

Coronavirus risk assessment – Summer Term 2021

Factor to be assessed	What are the potential hazards?	Who could be harmed and how?	Existing and planned control measures?	Likelihood (of the hazard occurring) (1 -3)	Severity (of the outcome, should the hazard occur) (1 - 3)	Risk (likelihood x severity)
Lack of advice or contingency planning	Appropriate measures are not taken, including for example not being able to move to full opening or respond to the need to close, because up to date advice and guidance is not received or followed	All	<ul style="list-style-type: none"> • SLT monitor the UK Government advice and discuss any developments daily. • Membership bodies and associations (e.g. AGBIS; ISBA; ISC; IAPS) send regular updates and advice to the School. • Governors and Trustees are kept informed by the SLT and by membership bodies and associations. • Trustees, Governors and/or SLT participate in training, forum and webinars provided by membership bodies and associations where relevant. • Contingency plans are developed and discussed at an early stage once potential changes begin to be signalled in the guidance or advice being issued. 	1	3	3
Number of contacts	Risk of transmission of coronavirus is increased due to the number of adults and/or pupils mixing	All	<p><u>Reduced numbers on the School site:</u></p> <ul style="list-style-type: none"> • Pupils: <ul style="list-style-type: none"> ○ In accordance with Government guidance, all pupils will be able to attend School, unless they are under paediatric or other specialist care and have been advised by their GP or clinician not to attend or are required to self-isolate. ○ Lessons for Reception to Year 6 will be live-streamed, where needed, so that pupils who are self-isolating but well or unable to attend on the advice of their GP or clinician, can receive Distance Learning. 	1	3	3

			<ul style="list-style-type: none"> ○ Resources and support will be provided online for parents of pupils in Pre-Nursery and Nursery whose parents wish to keep them at home, or who are self-isolating but well or unable to attend on the advice of their GP or clinician. ● Staff: <ul style="list-style-type: none"> ○ Where a role can be undertaken remotely without adversely affecting the efficient and effective running of the School, staff are supported to work from home some, or all, of the time. ○ Where staff are unable to work in School and cannot undertake their role in full remotely without adversely affecting the efficient and effective running of the School, or where their role has been reduced under this risk assessment, staff will be placed on full or flexible furlough leave. ● The number of visitors, including parents, and contractors on site is kept to the minimum level required. <ul style="list-style-type: none"> ○ Except for parents of new Nursery and Pre-Nursery pupils (who are able to come on site for short periods to support their child to settle), parents drop off and collect from outside the school gates, maintaining social distancing whilst waiting. ○ Where external therapists support pupils, the SENDCO assesses on a case by case basis (in consultation with the SLT) whether the therapist needs to attend in person or can do so virtually. If they need to attend in person, the number of times they attend is kept to a minimum and, where possible, social distancing is maintained or mitigating measures taken. ○ External clubs have been suspended. ○ Virtual meetings are used wherever possible and appropriate to reduce the need for visitors to attend site in person. Where visitors need to attend site, this will be 			
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			<p>arranged for outside core School hours, whenever possible or practical.</p> <ul style="list-style-type: none"> ○ The number of contractors is kept to minimum and where possible, these are kept away from the areas where staff and the pupils are situated. If possible, contractors will be booked to attend during School holidays or outside of core School hours. <p><u>Reduced number of contacts within the school:</u></p> <ul style="list-style-type: none"> ● Pupils are grouped into Groups by Year groups, with dedicated staff attached to each Group. ● Three larger groups, known as “Pods”, covering EYFS (Pre-Nursery – Reception), Lower School (Years 1-3), Upper School (Years 4-6) have also been created, with dedicated staff attached to Pods. Pods enable operational flexibility in situations where Groups would restrict the normal operation of schools and present both educational and logistical challenges: <ul style="list-style-type: none"> ○ Pupils remain in their class/Group throughout the School day, but break-times and lunch-times are timetabled by Pods. ○ A member of SMT is in every Pod. ○ Where cover is required, staff will firstly be allocated from within the same Group, then the same Pod and lastly from the wider staff pool. Cover staff not from the same Group will wear a face covering, unless exempt, except when teaching. ● Normally, only specialist staff and the school leadership team will operate across Pods, mitigated with stringent adherence to additional control measures (increased frequency of hand-washing/use of hand-sanitiser, social distancing wherever possible, minimal time spent in close proximity, avoiding close face-to-face contact and where required, unless exempt, the wearing of a face covering). 			
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			<ul style="list-style-type: none"> • Clubs that pupils will physically attend operate for children within the same Group. • For logistical reasons, After School Club may operate across more than one Group, with pupils and staff from different Groups socially distanced from those in other Groups. After School Club will operate from a large ventilated indoor space or outdoors. <p><u>Reduced contacts outside of school:</u></p> <ul style="list-style-type: none"> • PE/sporting activities undertaken off-site will be resumed in line with Government guidance. These activities will be subject to their own risk assessment. • UK non-residential educational visits will be resumed in line with Government guidance. These activities will be subject to their own risk assessment. • In line with Government guidance, all residential (UK and overseas) educational visits have been suspended. • Parents who use out of school activities or childcare are encouraged to limit the number of contacts that their child has outside of school, including the number of different venues outside of the school that their child attends. Where parents use childcare providers or out of school activities for their children, parents are encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this. • Parents are reminded that children should be following Government guidance outside of School. • Staff are reminded they should be following Government guidance outside of School. 			
The virus being introduced into the School building	Infected staff or pupils bring the virus into the School building	All	<ul style="list-style-type: none"> • Staff have been told, and are regularly reminded, not to attend if: <ul style="list-style-type: none"> ○ they have any symptoms; or 	1	3	3

			<ul style="list-style-type: none"> ○ they are required to self-isolate because a household member has symptoms; or ○ they are required to self-isolate because they have tested positive for coronavirus; ○ they have been contacted and told to self-isolate by NHS Track and Trace because they are a recent close contact of someone who has tested positive; or ○ they are required to quarantine following travel. ● Parents have been advised, and are regularly reminded, they must keep their child off school if: <ul style="list-style-type: none"> ○ the child has any symptoms; or ○ they are required to self-isolate because a household member has symptoms; or ○ they are required to self-isolate because they have tested positive for coronavirus; ○ they have been contacted and told to self-isolate by NHS Track and Trace because their child is a recent close contact of someone who has tested positive; or ○ they are required to quarantine following travel. ● Where it is necessary for visitors (including contractors) to come on site, they have been advised not to attend if: <ul style="list-style-type: none"> ○ they have any symptoms; or ○ they are required to self-isolate because a household member has symptoms; or ○ they are required to self-isolate because they have tested positive for coronavirus; ○ they have been contacted and told to self-isolate by NHS Track and Trace because they are a recent close contact of someone who has tested positive; or ○ they are required to quarantine following travel. <p>They are asked to confirm this on arrival.</p> ● Staff and parents are advised to actively check their/their child's temperature, and that they do not have any other symptoms, before setting off for School each day. 			
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			<ul style="list-style-type: none"> • Voluntary twice weekly lateral flow self-testing is available for staff working in School. • Visitors will have their temperature checked on arrival by the Premises Team or Administrative staff (whilst maintaining social distancing and wearing a face covering). Social distance may reduce from 2m to 1+m briefly during the temperature check but 2m distancing should be resumed immediately following the check. • Signs advising against entry if you have symptoms are attached to each entry gate. • Pupils are encouraged just to bring their daily essentials into School. 			
Risk of severe case of coronavirus within the School community	Individuals who are vulnerable to a severe case of coronavirus contract the virus from attending School	All vulnerable groups	<p><u>Staff</u></p> <ul style="list-style-type: none"> • Government guidance advises that, now shielding has been paused, staff who are considered clinically extremely vulnerable to a severe case of coronavirus may work in School if they cannot work from home. • Government guidance advises that staff members who, according to Government advice, are considered clinically vulnerable to a severe case of coronavirus may work in School. The same applies for staff members who have a household member who is clinically vulnerable or extremely clinically vulnerable unless advised otherwise by an individual letter from the NHS or a specialist doctor, in which case they will be supported to work remotely or placed on furlough leave. • Staff who live with those who are clinically vulnerable or clinically extremely vulnerable are advised that they should ensure they maintain good prevention practice in the workplace and home settings. • Staff are advised that, if they are at a higher risk as they are over 60, from a Black, Asian or minority ethnic (BAME) background, clinically vulnerable or clinically extremely vulnerable, they: <ul style="list-style-type: none"> ○ must take particular care to: 	1	3	3

