there is increased cleaning during school day- this is now in place provide a balance of cleaning in situ alongside ensuring premises are cleaned properly at the end of the day.</p>	<p>Procedure in method statement allows staff to highlight areas/resources that need priority cleaning</p>	<p>15/6/20 Cleaning working well and regime will be adapted</p> <p>Reviewed 22.6.20- new schedule is working and plans in place to clean thoroughly between classes.</p> <p>13/7/20- New Autumn Term cleaning rota being created.</p> <p>Cleaning packs (spray, blue roll and wipes) to be used by teaching staff in specialist teaching spaces</p> <p>Wipes to be available for teacher desk where classroom used by different teachers</p> <p>March 2021- cleaning routine to return to Autumn Term levels</p> <p>September 2021- continue with during the day cleaning structure as per last academic year</p>
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>Review and re-plan schemes of work to avoid high levels of inter-child contact.</p>		<p>15/6/20 all classes have box of equipment that is only used by them. Hands are</p>

		<p>Any communal resources will be prioritised for cleaning.</p> <p>New timetable devised to avoid overlap of groups (these groups will be year group bubbles). Lessons planned and adapted to maintain safety.</p>		<p>washed before and after use.</p> <p>13/7/20- Separate playground equipment for each year group bubble. Children and teachers to assist with keeping communal areas (such as DT and Art Rooms) clean after use. Children required to have certain equipment of their own.</p> <p>Music RA includes cleaning of instruments</p> <p>January 2021- no musical equipment used. Staff sanitising shared equipment</p> <p>Regular cleaning of shared areas plus equipment also being quarantined</p> <p>September 2021- relaxation in requirements in this respect</p>
J	Are high risk areas being regularly monitored for hygiene?	Site team to monitor regularly		13/7/20- High risk areas to be prioritised for regular cleaning
K	<p>Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?</p> <p>Are contingency plans in place for the transition to the school building to be shut again (for whole school or selected year groups)?</p>	<p>Planning for initial staggered return includes level of sustainability to ensure that subsequent year groups would 'slot in' rather than requiring re-planning.</p> <p>Once the full details of how the initial year groups' return will be managed are available, and once a review has been done on how well it is working, all of this will be shared with rest of staff body as preparation for extended roll-out before going to parents.</p> <p>July 2020- the remote learning timetable that we put in place will be able to be reused in the event that we need to close the school building</p>	Part of current plans	<p>Staffing requirements for all other year groups to be shared once the first 4 years are back.</p> <p>15/6/20- system has been established so that a subsequent year group will easily slot in</p> <p>Reviewed 22.6.20- all year groups successful to this point and happy to proceed</p> <p>13/7/20- Deputy Head (Academic) and (Pre-Prep) will reallocate staff to the remote learning timetables</p> <p>January 2021- despite short notice, successful reintroduction of remote learning</p> <p>December 2021- contingency plans revisited in case of full lockdown</p>
L	Are all the risks identified properly mitigated and regularly re-assessed?	<p>Members of SLT have defined roles in the planning stage to ensure that every eventually is planned for.</p> <p>Staff are part of the planning process and will be given responsibility to take an active part in making their areas of the school safe.</p>	During the planning phase, all considerations were made.	<p>15/6/20 This is the leading item at the SLT meetings that occur twice a week.</p> <p>13/7/20 This will remain the first item on SLT meetings next term</p>

