

### Coronavirus risk assessment – Autumn 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)
<b>Lack of advice or contingency planning</b>	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"> <li>• SLT monitor the UK Government advice and discuss any developments daily.</li> <li>• Membership bodies and associations (e.g. AGBIS; ISBA; ISC; IAPS) send regular updates and advice to the School.</li> <li>• Governors and Trustees are kept informed by the SLT and by membership bodies and associations.</li> <li>• Trustees, Governors and/or SLT participate in training, forum and webinars provided by membership bodies and associations where relevant.</li> <li>• Contingency plans are developed and discussed at an early stage once potential changes begin to be signalled in the guidance or advice being issued.</li> </ul>	1	3	3
<b>Number of contacts</b>	Risk of transmission of coronavirus is increased due to the number of adults and/or pupils mixing	All	<p><u>Managing numbers on the School site:</u></p> <ul style="list-style-type: none"> <li>• Pupils:               <ul style="list-style-type: none"> <li>○ 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 ill; or are required to self-isolate.</li> <li>○ 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.</li> </ul> </li> </ul>	1	3	3

			<ul style="list-style-type: none"> <li>○ 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.</li> <li>● Staff: <ul style="list-style-type: none"> <li>○ In accordance with Government guidance, all staff are now in School unless they are ill or required to self-isolate.</li> <li>○ Staff who are required to self-isolate but are well are supported to work from home some, or all, of the time (where their role allows).</li> </ul> </li> <li>● The number of visitors, including parents, and contractors is managed to keep the numbers present on site at any one time to an appropriate level: <ul style="list-style-type: none"> <li>○ Except for parents of Nursery and Pre-Nursery pupils (who are able to bring their child to their classroom in the mornings should they prefer), parents drop off and collect from outside the school gates.</li> <li>○ A small number of parent volunteers support the School with reading and other activities.</li> <li>○ 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.</li> </ul> </li> </ul> <p><u>Managing contacts outside of school:</u></p> <ul style="list-style-type: none"> <li>● PE/sporting activities undertaken off-site, or on-site with other schools, will continue. These activities will be subject to their own risk assessment.</li> <li>● UK residential and non-residential educational visits will continue in line with Government guidance. These activities will be subject to their own risk assessment.</li> <li>● In line with Government guidance, all overseas residential educational visits may resume. These activities will be subject to their own risk assessment.</li> </ul>			
--	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>• Parents are reminded that children should be following Government guidance outside of School.</li> <li>• Staff are reminded they should be following Government guidance outside of School.</li> </ul>			
<b>The virus being introduced into the School building</b>	Infected staff or pupils bring the virus into the School building	All	<ul style="list-style-type: none"> <li>• Staff have been told, and are regularly reminded, not to attend if: <ul style="list-style-type: none"> <li>○ they have any symptoms; or</li> <li>○ they are required to self-isolate because they have tested positive for coronavirus; or</li> <li>○ they are required to self-isolate because a household member has symptoms or has tested positive; or</li> <li>○ 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</li> <li>○ they are required to quarantine following travel (Government guidance on quarantine following travel <a href="https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</a> has been shared with staff).</li> </ul> </li> <li>• Parents have been advised, and are regularly reminded, they must keep their child off school if: <ul style="list-style-type: none"> <li>○ the child has any symptoms; or</li> <li>○ they are required to self-isolate because they have tested positive for coronavirus; or</li> <li>○ they are required to quarantine following travel (Government guidance on quarantine following travel <a href="https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19">https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19</a> has been shared with parents).</li> </ul> <p>Children are no longer required to self-isolate unless they themselves have symptoms, have tested positive or are required to quarantine following travel.</p> </li> <li>• Where it is necessary for visitors (including contractors) to come on site, they have been advised not to attend if:</li> </ul>	1	3	3

			<ul style="list-style-type: none"> <li>○ they have any symptoms; or</li> <li>○ they are required to self-isolate because they have tested positive for coronavirus; or</li> <li>○ they are required to self-isolate because a household member has symptoms; or</li> <li>○ 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</li> <li>○ they are required to quarantine following travel.</li> </ul> <p>They are asked to confirm this on or before arrival.</p> <ul style="list-style-type: none"> <li>● Staff, parents and regular visitors 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.</li> <li>● Staff and regular visitors (such as club staff, parent reading volunteers and therapists) are asked to undertake twice-weekly lateral flow self-testing when working in School. Staff and regular visitors who are not fully vaccinated are asked to undertake daily lateral flow testing when working in School.</li> <li>● Households of pupils are encouraged to follow Government guidance and undertake twice-weekly lateral flow self-testing.</li> <li>● Visitors who are not regular visitors to the School nor part of the normal School community (such as parents attending open days) will have their temperature checked on arrival by the Premises Team or Administrative staff.</li> <li>● Signs advising against entry if you have symptoms are attached to each entry gate and front door.</li> </ul>			
<b>Risk of severe case of coronavirus within the School community</b>	Individuals who are vulnerable to a severe case of coronavirus contract the virus from attending School	All vulnerable groups	<u>Staff</u> <ul style="list-style-type: none"> <li>● Government guidance advises that all staff may now return to work. Where staff have been advised otherwise by an individual letter from the NHS or a specialist doctor, the School will support them to work remotely or place them on furlough leave.</li> <li>● All adults in higher risk categories have been given the opportunity to receive two vaccinations against the virus (and</li> </ul>	1	3	3

