



Risk Assessment for operations in school when dealing with Coronavirus

Date: 4 January 2021 **Completed by:** Dr Edmonds (Head) **Review Date:** Will be reviewed in line with government advice and staff recommendations.

The risk assessment template below sets out the known hazards and importantly controls that have been advised either by the Government/DfE, the World Health Organisation (WHO), Public Health England (PHE), NHS (safe practice) or good practice (unions/other sources). Some are suggested measures that may be or may not be applicable to your school and specific education setting. There are some specific issues that are addressed in the risk assessment but for clarity please read the following Government advice to schools:

Reopening January 2021

The UK Government created a contingency framework for schools in areas where there is deemed to be a higher risk of transmission. The Hampshire School Chelsea, located in the Kensington and Chelsea borough, is in a contingency area and consequently we have been asked to restrict the numbers of children coming into school. The school will therefore be open on the 5 January for:

Children of Critical Workers and vulnerable children

The current framework directions allow for children of critical workers and vulnerable children to return for the start of term on Tuesday 5 January 2021. If the pupils are in Year 6-8, they will need to complete a Lateral Flow Test at school or have a very recent and negative COVID-19 test result.

Pupils in Nursery (Early Years care)

The current framework directions allow for children in EYFS to return for the start of term on Tuesday 5 January 2021.

Pupils in Year 1 - Year 5

The Government has confirmed that all pupils in Reception - Year 5 in contingency framework areas must remain at home and access virtual learning until the 18 January 2021. Staff are expected to be in school to work collectively to deliver the virtual learning programme and support pupils who are attending.

Pupils in Yr 6 - Year 8

Pupils in Years 6 - Year 8 are taking examinations and therefore will resume face-to-face learning from Monday 11 January 2021 assuming each pupil has had a negative Lateral Flow Test result administered by the school on the 11 January 2021. In the meantime, all Year 6 - Year 8 pupils have access to remote learning from home.

Online Learning

Online learning will be available for all children unable to attend school from 9am on Tuesday 5 January. Form Tutors register attendance (whether remote or onsite) and manage the daily, remote, Form Time. During this initial period of remote learning, the school continues to use *Google Classroom*. The expectation is for lessons to be as close to their normal timetables as possible, although there may be some adjustments for some years and subjects.

Parents

Members of the SLT will be running a *Google Meets* for parents to answer any questions. Google Classroom resources to support parents and guides are available via the website.

Overseas Pupils

Some of our overseas pupils will be unable to return to the UK immediately until travel restrictions have been lifted. To assist those living in different time zones and unable to access live lessons as a result, staff will record their live lessons so that they can be accessed by those in need.

Catering

The school catering service will run as normal for key worker children, vulnerable children, children in Early Years care and staff from 5 September.

Bus Service

The school bus service will operate as normal.

Before and After-school Care

Before and After-school Care will operate as normal for the children in school.

Clubs

Clubs are cancelled until 18 January 2021.

Lateral Flow Tests

The rapid serial testing, as directed by the UK Government, will be rolled out to ensure simultaneous tests for each pupil and member of staff for a safe return to school.

Entry to School

- All children in Nursery should arrive between 8:30am and 8:45am. Members of the teaching staff and Senior Leadership Team are at the front of school to welcome the children and support the children's transition to the classroom. A similar system operates at the end of the school day. When all pupils return to onsite learning, the children should access the school as follows:
 - Pre-School and Year 1 will enter and exit down the stairs to the Lower ground Floor.
 - Year 2, Year 5, 6, 7 and 8 will enter and exit through the front of school. This will require management by staff.
 - Year 3 and Year 4 will enter and exit through the door that has a staircase to their classrooms.

Scooters to be relocated to the storage area by the drivers. Jalmar will control road safety and will be wearing a high viz jacket. DMC, KMC and PED will be at the front of school to support with the management of children entering and leaving the building.

- Minibus children will line-up in the hall at the end of the day. Each entrance will have a washing station (there are four stations available). As a back-up there will be sanitiser dispensers at the entrances. We have a good supply of sanitisers but access to resources must be managed by staff. Regular washing of hands is the best protection and staff should factor in hand washing opportunities regularly throughout the school day, and definitely before snacks, lunch and toilet breaks.
- Every classroom will have cleaning fluid which must be kept away from young children. The classroom and equipment should be routinely cleaned by staff. Specialist teachers in specialist teaching rooms e.g. the Art, Music, Library, Science and Prep School teaching rooms must have the desks cleaned before the next group of

pupils arrive for a lesson. The cleaners have a cleaning schedule which includes regular cleansing of handrails, handles, toilet areas, high frequency use areas and light switches. Rubbish in bins will be collected regularly.