		July 2020- detailed SLT planning meetings have taken place and will continue to do so, in order to continually assess the risks		<p>Following first positive Covid case- access to staff rooms reviewed and expectations on distancing between staff in bubbles re-visited</p> <p>January 2021- at start of term, this will be a daily conversation</p> <p>March 2021- regular assessment</p> <p>September 2021- regular item on SLT agenda</p> <p>December 2021- regular item on SLT agenda</p>
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### Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, parentmail, WEbex	<p>The dual-use of Parentmail and Firefly is being used for parents and we are utilising surveys to allow parents to offer their feedback.</p> <p>In terms of communicating with staff WebEx remains the primary means of communication.</p> <p>Following the success in the Summer Term 2020, a designated section on Firefly will be created detailing procedures for Autumn Term 2020</p>		<p>Reviewed 22.6.20- parents receiving parentmail and sign-up for staggered return has been good.</p> <p>13/720- JT to start creating a new section on Firefly</p> <p>November 2020- Firefly continues to be the usual means of communication</p> <p>September 2021- Firefly still being used and Teams has taken over from WebEx</p>
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	<p>Q and A staff sessions</p> <p>Regular emails</p> <p>Regular invitations to feedback to SLT</p> <p>Weekly staff meetings to share information and to get feedback from staff</p>		<p>Reviewed 22.6.20</p> <p>Class reps meetings scheduled. Head has spoken to various parents</p> <p>November 2020- open door policy continues to be effective</p> <p>September 2021- open dialogue with all stakeholders</p> <p>December 2021- consideration given to various parental comments received</p>
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Yes- Andrew Gumpert who is available whenever needed.		September 2021- Andrew Gumpert still go to governor
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	DSL are monitoring pupils who are not regularly	Awaiting indicative survey from parents in	15/6/20- these parents have been contacted directly

		<p>attending and keeping in contact.</p> <p>Head and HR Manager will talk to staff who have expressed concerns about returning</p> <p>All significant meetings will be offered via WebEx too for staff.</p> <p>More regular parental communication will continue</p>	order to help decide	<p>September- if applicable this will be followed up</p> <p>December 2021- further clarification given for parents whose child was a close contact of a family member with Covid</p>
5	Who has travelled where: other than home and school?	Parents and Staff to notify school if they or household members are quarantined following travel		<p>Refers to overseas travel/quarantine requirements and to highlight where social distancing may not have been observed- parents and staff to provide information following summer holidays</p> <p>September 2021- parents and staff reminded of the guidance</p>
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<p>All staff and pupils must wash hands regularly and advised not to touch face.</p> <p>Coughing and sneezing to be done into a tissue, which is then binned and hands washed. If this is not avail, this to be done into elbows.</p> <p>Comprehensive cleaning regime as detailed elsewhere</p>		<p>15/6/20 these continue to be followed carefully</p> <p>Reviewed 22.6.20 yes- reminded parents on 19.6.20</p> <p>Second half of Autumn term 2020 new guidelines issued to staff about expected use of facemasks in indoor communal areas. Year 7 and 8 boys also have the same expectations</p> <p>January 2021- schedule of handwashing for children in school</p> <p>September- handwashing schedule to restart</p> <p>December 2021- handwashing regime continues as does proper ventilation in classrooms</p>
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Staff trained on this during inset day on Friday 22<sup>nd</sup> May</p> <p>14/7/20- this will be part of the inset programme before the start of the Autumn Term.</p>		<p>15/6/20 second staff training day on 19/6/20 for next batch of returning staff</p> <p>Reviewed 22.6.20- detailed email for all remaining staff will be sent</p> <p>September 2021- inset day message given</p>
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	<p>No school transport for the rest of the academic year.</p> <p>14/7/20- from September 2020, this will be in place including PPE for drivers and masks for children who</p>		<p>November 2020- school transport continues to be used safely</p>