			<p>for the requisite 14 days to have elapsed since the second dose in order for them to be considered fully vaccinated in accordance with Government guidance).</p> <ul style="list-style-type: none"> <li>• All adults have had the opportunity to have at least one and possibly both vaccinations.</li> <li>• It is understood that the majority of the staff will now be considered fully vaccinated or will be shortly (although data will be collected to confirm this).</li> <li>• Government guidance advises that research shows the vaccines help: reduce the risk of a person getting seriously ill or dying from COVID-19; reduce the risk of catching or spreading COVID-19; and protect against COVID-19 variants.</li> <li>• Clinically extremely vulnerable staff are advised that they should be particularly careful to ensure they follow all the measures set out in this risk assessment together with all Government guidance and any additional precautions appropriate to their circumstances.</li> <li>• Government guidance advises that people who are close contacts of someone who has tested positive for the virus but who are not required to self-isolate should consider limiting their contact with clinically extremely vulnerable people. In order to facilitate this, staff who are clinically extremely vulnerable will be asked for their consent to share their name with any staff member who is a close contact of someone who has tested positive but who is not required to self-isolate. Clinically extremely vulnerable staff who do not wish to share this information are advised that they must ensure that they socially distance from others.</li> <li>• Staff are advised that, if they are at a higher risk (whether due to age, ethnicity, gender or another factor) or are clinically vulnerable or clinically extremely vulnerable, they: <ul style="list-style-type: none"> <li>○ should ensure they are fully vaccinated in accordance with the Government guidance or discuss the relative risks of not being fully vaccinated with their GP and speak to the</li> </ul> </li> </ul>			
--	--	--	--	--	--	--

			<p>Headmistress and Bursar about this decision and how the School can support them;</p> <ul style="list-style-type: none"> <li>○ must take particular care to: <ul style="list-style-type: none"> <li>● practise frequent, thorough hand washing, and good respiratory hygiene;</li> <li>● ensure frequent and thorough cleaning of frequently touched areas in their home and (if able to work) workspace;</li> </ul> </li> <li>○ they should consider whether additional measures are appropriate, including: <ul style="list-style-type: none"> <li>● minimising contacts in and out of the workplace;</li> <li>● continuing to social 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;</li> <li>● wearing a face mask where social distancing from other adults at School may be harder to maintain or when coming into contact with people they do not normally meet.</li> </ul> </li> </ul> <p>Staff will be supported to do this in School by:</p> <ul style="list-style-type: none"> <li>○ 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;</li> <li>○ adjustment of their workspace/classroom to facilitate social distancing, where they wish to continue to socially distance where this is practical; and</li> <li>○ the provision of masks and clear face visors.</li> <li>● Masks and clear face visors are available to all staff working in School. Staff may also wear their own face covering should they wish.</li> <li>● Staff are advised that face visors are not effective against aerosol transmission and should not be considered as effective a protective measure as face coverings.</li> </ul>			
--	--	--	---	--	--	--

		<ul style="list-style-type: none"> <li>• 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: <a href="https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/">https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</a>. Where appropriate, staff in their third trimester will be supported to work from home or placed on furlough leave. All pregnant staff should follow the advice for clinically vulnerable staff.</li> <li>• 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.</li> </ul> <p><u>Pupils</u></p> <ul style="list-style-type: none"> <li>• Evidence to date indicates that although children do develop coronavirus, very few children develop severe symptoms, even if they have an underlying health condition.</li> <li>• 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.</li> <li>• The School has identified pupils that it is aware may be at higher risk and actively liaises with their parents to ensure that their specific situation is confirmed and any additional care</li> </ul>			
--	--	---	--	--	--

			<p>they may require is known and can be provided (further advice is available from the Royal College of Paediatrics and Child Health (<a href="https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield">https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield</a>)).</p> <ul style="list-style-type: none"> <li>• 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 at higher risk are also actively liaised with.</li> <li>• Parents have been advised that: <ul style="list-style-type: none"> <li>○ 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.</li> <li>○ If their child is at higher risk, they should liaise with the School to: <ul style="list-style-type: none"> <li>• confirm the pupil’s current medical status;</li> <li>• ensure that all their medication and the medical information held by School is up to date; and</li> <li>• confirm that their GP or clinician has not advised them not to attend School.</li> </ul> </li> </ul> <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> </li> <li>• Personal risk assessments will be undertaken, where needed, for any child who is considered at higher risk so that their particular risks can be mitigated.</li> </ul>			
<b>Level of vaccination take-up within the School community</b>	Level of vaccination take-up within the School community is inadequate resulting in increased risk of severe illness and increased risk	All	<ul style="list-style-type: none"> <li>• NHS Q&amp;As about the Covid vaccine is shared with staff.</li> <li>• Staff are supported to attend vaccination appointments by providing paid time off work for appointments.</li> <li>• Staff who are not fully vaccinated are asked to discuss the relative risks of not being fully vaccinated with their GP and</li> </ul>	1	3	3

	of transmission within the community		<p>Speak to the Headmistress and Bursar about this decision and how the School can support them.</p> <ul style="list-style-type: none"> <li>• School will investigate the possibility and practicality of offering the vaccine on site at the same time as the flu vaccine is provided (subject to Government guidance about whether this is appropriate clinically).</li> <li>• Data is collected on the vaccination status of all staff (which is collected, stored and used in accordance with a specific privacy policy) so that the vaccination status of the School community is understood and additional protective measures can be implemented, where required.</li> </ul>			
<b>Transmission from third parties during travel to/from School</b>	The virus is brought into the School community as a result of being caught during travel to School	All	<ul style="list-style-type: none"> <li>• Staff, parents and pupils are encouraged follow Government guidance on Safer Travel <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• 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.</li> <li>• Staff are assisted to cycle through the Cycle to Work Scheme offered by the School, which has been publicised to staff.</li> <li>• 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.</li> <li>• 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.</li> <li>• Where public transport/coaches need to be used for School trips, Government advice on Safer Travel/coach company control measures are followed.</li> </ul>	2	2	4

