

RISK ASSESSMENT SHEET

Assessment date: 12/05/2020
 Review date: updated 14/08/2020
 Carried out by: KH



ST PETER'S
 PREPARATORY SCHOOL

LOCATION / ACTIVITY:

Increased School Reopening during Covid-19 Health Emergency

Risk assessment rationale
 Education settings must be able to achieve the following controls as defined and recommended by the Department of Education before opening the school to all pupils in Sept 2020
 The Risk Assessment must be reviewed updated by the SLT where new actions are implemented.

Current guidance on high risk individuals attending school:
 All pupils are now required to attend school. Those who are still required to shield or self isolate on medical grounds should provide documentation from a medical professional to certify this requirement.
 Staff members who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as their work is subject to protective measures and they maintain social distancing.
 Pupils or staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend School.
 Pupils or staff who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend School.

Controls outlined below are intended as cumulative approach to reduce the risk of contracting COVID-19 for staff, pupils and the wider St Peter's community. Each action in isolation does not dictate the highest level of mitigating actions, but aims to support and facilitate the Government's 'Track and Trace system' approach in the event of a positive COVID-19 case within the school.

Location, hazards identified, possible harm or accident	Persons at risk (staff, students / teachers)	Level of risk (high/ medium/ low)	Existing controls/ precautions/ procedures (i.e. risk control)	Risk control acceptable ? (Yes/ No)	Additional Risk Control Required (state what)	Action/ review to be undertaken by	Date completed
Day to day schooling hazards - as outlined in other risk assessments	Student /Staff	Low	Existing protocols in place for all health and safety management of the school	Y		Ongoing - reviewed by SLT	
Legionella exposure after summer site shut down	Student /Staff	Low	All water mains on site run thoroughly as per standard protocols before pupils return in September	Y			
Staff to pupil ratios / cross mixing	Students	Low	Where possible consistent specified grouping of adults assigned to groups of children (bubbles). Additional adults assigned to bubbles where required who can supervise from a social distance to facilitate comfort and rest breaks, sickness absence or training. Statutory EYFS ratios will also be maintained. Specific, traceable bubbles created for other services such as bus transportation and wrap around care. Pupil and staff attendance should be documented to facilitate track and trace if required.	Y	Staffing levels fall below sustainable levels due to illness	School would review allocated staffing - specific actions would depend on whether illness was C-19 related or not.	
Fire Safety measures	Student /Staff	Medium	All established fire controls in place. Where possible fire doors should not be left open for CV-19 protection measure purposes (ventilation), but if there is no alternative, these doors should be shut immediately whenever rooms are not in use. All other existing fire safety protocols to remain in place.	Y		Ongoing - reviewed by SLT using Gov guidance	
During fire evacuation procedures - Contamination / spread of Covid-19 virus	Student /Staff	Medium	Existing fire evacuation protocols to remain in place, but where possible bubbles to maintain social distance from other bubbles. Staff and pupils should stand in bubbles at the designated assembly point on Abram field. At least a 2m separation should be held between each group. Staggered return to classrooms.	Y		Ongoing - reviewed by SLT using Gov guidance	