		are 11+. Minibuses will be cleaned following each ride.		September 2021- school transport running as per guidance
9	How is registration throughout the day managed including temperature / health checks?	<p>Registration twice a day as normal.</p> <p>Children asked at registration how they are feeling</p> <p>Temperature checks will only be done if a child says that they are feeling ill or an adult suspects that they may be.</p>	Teachers will check with parents at drop off or pick up how their child is feeling	
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	<p>Signage for one way systems to be displayed together with signage for keep your distance and no entry</p> <p>Staggered break times- Prep playground split into zones</p> <p>Staff rooms to have strict maximum limit on them and extra furniture to be removed.</p>		<p>15/6/20 all working well and will be adapted to welcome one more year group.</p> <p>Reviewed 22.6.20- yes using the space as well as required and bubbles are being kept separate aside from occasional transitions which are inevitable</p> <p>14/7/20- this has been reviewed in preparation for September 2020</p> <p>November 2020- social distancing expectations reinforced</p> <p>September 2021- SD restrictions relaxed but staff reminded that it is one of the most effective ways of minimising transmission</p>
11	Are learning and games spaces configured to SD rules?	<p>Yes- playground in zones, Dining Hall with reduced capacity and re-configured. Pre-Prep classrooms have a reduced number of resources in and all soft furnishings and toys have been removed. Prep classrooms have all unnecessary furniture removed and desks spaced as far apart as possible. Largest Prep classrooms being used.</p> <p>From September 2020, most classrooms have to be used but all will have desks as far apart as possible and facing the front.</p>		<p>Information will be given to staff on the inset days in Autumn 2020</p> <p>September 2021- not required</p>
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	The new timetables reflect these expectations		15/6/20 Year 5 group returning will focus on the core subjects.



				January 2021- remote learning timetable takes age into account
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	PSHE is a fundamental part of the new timetable and will be taught daily. This to include plenty of time for children to talk about their feelings.		<p>November 2020- Wellbeing Coordinator has started working with groups and individual children.</p> <p>September 2021- Wellbeing Coordinator now permanent member of staff</p>

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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	We have created a comprehensive Safeguarding Appendix to supplement the Safeguarding policy. This has been shared with staff and governors and is on the school website	Staff are aware of their responsibilities	September 2021- safeguarding update for all staff and updated policy and KCSIE shared.
2	Is the DSL and ADSL easily contacted and their contact information known to all?	Yes this is widely published		
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	The Appendix to the Safeguarding policy includes this information		This was reviewed in August 2020
4	Are class sizes reduced and kept together in their "bubble" (minimising contact with others) and properly supervised?	Plans for return to school include reduced classes of a max of 15.		<p>15/6/20 this will again be the case in Year 5</p> <p>Reviewed 22.6.20- returning classes will be a maximum of 10 per group</p> <p>July – Autumn term bubbles will be in year groups (max 63 pupils). Year 7 and 8 will be one bubble (40 pupils)</p> <p>January 2021- children on-site in small groups in different locations</p> <p>September 2021- not required</p>
5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities?	<p>Reception and Year 1 may need more support. Some suggestions that each class/bubble will have their own box of toys and equipment. No sharing to avoid cross-contamination.</p> <p>Year 6 is a transition year and will be given more project work and activities</p>		

		for their last half term in school.		
6	Are staff having sufficient down time / rest during the working day / week?	Awaiting full results of staff wellbeing survey	December 2020- there is no doubt that staff have found this term challenging. The SLT have listened and have tried to help as required.	January 2021- remote learning timetable has been set up to try to achieve a balance.  September 2021- school timetable will make it easier for staff as children move to them.  December 2021- opportunity for staff to socialise at the end of term well received and good for the wellbeing
7	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	No new staff or pupils are part of the returning group		New staff induction Alka  New parents to be given the same information  January 2021- new routines mentioned to all staff at inset  September 2021- revised induction programme for new staff rolled out
8	Are sporting, play and SD rules clear to staff and pupils?	Yes- full details shared with staff on 22 <sup>nd</sup> May and will be with pupils on their first day back.		15/6/20 adapted PE and playground games in place  Reviewed 22.6.20- this is continually discussed with staff  January 2021- HoD Sport has reviewed this.  September 2021- not required
9	Are drama, dance and music activities applying SD rules?	Yes		January 2021- specific sections of new guidance adhered to.  May 17- relaxation of restrictions allow for planned end of term events including parents. Separate risk assessments created for these.  September 2021- not required
10	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Staff meeting are being held via WebEx  Refreshments will be provided by caterers to		Autumn term staff kitchens – one person at a time and surfaces cleaned after each use by that person

