

Cundall Manor School COVID-19 Risk Assessment

For COVID-19 there are two important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school. Our risk assessment will aim in identifying where an affected individual has been, whom they had contact with and areas they may have used. A further concern is that some staff and pupils have more vulnerability to COVID-19 than others. Parents have been asked to provide specific additional information for these pupils and staff to complete additional information to enhance that declared on their medical declaration form. The status linked to individuals and known conditions or the development of COVID-19 has changed during the summer of 2021 and new guidance is in effect.

The School – States of Operation

For the purposes of this Risk Assessment a number of stages of operation for schools have been considered:

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| 1. | Fully Open | Business as usual: no travel or trip restrictions. |
| 2. | Open | Business as usual: with caveats on face coverings, visitors, matches and trips. |
| 3. | Open T | In transition: some teaching in school and some remotely. |
| 4. | Open K | Key staff and vulnerable children in school. All other teaching remote. Staff in school. Nursery open. |
| 5. | Open R | School is closed. Teaching is achieved remotely. Staff not in school. |

School is currently **Open (2)** - In line with the most recent Government guidance and where local or national lock down occurs, it is likely that the school will utilise the stages of operations in the following manner:

The above is subject to change as and when the Government update us. Should there be significant staff absence that cannot be covered internally, the school may have to take the decision at short notice to move some year groups to Open T where some children will be taught remotely.

Keeping school open

The use of face coverings (this means a face mask) is required in all indoor spaces, including classrooms (unless exempt) and when moving around the quad for adults and pupils in Aram and upwards.

We request that parents and other adults visiting the site wear a mask when entering the main office and when attending meetings in buildings.

Face coverings may be worn at other times if the individual wishes to do so.

Continued and regular testing will identify Covid quickly and minimise the possibility of spread within the school.

Please note that measures may change in the light of changes to Government guidance at a local or national level.

Running the School - Assessing the Risk

The overall assessment of risk will require daily revision and should include but will not be limited to:

- A. Is Government advice being regularly accessed, assessed and applied?
- B. Are changes communicated to staff, pupils, parents and governors as appropriate?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and Social Distancing (SD) rules?
- G. Is there sufficient supplies of hygiene materials and Personal Protective Equipment (PPE) and are they well placed?
- 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?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

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	Is Government advice being regularly accessed, assessed, recorded and applied?	Email updates received from The DfE (Department for Education) and distributed appropriately	Current and up to date information is available to relevant members of the team.	All – pupils, staff, parents, visitors and contractors	As new information received	JJ	Updates are received by the Head and forwarded by JJ to SMT
	Are changes appropriately communicated to staff, pupils, parents and governors?	<p>Communications to staff via email, Google Staff Meetings or face to face meetings where practicable, with follow up notes</p> <p>Parents have access to Risk Assessments and are given updates as needed (dynamic for each year group) when needed.</p> <p>Governor updates from Head</p> <p>Pupils will be updated of any changes by their class teacher.</p>	All stakeholders appropriately briefed.	All – pupils, staff, parents	<p>As new information received</p> <p>Meetings held with Staff on a weekly basis. Covid informatio disseminated as appropriate.</p>	SMT	<p>Updating parents and children will occur only when changes are made that impact on their day in school or where there is a legal obligation to do so.</p> <p>Changes due to Tiers/local/national government advice will be communicated to all.</p>
	Are changes reviewed by governors?	<p>Head's update</p> <p>Communication with Chair of Governors Rachel Powell (RP)</p>	<p>Changes reviewed and discussed regularly.</p> <p>Covid is standing agenda item at Governor's meetings.</p>	All – pupils, staff, parents, visitors and contractors	At Governors meeting (which could be called early if action is needed).	Governors (RP)	
	Is access to school controlled effectively and are visitor (if	No parents beyond designated zones on site where possible – Parents are requested not to enter classrooms. If they need	Site not accessed by additional adults wherever possible and visitor details	All – pupils, staff, parents,	Reviewed at least weekly once site	SS/KP	Screens in reception.