- The children should bring to school only the equipment they use daily. Their equipment must be named and must not be shared with their peers.
- Staff must wash/sanitise their hands before handling children's work.
- Thomas Franks is providing all snacks and lunches. There will no self-service – meals will be plated or served by Thomas Franks staff.
- Early Birds and Stay and Play will operate in the French room on the ground floor. The children must be kept in pods – this classroom should be rearranged daily by the supervising Stay and Play staff to accommodate the pupils in their pods.
- All club providers will receive training regarding the school's Covid-19 measures to keep the community safe and will be provided with a copy of the risk assessments.
- Activity providers can continue to provide services at the school and must maintain school year group 'pods' in their lessons and follow the school's Covid-19 risk assessment.

Personal Protective Equipment (PPE) including face covering and face masks:

- Wearing a face covering or face covering in school is not recommended. That said, any child may wear a face covering (mask) if the parents of that child perceive that it is in their child's best interest/safety. Further, Year 7 and Year 8 have been asked to bring a face covering to school for occasions when social distancing may be difficult to maintain, for example, in corridors. The face coverings should be named to reduce the risk of cross contamination.
- All children and adults must wear face coverings (masks) on the school minibuses. Adults must wear face coverings in communal areas and in the staffroom.

Staff may choose to wear a face covering. If they do so, they must consider whether the wearing of a face covering limits their ability to teach effectively and the impact it may have on pupils. Staff that are in close proximity to each other will maintain a 2 metre distance and wear a face covering in the staffroom and communal areas. Staff must wear face coverings while giving parent tours. Peripatetic teachers must wear face coverings in communal areas.

- If a child in Pre-School Children requires personal care they will be made comfortable and the parents informed. The member of staff managing the child's wellbeing should wear a covering and gloves.

- If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they must be collected and return home. A face covering should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.
- Children and staff who display symptoms of a cold, cough, high temperature, runny nose, will be sent home. The parents will be asked to get the child tested. If they are negative (evidence needed) the child may return to school. If the child tests positive, they must not return and will go into quarantine. For further information, please request the document Prevention and Responding to a suspected case of COVID-19; Bellevue Schools.

General checklist for PPE management:

- Children and staff must be made aware of the risks of wearing face coverings when adjusting the covering on the face. Training by teaching staff must be provided to children on how to correctly put on and wear items of PPE, when it should be replaced throughout the day and how it should be disposed of (in a bin and not left on a desk or other area).
- Ensuring that the school maintains a stock of PPE, requires all staff to keep the Head informed when resources start to run out so that replacements are assured.

Social distancing

- We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. With regard to Pre-Prep and Prep School children it is important for staff to stress the benefits of social distancing (at least 1 metre) and to maintain the following precautionary measures:
 - Keep to year group 'pods' where possible.
 - Follow the one-way routes to specialist classrooms and the playground.
 - Remember to frequently hand clean and have good respiratory hygiene practices e.g. using a tissue to catch a sneeze and bin the tissue immediately. If a child is sneezing repeatedly they must be sent home – see protocol earlier in this document.
 - Minimising contact and mixing
- To help maintain social distancing, Year 2 collection will be between 3:20 pm and 3:30 pm

Additional considerations for planning to re-open schools to more pupils and staff:

The school will consider further measures and areas during the completion of this initial risk assessment in consultation with staff, and as the assessment is reviewed during the daily occupation of the school. The review will include assessing the availability of staff for all activities during the school day e.g. lunchtime, break supervision, and to provide support for pupils with special or additional needs.

- Staff who have underlying medical conditions (as defined in government guidance);
- Staff who are subject to shielding or are in a household where someone is shielding;
- Staff who are self-isolating, and staff on maternity or any other form of leave;
- The availability of staff to cover any vacancies or long-term absences.

Note: Severity (S): 1 = slightly harmful. 2 = harmful. 3 = extremely harmful.
 Probability (P): 1 = highly unlikely. 2 = unlikely 3 = likely

Risk Level (RL): = Severity + Probability: 2 = trivial. 3 = tolerable. 4 = moderate. 5 = substantial. 6 = intolerable.