<p><b>Transmission at times of high density</b></p>	<p>The virus is transferred due to people grouping at key times of the day, such as drop-off and collection</p>	<p>All</p>	<p><u>Pupils:</u></p> <ul style="list-style-type: none"> <li>• Pupils can be dropped at any time between 8am and 8:45am.</li> <li>• EYFS staff escort pupils to their classrooms, although parents of Nursery and Pre-Nursery pupils may take their child to the classroom if they prefer.</li> <li>• Other pupils are dropped off at the school gates and walk independently into School.</li> <li>• Pupil collection is staggered to reduce the number of parents and pupils arriving at one time. Siblings can wait at School and be dismissed with an older sibling.</li> <li>• On collection, each class will wait together at their allocated entrance at the allocated collection time and pupils will walk to the collecting adult. At the end of the collection time, any remaining pupils will wait outside with a member of staff whilst waiting for their parent to arrive or wait on the Blue stairs for collection.</li> <li>• Pupils attending After School Club or other clubs will wait on the Blue stairs.</li> </ul> <p><u>Staff:</u></p> <ul style="list-style-type: none"> <li>• Staff are able to arrive from 7am and are encouraged to leave as soon as their working day is complete.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p><b>Transmission between people on site</b></p>	<p>The virus is passed from between people on site</p>	<p>All</p>	<p><u>Good hygiene:</u></p> <ul style="list-style-type: none"> <li>• Staff, parents and pupils are aware of symptoms of coronavirus as well as best practice for prevention.</li> <li>• Signs advising of the symptoms are displayed in School and regular reminders are included in the newsletters and staff briefings.</li> <li>• 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) and are aware of the need to practice this themselves.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>

		<ul style="list-style-type: none"> <li>• Parents have been advised that they must reinforce good hygiene practices outside of the School.</li> <li>• Hand sanitising gel is available throughout the School, including in every room and each playground space.</li> <li>• Premises Staff check and replenish hand sanitiser in communal areas during the day. Staff are asked to notify the Premises Team in a timely manner when their hand sanitiser begins to get low.</li> <li>• 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 putting on a face covering, and before and after using any equipment or resources that is shared or harder to clean.</li> </ul> <p><u>Social distancing:</u></p> <ul style="list-style-type: none"> <li>• Government guidance no longer requires staff to socially distance, however staff may continue to socially distance from other adults where practical.</li> <li>• Government guidance has always recognised that it is not practical for younger children to socially distance.</li> <li>• Hand shaking at end of school day can now resume where staff and pupils are comfortable to do so. Another suitable greeting can be used instead where preferred. Staff should ensure that they, and the pupils, clean their hands or hand sanitise before shaking hands with each other (pupils will normally already hand sanitise on leaving the building). Staff should ensure that they sanitise their hands after contact.</li> <li>• Parents drop-off and collect from outside the school. (Pre-Nursery and Nursery parents may drop off at the classroom).</li> <li>• Where a sport's national governing body has developed guidance for safe participation in that sport, this will be followed. Where there is no national governing body or no guidance on how to participate safely in a sporting activity, the School will review its arrangements for that sporting activity and make adaptations in line with the Government guidance</li> </ul>			
--	--	---	--	--	--

			<p>for grassroots sports (<a href="https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events">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>).</p> <ul style="list-style-type: none"> <li>• Shared staff spaces are adjusted to enable staff to distance from each other, where this is preferred and practical.</li> <li>• The Reception and the front of house office spaces (where staff may come into contact with more people new to the community) are fitted with Perspex screens.</li> <li>• A Perspex screen may be used to separate staff in the Finance Office if more than one member of the team are working there at the same time, where this is preferred.</li> <li>• Floor markings support social distancing where this is practical and considered appropriate or preferred.</li> <li>• Staff should continue to meet in rooms where distancing is possible, wherever possible or practical, and all staff should feel able to socially distance from others if preferred. Weekly staff meetings and staff briefings will take place in a large ventilated space where distancing is possible or will take place virtually.</li> <li>• Pupils should continue to be positioned back-to-back or side-to-side when singing (rather than face-to-face) whenever possible and distancing should be maintained to the extent possible.</li> </ul> <p><u>Large events:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Mixing of staff and pupils:</u></p> <ul style="list-style-type: none"> <li>• Whenever possible, staff will minimise mixing with people outside of their normal group of contacts: <ul style="list-style-type: none"> <li>○ Where possible, visitors and contractors use a different toilet to that used by the main staff group.</li> </ul> </li> </ul>			
--	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>○ Meetings take place in areas where distancing is possible. Weekly and bi-weekly staff meetings will take place in a large ventilated space where social distancing is possible or will take place virtually.</li> <li>○ Staff avoid entering another member of staff's workspace, where this is preferred by either member of staff.</li> <li>○ Staff may choose to eat their lunch or take breaks in the staffroom or at their own workspace, depending on personal preference.</li> <li>○ Regular scheduled cleaning reduces the risk of the virus passing to staff from equipment and surfaces.</li> <li>● All staff entering another member of staff's workspace must be diligent in their use of hand sanitiser/hand-washing, and be respectful of the preferences of the other members of staff present.</li> </ul> <p><u>Shared resources/equipment:</u></p> <ul style="list-style-type: none"> <li>● Where preferred and practical, staff or pupils may use their own dedicated resources.</li> <li>● Regular use of hand sanitiser reduces the risk when resources are shared.</li> <li>● Where practical, shared resources/equipment (such as play-time, sports, music, art and science equipment) are cleaned and/or left unused and out of reach for 48 hours (72 hours for plastic items) between sessions (e.g. at the end of each break time/PE lesson etc). Use of hand washing and hand sanitiser before and after use of shared resources mitigates the risk of the virus being transferred onto and off the resources.</li> <li>● Outside play equipment (climbing frame/climbing wall): <ul style="list-style-type: none"> <li>○ Government guidance advises that UV light and/or rain mitigates the risk of the virus remaining on outdoor surfaces.</li> <li>○ Hand sanitiser is used before and after using outdoor play equipment which further mitigates the risk.</li> </ul> </li> </ul>			
--	--	--	---	--	--	--