	allowed) details recorded?	<p>access beyond the school office, we kindly request parents to make an appointment before hand. Sign-in screen regularly cleaned</p> <p>Screens in place on reception desks.</p> <p>Educational visitors must adhere to our protocols.</p>	<p>recorded through sign-in screen.</p> <p>Parents are encouraged to call or email in the first instance if they wish to speak to a member of staff.</p>	visitors and contractors	is opened to more pupils		
	Are SD and other hygiene rules communicated, understood and applied?	<p>Hygiene rules still in place – washing of hands and cleaning of desks.</p> <p>Currently no SD measures in place but the school will revert if required. Mask have been reintroduced in all indoor areas (see top of risk assessment).</p> <p>Posters and information displayed (age appropriate)</p> <p>Business and estates manager to ensure protocol for visitors and contractors are adhered to (where practicable, contractors and visitors will only be on site outside of pupil school hours).</p>	<p>Notices and signs in rooms to remind staff and pupils</p> <p>Pupils taught and then reminded of hygiene rules</p> <p>Assembly time used for this on first day back (via google meet where practicable).</p>	All – pupils, staff, parents, visitors and contractors	Nurse to review at Staff Meetings and feedback additional information/ changes where appropriate	VL (SMT)	Additional wash stations have been installed around the site to aid with this.
	Are staff and pupils being reminded and checked to ensure they are complying	Protocol sent to parents and staff	Whole site awareness. Staff to help each other and remind about rules (self-regulation).	All – pupils, staff, parents	Regular discussion at Staff Meetings generally and	All Staff	Staff to remind pupils about personal hygiene routines

	with hygiene and SD rules?	<p>Reminders sheet in classrooms including hygiene and reminders about distancing.</p> <p>Seating plans in place and desks facing forward where appropriate. Desks may now be arranged to suit the learning needs of the class, though it is recommended that desks remain facing forward in classrooms for Aram upwards.</p>			about 'pinch points' specifically.		<p>throughout the day.</p> <p>Masks to be worn in conjunction with the statement at the top of the risk assessment.</p>
	Is there sufficient supplies of hygiene materials and PPE and are they well placed?	<p>Hygiene is paramount.</p> <p>Soap, hot water, paper towels in bathrooms (year groups allocated different areas of the school)</p> <p>Hand sanitiser in each room</p> <p>Tissues in each room</p> <p>There will be lidded bins in each room that are emptied daily</p> <p>Cleaning materials in each room for intermittent cleaning</p> <p>PPE is available to staff and includes aprons, masks, visors and gloves. Face coverings are now compulsory, though staff</p>	<p>Each area used will be well stocked with appropriate supplies.</p> <p>Estate Manager and Nurse to maintain overall stocking in conjunction with Domestic and Estates Teams.</p> <p>Staff to alert School Nurse of hygiene supplies need replacing.</p>	All – pupils, staff, parents	Estate Manager and Nurse to continually review overall stocking in conjunction with Domestic and Estates Teams.	VL (and TR)	Lidded bins have been placed in rooms to aid with the catch, it, bin it, kill it campaign.

		may remove this for clarity whilst teaching.					
	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 regime per room</p> <p>Cleaning staff have been given specific guidance as to what is cleaned each day.</p> <p>Teaching staff have been given specific protocols on what needs cleaning regularly in their classroom.</p> <p>Where there is a transition between classrooms each work station will be wiped down using antibacterial wipes/spray and hand washing/sanitiser will be used by all.</p> <p>Pupils will be asked to wash hands and clean personal space regularly throughout the day.</p> <p>Where a pupil has sensitive skin, they will be asked to hand wash using soap and water rather than using sanitiser. This will be done between each classroom.</p> <p>These extra steps will ensure touch points and places of regular contact will be cleaned more frequently than normal.</p>	Cleaning staff and teaching staff to identify cleaning throughout the day. Sanitiser stations re-filled upon request.	All – pupils, staff, parents, visitors and contractors	Estate Manager and Nurse to continually review weekly in conjunction with Domestic and Estates Teams.	VL (and TR)	<p>There is an additional cleaning team now appointed to come in to school each evening to do a whole school clean.</p> <p>Mist machines are available to further sanitise classrooms, dining facilities, rooms and mini buses.</p>