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
Spread of Covid-19 through school and wider school community	Pupils	Sickness and contracting the virus	2	2	4	- Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks to be made throughout the day to ensure adequate supply. -Handwashing techniques taught to all pupils. It may be necessary to supervise some pupils to ensure correct hand washing procedures. - Classes to teach children hand washing techniques. -Public Health Advice on Covid-19 handwashing – ‘Catch it, Bin it, Kill it’ posters to be created by the children for display around school, and other posters advertising good hygiene. -Pupils with existing medical conditions should already be known to the school: Discuss with parents the initial steps and agree key actions re. isolation/seclusion. - Inform parents of hygiene expectations and for the need to communicate this message in the home environment. - All children wash their hands before coming to school, before going home, during school and when they get home.	1	1	2
	Pupils from vulnerable groups		2	2	4		1	1	2
	Staff		2	2	4		1	1	2
	Staff from vulnerable groups		2	2	4		1	1	2
	Wider school community		2	2	4		1	1	2
			2	2	4		1	1	2
			2	1	3		1	1	2
			2	1	3		1	1	2

			2	1	3	- Parents may wish to send their hand wipes and sanitisers into school with pupils.	1	1	2
			1	1	2	- Communicate to parents the importance of the government advice on catch it, bin it kill it, stay alert.	1	1	2
			2	2	4	- We will postpone or cancel meetings which involve significant numbers of external parties. Any important meeting will take place remotely. - Any members of staff with underlying health issues or those within vulnerable groups should make their condition known to the Head. We will consult with PHE for up-to-date information.	1	1	2
			2	2	4	Events will be limited to under 30 people and managed outside in the garden with a risk assessment that ensures the safety of all attendees.	1	1	2
			2	2	4	- There will be no community use of schools provision at the premises.	2	1	3
			2	2	4	- External community users have been notified of the return and expectations.	1	1	2
			2	2	4	- Those dealing with personal care and children demonstrating symptoms will be provided with PPE	1	1	2
						- Temperature checks on pupils and staff at the beginning and during the school day will only be used where there is a concern of illness.			
			2	3	5	- Increased cleaning program.	1	2	3

			2	1	3	Cleaning agents will be provided in classrooms and cleaning of surfaces, handles and potential contact points will take place throughout the day.	1	1	2
			2	1	3	- Considerations and necessary measures will be taken if there is a need for cross bubble (pod) interaction	1	1	2
			2	1	3	-Staff are briefed and consulted on school procedures and the plans for re-entry of pupils	1	1	2
			2	1	3	- Pupils will be directed from the front of school by a teacher and met at the designated classroom door /entrance by an adult;	1	1	2
			2	2	4	- Entrance doors are held open, reducing the number of occupants touching the doors;	1	1	2
			2	2	4	- Exit doors are held open, reducing the number of occupants touching the doors;	1	1	2
			2	2	4	Thomas Franks will provide all snacks and lunches. There will be no self-service.; Tables are wiped clean with appropriate disinfectant before and after lunch - The Staffroom will be in use but strict directions about a maximum number of staff in this area at any one time applies to keep numbers at safe distance from each other	1	1	2

						<p>- If visitors need to enter the building, they will only be permitted at their designated time outside of normal school hours and will be asked to wait outside of the school building until their school contact is available.</p> <p>Prospective parents' tours will occur out of school hours.</p> <p>Open Days will be virtual or held out of school hours.</p>			
<p>Suspected or confirmed case in school (staff or pupil develop Covid-19 symptoms whilst in school building, or later on that day). Symptoms of Covid-19 are a high temperature or a new, continuous cough.</p>	Pupils	Sickness from contracting the virus	2	2	4	<p>- Contact relevant agencies e.g. BV, PHE. Follow the document 'Covid Case in School – Response'</p> <p>- Close classroom for a period of 72 hours where the member of staff or pupil has only had restricted access to that area. If a person displaying the symptoms had access to a number of rooms other than for transitional purposes then all areas accessed should be isolated for 72 hours. This should not be necessary with the creation of 'bubble' classrooms. Cleaning to be completed after 72 hours and before reoccupation of the classroom.</p> <p>- In the case of where the pupil may have spent their school day in a number of classrooms, all rooms will be closed.</p>	1	1	2
	Pupils from vulnerable groups		2	2	4		1	1	2
	Staff								
	Staff from vulnerable groups								
	Wider school community								
			2	2	4		1	1	2