			<ul style="list-style-type: none"> • practise frequent, thorough hand washing, and good respiratory hygiene; • minimise contacts in and out of the workplace; • follow social distancing guidance, including maintaining 2m distance from other adults where possible and where not possible avoiding close face-to-face contact and minimising time spent within 1m of other adults; • ensure frequent and through cleaning of frequently touched areas in their home and (if able to work) workspace; and • wear a face mask (supplemented by a face visor should they wish) when at least 2m social distancing from other adults at School may be harder to maintain (for example, when moving around the School and in communal areas of the building). <p>Staff will be supported to do this in School by:</p> <ul style="list-style-type: none"> ○ the provision of hand sanitiser throughout the School, including at their workstation/classroom, and cleaning products to enable them to supplement the regular and frequent cleaning undertaken by the School; ○ adjustment of their workspace/classroom to facilitate social distancing; and ○ the provision of masks and clear face visors. <ul style="list-style-type: none"> • Masks and clear face visors are available to all staff working in School. Staff may also wear their own face covering should they wish. All staff should, unless exempt, wear a face covering (supplemented by a face visor should they wish) in situations when social distancing with adults outside their Group is not possible. All staff are strongly encouraged to wear a face covering when moving around the School and in communal areas of the building as these are times when social distancing may be harder to maintain. 			
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		<ul style="list-style-type: none"> • Staff are advised that face visors are not effective against aerosol transmission and should not be worn as an alternative to face coverings. • The School will undertake a risk assessment for any member of staff who is pregnant, in accordance with normal procedures. In doing so, the School will follow guidance published by The Royal College of Obstetrics and Gynaecology (RCOG), which includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk: https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/. Staff in their third trimester will be supported to work from home or placed on furlough leave. Other pregnant staff should follow the advice for clinically vulnerable staff. • All staff were surveyed in April 2020 to identify if they are considered clinically vulnerable or extremely clinically vulnerable. All new staff complete medical questionnaires and any health matters identified are discussed with them to identify if they are in either category. All staff are asked to keep the School informed of any changes in their health that may affect their vulnerability and are asked to inform the School of any personal factor(s) which place them at a comparatively increased risk from coronavirus. Personal risk assessments are undertaken with any such individuals so that their particular risks can be mitigated. <p><u>Pupils</u></p> <ul style="list-style-type: none"> • Evidence to date indicates that although children do develop coronavirus, very few children develop severe symptoms, even if they have an underlying health condition. • Government guidance advises that the majority of pupils who have previously been unable to return to School as they were considered clinically vulnerable or extremely clinically vulnerable, or who have a household member who is, are able to return to School. 			
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			<ul style="list-style-type: none"> • Government guidance states that all pupils should attend education settings unless they are one of the very small number of pupils who are under paediatric or other specialist care and have been advised by their GP or clinician not to attend. • The School has identified pupils that it is aware were in the clinically vulnerable and clinically extremely vulnerable categories and actively liaises with their parents to ensure that their specific situation is confirmed and any additional care they may require is known and can be provided (further advice is available from the Royal College of Paediatrics and Child Health (https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield)). • Parents have been asked to complete their annual update of pupil information and the parents of any pupil whose updated data suggests that they may be in these categories are also actively liaised with. • Parents have been advised that: <ul style="list-style-type: none"> ○ Pupils who are under paediatric or other specialist care and have been advised by their GP or clinician not to attend should not attend School, and they will be supported at home through Distance Learning. ○ Pupils who are clinically vulnerable or clinically extremely vulnerable can only attend School if their parents have liaised with the School to: <ul style="list-style-type: none"> • confirm the pupil’s current medical status; • ensure that all their medication and the medical information held by School is up to date; and • confirm that their GP or clinician has not advised them not to attend School. <p>The School Nurse/Bursar will advise the Headmistress of any child in this category and the Headmistress will agree whether they can attend safely.</p> 			
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			<ul style="list-style-type: none"> Personal risk assessments will be undertaken, where needed, for any child who is clinically vulnerable or clinically extremely vulnerable so that their particular risks can be mitigated. 			
Transmission from third parties during travel to/from School	The virus is brought into the School community as a result of being caught during travel to School	All	<p>Staff, parents and pupils are encouraged to avoid public transport where possible:</p> <ul style="list-style-type: none"> Staff who need to drive to School may be able to apply for street-parking through the Camden scheme (whilst this scheme is in operation). Staff are assisted to cycle through the Cycle to Work Scheme offered by the School, which has been publicised to staff. Government advice on Safer Travel has been shared with parents and staff. https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Where PPE (for example, a face covering) is recommended or required for use during travel in accordance with Government advice, staff can request this from the School. Bins for disposing of disposable face coverings on arrival, and bags for storing re-usable face coverings, are provided at School entrances. Bags are also available in the staff rooms. Hand sanitising stations are provided at entry points to ensure that all pupils, staff and visitors apply hand sanitiser when removing face coverings and before entering the building to reduce the risk of any virus that has been picked up during travel coming into the building. Method of travel to School is discussed as part of the personal risk assessment for staff in a clinically vulnerable category or who are at a comparatively increased risk from coronavirus. 	2	2	4
Transmission at times of high density	The virus is transferred due to people grouping at key times of the day, such as drop-off and collection	All	<p><u>Pupils:</u></p> <ul style="list-style-type: none"> Pupil collection has been staggered to reduce the number of parents and pupils arriving at one time. To reduce/remove the need for parents to wait outside School between drop-off times for siblings in different year groups or 	1	3	3