	<p>Sanitiser stations are located outside each classroom. Additional supplies available inside classrooms.</p> <p>Additional sanitiser unit has been placed above the water tap where children can refill their bottles. They are instructed to sanitise their hands before and after turning the tap on and the tap will be wiped down regularly with disinfectant.</p>					
What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<p>Musical instruments played individually – not shared</p> <p>For relevant year groups- Chrome books will be wiped down regularly (after each use).</p> <p>It is now compulsory for children in Form 3 and upwards to bring their own chrome books in to school.</p>		All – pupils, staff, parents	Staff to identify any areas not considered and share immediately with colleagues.	All staff	Singing and group singing or wind/brass playing can occur in line with guidance
Are high risk areas being regularly monitored (including boarding areas) for hygiene?	<p>Boarding continues and have carried out their own assessment and protocol.</p> <p>No access to kitchen by any staff other than catering department</p> <p>Pupil kitchen can now be used.</p>	Nurse and Estates Manager to check cleaning protocol sheets to ensure compliance	All – pupils, staff, parents, visitors and contractors	Change frequency /protocol if need identified	VL (and TR)	Boarding continues and monitored by the boarding parents

<p>Are all the risks identified properly mitigated and regularly re-assessed?</p>	<p>Protocol and procedure lists identified by SMT and Estate Manager with input from all staff.</p>	<p>Remote consultation of Risk Assessment via email with staff 24/8/21</p> <p>Risk assessment and protocols agreed by staff and to be acknowledged by staff on Schoolbase</p> <p>Again acknowledged by staff on Schoolbase in November.</p> <p>Updated again Jan 4th and passed to staff for agreement (to be acknowledged on schoolbase</p> <p>Updated again Feb 24th 2021 and passed to staff for agreement (to be acknowledged)</p> <p>Updated 13th April 2021 and sent to staff for agreement (to be acknowledged)</p> <p>Update May 2021 and sent to staff for agreement (to be acknowledged).</p>	<p>All – pupils, staff, parents, visitors and contractors</p>	<p>Re- assessment via staff meetings as appropriate</p>	<p>SMT weekly</p>	<p>Risk assessment is published on the school website and has been shared with staff and a request for specific concerns was sent to staff 1/9/20</p> <p>Nov/20</p> <p>Jan/21</p> <p>Feb/21</p> <p>Apr/21</p> <p>May/21</p> <p>Aug 21</p> <p>Sept 21</p> <p>Sept 21</p> <p>Nov 21</p> <p>Jan 22</p>
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		<p>Update Aug 2021 and sent to staff for agreement (to be acknowledged).</p> <p>Update Aug 2021 and sent to staff for agreement (to be acknowledged)</p> <p>Update Sept 2021 and sent to staff</p> <p>Update Nov 2021 and sent to staff</p> <p>Update Jan 2022 and sent to staff</p>				
Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<p>Plan for transition to full opening according to any appropriate Government guidelines</p> <p>Information sharing with parents and staff via email using the database from the Head regarding transition of year groups or need to close again</p>	<p>Planning will be on separate protocol sheets for each identified year group as required.</p>		All – pupils, staff, parents		AK

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

	Risk	Control Measures/ Actions/Considerations	Outcome	Who will be affected?	Re-assessment	Responsible	Notes
	Are communication channels working and being reviewed? Email, text, facebook etc?	Email via database Text via database School App Facebook / Twitter	Used frequently Used frequently Used frequently Used frequently	All – pupils, staff, parents, visitors and contractors	Marketing Dept to use each format to request parents ensure new or changed contact details are communicated to school.	SS/KP	Now that school is opening again, information is being sent when accurate to minimise any potential changes in the future.
	Is there a feedback and reply system to ensure best practice and two way communications for pupils, parents, staff and governors?	Form time, lesson time and Google classroom used for pupil feedback Communication with parents via weekly newsletter and additional emails Weekly meetings with staff + training day input on best/shared practice Parents and staff have been given a range of contact details throughout the whole process	Pupil use on daily basis Frequent feedback via email from parents Meeting notes circulated	All – pupils, staff, parents	Feedback regularly assessed at weekly meetings	SMT	Staff will have the opportunity to attend a staff meeting weekly. This will be face to face or virtually where this is not possible due to current measures or space availability.