			<ul style="list-style-type: none"> <li>○ In line with guidance, pupils are not allowed to eat or drink whilst using the outdoor play equipment.</li> <li>○ Where practical, outdoor play equipment is cleaned weekly.</li> <li>● In EYFS: <ul style="list-style-type: none"> <li>○ Outside sand and water tables are used on a rota basis.</li> <li>○ Inside sand and water tables are used only by pupils from the class where the table is located.</li> <li>○ Water is changed daily.</li> <li>○ Sand is changed regularly.</li> <li>○ Activities involving mud (such as Dell School and the growing beds in the Secret Garden) will be used on a rota basis.</li> <li>○ Fresh play-doh is made each week and is not shared between classes.</li> </ul> </li> <li>● Staff may use the photocopier themselves however, hand sanitiser must be used before and after use of the photocopier/other equipment.</li> <li>● Photocopiers are sanitised by School staff during the day.</li> <li>● Entry and EntrySign systems: <ul style="list-style-type: none"> <li><u>General:</u> <ul style="list-style-type: none"> <li>○ Hand gel will be adjacent to the door pad for staff to apply before opening the front door.</li> <li>○ Hand gel will be available in the Reception area for use after opening the front door.</li> <li>○ Entrysign fobs should be used whenever possible for hands-free sign-in/out.</li> <li>○ Hand sanitiser should be used before and after using EntrySign screen if fobs are not used.</li> <li>○ EntrySign screen is sanitised after main arrival time and before main exit time.</li> </ul> </li> <li><u>Visitors/contractors:</u> <ul style="list-style-type: none"> <li>○ School staff will open the door for visitors/contractors applying hand sanitiser before and after.</li> </ul> </li> </ul> </li> </ul>			
--	--	--	--	--	--	--

			<ul style="list-style-type: none"> <li>○ Administrative/Premises Staff will supervise visitors/contractors signing in/out using EntrySign, encouraging hand sanitiser to be used before and after.</li> <li>○ Administrative/Premises Staff will check the temperature of visitors on arrival.</li> <li>○ EntrySign screen is sanitised by School staff during the day.</li> </ul> <p><u>Ventilation:</u></p> <ul style="list-style-type: none"> <li>● Where weather and safety permit, windows and ground floor (rear) doors are opened to encourage airflow and ventilation. Ideally at least two apertures are opened in each occupied room.</li> <li>● Premises Team opens doors/windows in communal spaces as part of the opening up process. Doors/windows in other spaces should be opened by staff when first using that room each day.</li> <li>● 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.</li> <li>● The ventilation throughout the building has been reviewed over the Summer and arrangements for additional ventilation have been made where appropriate.</li> <li>● Windows in the Resource Room will be opened and the door from the Resource Room to the dining room held ajar during the lunch period to provide additional ventilation to the dining room.</li> <li>● Fans/air-conditioning are available in each room to increase airflow and used as much as possible.</li> <li>● Air-conditioning is set on “fresh air” mode.</li> <li>● Air purifiers that use UV light to destroy germs, bacteria and viruses are installed in all rooms (except those with air conditioning and a small number of rooms which can be well ventilated with windows and where the numbers of people who will be present in that space at any one time is low), to support the circulation of clean air, particularly when it</li> </ul>			
--	--	--	--	--	--	--

			<p>becomes harder to have windows open due to weather conditions.</p> <ul style="list-style-type: none"> <li>• If not already open, doors to the outside from Chapel Hall should be opened between sessions to allow fresh air to circulate.</li> </ul> <p><u>Face coverings:</u></p> <ul style="list-style-type: none"> <li>• All staff, visitors and pupils are able to wear a face covering (supplemented by a face visor should they wish) whenever they feel appropriate.</li> <li>• Any staff member or adult visitors who is a close contact of a person who has tested positive and who is not required to self-isolate must wear a face covering when within 2m of others and when moving around the building.</li> </ul>			
<b>Transmission between people on site</b>	The virus is transferred via surfaces or resources within the building	All	<ul style="list-style-type: none"> <li>• Internal doors are held open with fire door retainers, where possible, to avoid needing to touch door handles when moving about the building.</li> </ul> <p><u>Cleaning:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Disposable towels are used for hand washing and for drying up in staff rooms.</li> <li>• Premises staff and Cleaning Contractors clean non-disposable cloths and mops regularly.</li> <li>• Contract Caterers operate an enhanced cleaning regime.</li> <li>• Classrooms, toilets and communal areas, including staff rooms, are cleaned thoroughly every day.</li> <li>• Receptionists clean their shared equipment at the start and end of their shift.</li> <li>• Where practical, shared equipment is cleaned regularly by the users or staff responsible for the equipment.</li> </ul>	1	3	3

			<ul style="list-style-type: none"> <li>Classroom desks are cleaned by the supervising staff (and/or where appropriate pupils) before breaks and (where lunch is being eaten in the classroom) before eating lunch.</li> <li>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.</li> <li>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 <a href="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">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</a></li> <li>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.</li> </ul>			
<b>Face-coverings</b>	The virus is transmitted through poor practice when using face-coverings	All	<ul style="list-style-type: none"> <li>Masks and clear face visors are available to all staff working in School to wear if they wish.</li> <li>Staff may also wear their own face covering should they wish.</li> <li>Any adult who is a close contact of a person who has tested positive and who is not required to self-isolate must wear a face covering when within 2m of others and when moving around the building.</li> <li>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.</li> <li>Staff are advised to:</li> </ul>	1	3	3

			<ul style="list-style-type: none"> <li>○ cover their mouth, nose and chin with their face covering;</li> <li>○ adjust the face covering to their face leaving no gaps on the sides;</li> <li>○ 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);</li> <li>○ when wearing a face covering, they should avoid touching their face or face covering, as they could contaminate them with germs from their hands;</li> <li>○ 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);</li> <li>○ remove their mask using the straps, without touching the front of the mask, and pulling it away from their face;</li> <li>○ store a re-usable mask in a clean, re-sealable bag (which are available from the Reception desk or Premises Team);</li> <li>○ dispose of disposable masks in the general (not recycling) waste bins (available throughout the building);</li> <li>○ change and, and if washable, wash a re-usable face covering daily (in line with manufacturer's instructions);</li> <li>○ continue to follow all other protective measures, including washing their hands/using hand sanitiser regularly and practicing social distancing wherever possible.</li> <li>● Staff are provided with video guidance from the WHO to support their safe wearing of a face covering (<a href="https://www.youtube.com/watch?v=9Tv2BVN_WTk">https://www.youtube.com/watch?v=9Tv2BVN_WTk</a>).</li> <li>● Staff are advised that face visors on their own are not effective against aerosol transmission and should not be considered as effective a protective measure as face coverings.</li> <li>● Staff should support children who wish to wear a face covering in School to follow the above guidance as far as possible and</li> </ul>			
--	--	--	--	--	--	--