		<p>avoid use of staffroom kitchens</p> <p>Photocopier is to be used by member of staff at a time and the machine wiped down with alcohol wipe after use.</p>		<p>Staff room numbers limited to ensure social distancing to a maximum of</p> <p>4 in Nursery</p> <p>4 in the Prep Prep</p> <p>8 in the Prep</p> <p>November 2020- regulations have been made even more explicit</p> <p>January 2021- staff rooms only accesible for hot drinks</p> <p>December 2021- all large staff meetings have returned to being online</p>
11	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	<p>Parents will be informed of drop off and pick-up times for their child and their specific points of access. No parents will be allowed in the school building and must drop off outside.</p>		<p>15/6/20 Year 5 will have their own drop off and pick up time.</p> <p>Reviewed 22.6.20- new groups again have their own slots- parents reminded of their responsibilities</p> <p>End of September 2020- use of more exit points to help avoid overcrowding. Also siblingf collection to avoid lots of parents waiting around.</p> <p>Children in-school have separate pick-up and drop-off locations</p> <p>September 2021- revised procedures shared with parents and monitored by staff</p>
12	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	<p>Children in Prep will be given a section in the Playground and will be supervised in that area.</p> <p>Classrooms for Year 6 are spread out so that there is minimal contact. Break and lunch times will be staggered to minimise contact.</p> <p>Children using different exits and entrances to the building to avoid accidental overlap</p>		<p>September 2021- not required</p>
13	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<p>Cleaning method statement</p> <p>No PPE screening in classsrooms</p>		<p>November 2020- following positive case in school, additional advice given to teachers about how to</p>

		Limited SD achieved by reduced occupancy  Autumn term normal occupancy with all desks facing in one direction		effectively distance at front of class  January 2021- children of key workers distanced as well as possible- facing forward in KS 2 and 3  September 2021- not required
14	Have unnecessary items been removed from classrooms and other learning environments?	Items will be moved into storage or other classrooms.  Autumn - Surplus resources and furniture to be removed but all resources should be available to deliver the full curriculum		15/6/20 for Year 5 rooms, this will be done on 19/6/20  Reviewed 22.6.20- this will be done prior to next arrival  September 2021- not required
15	Are soft furnishings, soft toys and toys that are hard to clean been removed?	Yes		This needs to be done on the Inset day  Autumn term – no longer necessary but resources without curriculum value should be removed
16	Can staff manage, whilst in the transition phase, both in school and remote learning?	We have set up what we feel will be a manageable schedule and this will be regularly reviewed		Autumn Term 2020- various children and classes at home and self-isolating- teachers taught hybrid methods effectively.  September 2021- not required
17	Are assemblies, break times, drop-off and collection times sufficiently well staggered?	Yes		This will be reviewed after day one and then subsequently. Changes made immediately as needed.  Autumn term - assemblies will be in year groups  January 2021- playground split up into zones. Different entrances for drop-off and pick-up  September 2021- not required  December 2021- assemblies continue to happen in person but with adequate ventilation
18	Are meal times de-conflicted, reflecting SD in the canteen and dining hall whilst providing sufficient nourishment?	Lunch breaks will be staggered. One group each day will be served a packed lunch to be eaten in the playground.		15/6/20 Year 5 will have packed lunch in classrooms as dining areas are already fully utilised

		Autumn term arrangements with year group bubbles and cleaning between sittings		<p>Reviewed 22.6.20- final phase will not eat in school- capacity issues.</p> <p>November 2020- additional servery created in Hall to allow for better timing and distancing</p> <p>January 2021- groups of children and staff kept apart</p> <p>September 2021- not required</p>
19	What are the risks of providing breakfast and after school clubs?	<p>Breakfast and ASC will not be offered for pupils in returning year groups</p> <p>Autumn term after school clubs will resume. Registers will be kept and some clubs will be restricted to particular year groups</p>		<p>Reviewed 22.6.20- none available</p> <p>January 2021- afterschool care for keyworker children available as a separate bubble</p> <p>September 2021- risks acceptable in line with more general school guidance</p>
20	What vulnerable staff and children are in school / home, is medical advice being followed and are they properly supported?	<p>All staff have been asked to inform school if they are vulnerable or live with someone who is vulnerable.</p> <p>Children in vulnerable category (or have a family member who is) will still be able access the remote offering</p>		<p>15/6/20 no vulnerable staff members are coming back to school</p> <p>Reviewed 22.6.20- no vulnerable staff will return</p> <p>Autumn term – all staff to return. Staff with concerns will be encouraged to discuss these and reasonable adjustments made.</p> <p>November 2020- all staff and children can attend school. Admin staff who can work from home encouraged to do so.</p> <p>January 2021- children with EHCPs have their one-to-one support in school with them.</p> <p>September 2021- action plans for all vulnerable staff (included a pregnant staff member over 28 weeks) in place</p> <p>December 2021- all main considerations for vulnerable staff removed beyond what is provided more generally as part of our normal health and safety procedures. Risk assessments carried out for</p>