	<p>If there is a Governor and / or Officer for the school / department been nominated to be responsible for COVID-19 matters are their contact details known and are they on-call?</p>	<p>Head and Deputy Heads are the main point of contact for parents and staff</p> <p>Rachel Powell is our designated COVID-19 governor and Chair of Governors.</p>	<p>Staff and Governors have Head's mobile number, Deputy Heads mobile numbers and email addresses</p> <p>Parents have Head's email address and use main school number during working week.</p>	<p>All – pupils, staff, parents</p>		<p>RP (and AK)</p>	<p>The Governor is contactable via JJ or the Head.</p>
	<p>What are and have the hygiene rules set by the school been adhered to by pupils, parents and staff?</p>	<p>Staff and pupils briefed on:</p> <ul style="list-style-type: none"> Handwashing / sanitising Sharing of equipment Use of open spaces Use of classroom material Classroom cleaning Use of masks in all indoor areas (see top of risk assessment) 	<p>Government guidelines followed. H&S adviser has been consulted to ensure we are meeting the requirements set out by the Government.</p>	<p>All – pupils, staff, parents, visitors and contractors</p>	<p>Review by staff at meetings, SMT meetings and feedback from parents</p> <p>SMT reading and distributing, where appropriate new guidelines from the DfE and PHE.</p>	<p>VL (and SMT)</p>	<p>Hand washing and hand sanitising remains a high priority and we must use the wash stations to facilitate this.</p>
	<p>Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?</p>	<p>Risk Assessment issued to staff</p> <p>Email clarification on protocols given to staff where applicable.</p> <p>Verbal staff briefings/clarification on protocols for staff also given at staff meetings</p>	<p>Nurse to discuss symptoms at staff meetings.</p>	<p>All – pupils, staff, parents</p>	<p>Nurse to assess any changes in Govt advice.</p>	<p>VL (and SMT)</p>	<p>Nurse to decide who is to be sent home and not individual staff members.</p>

		Information updated and distributed via email by Nurse					
Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	School buses running. All pupils on buses to wear face coverings and use sanitiser before and after. Children to be placed according to year groups where practicable. Mini buses to be misted between uses	Parents and pupils informed of new practice and students will be asked to remove their face covering, wash/sanitise their hands on arrival at school and prior to going into class.	All – pupils, staff, parents		TR	Face coverings are mandatory on the bus (unless the child is exempt).	
How is Registration throughout the day managed?	Registration 2 x daily as usual – afternoon registration will take place in lesson. This will occur for children in school and any children isolating for COVID reasons	All children will be registered twice daily and these will be monitored by support staff	All – pupils, staff, parents		SS	SS to chase incomplete registers or enquire about the reasons for non attendance via phone call to parents.	
Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Dining will occur in sittings. Lunch times are staggered. Dividing Screens (sneeze screens) have been placed along each dining table Pupils are supervised by staff in Dininr Room and whilst queuing.	Transit zones are predominantly outdoors. Any indoor transit will be minimal and predominantly by adults	All – pupils, staff, parents, visitors and contractors	Estates Manager to check flow is working correctly and change where appropriate.	TR (and SMT)		