			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.			
<b>Management of accidents/illness on site</b>	An adult or child becomes ill (whether with suspected coronavirus or other illness) or has an accident on site	All	<p><u>Management of staff and pupils who develop symptoms of coronavirus at school:</u></p> <ul style="list-style-type: none"> <li>• Signs advising of the symptoms are displayed in School and regular reminders are included in the newsletters and staff briefings.</li> <li>• Qualified School Nurse or first aiders care for pupils at school and is alert to signs of coronavirus.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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 to discuss the symptoms and child will be looked after in a location away from other staff and pupils (normally within the Medical Room). Where, following discussion with the parents, the School Nurse is reassured that a temperature relates to a reaction to a vaccine or teething pupils will not be required to go home.</li> <li>• 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. They should avoid using public transport.</li> <li>• Headmistress will be kept informed and consulted at all times if any indication that coronavirus may be the cause.</li> </ul>	2	2	4

		<ul style="list-style-type: none"> <li>• A member of SLT is in School whenever staff or children are on site.</li> <li>• Government advice about managing a suspected case of coronavirus will be followed at all times. <a href="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">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</a></li> <li>• Where the person seems very unwell, advice will be obtained from NHS111 or 999 will be called.</li> <li>• 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.</li> <li>• 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. <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Anyone displaying potential symptoms within School should obtain a test as soon as possible and the test result must to be advised to School. Staff and parents have been advised of this requirement.</li> <li>• 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.</li> <li>• If a positive test result is received, that person will self-isolate. Staff must advise the School if they receive a positive result.</li> <li>• The School no longer needs to identify and contact their close contacts within School; this will be managed by Test &amp; Trace.</li> </ul>			
--	--	--	--	--	--

		<ul style="list-style-type: none"> <li>• Where a member of staff is contacted as a close contact by Test &amp; Trace they must advise the School, whether or not they are required to self-isolate.</li> <li>• Where a member of staff knows they are a close contact but hasn't yet been contacted by Test &amp; Trace they should contact a member of SLT to discuss actions. Where the member of SLT agrees that the staff member is a close contact they will be asked to follow the Government guidance for close contacts (and the School's additional protective measures) as though they had already been contacted by Test &amp; Trace.</li> <li>• Where several (considered to be 3 or more) positive cases occur within the School community within 14 days, the School will follow its Outbreak Management Plan.</li> </ul> <p><u>Management of pupils with other medical or first aid needs:</u></p> <ul style="list-style-type: none"> <li>• School staff, including Qualified School Nurse, care for pupils at school in line with normal protocols.</li> <li>• Protocols reviewed by School Nurse and amended as required to reflect Government guidance.</li> <li>• First aid kits are in every classroom.</li> <li>• In accordance with Government advice, no additional PPE is needed for anyone who does not have coronavirus symptoms.</li> </ul> <p><u>Adequate supplies:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><u>Number of first aiders:</u></p> <ul style="list-style-type: none"> <li>• High number of first aiders within the School staff.</li> <li>• Additional first aid training was undertaken during September 2020/June 2021 INSETs.</li> <li>• Minor first aid matters (small cuts and grazes) managed by class-based staff in accordance with protocols provided by School Nurse.</li> </ul>			
--	--	--	--	--	--

<b>Management of close contacts</b>	Virus is transmitted by close contacts who are not required to self-isolate in accordance with Government guidance	All	<ul style="list-style-type: none"> <li>• Where a member of staff is contacted as a close contact by Test &amp; Trace, they must <ul style="list-style-type: none"> <li>○ advise the School (whether or not they are required to self-isolate);</li> <li>○ obtain a PCR as advised by the Government guidance and advise the School of the result; and</li> <li>○ self-isolate where required.</li> </ul> </li> <li>• Staff who know they are a close contact but have not yet been contacted by Test &amp; Trace must: <ul style="list-style-type: none"> <li>○ act as though they have been contacted; and</li> <li>○ contact a member of SLT to discuss actions.</li> </ul> Where the member of SLT agrees that the staff member is a close contact, they must: <ul style="list-style-type: none"> <li>○ obtain a PCR as advised by the Government guidance and advise the School of the result; and</li> <li>○ follow the Government guidance for close contacts (and the School’s additional protective measures) as though they had already been contacted by Test &amp; Trace, including self-isolating where required.</li> </ul> </li> <li>• Visitors who are close contacts are asked not to attend (whether or not they are required to self-isolate) unless their attendance is essential, in which case they are asked to follow the requirements for staff who are close contacts.</li> <li>• In accordance with Government guidance, close contacts of people who have tested positive for the virus are required to self-isolate if contacted by Test &amp; Trace, unless: <ul style="list-style-type: none"> <li>○ They are under 18 years 6 months;</li> <li>○ They are fully vaccinated against the virus (and 14 days have elapsed from the last required dose of the vaccine).</li> </ul> </li> <li>• Staff who are close contacts but who are not required to self-isolate in accordance with Government guidance must during the period that they would otherwise have been required to self-isolate:</li> </ul>	1	3	3
-------------------------------------	--	-----	--	---	---	---