				individual staff members when required
21	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	Deputy Heads are speaking with staff regularly and they have been given details of Education Support partnership.		<p>Autumn Term 2020- this is reviewed regularly at weekly SLT meetings and staff who need support are being reached out to.</p> <p>During remote learning period, regular check-in with staff will happen.</p> <p>September 2021- focus for academic year is on supporting staff. Pupil wellbeing will be assessed on return to school.</p>
22	Where activities have been re-scheduled is SD working and are the timings sufficient?	<p>We will take stock after the first day of return to school and at regular intervals thereafter.</p> <p>Staff members to let us know immediately of any concerns.</p>		<p>October 2020- choir and music ensembles starting back up in year groups.</p> <p>Children in school are separated effectively</p> <p>September 2021- not required</p>

### Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help?	<p>Class groups of 15 or less and will stay with their allocated adult supervisors</p> <p>Autumn term - bubble sizes will be year groups (up to 63 pupils) and year 7/8 will be one bubble (40 pupils)</p>		<p>15/6/20 to be discussed at training day on 19/6/20</p> <p>Reviewed 22.6.20- to be sent via email</p> <p>Reviewed again November 2020</p> <p>Reviewed January 2021 and based on this, testing is now taking place for secondary aged pupils and staff (see separate RA below).</p> <p>September 2021- discussed at inset</p>
2	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied?	<p>Posters</p> <p>Extra tissues have been purchased</p>		<p>15/6/20 to be discussed at training day on 19/6/20</p> <p>Reviewed 22.6.20- to be sent via email</p> <p>September 2021- discussed at inset</p>
3	Is there anyone in addition supervising the normal medical staff?	Will not require additional supervision but will have support		15/6/20 to be discussed at training day on 19/6/20

				<p>Reviewed 22.6.20- to be sent via email</p> <p>Autumn Term 2020- Bursar working closely and regularly with first aiders</p>
4	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, and normal medical issues?	Sick bay staff allocated. Sufficient qualified first aiders on site to provide first aid in alternative areas if suspected COVID case in sickbay		<p>Throughout Autumn Term 2020 the first aid methods worked well.</p> <p>January 2021- sufficient first aiders still on-site</p>
5	If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded?	Infra-red thermometers are available in all first aid rooms if an elevated temperature is suspected in a pupil or member of staff		
6	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Revised first aid room procedure		<p>15/6/20 to be discussed at training day on 19/6/20</p> <p>Reviewed 22.6.20- to be sent via email</p> <p>January 2021- new guidelines around testing has been sent to staff.</p>
7	Are the medical rooms properly equipped?	There is additional PPE in the medical rooms and staff have been briefed		September 2021- well stocked
8	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?	<p>No masks for pupils. If masks are worn on arrival they must be removed and place in a plastic bag by the pupil and then they must wash their hands</p> <p>Staff permitted to wear masks if they wish but this will not be provided by the school except in for first aider in the event of a suspected case of COVID</p>		<p>15/6/20 to be discussed at training day on 19/6/20</p> <p>Reviewed 22.6.20- to be sent via email</p> <p>November 2020- face masks used by Year 7 and 8 boys- instructions on use sent home. Staff also to wear masks in internal communal areas.</p> <p>January 2021- for staff working on-site, facemasks also to be worn in classrooms when in close proximity to children.</p> <p>March 2021 Year 7 and 8 boys to wear masks in classrooms and around school (finished April 2021)</p> <p>September 2021- except for first aiders dealing with a suspected pupil case, PPE is voluntary except for visitors in classrooms who will be asked to wear masks</p> <p>December 2021- staff and Year 7 and 8 pupils wearing facemasks indoors.</p>
9	Do the sickness management rules need to be re-stated and the "don't come to work if you are ill" understood.	HR Manager will remind staff of sick absence procedures,		This has been emphasised at various times in the Autumn Term.