	<p>Ventilation in classrooms</p> <p>Classrooms are to have 2 windows open as a minimum to allow flow of air into the classroom. In colder months, children and staff may apply more layers – jumper, blazer, coat, scarf/hat</p> <p>When the classroom becomes too cold windows should be opened between classes and at lunchtimes/breaktimes.</p>					
Are Learning Support systems configured to SD rules?	<p>The Learning support department is equipped with clear screen dividers (to use when appropriate) to enable longer sessions of one to one support side by side.</p> <p>Children may be asked to wait outside the learning support department before entering if a session is still in progress and to allow other students to exit.</p> <p>In classrooms TA support will be available. TA's may sit alongside pupils.</p>	Learning support department will be able to support pupils – either one to one or in class.	TAs Learning Support Department Pupils	To be reviewed in line with cases in school.	LG/CS	The learning support department will be able to teach and support children.
Are learning and games spaces configured to SD rules?	Although prudent to perhaps keep desks facing forwards (particularly in the senior years, Classrooms may be set up in a manner that best supports effective learning.	All Govt regulations applied to classrooms and outdoor spaces	All – pupils, staff, parents	Staff to discuss where changes may need to be made with Estates Manager,	JL, CS (and SMT)	In the first instance, school protocols are to be followed before

	<p>Resources that can not easily be cleaned have been removed where children are of an age that they would be tempted to touch them and it has been practicable to do so.</p> <p>Formal assemblies will occur on a rotational basis. These will temporarily be outside. If not outside, assembly time will be replaced with form time.</p> <p>Matches and Trips have been currently suspended – review by 8th Oct.</p>			<p>Director of Sport, SMT.</p> <p>Reviewed in line with any government or sports regulatory guidance</p>		<p>sport governing body regulations.</p> <p>Sport as normal.</p>
Are different age groups catered for in terms of timetabling and exposure to other age groups.	<p>Bubbles do not currently exist. School is open with some restrictions (masks, matches, trips - maintaining hygiene and ventilation)</p>		All – pupils, staff, parents	Reviewed half termly	SMT	A normal school day currently operates. This includes start and finish times, prep sessions/after school care and timetable.
Is there a system in place for staff and pupils to deal with bereavements, trauma, anxiety, behavioural issues?	<p>Well-being support teacher to produce information to be delivered to children and made available to them if they need it.</p> <p>Deputy Head with Pastoral Responsibility to coordinate any support identified/needed.</p>	<p>Support on offer to pupils in school and via text/ calls for pupils off site.</p> <p>Support available for staff – details can be found in the current staff handbook.</p>	All – pupils, staff, parents		CS (and DR,MR)	DR has produced a number of well appointed resources for staff and pupils.

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

	Risk	Control Measures/ Actions/Considerations	Outcome	Who will be affected	Re-assessment	Responsible	Notes
	Have Safeguarding, code of practice, staff handbook policies been updated, regularly reviewed and shared?	<p>Updated Safeguarding policy in place</p> <p>Staff updated via briefing and emailed new policies. They must then acknowledge that they have read these.</p> <p>Updated policy sent to parents</p> <p>Updated policy on website</p>	DSL, DDSL and Safeguarding Gobs all have up to date Govt guidance and change policies when appropriate	All – pupils, staff, parents, visitors and contractors	In line with any newly issued Govt guidance	MR (and AK)	<p>Policy Update June 2021.</p> <p>Policy update Oct 2021.</p>
	Is the DSL and DDSL easily contacted and their contact information known to all?	DSL and DDSL contact details on the Safeguarding policies (available on our website).	Reminder to staff and parents at beginning of each term	All – pupils, staff, parents	Only changed if DSL. DDSL absent from school	MR (and AK)	
	Is there a COVID-19 specific policy that includes medical responses and SD	Protocols cover medical responses and SD	<p>Suite of docs that will comprise COVID-19 policy:</p> <p>Risk Assessment</p> <p>Protocol for January start</p> <p>Updated Safeguarding Policy</p> <p>Updated Acceptable Use Policy (to reflect distance learning)</p>	All – pupils, staff, parents, visitors and contractors	Policy amended by any additional or changed procedures added as appropriate and policy reviewed monthly to ensure fit for purpose	SMT	