			<ul style="list-style-type: none"> <li>○ take a PCR test as advised by the Government guidance and advise the School of the result;</li> <li>○ take daily lateral flow device tests (taken before attending School each day) and log the results as with twice weekly testing;</li> <li>○ wear a face covering;</li> <li>○ limit their contact with anyone who is extremely vulnerable (permission will be obtained from clinically extremely vulnerable staff to share this information with the relevant staff member in the event that this situation arises); and</li> <li>○ limit close contact with others, especially indoors.</li> <li>● Pupils who are close contacts are not required to self-isolate however: <ul style="list-style-type: none"> <li>○ parents are advised that they must advise the School if their child is a close contact;</li> <li>○ parents are advised that they must arrange a PCR test for their child as advised by the Government guidance and advise the School of the result;</li> <li>○ parents are advised that they must test their child daily with a lateral flow device before coming to School and to advise the School of the result; and</li> <li>○ the child will be asked to wear a face covering when using public or dedicated transport as part of a School trip, in line with Government guidance.</li> </ul> </li> </ul>			
<b>Waste management</b>	Virus is transmitted through contaminated waste	All	<ul style="list-style-type: none"> <li>● 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).</li> <li>● Premises Team are responsible for emptying bins into the Camden bins for collection.</li> <li>● Frequency and adequacy of Camden bin collections reviewed weekly by Premises Manager (or Caretaker in his absence).</li> </ul>	1	3	3

			<ul style="list-style-type: none"> <li>• 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.</li> </ul>			
<b>Staffing levels</b>	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"> <li>• SLT will monitor staffing levels and arrange cover where possible.</li> <li>• Self-isolating staff who are well, can work remotely, including delivering lessons into School through the Distance Learning platforms.</li> <li>• 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.</li> <li>• Distance Learning will be provided to all pupils by the staff who are able to work.</li> <li>• Teaching staff have access to teaching resources, emails and platforms such as Google, Tapestry and Firefly for delivering Distance Learning.</li> <li>• Administrative functions are ready to revert to remote operations.</li> <li>• Staff laptops have been provided to Teachers and Administrative staff in order for them to be able to work remotely.</li> <li>• The resident Headmistress will continue the essential compliance tasks in the event that Premises staff cannot attend the building.</li> </ul>	1	2	2
<b>Visitor management</b>	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"> <li>• Most administrative staff are in School in order to support the efficient and effective running of the School, including effective visitor management.</li> <li>• If the administrative team on-site reduces: <ul style="list-style-type: none"> <li>○ A School mobile phone number for deliveries/access will be affixed to the School gate(s) and front door.</li> </ul> </li> </ul>	1	2	2

			<ul style="list-style-type: none"> <li>○ A member of the Premises Team will carry this School mobile phone to receive the calls and provide access for deliveries.</li> <li>○ Only essential visitors will be invited to site. The Premises Team is advised of expected visitors in advance.</li> <li>○ The Premises Team knows the protocol for permitting a visitor to enter the building, including that: <ul style="list-style-type: none"> <li>● Visitors must confirm that they do not have any symptoms before or on arrival.</li> <li>● 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 encouraged to apply hand sanitiser.</li> <li>● Premises Staff will check the temperature of visitors on arrival.</li> <li>● Visitors must be asked to wash their hands/use hand sanitiser in line with School protocol.</li> <li>● Visitors must be accompanied at all times by a member of the Premises Team or other pre-agreed staff member.</li> </ul> </li> <li>○ Where possible, deliveries are outside for School staff to collect and bring in.</li> </ul>			
<b>Emergency evacuation/ lockdown</b>	Management of fire evacuation or lockdown may bring staff and pupils into closer contact increasing the change of spreading the virus	All	<p><u>Evacuation:</u></p> <ul style="list-style-type: none"> <li>● Assembly Point is outside.</li> <li>● The time spent in an evacuation drill will be short, mitigating the risk of transference during a drill.</li> <li>● Confirmation that all are safe will be called to the Headmistress.</li> </ul> <p><u>Lockdown:</u></p> <ul style="list-style-type: none"> <li>● The primary focus during a lockdown is 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 who do not normally share</li> </ul>	1	3	3

			<p>that space. The Premises Team should be notified if a space has been shared 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"> <li>• The time spent in a lockdown drill will be short, mitigating the risk of transference during a drill.</li> <li>• Where staff and pupils are hiding under desks, they will be face down and not in face to face contact.</li> <li>• All rooms have an air horn for instigating and passing the lockdown message.</li> </ul> <p><u>Emergency services:</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Police summoned by telephone by Headmistress or member of Administrative Team where possible to do so.</li> <li>• Panic button in Headmistress Study to access Police response as an additional option.</li> </ul>			
<p><b>Coronavirus outbreak at the School necessitating its closure</b></p>	<p>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</p>	<p>Pupils and staff</p>	<p><u>Closure on advice of Public Health England (or other competent authority):</u></p> <ul style="list-style-type: none"> <li>• All appropriate advice will be taken regarding any isolation of staff, cleaning or other measures needed.</li> <li>• Chair of Trustees and Chair of Governors will be informed of the instructions to close and asked to confirm closure.</li> <li>• All advice and guidance from PHE and other associated bodies will be followed.</li> </ul> <p><u>Closure due to a risk of contamination that could not be removed:</u></p> <ul style="list-style-type: none"> <li>• Chair of Trustees will be contacted to take, or confirm, decision to close. Chair of Trustees will liaise with Chair of Governors as required.</li> <li>• All advice and guidance from PHE and other associated bodies will be followed.</li> </ul> <p><u>All circumstances:</u></p>	1	1	1