			<p>if their child arrives earlier than their allocated slot, socially distanced holding areas have been established in the School grounds for pupils to wait with their year group before going into School at their allocated time. Siblings can also be dropped off and collected at the same time as their eldest sibling.</p> <ul style="list-style-type: none"> • Parents have been advised that they (and the pupil(s)) must only come to the School at the agreed time and they should move away from the School as soon as they have dropped off. • Parents have been advised to maintain 2m between family groupings when waiting to drop off/collect and, unless exempt, to wear a face covering. • Parents drop off and collect from outside the school gates, maintaining social distancing whilst waiting. • Children in EYFS will be met as a class in their designated drop zone. They will leave the drop zone with a member of staff and taken to their classroom. • Older children will walk directly from their allocated entrance to their holding area or classroom where a member of staff will be waiting for them. • On collection, each class will wait together at their allocated entrance/zone at the allocated collection time and pupils will walk directly from their class to the collecting adult. At the end of the collection time, any remaining pupils will wait outside with a member of staff (maintaining a social distance) whilst waiting for their parent to arrive. Children who will not be/are not picked up by the time the last Group has left will be taken to After School Club. Pupils attending After School Club will go/be taken directly to After School Club or will wait in an area where they are socially distanced from pupils from other Groups. • Parents have been advised that only one parent may attend to drop-off/collect each pupil. Parents must wait outside the School grounds. 			
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			<ul style="list-style-type: none"> • 2m-spaced social distancing floor markings encourage parents and children waiting to drop off/collect to socially distance outside School. Metal fencing is used at the end of the day to further encourage social distancing by parents whilst waiting for their children. <p><u>Staff:</u></p> <ul style="list-style-type: none"> • Staff arrive before 8am and leave after 4pm to avoid pupil drop off times. • Staff are required to maintain social distancing (2m spacing) between each other on entry to/exit from the School. • Staff will wear face masks/coverings when dismissing pupils at the gates at the end of the day. 			
Transmission between people on site	The virus is passed from between people on site	All	<p><u>Good hygiene:</u></p> <ul style="list-style-type: none"> • Staff, parents and pupils are aware of symptoms of coronavirus as well as best practice for prevention. • Signs advising of the symptoms are displayed in School and regular reminders are included in the newsletters and staff briefings. • Staff are promoting good hygiene with pupils in School (washing hands regularly, sneezing/coughing into tissues, throwing away tissues after use, avoiding touching mouth, eyes and nose). • Parents have been advised that they must reinforce these good hygiene practices outside of the School. • Hand sanitising gel is available throughout the School, including in every room and each playground space. • Premises Staff check and replenish hand sanitiser in communal areas during the day. Staff in classrooms and offices notify the Premises Team in a timely manner when their hand sanitiser begins to get low. • Handwashing/hand sanitising is required on entering and exiting the building, after using the bathroom, prior to eating, on leaving and returning to the classroom, before and after 	1	3	3