			<p>This is in addition to standard policies including:</p> <p>Safeguarding</p> <p>Behaviour,</p> <p>Curriculum,</p> <p>Health and Safety,</p> <p>Anti-Bullying,</p> <p>Fire,</p> <p>First Aid</p>				
	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<p>New staff member taken through school induction process and supplied with staff handbook.</p> <p>New pupils are assigned a 'buddy' and a form tutor to help them through their first few weeks of school.</p>		Pupils, staff, parents	Reviewed prior to September intake	AK	
	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<p>Staff meetings can now be face to face however for large groups there may be the opportunity to meet virtually or using a hybrid model.</p> <p>Photocopiers – sanitiser and cleaning instructions next to each machine</p>	<p>Staff may teach in other classrooms to fulfill timetable needs.</p> <p>Hygiene rules applied between areas.</p>	Staff		SMT	

		Cleaning team doing whole school on a night time and some cleaning of specific areas during the day.					
	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Drop off / Pick up procedures outlined to parents.	Gates/doors open	Pupils, staff, parents	Staff to monitor and advise changes where appropriate to help to maintain pupil safety, compliance	SMT	Car parking take place as normal. Pedestrian gate in main car park closed at 8.40 am
	Do classrooms reflect advised layout, PPE, and regular cleaning rules.	<p>Classrooms can now be laid out to suit the learning need (though forward facing may still be prudent in older year groups)</p> <p>PPE available from Nurse, EYFS and to others with an identified need</p> <p>Ventilation in classrooms Classrooms are to have 2 windows open as a minimum to allow flow of air into the classroom. In colder months, children and staff may apply more layers – jumper, blazer, coat, scarf/hat</p>	Cleaning routine for each room each day.	Pupils, staff, parents	Estates Manager to re-assess once in operation and adjust and keep under review accordingly	TR (and SMT)	Staff requested to remove unnecessary items and to keep surfaces clear for cleaning.

	<p>Are meal times de-conflicted, reflect SD in the servery and dining hall whilst providing sufficient nourishment?</p>	<p>Dining Room will be used for a longer session as lunch times are staggered for different age groups.</p> <p>Catering Team to prepare balanced and varied meals/snacks while maintaining 'nut free' status.</p> <p>Sneeze guards will be placed down the centre of each dining table.</p>	<p>Staff to sit with children and help children through as quickly as they can.</p>	<p>Pupils, staff, parents</p>	<p>Re-assess regularly</p>	<p>Catering Team (and SMT)</p>	<p>Staff will attend the dining room at the same time as the children they have just taught.</p> <p>Sneeze guards in place.</p>
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Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures/ Actions/ Consideration	Outcome	Who will be affected?	Re-assessment	Responsible	Notes
	Is there anyone in addition supervising the normal Medical staff?	TR is the line manager		VL	At SMT meetings	TR (and SMT)	
	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues.	SMT will be supervised by Nurse where appropriate for suspected COVID-19 cases First Aiders will deal with all minor injuries (including paediatric)		All – pupils, staff, parents, visitors and contractors	At SMT meetings	VL (and SMT)	VL will make the decision to send a child home or not on medical grounds.
	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	Pupils may now attend the school Nurse if sent by a teacher. Pupils must not take themselves to the school Nurse without first asking a member of staff. Staff are not to determine if a child is to be sent home on grounds of COVID. Where practicable, the school Nurse must be consulted before a child is sent home for any other reason.	Children will be sent home if they present symptoms of COVID 19. This will be determined by VL	Pupils, staff, parents	Once pupils in school.	VL (and SMT)	
	Is the medical room(s) properly equipped?	2 First Aid Rooms are both fully equipped and run by Nurse		All – pupils, staff, parents, visitors and contractors	School Nurse to check	VL	