			<ul style="list-style-type: none"> <li>• SLT will continue to meet regularly by telephone/online platform.</li> <li>• Chair of Governors and Chair of Trustees will be kept informed.</li> <li>• Insurance company will be informed.</li> <li>• Distance Learning will be provided to all pupils by the staff who are able to work.</li> <li>• Teaching staff have access to teaching resources, emails and platforms such as Google, Tapestry and Firefly for delivering Distance Learning and enabling remote working.</li> <li>• Administrative functions are ready to revert to remote operations.</li> <li>• Staff laptops have been provided to Teachers and Administrative staff in order for them to work remotely.</li> <li>• The resident Headmistress will continue the essential compliance tasks in the event that Premises staff cannot attend the building.</li> </ul>			
<b>Suppliers/ contractors</b>	Suppliers/ contractors not following appropriate hygiene requirements	All	<ul style="list-style-type: none"> <li>• Contractors are scheduled to work in the holidays where possible.</li> <li>• 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.</li> <li>• Premises Manager (or Bursar/Caretaker in his absence) to liaise with all planned contractors before arrival to ensure School requirements are understood.</li> <li>• Premises Manager (or Caretaker in his absence) monitors the practices of deliveries and contractors arriving on site and ensures the School protocols are followed.</li> </ul>	1	2	2
<b>Availability of hygiene materials</b>	Essential hygiene materials are not available due to high levels of demand	All	<ul style="list-style-type: none"> <li>• Orders placed early and regularly by Finance Team in conjunction with Premises Team.</li> <li>• Regular review of stock levels by Premises Team, overseen by Premises Manager (or Caretaker in his absence).</li> <li>• Prudent over-ordering to ensure a delayed delivery does not impact School's operation.</li> </ul>	1	1	1

			<ul style="list-style-type: none"> <li>Ability of the School to remain open would be reviewed in the event that supplies ran too low.</li> </ul>			
<b>Premises compliance not maintained</b>	Essential building compliance is not maintained resulting in health & safety hazards	All	<ul style="list-style-type: none"> <li>Premises Manager (or Bursar in his absence) monitors all premises compliance and maintenance matters.</li> <li>All maintenance is up-to-date (or equipment is non-essential and taken out of service).</li> <li>The Premises Team are working on site daily to manage on site cleaning, and compliance/maintenance tasks, prioritising essential tasks.</li> <li>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.</li> <li>Water maintenance has been maintained.</li> <li>Premises Team is supported by the School's contract cleaners.</li> </ul>	1	3	3
<b>Cleaning regime</b>	Inadequate cleaning regime means cleaning is ineffective	All	<ul style="list-style-type: none"> <li>Premises Manager (or Bursar in his absence) reviews Government guidance regularly.</li> <li>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.</li> <li>Premises Team undertakes daily checks of hygiene quality.</li> <li>Premises Manager (or Caretaker in his absence) ensures that effective briefing is provided to all cleaning staff, whether School staff or contractors.</li> <li>Cleaning Contractor required to translate guidance for contractor staff where language may be a barrier.</li> </ul>	2	2	4
<b>Safeguarding</b>	Staff and pupils are exposed to additional and new safeguarding	Staff and pupils	<ul style="list-style-type: none"> <li>SLT (including DSL and DDSL) and DSL for EYFS have undertaken additional safeguarding training relating to this area.</li> <li>Advice from professional advisers, the government and unions is used to constantly review and update practices.</li> </ul>	1	2	2

	risks from the provision of Distance Learning		<ul style="list-style-type: none"> <li>An addendum has been written for the Child Protection &amp; Safeguarding Policy, addressing the issues arising from Distance Learning, has been written and all working staff are asked to confirm that they have read and understood this document.</li> </ul>			
<b>Risk assessment becomes outdated</b>	The evolving situation causes the risk assessment to become out of date	All	<ul style="list-style-type: none"> <li>Consideration is given by SLT to whether risk assessment needs to be updated as new guidance is received.</li> <li>Detailed review of risk assessment included in agenda for weekly SLT meetings.</li> </ul>	1	3	3
<b>Communication with staff/parents is not effective</b>	Staff/parents do not receive information in a timely manner or it is not acted upon	All	<ul style="list-style-type: none"> <li>All parents have been asked to complete the annual pupil information forms and all change of contact details, or concerns about not receiving information, are followed up and changes made as needed. Parents are reminded to keep these up to date.</li> <li>All staff are asked to complete a new staff contact form during the September INSET day and to keep the School updated with any changes. Changes are input by the Head's PA.</li> <li>All staff required to check emails daily, including staff on furlough leave who are expected to check their personal email addresses daily.</li> <li>Usual communication channel to staff is via staff meetings and emails and updates are sent in this way.</li> <li>Usual communication channel to parents is via emails and updates are sent in this way.</li> <li>Urgent updates (requiring action within less than 12 hours/24 hours for staff on furlough leave) are followed up with a text/WhatsApp message.</li> </ul>	1	3	3
<b>Training</b>	Staff and pupils are not clear on procedures to be followed	All	<ul style="list-style-type: none"> <li>Detailed instructions written for staff and parents, which are distributed in advance of it being implemented.</li> <li>Staff required to confirm that instructions have been read.</li> <li>Instructions reinforced during INSET, weekly staff meetings and bi-weekly staff briefings.</li> </ul>	1	3	3

			<ul style="list-style-type: none"> <li>• Training included in new staff induction.</li> <li>• Care taken to ensure support staff are provided with guidance and training.</li> <li>• All staff required to check emails daily and attend briefings. Minutes of meetings are distributed to all staff for reference (and for updating any staff not able to attend).</li> <li>• Pupils to receive regular training and reminders on procedures.</li> </ul>			
<b>Catering</b>	Catering Team is unable to produce lunches safely	All	<ul style="list-style-type: none"> <li>• Catering contractors advised of opening plans in good time, where possible.</li> <li>• Caterers on-site in advance of opening to prepare, where possible.</li> <li>• Caterers ensure that spare food is available for emergency use if catering team cannot come in.</li> <li>• Caterers provide plans for safe operation in advance of return. Plans reviewed by Bursar and Premises Manager and approved before being enacted.</li> <li>• Catering staff provided with updated School policies and protocols and detailed instructions and guidance for the re-opening.</li> </ul>	1	2	2
<b>Ill staff/pupils</b>	Lack of communication with absent staff/pupils about their health and availability to return to work/timing of return to School	All	<ul style="list-style-type: none"> <li>• Regular reminders given to staff and parents not to attend if have symptoms.</li> <li>• All staff and parents required to notify the School if they are ill.</li> <li>• Testing must be obtained (wherever possible) and test result must be advised to School.</li> <li>• Record of test results (positive or negative) and required self-isolation period recorded in an Excel record.</li> <li>• Dialogue with School had before staff/pupils return to School to confirm they are fit to return.</li> <li>• Return not permitted until after the end of any required self-isolation period.</li> <li>• 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</li> </ul>	1	2	2