		<p>putting on a face covering, and before and after using any equipment or resources that is shared or harder to clean.</p> <p><u>Social distancing is implemented as far as practicable:</u></p> <ul style="list-style-type: none"> • Government guidance recognises that it is not practical for younger children to practice social distancing. • Government guidance no longer requires classroom pupil numbers to remain below a fixed number, nevertheless, class sizes do not normally exceed 20 pupils. • Desks and activities are spaced throughout the room as far as practical and appropriate. • Desks in Year 6 are orientated so they face in the same direction whenever possible and practical. • Hand shaking at end of school day has been ceased. • Parents drop-off and collect from outside the school, maintaining social distancing whilst waiting. • Timetabling of breaks and toilet use (where possible) minimises the chances of interacting with another. • Breaks are timetabled so Pods are at break at the same time, reducing even distant interaction to those within the same Pod. • Holding areas at morning drop-off have been created so that the areas allocated to each Group are zoned by Pod, with space between the areas used by each Pod. • Sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events. • A one-way system (used as much as practical) encourages Groups to move one way around the building, reducing the need to cross over. Where possible, Groups should wait for other Groups to vacate before proceeding in areas where 			
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			<p>Groups can move in either direction. A “walk on left” protocol operates where it is necessary to cross over.</p> <ul style="list-style-type: none"> • Shared staff spaces are adjusted to enable staff to distance from each other. The Reception, the front of house office spaces, and the IT technician’s workspace are fitted with Perspex screens. A Perspex screen will separate staff in the Finance Office if more than one member of the team are working there at the same time. Floor markings support social distancing. • Staff should not meet in rooms where 2m distancing is not possible, wherever possible or practical. Alternative rooms, such as the library or dining room should be used (provided these are not being used for other purposes at this time) and the areas used should be cleaned by the staff holding the meeting using the cleaning products provided before and after use. • Where staff need to meet in person, 2m distancing should be maintained, wherever possible or practical, and face masks/coverings should be worn (unless all staff are 2m from each other and the room is well ventilated). Where 2m distancing is not possible or practical, staff should avoid close face-to-face contact (where possible) and minimise time spent less than 2m apart. • A Perspex screen across the centre of the desk separates 1:1 learning support teachers from pupils in the learning support teaching room. • Clear screens are used to separate peripatetic music teachers from pupils. Wind and singing lessons occur in large ventilated spaces. • Wind instruments are only played within peripatetic lessons. • Pupils are positioned back-to-back or side-to-side when singing (rather than face-to-face) whenever possible and social distancing is maintained to the extent possible. Organised, 			
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			<p>rather than spontaneous, singing takes place outside or in a large ventilated indoor space.</p> <ul style="list-style-type: none"> • Background music levels are managed to ensure that pupils are not singing more loudly than necessary. • Visitors should maintain social distancing from children and other adults, except where this is required by their role (and other measures are in place) or they are from the same household. <p><u>Large events:</u></p> <ul style="list-style-type: none"> • Large events, such as Open Days, are individually risk assessed to ensure that they occur in a manner compliant with Government guidance (including potentially running them virtually where appropriate) or cancelled/deferred if this is not possible. <p><u>Consistent staff/pupil groupings:</u></p> <ul style="list-style-type: none"> • At least two members of staff have been allocated to each Group (comprising a single year group) to create a consistent group of individuals. • These staff members will stay with their Group. • Wider Pods have been created comprising EYFS, Lower School and Upper School, to facilitate the management of breaks, and lunchtimes with additional teaching staff and a member of SMT allocated to each Pod. • Where cover is required (e.g. due to staff illness), staff will be allocated in preference from within the same Group, then the same Pod and lastly from the wider staff pool/supply. Cover staff not from the same Group will wear a face covering, unless exempt, except when teaching. • If short-term cover is required, cover may be provided by non-Group staff members, mitigating risks with stringent adherence to additional control measures (increased frequency of hand-washing/use of hand-sanitiser, social distancing wherever possible, minimal time spent in close proximity and, unless exempt, the wearing of a face covering). 			
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		<ul style="list-style-type: none"> • After School Club staff will supervise children from across Groups, mitigating risks with stringent adherence to additional control measures (increased frequency of hand-washing/use of hand-sanitiser, social distancing from each other and from children not in their Group wherever possible, minimal time spent in close proximity and, unless exempt, the wearing of a face covering). Children in different Groups will be kept apart from each other through the zoning of the space being used. <p><u>Minimal mixing of Groups:</u></p> <ul style="list-style-type: none"> • Whenever possible, Groups of individuals will not mix. To facilitate this: <ul style="list-style-type: none"> ○ Each Group will have its own classroom where they will undertake all lessons, except Art, PE and Music, and (for pupils in EYFS – Year 2) eat their lunch. ○ Pupils in each Group have been allocated a dedicated toilet(s). Regular cleaning will take place throughout the day. ○ Staff have been allocated a toilet used by the staff in their Pod or as few other people as possible. Regular cleaning will take place throughout the day. Staff waiting for toilets must maintain 2m distance from other staff. Staff waiting to use toilets near the Finance Office must not wait within the Finance Office and should access via an alternative door whenever possible. ○ The playground has been split into separate areas, so that multiple Groups can be outside at the same time but not mix. ○ Breaks have been timetabled and staggered so only one Pod (a maximum of 6 classes – 3 Groups) are on break at any time. ○ Holding areas at morning drop-off have been created so that children wait in an area dedicated to their Group, within a zone allocated to their Pod. Access to each area is controlled to minimise cross-over. 			
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			<ul style="list-style-type: none"> ○ Gaps have been created between break-times to enable pupils to leave the playground before the next class/Group/Pod arrives. ○ A one-way system enables Groups to move efficiently to/from break/lunch/Art/PE/Music one way around the building, reducing the need to cross over and reducing the gaps needed between lessons/sessions. Where possible, Groups should wait for other Groups to vacate before proceeding in areas where Groups can move in either direction. A “walk on left” protocol operates where it is necessary to cross over. ○ Staff supervise all movements of groups of pupils around the School. ○ Year 6 “Trusted” pupils will not be allowed to be in School during breaks and at lunchtimes. ○ Wet play (where use of outside space is not appropriate) will be spent within the normal classroom space for that class/Group. ○ Groups are allocated specific water fountains/taps to refill their water bottle. These are used at scheduled times by each Group and are cleaned in between scheduled usage. ○ Chapel services are attended by a single class at a time. Guidance from the Catholic Bishops Conference in England and Wales will be used to plan chapel services. ○ Whole School assemblies are held virtually and viewed in School via classrooms screens. One Group may be in attendance, provided the staff member leading the assembly maintains a 2 m distance from the Group or is a member of that Group. ○ Pupils and staff in EYFS – Year 2 eat in the classrooms with their class/Group staff. ○ Pupils and staff in Years 3 – Years 6 eat in the dining room, one Group at a time. 			
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			<ul style="list-style-type: none"> ○ Weekly and bi-weekly staff meetings and briefings will take place virtually. ○ Staff avoid entering another members of staff's workspace, wherever possible. ○ Internal mail boxes have been placed in each staffroom to allow documents to be passed between Pods. ● Staff breaks are scheduled and use additional rooms: <ul style="list-style-type: none"> ○ Additional staff rooms have been created to minimise the number of staff using any one room. ○ Staff room allocation is based on Pod staffing, with non-Pod staffing also being allocated to a specific staff room. ○ Staff breaks are timetabled to reduce the number in each staff room at any one time. ○ Regular scheduled cleaning throughout the day reduces the risk of the virus passing to staff from equipment and surfaces. ○ Signs in staff rooms remind staff to socially distance by at least 2m when using that space with another person. ○ Floor markings around the tea/coffee making area in each staff room support social distancing in staff rooms. ● All staff must maintain 2m distance from each other whenever possible and practical. ● Staff not attached to a particular Group/Pod must also maintain 2m distance from pupils whenever possible. ● Where closer contact is required between staff or staff and pupils, contact should be reduced to the shortest time and the greatest distance appropriate to the circumstances and risks will be further mitigated through diligent use of hand sanitiser/hand-washing,, wearing face masks/coverings and/or other PPE (where appropriate), and avoiding (where possible) close face-to-face contact. ● Specialist teaching (where teaching is delivered by one teacher across the school) will be delivered in the normal classroom for each class, except for Art/Music & Drama/PE which will be 			
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			<p>delivered by the Art/Music & Drama Teacher/PE teacher in the Global Learning Centre/Mary Ward Hall/Chapel Hall/outside, where the teacher is able to maintain a distance of at least 2m from the pupils. Specialist teaching staff will be diligent in their use of hand sanitiser/hand-washing on entering and leaving classrooms which are not within their own Group and will maintain social distancing from the children and other adults when teaching these groups.</p> <ul style="list-style-type: none"> • Premises/IT/Cleaning/Catering staff wear face coverings if they need to enter a Group/class and come within 2m of other staff or pupils. • Catering staff are their own Group within the Catering kitchen, with their own entrance, hand sanitising unit, PPE and toilet. • Catering staff deliver lunches to Pre-Nursery, Nursery and Year 1 classrooms as this can be done with minimal passage through the school building. Premises staff collect lunch from the dining hall and deliver this to the classrooms where Catering staff would otherwise need to pass through more parts of the school building (i.e. to the Reception and Year 2 classrooms). Catering/Premises staff wear a face covering and gloves when delivering these lunches. • Staff not attached to a Group will eat their lunch in their designated workspace or other allocated space. Where a space is shared with other staff, 2m distanced should be maintained. <p><u>Resources/equipment are/is not shared or, if shared, other mitigating procedures are followed:</u></p> <ul style="list-style-type: none"> • Where practical, each Group has its own dedicated (non-individual) resources. Regular use of hand sanitiser reduces the risk when resources are shared within Groups. • Where resources/equipment are shared between Groups (such as play-time, sports, music, art and science equipment), they are cleaned between each Group's use and/or left unused and out of reach for 48 hours before use by a different Group (72 hours for plastic items). Use of hand washing and hand 			
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			<p>sanitiser before and after use of shared resources mitigates the risk of the virus being transferred onto and off the resources.</p> <ul style="list-style-type: none"> • Outside play equipment (climbing frame/climbing wall): <ul style="list-style-type: none"> ○ The number of pupils sharing the equipment is limited by the use of rotas. ○ Government guidance advises that UV light and/or rain mitigates the risk of the virus remaining on outdoor surfaces. ○ Hand sanitiser is used before and after using outdoor play equipment which further mitigates the risk. ○ In line with guidance, pupils are not allowed to eat or drink whilst using the outdoor play equipment. ○ Outdoor play equipment is cleaned weekly. • Contents of all classrooms were audited over the summer and any unnecessary/unused items removed. • Where practicable, soft furnishings, soft toys and items that are hard to clean are removed and stored securely. • Outside sand and water tables for sand and water activities are used on a rota basis by one class at a time. Water is changed daily. • Inside sand and water tables are used only by pupils from the class where the table is located. <ul style="list-style-type: none"> ○ Water is changed daily. ○ Sand is changed in the regularly. • Activities involving mud (such as Dell School and the growing beds in the Secret Garden) will be used on a rota basis with at least 48 hours between use by different classes. • In EYFS, each child has their own supply of play-doh which is placed in an individual named bag after each session and disposed of if there is any risk it has been shared. Fresh play-doh is made each week. • Photocopying: <ul style="list-style-type: none"> ○ Staff must send their photocopying to the School Administrator who will print it, ensure it is clearly marked 			
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			<p>for the relevant class/staff member and place it in an agreed location for collection. The School Administrator will use hand sanitiser before and after touching the photocopying.</p> <ul style="list-style-type: none"> ○ In the absence of the School Administrator, another member of staff will be allocated to this role. ○ In exceptional circumstances, if staff must use the photocopier themselves, they must maintain at least 2m distance from another person. Hand sanitiser must be used before and after use of the equipment. ○ Photocopiers are sanitised by School staff during the day. ● Entry and EntrySign systems: <ul style="list-style-type: none"> ○ General: <ul style="list-style-type: none"> ▪ Hand gel will be adjacent to the door pad for staff to apply after opening the front door. ▪ Entrysign fobs should be used whenever possible for hands-free sign-in/out. ▪ Hand sanitiser must be used before and after using EntrySign screen if fobs are not used. ▪ EntrySign screen is sanitised after main arrival time and before main exit time. ○ Visitors/contractors: <ul style="list-style-type: none"> ▪ School staff will open the door for visitors/contractors applying hand sanitiser before and after. ▪ Administrative/Premises Staff will supervise visitors/contractors signing in/out using EntrySign, ensuring hand sanitiser is used before and after. ▪ Administrative/Premises Staff will check the temperature of visitors on arrival (whilst maintaining social distancing and wearing a face covering). Social distance may reduce from 2m to 1+m briefly during the temperature check but 2m distancing should be resumed immediately following the check. ▪ EntrySign screen is sanitised by School staff during the day. 			
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			<p><u>Ventilation:</u></p> <ul style="list-style-type: none"> • Where weather and safety permit, windows and ground floor (rear) doors are opened to encourage airflow and ventilation. During cooler weather, the windows will be opened just enough to allow background ventilation when the room is occupied and opened more fully during breaks to purge the air in the room. • Fans/air-conditioning are available in each room to increase airflow and used as much as possible. • Air-conditioning is set on “fresh air” mode. • Air purifiers that use UV light to destroy germs, bacteria and viruses are installed in all classrooms, staff rooms, shared office spaces and the library to support the circulation of clean air when it becomes harder to have windows open due to weather conditions. • If not already open, doors to the outside from Chapel Hall should be opened between sessions to allow fresh air to circulate. <p><u>Face coverings:</u></p> <ul style="list-style-type: none"> • Visitors to the School should wear face coverings, unless exemptions apply. • All staff should, unless exempt, wear a face covering (supplemented by a face visor should they wish) in situations when social distancing with adults outside their Group is not possible. All staff are strongly encouraged to wear a face covering when moving around the School and in communal areas of the building as these are times when social distancing may be harder to maintain. 			
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<p>Transmission between people on site</p>	<p>The virus is transferred via surfaces or resources within the building</p>	<p>All</p>	<ul style="list-style-type: none"> • Internal doors are held open with fire door retainers, where possible, to avoid needing to touch door handles when moving about the building. <p><u>Cleaning:</u></p> <ul style="list-style-type: none"> • Regularly touched shared items, such as handrails and door handles/knobs, locks, key pads, EntrySign screen, switches together with water fountains, toilets, taps, staff room surfaces and equipment are cleaned throughout the school day. • Disposable towels are used for hand washing and for drying up in staff rooms. • Premises staff and Cleaning Contractors clean non-disposable cloths and mops regularly. • Contract Caterers operate an enhanced cleaning regime. • The amount of shared equipment in staff rooms has been reduced to facilitate cleaning regime. Staff have been given a personal mug to use, which they are responsible for cleaning. • Classrooms, staffrooms and communal areas are cleaned thoroughly every day. • Receptionists clean their shared equipment at the start and end of their shift. • Classroom desks are cleaned by the supervising staff (and/or where appropriate pupils) before breaks and (in EYFS, Year 1, and Year 2) before eating lunch. • Cleaning products are available to staff to enable them to supplement the cleaning undertaken by the Premises Team and Cleaning Contractors where appropriate or preferred (such as in shared toilet facilities). • Government advice on cleaning is followed, overseen by the Premises Manager (or Bursar in his absence) who ensures that all relevant staff are aware and are following the guidelines https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#general-principles-of-cleaning-during-the-covid-19-pandemic 	<p>1</p>	<p>3</p>	<p>3</p>
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			<ul style="list-style-type: none"> PPE is available for cleaning and other tasks. Government guidance advises that when cleaning surfaces, it is not necessary to wear PPE or clothing over and above what would usually be used. The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed, coronavirus has left is disposable gloves and an apron. Hands must be washed with soap and water for 20 seconds after all PPE has been removed. 			
Face-coverings	The virus is transmitted through poor practice when using face-coverings	All	<ul style="list-style-type: none"> Masks and clear face visors are available to all staff working in School. Staff may also wear their own face covering should they wish. All staff should, unless exempt, wear a face covering (supplemented by a face visor should they wish) in situations when social distancing with adults outside their Group is not possible. All staff are strongly encouraged to wear a face covering when moving around the School and in communal areas of the building as these are times when social distancing may be harder to maintain. Staff and pupils (over 3 years old) are supported to wear a face covering if they choose to wear one. PHE advises that for health and safety reasons, face coverings should not be used for children under 3 years old. Staff are advised to: <ul style="list-style-type: none"> cover their mouth, nose and chin with their face covering; adjust the face covering to their face leaving no gaps on the sides; wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it (hand sanitiser or hand-washing facilities are available throughout the building to enable this); when wearing a face covering, they should avoid touching their face or face covering, as they could contaminate them with germs from their hands; 	1	3	3