				September 2021- discussed at inset
10	As different age groups have different risk profiles is each group (staff and pupils) risk assessed?	This will done through consultation between a member of SLT.  Arrangements will be amended as necessary		September 2020- staff list of vulnerable and extremely vulnerable  January 2021- email sent to staff to get an up-to-date list  September 2021- new rules on this taken into account
11	Is the school aware of all pre-existing medical conditions?	School has information on all pupils and staff. All staff are asked to complete a health questionnaire and have been asked to inform Head and HR Manager if they are vulnerable.		September 2020- new list for all pupils and staff compiled  January 2021- all children on-site had to resubmit medical details
12	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	We will create a schedule to record all potential COVID-related incidents		In these instances, all other members of the bubble will be notified immediately  PHE contacts will be notified and advice followed to determine who should be notified  Autumn Term 2020 the following cases were amongst our school community:  One Pre-Prep member of staff  Two Pre-Prep children (different year groups)  One Prep child  January 2021, following the Christmas break, the following members of the community had tested positive:  There Prep staff  Two Pre-prep staff  September 2021- for the start of term:  1 member of staff  1 pupil  December 2021- daily log maintained of children with Covid
13	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	We will create a schedule to record all potential COVID-related incidents		In these instances, all other members of the bubble will be notified immediately  PHE contacts will be notified and advice followed to determine who should be notified

				<p>Autumn Term 2020- we contract traced all positive cases and alongside PHE, sent relevant people home to self-isolate.</p> <p>January 2021- no one yet this term- all positive cases were over the Christmas break</p> <p>September 2021- test and trace now following this up</p>
14	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	We will create a schedule to record all potential COVID-related incidents		<p>In these instances, all other members of the bubble will be notified immediately</p> <p>This is not necessary</p> <p>Autumn Term 2020- various staff members and children had to do this.</p> <p>January 2021- no one yet</p> <p>September 2021- log kept at school</p>
15	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Head and DH Pre-Prep will maintain		<p>Autumn Term 2020- leadership team did this.</p> <p>January 2021- line managers are in communication with staff</p> <p>September 2021- Head will continue to liaise with parents and staff at home</p>
16	Who is shielding another family member and/or who has a condition that precludes their attendance at school?	Staff and child-log created of these individuals		<p>January 2021- updated log created</p> <p>September 2021- none</p>
17	Is proof required for shielding and of individual conditions?	Staff have been asked to send their shielding letter to the HR Manager		<p>Shielding suspended on 1<sup>st</sup> August 2020</p> <p>Staff will be asked to raise any concerns regarding a return to work in school</p> <p>January 2021- shielding staff remaining at home</p> <p>September 2021- new rules on this</p>
18	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Sick bay areas to be used for this purpose. If another pupil requires attention they will be held in the reception area		
19	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Infrared thermometer PPE to be used by first aider (mask and gloves)		
20	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	No alteration to current procedures required		

21	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	This will be regularly reviewed by all members of SLT		
22	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Essential contractors only  Will asked to confirm health status and inducted regarding hand washing and social distancing		
23	Do medical staff have the appropriate PPE, cleaning materials and training?	Masks, eye shields, aprons and gloves will be supplied Regular cleaning of sick bay by cleaning staff		
24	What is the policy on washing school clothes so as to prevent infection?	Pupils and Staff will be asked to wear freshly laundered clothes		Autumn term – no requirements regarding laundry of clothing and normal school uniform and work clothes to be worn  September 2021- not required
25	Use of lateral flow tests	Regular use of school provided tests		Any staff at school tested twice a week on-site  All staff strongly encouraged to test twice a week.  Year 7 and 8 boys to have voluntary tests.  September 2021- Year 7 and 8 boys have done 2 lateral flow tests prior to the start of term. They will be encouraged to do them twice weekly as will staff.  December 2021- LFTs now used by close contacts as well as regularly by staff and Year 7 and 8 boys

### Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Weekly staff meetings have occurred throughout closure include briefing regarding planning for closure and reopening		January 2021- weekly staff meetings will have this on the agenda Sept 2021 these continue
2	Do support staff have the appropriate PPE, cleaning materials and training?	Stock levels have been checked and orders placed. Higher stock levels to be maintained for gloves, cleaning fluid, masks, aprons, equipment wipes		January 2021- all support staff working as part of key-worker provision have access to appropriate PPE as well cleaning resources to supplement the work that the cleaners do Sept 2021 masks no longer required but optional. Should be considered when working in confined spaces with contractors and contractors informed accordingly Perspex screens to remain in place at reception and in bursary office December 2021- stock levels for face masks high.

3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	New cleaning schedule prepared to ensure cleaning staff are at all 3 school sites whilst open	Method statement completed	Jan 2021 Cleaning staff briefed regarding revised/enhanced cleaning Sept 2021 procedures remain in place
4	Are all security and access systems regularly checked, updated and re-coded?	No action required at this stage Access codes for parents cancelled		Access restricted over Christmas break due to Tier 4 status Jan 2021 access permitted as usual for staff but non essential staff required to WFH Sept 2021 WFH only if necessary for self isolation
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	Site team to report any compromised fire exits or routes		

## Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have air conditioning ducts and units been checked and reviewed?	Air con units to be checked by site team during May half term break	Air con units serviced during summer break 2020	Oct 2021 annual servicing completed
2	Electrical tests up-to-date including emergency lighting and PAT?	Emergency lighting annual test by qualified electrician conducted at Easter break and remedial works commenced. High usage PA to be checked in summer term with remainder to be tested in Summer break	Completed August 2020	Sept 2021 PAT testing during summer break - ongoing in Autumn term
3	Water testing for temperature, flow and legionella in date for test?	Routine legionella monitoring tests completed. Flushing has been regularly conducted in unused parts of the estate	Ongoing	
4	Fire alarm panel, system and extinguishers in date and serviced?	Routine maintenance conducted as usual	Ongoing	
5	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Yes	Ongoing	
6	Have waste procedures been reviewed?	Procedure for potentially COVID contaminated waste – triple bagged and stored for 72 hours before being placed in general waste	Ongoing	
7	Are pest control services recorded, deficiencies identified and actioned?	Pest control visits as usual during school closure	Ongoing	
8	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Minibuses will not be used in summer term  Autumn term – minibuses will be used for home/school transport. A separate method statement has been prepared  Spring term 2021 home school transport suspended and no off-site sport/activities		Sept 2021 Masks no longer required – now optional. Cleaning and hand sanitiser to continue

## Risk Assessment for COVID-19 Test and Trace Process

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Ensure all letters are sent to relevant parties	Letters sent to parents and staff	January 2021- all letters sent September 2021- all relevant information shared
No school "COVID-19 Testing Privacy statement".	Ensure there is a privacy statement	Privacy notice on Firefly	January 2021 Designated sections set up on Firefly detailing all testing procedures, privacy statement and communications for both staff and pupils/parents
"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Ensure privacy statement is made available to relevant parties	Details of where to find privacy notice circulated in email (staff) and letter (parents)	January 2021 Designated sections set up on Firefly detailing all testing procedures, privacy statement and communications for both staff and pupils/parents
T&T data not recorded securely with consideration given to deletion after 14 days.	Ensure that this does not happen	System in place for in-school registration  System in place for 14 day deletion	
Those that have had "close contact" with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	Communication around that is clear	NHS serial contact testing information presented on Firefly for staff and parents.	Limited impact for pupils as only 3 secondary age children on site during remote learning period.  September 2021- new guidance around close contacts  December 2021- new guidance again on close contacts adhered to
Age-appropriate consent statement for testing (under / over 16) not properly completed.	Ensure that this completed	All consent for pupils being tested received	September 2021- new consent forms given to Year 7 and 8 parents
Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Ensure that relevant material is available	Posters available in the testing site  Clear information on Firefly staff and pupil/parent sections	
Tests not supervised or conducted by trained staff.	Ensure proper training is done.	Relevant staff trained	Establish further reserve volunteer for testing and processing role and undertake training

Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Risk assessment completed Procedures followed Procedures checked	Control measures are working	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	Procedures followed Procedures checked	Social distancing is happening	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Staff assisting with taking and processing swabs not wearing appropriated PPE.	Procedures followed Procedures checked	Staff wearing appropriate PPE	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Process of swabbing not following training and / or updated guidance.	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Tested sample incorrectly handled safely during the process including disposal.	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Process for informing parents / pupils / staff not understood and implemented.	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
The process of barcoding, recording and communicating test results is not accurate and supervised	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Procedures checked	Team leader regularly assesses processes	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT

The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Hazards communicated with staff	Team leader to let staff know of hazards associated with being part of testing process	September 2021- test site suitable for two tests for returning pupils January 2022- all Year 7 and 8 pupils given LFT
Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	Procedures followed Procedures checked	When this happens, we will ensure that correct advice is being given.	September 2021- if needed, appropriate action followed. January 2022- if needed appropriate action followed
Key layout requirements including staff (see next grid below) not being fully met.	Procedures followed Procedures checked	Proper procedures being followed	September 2021- test site suitable for two tests for returning pupils

#### Risk Assessment for COVID-19 Test Sites

Hazard	Control Measures	Outcome	Remarks / Re-assessment
Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Staffing adequate for the requirements	Having reviewed the set-up, we are satisfied that staffing levels are as required.	January 2021 Meet & Greet volunteer rota in place and volunteers trained.  September 2021- whole process of testing far less intense. January 2022- as September 2021
Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Ensure that training and content allows staff to perform roles properly	Follow up conversations and 'dummy runs' in place	
Consent forms are not available and properly completed?	Ensure that this is in place	Consent forms on Firefly and checks that they have been completed in place	
Test site flooring is not non-porous.	Ensure that this is in place	Done	
Test site is not well lit with a good airflow	Ensure that this is in place	Done	January 2021 Waiting room and testing room windows opened before each session commences
Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Ensure that this is in place	One-way system in place	
Test chair in the swabbing bay not a minimum of 2m apart.	Ensure that this is in place	Only one test chair available	
Each swabbing desk and associated processing desk not more than 1m away and	Ensure that this is in place	Set-up as required	



Recording desk not located close by.			
No clear division and demarcation between swabbing and processing area.	Ensure that this is in place	These are on separate desks	
Non-authorized people and test subjects able to enter the processing area	Ensure that this cannot happen	No entry in place	
Inadequate evidence of quality assurance, guidance and supervision.	Regular supervision and monitoring required	Team leader does regular reviews	
Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Ensure that this does not happen	Cleaning takes place between subjects. Bins emptied and floors thoroughly cleaned daily. Clinical waste disposal revised contract	Deep clean required in event of positive case.
Disorderly entry, processing, social distancing and exit movement.	Ensure that this does not happen	Everything is orderly	
Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Ensure that this does not happen	Caretakers move these to testing facility safely	
Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Ensure that this does not happen	Room temperature at the required level	
Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Ensure that this does not happen	Use of second floor rooms for this.	

Reopening for Nursery, Reception, Year 1 and Year 6 in Summer 2, 2020

Reopening For Year 5 for last two weeks of summer term, 2020

Additional year groups returning in the last week of term, Summer 2020

School building open to all children, September 2020

Richmond going into tier 2 and new national lockdown- end of October/beginning of November 2020

Full National lockdown, January 2021

Reopening of schools March 2021

September 2021- start of school year

December 2021- Omicron

Actions to do