			<p>of either, the SLT will nominate another person to undertake their responsibility.</p> <ul style="list-style-type: none"> <li>• Excel record maintained showing self-isolation period has been followed.</li> <li>• Headmistress approves return to School following the period of self-isolation following a positive result.</li> </ul>			
<b>Trustees and Governors' responsibility</b>	Trustees (and Governors as appropriate) do not approve changes which affect the School's risk exposure	All	<ul style="list-style-type: none"> <li>• Meeting of Trustees held to approve significant changes that increase risk exposure.</li> <li>• 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.</li> <li>• Covid 19 Governor appointed with responsibility for day-to-day liaison regarding Covid matters and to review detailed procedures.</li> <li>• Arrangements to be reviewed at each scheduled Governors and Trustees meeting, as well as at any special meetings.</li> </ul>	1	3	3
<b>Insurance</b>	Insurance cover is not effective	All	<ul style="list-style-type: none"> <li>• Insurers are notified of each major change regarding re-opening and closing the School.</li> <li>• 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.</li> </ul>	1	3	3
<b>Staff well-being</b>	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"> <li>• Return to a normal timetable ensures opportunities for breaks and PPA time.</li> <li>• Timetabling for teaching staff ensures sufficient planned breaks.</li> <li>• 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.</li> </ul>	1	2	2

			<ul style="list-style-type: none"> <li>• Staff volunteer to supervise After School Club.</li> <li>• 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.</li> <li>• Line managers pro-actively monitor the well-being of their staff and alert SLT of any concerns.</li> <li>• SLT has open door policy and all staff are encouraged to discuss concerns and difficulties at an early opportunity.</li> <li>• Staff matters are standing agenda item for SMT meetings (fortnightly).</li> <li>• SLT discuss staff matters, including well-being, in weekly SLT meetings (or earlier if concerns are flagged) and develop strategies for support/management.</li> <li>• School Nurse trained in mental health support.</li> <li>• External support helplines have been provided to staff for confidential support should they require this.</li> <li>• 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.</li> <li>• DHT keeps in contact with staff who have received a positive test result and provides pastoral support.</li> <li>• Staff are able to make personal choices to follow stricter control measures than required by Government guidance (where this is practical for the School). For example, staff may choose to: <ul style="list-style-type: none"> <li>○ Wear a face covering/visor if preferred, including when teaching.</li> <li>○ Request social distancing in their own workspace (to the extent this can be practically achieved by the School).</li> <li>○ Use their workspace for breaks instead of the staffroom.</li> <li>○ Eat lunch in their workspace or staff rooms rather than dining hall.</li> </ul> </li> </ul>			
--	--	--	---	--	--	--

			<ul style="list-style-type: none"> <li>○ Use an alternative to hand-shaking.</li> <li>○ Use their own dedicated resources, where practical.</li> <li>○ Discuss additional measures with the Headmistress to agree what is practical and appropriate.</li> </ul>			
<b>Pupil well-being</b>	Well-being of pupils suffers from the impact of the pandemic	Pupils	<ul style="list-style-type: none"> <li>● School operates at as close to normal as possible.</li> <li>● As many School clubs as are feasible to operate, including external clubs, are re-introduced.</li> <li>● 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.</li> <li>● Staff alert to signs of pupils in particular need of support.</li> <li>● Pupil matters are standing agenda item for SMT meetings (fortnightly).</li> <li>● SLT discuss pupil matters, including well-being, in weekly SLT meetings (or earlier if concerns are flagged) and develop strategies for support/management.</li> <li>● School Nurse trained in mental health support.</li> <li>● Well-being booklet prepared and shared with parents to support their child at home during periods of Distance Learning.</li> </ul>	1	2	2
<b>Home-working</b>	Staff suffer ill health as a result of working remotely, due to the equipment/environment being unsuitable	Staff	<ul style="list-style-type: none"> <li>● All staff are now able to work in School.</li> <li>● All staff who are working remotely are provided with devices and suitable home-working equipment to enable them to work remotely (laptops/iPads).</li> <li>● 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-assessment for their home-working environment must advise</li> </ul>	1	2	2

			<p>the Bursar if their home-working environment has changed and complete a new DSE self-assessment.</p> <ul style="list-style-type: none"> <li>• Support is provided to staff by the SLT and School Nurse, via telephone, email and a virtual staff room.</li> <li>• External support helplines have been provided to staff for confidential support should they require this.</li> <li>• Staff who are working remotely can join staff meetings/briefings virtually.</li> <li>• Staff Health &amp; Well-being Policy has been prepared and shared with staff.</li> <li>• Firefly page provides information and resources to staff to support their health and well-being.</li> </ul>			
<b>Hand sanitiser/cleaning wipes</b>	Pupils harmed through incorrect use of hand sanitiser/cleaning wipes	Pupils	<ul style="list-style-type: none"> <li>• Pupils supervised when using hand sanitiser/cleaning wipes.</li> <li>• Level of supervision adjusted to reflect age and understanding of the pupil(s).</li> </ul>	1	2	2
<b>Sunshine</b>	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"> <li>• When relevant, parents are reminded in newsletter to apply all-day suncream to pupils before coming to School.</li> <li>• 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.</li> <li>• When relevant, gazebos erected to provide a shaded area in each of the outside spaces where natural shade is not available.</li> </ul>	2	1	2

Signed



(Bursar)

Date 31/8/2021

Signed



(Headmistress)

Date 31/8/2021

Issued: 31<sup>st</sup> August 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					