			<ul style="list-style-type: none"> ○ change their face covering if it becomes dirty or damp (disposable face coverings are available in School from the Reception or Premises Team if staff don't have their own spare face covering); ○ remove their mask using the straps, without touching the front of the mask, and pulling it away from their face; ○ store a re-usable mask in a clean, re-sealable bag (which are available from the Reception desk or Premises Team); ○ dispose of disposable masks in the general (not recycling) waste bins (available throughout the building); ○ change and, and if washable, wash a re-usable face covering daily (in line with manufacturer's instructions); ○ continue to follow all other protective measures, including washing their hands/using hand sanitiser regularly and practicing social distancing wherever possible. <ul style="list-style-type: none"> ● Staff are provided with video guidance from the WHO to support their safe wearing of a face covering (https://www.youtube.com/watch?v=9Tv2BVN_WTk). ● Staff are advised that face visors on their own are not effective against aerosol transmission and should not be worn as an alternative to face coverings. ● Staff should support children who wish to wear a face covering in School to follow the above guidance as far as possible and appropriate for their age, with a focus on ensuring that children are washing their hands or using hand sanitiser at regular intervals and the mask is stored appropriately, away from other children, when not in use. Staff will not insist a child wears their face covering in School if they do not want to. 			
Management of accidents/illness on site	An adult or child becomes ill (whether with suspected coronavirus or other illness) or has an accident on site	All	<u>Management of staff and pupils who develop symptoms of coronavirus at school:</u> <ul style="list-style-type: none"> ● Signs advising of the symptoms are displayed in School and regular reminders are included in the newsletters and staff briefings. 	2	2	4