<p>Contamination / spread of Covid-19 virus through use of communal areas / space: Possible transmission of the virus between staff and children, and into the wider community. People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	All	High	<p>Specified groups (bubbles) to remain in allocated classroom spaces. YR allocated to A3 and A4. Y1A in A1 A2. Y2 in S6 and S2/3. Y3 in E3 and E7. Y4 in E5 and E6. Y5 E9 and E8. Y6 in W1,W2 and W3. Y7 in the PA room and H4. Y8 in H1. External doors to be used wherever possible in each classroom for access. Specific toilets in each block to be used by YR and Y1 yeargroups. Y2 and Y3 bubbles to use Stable Courtyard bathrooms. Y4, Y5 and Y6 to use Wessex changing rooms. Y7 and Y8 to use Harefield boarding house. Heavy cleaning rotation (after staggered morning breaks / lunch). Hand hygiene protocols in place - every hour or after any exposure to shared resource (gates, door handles etc) Where Upper School teaching staff have to cross bubbles, 2m zone tapes around teachers desk and teaching area. Teaching area (computer mouse / keyboards / surfaces etc) to be wiped with disinfectant wipes between teachers. Students not to enter the 2m zone. Dining room not in use. Lunch provision to be provided as pack up picnics or hot meals delivered to specific classrooms within bubbles. Staff who are not allocated to specific bubbles collect from dining room keeping 2m apart. Main staffroom - only two computers in use, only 4 people allowed into staffroom at any time, 2m separation must be maintained. Harefield tearoom - Only one person to use at a time. Staff toilets - only one individual at a time. Disinfectant wipes available to wipe used surfaces (toilet and door handles, light switches, kitchen equipment etc) after use. Onsite cleaner throughout the day to ensure frequently used spaces are cleaned at regular intervals.</p>	Y		<ul style="list-style-type: none"> - Allocate specific groups to specific locations - Cleaning provision during working day between 08:345 and 3:30 - Issue cleaning wipes and hand sanitiser to every room in use with signage to remind - Install 2m zones in communal areas with signage - Timetable to accomodate staggered morning, lunch play and afternoon break times - Ongoing reveiw by SLT using Gov guidance 	
<p>Contamination / spread of Covid-19 to vulnerable individuals: Possible transmission of the virus between staff and children, and into the wider community. People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	Student /Staff	High	<p>Cinically vulnerable pupils and staff to ensure social distancing is adhered to at all times. Where pupils are young and unable to socially distance, provision provided via remote learning and medical documentation supporting clinical vulnerability provided. Where clinically vulnerable staff are office based - 2m zone around desk to keep visitors distanced. No sharing of computer equipment or telephones. For clinically vulnerable teaching staff - 2m zone tapes around teachers desk and teaching area. Teaching area to be wiped between teachers. Students not to enter the 2m zone. These staff should not be assigned to work within specific groups without social distancing measures and should work in specific allocated isolated workspace when not teaching. Where appropriate they should wear PPE.</p>	Y		<ul style="list-style-type: none"> - SLT to revisit guidance on who is clinically vulnerable. Conversations about eligibility to work and documentation to support. - Ensure 2m zones around individuals' desks and teaching spaces remain in place. - Allocate PPE to those who wish to use it - Allocate teaching staff isolated workspace to those who require it / allow them to work from home when not required to teach in person. - Lunch to be delivered to office space / allocated workspace. - Ongoing review by SLT using Gov guidance 	
<p>Contamination / spread of Covid-19 virus within specific groupings: Possible transmission of the virus between staff and children, and into the wider community. People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth</p>	All	Very High	<p>Hand hygiene protocols in place - pupils washing hands with soap and water every hour and whenever there is a change in activity (after break, lunch and after moving to a new location or using shared resources such as toys or computers). Heavy cleaning rotation (after morning break, after lunch) by both teaching staff and cleaning staff. No mixing between bubbles. Breaktimes for PP, LS and US staggered where possible and takes place in different locations on site, with specified allocated members of staff. Staff onsite have access to gloves, masks, goggles and aprons for general use (although Gov health guidance states this is not required in schools.)</p>	Y		<ul style="list-style-type: none"> - Allocate specific groups to specific locations - Cleaning provision for morning breaks, after lunch - Issue cleaning wipes and hand sanitiser to every room in use with signage to remind - Install 2m zones in communal areas with signage - Timetable to accomodate staggered morning, lunch play and afternoon break times - Ongoing review by SLT using Gov guidance 	