					facilities daily.		
	<p>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>	<p>Staff will require some PPE in EYFS, available from Nurse if needed elsewhere in school.</p> <p>Nurse has full PPE should there be a suspected case</p> <p>Cleaning staff will be offered appropriate PPE for out of hours cleaning</p> <p>Staff are welcome to wear PPE if they wish to (including face coverings).</p>	<p>May need additional supplies (Nurse to source)</p> <p>Estates Manager to allocate PPE for catering/grounds/domestic staff</p>	Pupils, staff, parents	Assess re-ordering after first week to ensure continual supply.	VL (and SMT)	Face coverings are to be worn in line with the statement at the top of the risk assessment.
	<p>Is the school aware of all pre-existing medical conditions?</p>	<p>Database holds details for pupils</p> <p>Staff files</p>	<p>Staff files need to have information collated on database to comply with GDPR regulations on secure storage</p>	Pupils, staff, parents		LT (and SMT)	Staff have been asked to contact the Head if they have specific concerns/needs that need to be taken into account. These may not appear on the general RA
	<p>Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?</p>	<p>Nurse (and Head) to be informed by parents or staff members when confirmation of positive COVID-19 test is received.</p>	<p>The Nurse will maintain a list and disseminate when appropriate for purposes of isolating teaching groups.</p>	Pupils, staff, parents	Daily updates, as necessary.	VL (and AK)	

			Public Health England will advise on actions as a result of a case of COVID (this is likely to be the advice to get a PCR test if believed to have been in close contact)				
	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Nurse (and Head) to be informed by parents or staff members when confirmation of contact with person testing positive for COVID-19 is received.	Keep a central record and disseminate when appropriate for the purpose of isolating teaching groups.	Pupils, staff, parents	Daily updates as necessary.	AK (and VL)	
	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	A log of all COVID-19 'patients' is kept by the school nurse VL	Will re-visit list each time staff/pupil added and testing has been applied for.	Pupils, staff, parents	Once person has been tested will need to apply Govt. guidance regarding self-isolation.	AK (and VL)	
	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	List of those who have suffered/isolating due to COVID-19 to be shared with school nurse for purpose of checking on their well-being. Work sent home/blended learning for those isolating for COVID reasons.	School Nurse and Form teacher to maintain contact with pupils/parents/staff who are isolating.	Pupils, staff, parents	Re-assessed by Nurse	VL	Form teachers must be the first contact point when ensuring students receive all of their work and in checking in on their health.

	If there is a separate area for temperature testing, holding and isolation areas are they easily identified and regularly cleaned?	Borders Sick Bay to be designated for suspected COVID-19 cases only	Will need to staff both sick rooms if pupil is waiting collection in COVID-19 room	Pupils, staff, parents		VL (and SMT)	
	Is temperature testing safe, reflects appropriate rules, recorded and kept appropriately.	Nurse has all appropriate protocols in place and records temperatures taken. Database holds secure information and informs parents of any visit to Nurse by email.	Records held on Schoolbase and any testing relayed to parents by email (normal procedure)	Pupils, staff, parents	Nurse to report weekly to SMT	VL (and SMT)	
	If emergency services are called is there a revised and well understood procedure, RV and cleared routes in and out?	Protocol exists for calling emergency services. Staff stationed at each entrance to guide vehicles to appropriate part of site.	Protocol has been used previously and all staff well-versed in arrival and direction of emergency vehicles	All – pupils, staff, parents, visitors and contractors		TR	
	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Nurse to direct hand washing and hygiene procedures with class teacher Staff instructed how to wear PPE appropriately Staff supervising break times to ensure children are washing hands.	Teacher to supervise hand washing	All – pupils, staff, parents, visitors and contractors	Nurse to liaise with SMT about timings	VL (and TR and SMT)	
	If essential work is required on site are contractors properly registered, inducted and supervised?	All existing contractors are checked and inducted. New contractors supervised as per normal policy		Visitors and contractors		TR	

	Do Medical Staff have the appropriate PPE, cleaning materials and training?	Nurse has all appropriate PPE available in both Sick Rooms. Nurse is fully qualified and trained in use of the provided PPE.	May need additional supplies (Nurse to source)	VL	Assess re-ordering after first week to ensure continual supply.	VL (and TR)	
	What is the policy on washing school clothes so as to prevent infection?	Pupils are to wear normal school uniform. Staff have been asked to wear normal professional attire. In accordance with government guidance, clothes need to be washed as normal (pre-COVID).	Changing rooms will be used within year groups as normal	Pupils, staff, parents	Re-assess regularly	SMT	