		<ul style="list-style-type: none"> • Qualified School Nurse or first aiders care for pupils at school and is alert to signs of coronavirus. • Any person noticing symptoms of coronavirus in themselves or others will take themselves or (if a child) be taken to the Medical Room. The staff member accompanying a child should put on PPE (mask, apron, gloves, face shield) as soon as possible. • PPE (mask, apron, gloves, face shield) will be used by the School Nurse or other staff member whilst caring for a child with symptoms in accordance with the guidance. • If symptoms are displayed by a child in School, School Nurse (or a member of SLT in her absence) will contact the child's parents and child will be looked after in a location away from other staff and pupils (normally within the Medical Room). If symptoms are displayed by a staff member they will inform a member of SLT by telephone or email and then go home immediately, or self-isolate within the School until they are able to go home. • Headmistress will be kept informed and consulted at all times if any indication that coronavirus may be the cause. • A member of SLT is in School whenever staff or children are on site. • Government advice about managing a suspected case of coronavirus will be followed at all times. https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required • Where the person seems very unwell, advice will be obtained from NHS111 or 999 will be called. • Medical needs of the children in school are known by the staff and will be advised to medical advisers/local authorities as necessary and will help inform response. 			
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		<ul style="list-style-type: none"> • Government advice on cleaning and waste management is followed. The Premises Manager (or Bursar in his absence) ensures all relevant staff are aware of protocol. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings • Anyone displaying potential symptoms within School should obtain a test as soon as possible and the test result must be advised to School. Staff and parents have been advised of this requirement. • If a positive test result is received, NHS Track and Trace must be actively engaged with in accordance with Government guidelines. Staff and parents have been advised of this requirement. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks • If a positive test result is received, a member of the SLT will urgently contact the DfE advice line (0800 046 8687 Option 1) and the School will follow their advice on who should self-isolate in accordance with Government guidelines. To facilitate this the School will use its attendance registers, records of pupil timetables, staff cover logs, first aid logs and registers of pupils who have attended After School Club/clubs. Peripatetic music and 1:1 teachers must log the pupils they have had lessons with daily and provide this to the School Administrator at the end of every day. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-5-contingency-planning-for-outbreaks • Staff advised that, in accordance with guidelines, they (and other staff/pupils) do not need to self-isolate if they have 			
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			<p>helped someone who has symptoms or are a close contact of someone with symptoms unless advised they develop symptoms themselves, the symptomatic person tests positive or they are contacted and told to self-isolate by NHS Test & Trace (or advised by the local PHE health protection team). SLT and School Nurse will support staff, parents and pupils who are concerned.</p> <p><u>Management of pupils with other medical or first aid needs:</u></p> <ul style="list-style-type: none"> • School staff, including Qualified School Nurse, care for pupils at school in line with normal protocols. • Protocols reviewed by School Nurse and amended as required to reflect Government guidance. • First aid kits are in every classroom. • In accordance with Government advice, no additional PPE is needed for anyone who does not have coronavirus symptoms. However, in accordance with this risk assessment, appropriate protective measures should be taken by anyone caring for a child/adult who is not in their Group/Pod. <p><u>Adequate supplies:</u></p> <ul style="list-style-type: none"> • School Nurse regularly reviews supplies and requests replenishment well in advance of running out. In her absence, a member of staff is nominated to monitor first aid supplies. <p><u>Number of first aiders:</u></p> <ul style="list-style-type: none"> • High number of first aiders within the School staff. • Additional first aid training was undertaken during September INSET. • Minor first aid matters (small cuts and grazes) managed by Group/Pod staff in accordance with protocols provided by School Nurse. 			
Waste management	Virus is transmitted through contaminated waste	All	<ul style="list-style-type: none"> • Covered bins available throughout the School, including within every classroom, office, staff room and playground space, as well as at the entrance (for disposable face coverings). 	1	3	3

			<ul style="list-style-type: none"> • Premises Team are responsible for emptying bins into the Camden bins for collection. • Frequency and adequacy of Camden bin collections reviewed weekly by Premises Manager (or Caretaker in his absence). • Premises Manager (or Bursar in his absence) ensures all relevant staff know the protocol for disposing of potentially contaminated waste from an individual displaying symptoms. 			
Staffing levels	Insufficient staff are able to attend work for the School to be able to remain open safely for pupils	Staff and pupils	<ul style="list-style-type: none"> • SLT will monitor staffing levels and arrange cover where possible. Staff allocation to Groups and Pods allows for the deployment of cover from within existing Groups and Pods as a first priority. • Self-isolating staff who are well, can work remotely, including delivering lessons into School through the Distance Learning platforms. • Closure of the building to pupils will be determined by the Headmistress (in consultation with the Chair of Trustees and Chair of Governors) in the event that staffing ratios cannot be maintained. • Distance Learning will be provided to all pupils by the staff who are able to work. • Teaching staff have access to teaching resources, emails and platforms such as Google, Tapestry and Firefly for delivering Distance Learning. • Administrative functions are ready to revert to remote operations. • Staff laptops have been provided to Teachers and Administrative staff in order for them to be able to work remotely. • The resident Headmistress will continue the essential compliance tasks in the event that Premises staff cannot attend the building. • The SLT has been split into two teams and 2m social distancing maintained between the two teams as far as possible or 	1	2	2

			practical to ensure that the whole SLT is not impacted in the event that one of the SLT tests positive.			
Visitor management	Management of visitors is not effective due to reduction in administrative on-site team and visitor details are not recorded	Staff and children	<ul style="list-style-type: none"> • Most administrative staff are in School in order to support the efficient and effective running of the School, including effective visitor management. • If the administrative team on-site reduces: <ul style="list-style-type: none"> ○ A School mobile phone number for deliveries/access will be affixed to the School gate(s) and front door. ○ A member of the Premises Team will carry this School mobile phone to receive the calls and provide access for deliveries, maintaining a 2m distance. ○ Only essential visitors will be invited to site. The Premises Team is advised of expected visitors in advance. ○ The Premises Team knows the protocol for permitting a visitor to enter the building, including that: <ul style="list-style-type: none"> • Visitors must confirm that they do not have any symptoms before being admitted into the building. • EntrySign must be used to record the visitor's attendance. The member of Premises Team to sanitise the screen before and after use and visitor required to apply hand sanitiser. • Premises Staff will check the temperature of visitors on arrival (whilst maintaining social distancing and wearing a face covering). Social distance may reduce from 2m to 1+m briefly during the temperature check but 2m distancing should be resumed immediately following the check. • Visitors must be asked to wash their hands/use hand sanitiser in line with School protocol. • Visitors must be accompanied at all times (maintaining 2m distance) by a member of the Premises Team or other pre-agreed staff member. ○ Where possible, deliveries are outside for School staff to collect and bring in. 	1	2	2

<p>Emergency evacuation/ lockdown</p>	<p>Management of fire evacuation or lockdown may bring staff and pupils into closer contact increasing the chance of spreading the virus</p>	<p>All</p>	<p><u>Evacuation:</u></p> <ul style="list-style-type: none"> • Emergency evacuation plans have been reviewed and additional assembly points identified to provide greater space between pupils. • In an emergency, pupils will line up in their classes on their allocated playground with a 2m gap between their line and the adjacent line(s). • Staff not allocated to classes will stand 2m from others. • Confirmation that all are safe will be called to the Headmistress. • Where practical separate primary exits will be allocated to classes/Groups/Pods avoiding crossover within the School building. Where not practical or where there is crossover on paths outside the building or the primary exit is blocked by the fire, each group will wait briefly whilst the preceding group evacuates ahead of them. • All staircases are used for evacuation (i.e. the one-way system for staircases is not followed during evacuation as everyone will be descending). <p><u>Lockdown:</u></p> <ul style="list-style-type: none"> • Except for the few staff that operate across Groups or Pods, staff and pupils are normally only with staff and pupils from their own Group or Pod, or staff with whom they normally share a space. It is likely therefore that they would only be with that Group or Pod in a lockdown situation. • Due to current restrictions on movements, it is likely that if a lockdown is instigated most staff and pupils would be within their designated classroom/staff room/toilet(s), or in a room that only their Group is using at that time. It is likely therefore that they would be locking down within their usual designated space or a space that only they are using. • Staff and pupils who are outside or moving between locations, should lockdown in the nearest available space. Where this is shared with anyone from outside their Group or Pod, social 	<p>1</p>	<p>3</p>	<p>3</p>
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			<p>distancing should be maintained, if practical and appropriate, with the primary focus being keeping safe from the lockdown threat. Hand-washing/use of hand-sanitiser, and cleaning of any spaces that have been shared, after a lockdown will mitigate the risk of the spread of the virus from furniture and resources touched by others. The Premises Team should be notified if a space has been shared used in this way and requires additional cleaning. Cleaning wipes are also available in all rooms to enable cleaning by other staff if needed.</p> <ul style="list-style-type: none"> • The time spent in a lockdown drill will be short, mitigating the risk of transference during a drill if spaces are shared and normal social distancing has not been maintained. • Where staff and pupils are hiding under desks, they will be face down and not in face to face contact. • All rooms have an air horn for instigating and passing the lockdown message. <p><u>Emergency services:</u></p> <ul style="list-style-type: none"> • Fire brigade summoned automatically by fire alarm monitoring station. Premises Manager (or Caretaker in his absence) also telephone Fire Brigade to ensure they have been called out. • Police summoned by telephone by Headmistress or member of Administrative Team where possible to do so. • Panic button in Headmistress Study to access Police response as an additional option. 			
Coronavirus outbreak at the School necessitating its closure	School building is required to shut to all on the advice of Public Health England (or other competent authority) or if there were a risk of contamination that could not be removed	Pupils and staff	<p><u>Closure on advice of Public Health England (or other competent authority):</u></p> <ul style="list-style-type: none"> • All appropriate advice will be taken regarding any isolation of staff, cleaning or other measures needed. • Chair of Trustees and Chair of Governors will be informed of the instructions to close and asked to confirm closure. • All advice and guidance from PHE and other associated bodies will be followed. 	1	1	1