Contamination / spread of Covid-19 virus through intimate care / medical treatment: Possible transmission of the virus between staff and children, and into the wider community. People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth	All	Very High	Hand hygiene protocols , use of mask, gloves and aprons at all times. Changed between treating / working with each individual. Rubbish from sickbay to be double bagged before disposal. Surfaces cleaned between treatments by Matron or where possible, cleaning staff. Social distancing where there are pupils / staff from different bubbles in sickbay 2m rule.	Y		- Signage and marking for 2m zone in sickbay - Provision of PPE made in sickbay and around the site for any first aiders - Ongoing review by SLT using Gov guidance	
Contamination / spread of Covid-19 through exposure to other school community members (parents, ops staff etc): Possible transmission of the virus between staff and children, and into the wider community. People can catch the virus from others who are infected in the following ways: virus moves from person-to-person in droplets from the nose or mouth spread when a person with the virus coughs or exhales the virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, etc people can pick up the virus by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth	All	High	Drop off and pick up timings and loctions will be specified for bubbles. Parents remain in vehicle, staff member collects child pupils remain in bubbles. End of day collection the same in reverse. Latestayers groups run in bubbles until 17:15 where pupils will remain separated with a well ventilated room. Record of attendance at latestayers provision kept to facilitate track and trace. Bus bubbles maintained as consistent groups. No parents to enter school buildings or walk to any other locations onsite. Staff not working directly within specified group bubbles to socially distance at all times (except Matron or qualified first aiders in Matron's absence). All staff to ensure 2m social distancing when passing / meeting in internal communal areas.	Y		- Parent drop off and collection protocol written and shared with parents and staff - Staff allocated to assist with pick up and drop offs - Ongoing review by SLT as per Gov guidance	
Traffic management and pupil wellbeing during drop off and pick up procedures	All	Medium	SLT and Grounds staff to direct traffic to ensure pupils are kept away from moving vehicles. Teachers receiving and delivering pupils (especially Pre-Prep pupils) to vehicles should ensure pupils are fully escorted and supervised. Parents and staff to keep conversation to a minimum to support the smooth operation of drop off and collection; and to avoid distracting staff during these busy times. Pupils to be kept cool or dry in shelters (in the form of event shelters or indoor spaces) according to the weather conditions. Adults within bubbles to carry a radio at pick up times to assist with communication.	Y		Ongoing review of systems by SLT	
Confirmed case(s) of C-19 within school community	All	High	PHE protocols to be followed: Pupil and staff self isolation communicated and enforced within the specific 'bubble' as advised by health professionals. Specific 'post-confirmed case' cleaning protocols actioned.	Y		Ongoing review by SLT as per Gov guidance	
Injuries to staff or pupil	All	Medium	Matron onsite to offer first aid and administer medicines. (wearing PPE as indicated above)	Y		Ongoing - reviewed by SLT	
Contamination / spread of Covid-19 through deliveries to school site	Kitchen / main house staff	Medium	All deliveries to be left outside the kitchen or main reception door - drivers not to enter the building. Where appropriate deliveries and packaging to be wiped before distribution	Y		Ongoing review by SLT	

Contamination / spread of Covid-19 through contractors or supply / visiting peripatetic teachers visiting site	All	Medium	All contractors on site should follow protective social distancing measures; stay 2m away from any adult or pupil at all times. Contractors will only be allowed on site for urgent works that require immediate attention, and where possible at times when pupils and staff are not present (after 4pm). They should be greeted by a member of staff and are not required to enter reception to sign in. In line with safeguarding policies all contractors who are not vetted by the school to be in regulated activity must be supervised at all times. Supply or peripatetic teacher should keep logs of any previous work within the last 14 days. All teaching should be from a social distance of 2m, and cited in rooms with protective screens (E1/E2). Where closer interaction is required (such as 1:1 reading or physical therapy) PPE should be worn to mitigate the risk of working within the 2m distance.	Y		Ongoing - reviewed by SLT	
Food deliveries did not provide sufficient food for school opening, catering staff illness	All	Medium	Alternative staff prepare food (if they hold appropriate food hygiene qualifications) Alternative provider sought or pupils and staff asked to bring in own food provision	Y		- TS to communicate with all suppliers - Signage for reception to advise delivery drivers of protocol - Ongoing review by SLT	
Supply of PPE / hand wash / hand sanitiser / cleaning products expires or cleaning staff are unavailable to work	All	High		N		If staff were unable to provide their own, School would need to close until supplies were available.	
Ongoing safeguarding risks of remote schooling pupils who are unable to attend school / in the event of another lockdown	Students	Medium	DSL monitoring vulnerable families carefully. Regular communication and where needed, pupils invited to attend school. Remote Schooling policy outline expectations for pupils, staff and parents. All signed agreements	Y			
All normal school policy and procedure is adhered to throughout the Covid period.							