			2	2	4	<ul style="list-style-type: none"> - BV to support schools in form of words for communication to the school community. Schools must not name individuals. - Contact any external groups who have access to the building to notify them of any school closure. Follow Track and Trace guidance. The staff mute Track and Trace while in school as the setting includes Early Years and thus all staff have a central place for their personal mobile phones which will not necessarily alert contacts regarding positive cases accurately. 	1	1	2
Shortage of staff Teacher Teacher Absence of School Leadership	Pupils		1	2	3	<ul style="list-style-type: none"> - consider combining classes -Where pupil/teacher ratios exceed DFE recommendations– partial closure for certain classes or part time / AM / PM classes. - Alert service to parents to notify them of any exceptional closures due to insufficient staff cover. - explore other options such as remote learning - For pre-school children in Pre-School settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue. Classes should normally be split in half, with no more than 18 pupils per 	1 1	1 1	2 2
						<ul style="list-style-type: none"> - Alert service to parents to notify them of any exceptional closures due to insufficient staff cover. - explore other options such as remote learning - For pre-school children in Pre-School settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue. Classes should normally be split in half, with no more than 18 pupils per 	1	1	2

					small group and one teacher (and, if needed, a teaching assistant). If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 18. Singing lessons to have no more than 15 pupils.				
Shortage of support service staff such as Building Supervisor/Cleaning Admin staff resulting in non-delivery of essential services	Pupils Staff		1	2	3	- arrange internal cover including the use of teaching assistants - reassign support staff to key health and safety elements of the school	1	1	2
School meals kitchen closure resulting in no school meals provision.	Pupils	Thomas Franks to provide the catering.	1	2	3	- Communication to parents.	1	1	2
School trips	Pupils Staff Assisting Parents	Contracting the virus	2	2	4	All trips are postponed/cancelled.	1	1	2

<p>Reducing contact point activities</p>	<p>Pupils Staff</p>	<p>Contracting the virus</p>	<p>2</p>	<p>2</p>	<p>4</p>	<p>We have reduced contact situations with management of pupils in pods: - Assemblies and sports activities Also by: - Disinfecting of toys and other play equipment which pupils are in regular contact with. - Social distancing markings around the school site - Creation of 'zones' so children will not come into contact with other groups in school - One way system created around the school site. Movement to different areas within the schools is reduced as much as possible; Suitable external doors are used to move pupils from one area to another, effectively creating external corridors in the open air; - Designated play spaces ie 'zones' - A set pathway to travel to any physical activities and break through the hall or staircase to the play area maintaining social distancing for Year 2- Year 8. - Top section of the play structure to be out of bounds. All equipment and resources must be cleaned after each playtime for each year group. - Fire places of safety points adjusted to enable social distancing - Minibuses operating with precautions and the wearing of face coverings.</p>	<p>1</p>	<p>1</p>	<p>2</p>
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						<ul style="list-style-type: none"> - Pupils will all be in school uniform and/or PE kit which means there will be no need to change throughout the day and parents can wash clothing regularly. - Desks spaced as far apart as possible. - Some play equipment will be deemed out of bounds - If parents need to drop off items for pupils, they should be left at the school main entrance for staff to collect 			
Staff Information	Pupils and staff		1	2	3	<ul style="list-style-type: none"> - Planning has been in place to ensure that staff are up to date on other related guidance and support in relation to themselves and pupils such as stress and wellbeing including: https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak - In relation to mental health and stress support organisation, details are available to staff including confidential employee helplines and information that can be provided to pupils; 	1	1	2

						- There are communication and support networks in place for staff and if there are particular concerns staff can raise them quickly and effectively;			
Fire precautions	Pupils Staff	Death / injury	3	1	4	Evacuation plans including the following have been reviewed: <ul style="list-style-type: none"> - Safe assembly of occupants following social distancing requirements; - Safe exit via the nearest fire exit; - Training occupants of any changes to evacuation; - Ensuring there are enough trained fire wardens on site with the ability to sweep all used areas of the school; - Use of the school has been reduced to enable safe sweeping and evacuation; - All other fire system testing and maintenance has continued as normal. 	1	1	2
Waste disposal measures			2	1	3	- Waste control measure from possible cases of COVID-19 and cleaning of areas where possible cases have been identified (including disposable cloths and tissues) are as follows: <ul style="list-style-type: none"> - Put in a plastic rubbish bag and tied when full; - The plastic bag is placed in a second bin bag and tied; 	1	1	2

						<ul style="list-style-type: none"> - It is put in a suitable and secure place and marked for storage until the individual's test results are known; - Waste is stored safely and kept away from children; - Waste is not put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours; - If the individual tests negative, this can be put in with the normal waste; - If the individual tests positive, then waste is stored for at least 72 hours and then put in with the normal waste; 			
Travel from overseas			2	3	5	<ul style="list-style-type: none"> - Parents to be informed that there is a 10 day quarantine period. 			
Travel to school on the London Tube			2	3	6	<ul style="list-style-type: none"> - Minibuses may be used to transport staff. - Staff should consider all available options to get to work. - Parking permits available to staff with cars. 			

Signed: Dr Edmonds