			<p><u>Closure due to a risk of contamination that could not be removed:</u></p> <ul style="list-style-type: none"> • Chair of Trustees will be contacted to take, or confirm, decision to close. Chair of Trustees will liaise with Chair of Governors as required. • All advice and guidance from PHE and other associated bodies will be followed. <p><u>All circumstances:</u></p> <ul style="list-style-type: none"> • SLT will continue to meet regularly by telephone/online platform. • Chair of Governors and Chair of Trustees will be kept informed. • Insurance company will be informed. • Distance Learning will be provided to all pupils by the staff who are able to work. • Teaching staff have access to teaching resources, emails and platforms such as Google, Tapestry and Firefly for delivering Distance Learning and enabling remote working. • Administrative functions are ready to revert to remote operations. • Staff laptops have been provided to Teachers and Administrative staff in order for them to work remotely. • The resident Headmistress will continue the essential compliance tasks in the event that Premises staff cannot attend the building. 			
Suppliers/ contractors	Suppliers/ contractors not following appropriate social distancing and hygiene requirements	All	<ul style="list-style-type: none"> • Number of scheduled contractors is minimised to essential work only (work delayed to school holidays where possible). • Premises Manager (or Caretaker in his absence) to agree procedures for any on-site work by contractors with Headmistress and Bursar prior to their arrival. • Premises Manager (or Bursar/Caretaker in his absence) to liaise with all planned contractors before arrival to ensure social distancing and hygiene requirements are understood. • Premises Manager (or Caretaker in his absence) monitors the social distancing and hygiene practices of deliveries and 	1	2	2

			contractors arriving on site and ensures the School protocols are followed.			
Availability of hygiene materials	Essential hygiene materials are not available due to high levels of demand	All	<ul style="list-style-type: none"> • Orders placed early and regularly by Finance Team in conjunction with Premises Team. • Regular review of stock levels by Premises Team, overseen by Premises Manager (or Caretaker in his absence). • Prudent over-ordering to ensure a delayed delivery does not impact School's operation. • Ability of the School to remain open would be reviewed in the event that supplies ran too low. 	1	1	1
Premises compliance not maintained	Essential building compliance is not maintained resulting in health & safety hazards	All	<ul style="list-style-type: none"> • Premises Manager (or Bursar in his absence) monitors all premises compliance and maintenance matters. • All maintenance is up-to-date (or equipment is non-essential and taken out of service). • The Premises Team are working on site daily to manage on site cleaning, and compliance/maintenance tasks, prioritising essential tasks. • Qualified contractors are undertaking all essential maintenance, servicing and certification (e.g. fire extinguishers, security alarm, gas safety) to ensure that the building remains safe and complies with regulations. • Water maintenance has been maintained. • Premises Team is supported by the School's contract cleaners. 	1	3	3
Cleaning regime	Inadequate cleaning regime means cleaning is ineffective	All	<ul style="list-style-type: none"> • Premises Manager (or Bursar in his absence) reviews Government guidance regularly. • Premises Manager (or Caretaker in his absence) oversees standard of cleaning by the Premises Team and Cleaning Contractor (in conjunction with duty Caretaker and via direct liaison with cleaning contractor's supervisor) and updates the Bursar weekly. • Premises Team undertakes daily checks of hygiene quality. 	2	2	4

			<ul style="list-style-type: none"> • Premises Manager (or Caretaker in his absence) ensures that effective briefing is provided to all cleaning staff, whether School staff or contractors. • Cleaning Contractor required to translate guidance for contractor staff where language may be a barrier. 			
Safeguarding	Staff and pupils are exposed to additional and new safeguarding risks from the provision of Distance Learning	Staff and pupils	<ul style="list-style-type: none"> • SLT (including DSL and DDSL) and DSL for EYFS have undertaken additional safeguarding training relating to this area. • Advice from professional advisers, the government and unions is used to constantly review and update practices. • An addendum has been written for the Child Protection & Safeguarding Policy, addressing the issues arising from Distance Learning, has been written and all working staff, including those brought back to working from furlough leave, are asked to confirm that they have read and understood this document. 	1	2	2
Risk assessment becomes outdated	The evolving situation causes the risk assessment to become out of date	All	<ul style="list-style-type: none"> • Consideration is given by SLT to whether risk assessment needs to be updated as new guidance is received. • Detailed review of risk assessment included in agenda for weekly SLT meetings. 	1	3	3
Communication with staff/parents is not effective	Staff/parents do not receive information in a timely manner or it is not acted upon	All	<ul style="list-style-type: none"> • All parents have been asked to complete the annual pupil information forms and all change of contact details, or concerns about not receiving information, is followed up and changes made as needed. Parents are reminded to keep these up to date. • All staff are asked to complete a new staff contact form during the September INSET day and changes are input by the Head's PA. • All staff required to check emails daily, including staff on furlough leave who are expected to check their personal email addresses daily. • Usual communication channel to staff is via staff meetings and emails and updates are sent in this way. 	1	3	3

			<ul style="list-style-type: none"> • Usual communication channel to parents is via emails and updates are sent in this way. • Urgent updates (requiring action within less than 12 hours/24 hours for staff on furlough leave) are followed up with a text/WhatsApp message. 			
Training	Staff and pupils are not clear on procedures to be followed	All	<ul style="list-style-type: none"> • Detailed instructions written for staff and parents, which are distributed in advance of it being implemented. • Staff required to confirm that instructions have been read. • Instructions reinforced during INSET, weekly staff meetings and bi-weekly staff briefings. • Training included in new staff induction. • Care taken to ensure support staff are provided with guidance and training. • All staff required to check emails daily and attend briefings (delivered via Google Meets). Minutes of meetings are distributed to all staff for reference (and for updating any staff not able to attend). • Pupils to receive regular training and reminders on procedures. 	1	3	3
Catering	Catering Team is unable to produce lunches safely	All	<ul style="list-style-type: none"> • Catering contractors advised of opening plans in good time, where possible. • Caterers on-site in advance of opening to prepare, where possible. • Caterers ensure that spare food is available for emergency use if catering team cannot come in. • Caterers provide plans for safe operation in advance of return. Plans reviewed by Bursar and Premises Manager and approved before being enacted. • Catering staff provided with updated School policies and protocols and detailed instructions and guidance for the re-opening. 	1	2	2
Ill staff/pupils	Lack of communication with absent staff/pupils	All	<ul style="list-style-type: none"> • Regular reminders given to staff and parents not to attend if have symptoms. 	1	2	2