Support Staff Risk Assessment

	Risk	Control Measures/ Actions/ Considerations	Outcome	Who will be affected?	Remarks / Re-assessment	Responsible
	Are Support Staff briefed on changes regularly?	In line with whole school staff briefings	Staff informed about changes, best practice and their individual roles and responsibilities.	Support Staff		Business Manager (and TR)
	Do Support Staff have the appropriate PPE, cleaning materials and training?	Regular PPE provided and worn as directed. Additional PPE (COVID-19 related) available	Nurse to assess supplies once staff on site	Support Staff	Nurse to report to SMT	VL (and SMT)
	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Cleaning regimes discussed and inducted Checks made each evening on cleaning and classroom preparation	H&S adviser checked routines	Pupils, staff, parents	Estates Manager to re-assess once operation is in place	TR
	Have reconfigured areas, zones, routes hampered fire exits and routes?	Gym has access from each direction- access available to both groups using the space	H&S adviser checked site	All – pupils, staff, parents, visitors and contractors	SMT / class teachers to re-assess once pupils on site	TR (and SMT)
	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Normal routine required if fire alarm sounds	Follow normal procedures. Pupils all well-versed	All – pupils, staff, parents, visitors and contractors	Fire drill in first week, re-assess following drill	TR (and SMT)

Facilities Management Risk Assessment

	Risk	Control Measures/ Actions/ Considerations	Outcome	Who will be affected?	Re-assessment	Responsible
	Heating system including fuel levels sufficient?	Fuel levels checked as normal New fuel monitoring system to be installed		All – pupils, staff, parents, visitors and contractors		TR
	Gas supply, venting and valves?	Gas checks carried out as normal		All – pupils, staff, parents, visitors and contractors		TR
	Have air conditioning ducts and units been checked and reviewed?	N/A		All – pupils, staff, parents, visitors and contractors		TR
	Electrical tests up-to-date including emergency lighting and PAT?	Electrical testing and emergency lighting up to date		All – pupils, staff, parents, visitors and contractors		TR
	Water testing for temperature, flow and legionella in date for test?	Legionella testing carried out within last month Standing water run through showers etc during mothball period		All – pupils, staff, parents, visitors and contractors		TR
	What is the status of the swimming pool and are appropriate measures in force?	Swimming pool tested during mothball period Swimming pool tested as normal.	Swimming Pool is in operation	Pupils, staff, parents		TR
	Fire Alarm panel, system and extinguishers in date and serviced?	Fire Alarm panel, extinguishers and smoke detectors checked during mothball period Fire Alarms tested weekly throughout the year		All – pupils, staff, parents, visitors and contractors	Weekly test continues	TR
	Laundry washers and dryers serviceable, able to cope with demand, temperature	No additional washing needed beyond normal use		Pupils, staff, parents		TR

	requirements and have sufficient washing products?					
	Have waste procedures been reviewed?	Waste emptied daily from classrooms. When someone is isolated due to presenting COVID-19 symptoms, the Nurse will separate potential contaminated waste using appropriate hazard bins which are disposed of separately.	Lined bins in each room (normal procedures)	All – pupils, staff, parents, visitors and contractors		TR
	Are pest control services recorded, deficiencies identified and actioned?	Pest control recorded.		All – pupils, staff, parents, visitors and contractors		TR
	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Buses maintained. Sanitser provided in each bus		Pupils, staff, parents		TR
	How are Air Conditioning and Fans to be used?	Fans are not to be used as they may help the spread of the virus. Air conditioning can be used in conjunction with ventilated rooms for the purpose of providing heat. Classroom doors and windows to be left open where possible. Classrooms are to have 2 windows open as a minimum to allow flow of air into the classroom. In colder months, children and staff may apply more layers – jumper, blazer, coat, scarf/hat	All fans turned off. Air conditioning only on for heating purposes and only with windows open in such a manner as to allow a through flow of air (e.g. one at each side of the classroom). In colder months, children and staff may apply more layers – jumper, blazer, coat, scarf/hat	All – Pupils, staff, parents, visitors and contractors		TR

Risk Assessment Owner: SMT

Version: V2.11

Date: 6 Jan 2022