	about their health and availability to return to work/timing of return to School		<ul style="list-style-type: none"> • All staff and parents required to notify the School if they are ill. • Testing must be obtained (wherever possible) and test result required to be advised to School. • Record of test results (positive or negative) recorded in an Excel record. • Dialogue with School had before staff/pupils return to School to confirm they are fit to return. • Return not permitted until after the end of the required self-isolation period. • School Nurse responsible for liaison with parents and Deputy Head responsible for liaison with staff, providing pastoral support as well as establishing fitness to return. In the absence of either, the SLT will nominate another person to undertake their responsibility. • Covid diagnosis recorded within SIMs for pupils and staff. Excel record maintained showing self-isolation period has been followed. • Headmistress approves return to School following the period of self-isolation following a positive result. 			
Trustees and Governors' responsibility	Trustees (and Governors as appropriate) do not approve changes which affect the School's risk exposure	All	<ul style="list-style-type: none"> • Meeting of Trustees held to approve significant changes that increase risk exposure. • Chair of Trustees acts where speed is of the essence and/or the action is to reduce the School's risk exposure (such as where a decision is taken to close the School). Chair of Governors to be consulted where time permits. Decision communicated to all Trustees and Governors once made. • Covid 19 Governor appointed with responsibility for day-to-day liaison regarding Covid matters and to review detailed procedures. • Arrangements to be reviewed at each scheduled Governors and Trustees meeting, as well as at any special meetings. 	1	3	3
Insurance	Insurance cover is not effective	All	<ul style="list-style-type: none"> • Insurers are notified of each major change regarding re-opening and closing the School. 	1	3	3

			<ul style="list-style-type: none"> School will be guided by official Government advice and will not act differently or independently without consulting insurers and complying with any requirements they may have that the School. 			
Staff well-being	Well-being of staff suffers from additional pressures of potentially longer travel to/from School, and potential increased workload, as well as from the impact of the pandemic	Staff	<ul style="list-style-type: none"> Direct teaching by specialist staff, including the re-introduction of specialist Art, PE and Music lessons outside of the classroom, ensures opportunities for breaks and PPA time. Where possible, adjustments are made to support the return to normal timetabling, increasing opportunities for breaks and PPA time. Timetabling for teaching staff ensures sufficient planned breaks. Except for the evening of the weekly staff meeting, teaching staff are encouraged to go home as soon as the core teaching day has ended (after 4pm). Other staff are encouraged to go home as soon as their core working day has ended. Staff volunteer to supervise After School Club. No School clubs will run in the first week after re-opening to give staff time to re-adjust. Staff encouraged to plan work suitable for both Distance Learning and in-School teaching and to continue to utilise Google classrooms, to ensure providing Distance Learning for pupils not able to be in School does not generate additional workload. Line managers pro-actively monitor the well-being of their staff and alert SLT of any concerns. SLT has open door policy and all staff are encouraged to discuss concerns and difficulties at an early opportunity. Staff matters are standing agenda item for SMT meetings (fortnightly). SLT discuss staff matters, including well-being, in weekly SLT meetings (or earlier if concerns are flagged) and develop strategies for support/management. 	1	2	2

			<ul style="list-style-type: none"> • School Nurse trained in mental health support. • External support helplines have been provided to staff for confidential support should they require this. • Contact is maintained with all staff who are on furlough leave, who are on full pay to reduce the risk of stress arising for financial reasons. 			
Pupil well-being	Well-being of pupils suffers from the impact of the pandemic	Pupils	<ul style="list-style-type: none"> • School operates at as close to normal as possible. • As many School clubs as are feasible to operate (given the constraints) are re-introduced (after the first week following the re-opening). • Form time gives particular focus to supporting pupils rebuild and maintain friendships and social engagement and manage their feelings about the pandemic and any particular impact it has had on them. • Staff alert to signs of pupils in particular need of support. • Pupil matters are standing agenda item for SMT meetings (fortnightly). • SLT discuss pupil matters, including well-being, in weekly SLT meetings (or earlier if concerns are flagged) and develop strategies for support/management. • School Nurse trained in mental health support. • Well-being booklet prepared and shared with parents to support their child at home. 	1	2	2
Home-working	Staff suffer ill health as a result of working remotely, due to the equipment/environment being unsuitable	Staff	<ul style="list-style-type: none"> • All staff who are working remotely are provided with devices and suitable home-working equipment to enable them to work remotely (laptops/iPads). • All staff who are working remotely complete a DSE self-assessment for their home-working environment and are advised what equipment they should obtain to mitigate the risks from home-working, if this has not been done previously. Equipment is either provided from School stock or costs of purchasing this by the staff member are reimbursed by the School. Staff who have previously undertaken a DSE self- 	1	2	2

			<p>assessment for their home-working environment must advise the Bursar if their home-working environment has changed and complete a new DSE self-assessment.</p> <ul style="list-style-type: none"> • Support is provided to staff by the SLT and School Nurse, via telephone, email and a virtual staff room. • External support helplines have been provided to staff for confidential support should they require this. • Regular virtual staff meetings/briefings are held with staff who are working. • Staff Health & Well-being Policy has been prepared and shared with staff. • Firefly page provides information and resources to staff to support their health and well-being. 			
Additional cars on site	Risk of injury from additional cars parking on site	All	<ul style="list-style-type: none"> • Staff should use the Camden parking scheme (where available) to obtain on-street parking permits. • Temporary parking spaces are marked onto the driveway. These are allocated by the Headmistress. • Staff are required to arrive by 7:45am and leave after 4:15pm if parking on site. • Arrival and departure of cars is via the vehicle entrance. • Parking spaces are utilised in order of arrival, starting with the spaces furthest from the entrance. • Vehicles must travel at no more than 5mph when entering, and whilst on, the School grounds. • Any staff arriving after 7:45am or leaving before 4.15pm are required to park on the street – parking permits are available. • Pedestrians arriving/departing by foot before 7:45am or leaving after 4.15pm should use the top gate to avoid the vehicle entrance. 	1	3	3
Hand sanitiser/cleaning wipes	Pupils harmed through incorrect use of hand sanitiser/cleaning wipes	Pupils	<ul style="list-style-type: none"> • Pupils supervised when using hand sanitiser/cleaning wipes. • Level of supervision adjusted to reflect age and understanding of the pupil(s). 	1	2	2

Sunshine	Risk of overheating or sunburn from being outside for whole duration of a break rather than able to come in and out as needed	Pupils	<ul style="list-style-type: none"> • When relevant, parents are reminded in newsletter to apply all-day suncream to pupils before coming to School. • When relevant, individual bottles of suncream are allocated to classes for use if parents have not applied suncream at home. Parents told/reminded this will happen in newsletters. • When relevant, gazebos erected to provide a shaded area in each of the outside spaces where natural shade is not available. 	2	1	2
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Signed 

(Bursar)

Date 30/4/2021

Signed 

(Headmistress)

Date 30/4/2021

Issued: 15th April 2021; and 30th April 2021

Notes for Guidance:

Likelihood

- 1. unlikely the event will happen
- 2. fairly likely the event will happen
- 3. likely the event will happen

Severity

- 1. Low - minor injuries requiring first aid, e.g. grazes, minor cuts
- 2. Medium - an injury requiring medical assistance, e.g. cuts needing stitches, broken bones.
- 3. High - major injuries such as severe head injury/death

Evaluation of Risk

Consequence	↑	3	6	9		1 - 2	Low
		2	4	6		3 - 4	Medium
		1	2	3		6 - 9	High
		→ Likelihood					