

HST - 01 General Risk Assessment Form

Risk Rating Matrix: See Guide to Determining Risk		Severity			
Likelihood	Likely	Low	Medium	High	High
	Possible	Low	Medium	Medium	High
	Unlikely	Low	Low	Medium	High
	Rare	Low	Low	Low	Medium

Assessment number:			
Department: City of London School for Girls		Service: Generic whole	
Workplace Address: St Giles Terrace, Barbican, London EC2Y 8BB		Review Date: At least fortnightly, sooner if required	
Assessment Date: 27 July 2020 Updated 19 Oct 2020 Updated 10 Nov 2020 Updated 16 Nov 2020		What / who is being assessed? Staff and pupils returning to school (RTS) full-time from the beginning of the autumn term 2020 following the temporary move to remote provision of education during the Covid-19 Pandemic.	



Risk Assessment - Staff and Pupils Returning to Work/School (Covid-19): School Environment

Name of Assessors: Jane Elliott-Waine (Compliance Manager) Katie Kerr (Bursar)	Associated documents Government Guidance https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#schools (Received 4 November 20) https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19#schools (Published 5 Nov 20) https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings 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-stay-at-home-guidance 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
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<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
(Updated 5 Nov 2020)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic children action list SCHOOLS FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/916849/Symptomatic_children_action_list_SCHOOLS_FINAL.pdf)

Use of Public Transport

TfL announces plan to help London travel safely and sustainably: <https://tfl.gov.uk/info-for/media/press-releases/2020/may/tfl-announces-plan-to-help-london-travel-safely-and-sustainably>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Also see TFL transport guidance: <https://tfl.gov.uk/campaign/coronavirus-covid->

<https://www.london.gov.uk/coronavirus/coronavirus-covid-19-faqs/can-i-use-public-transport>

<https://www.nationalrail.co.uk/covid-19.aspx>

Other guidance

Staying Covid-19 secure: [Government compliance poster](#)

Other government, NHS and Public Health England guidance regarding Covid-19 available via websites.

[CoL Covid 19 Information and Guidance](#)

[CLEAPSS Advice to Schools](#)

	Related CoL Policies CoL Equality Opportunity Policy CoL Risk Assessment Guidance CoL Guidance: COVID-19 - Staying Mentally Healthy – It's good to talk CoL Infection Control Guidance : CoL HSG66 Supporting front line staff during the Coronavirus (Covid – 19) pandemic CoL Lone / Remote Working Guidance CoL Guidance Supporting staff outside the office environment Managers Guide and staff FAQs CoL - HSG68 - Providing First Aid CoL Bulletin – First Aid (Covid-19) CoL SOP in case of an outbreak
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Introduction

This risk assessment covers the whole school community, however, where adaptations are required within the Prep Department due to the age range of the pupils this will be highlighted throughout the document in green

The Government strategy has changed since the onset of Covid-19 and the introduction of country-wide measures in the early spring. As of the end of August the NHS Test and Trace system was up and running and revised guidance was clear about the measures that need to be in place to create safer environments within schools. This guidance continues to be updated as the level of infections varies with additional measures in place when the incidence is higher. The risk to children themselves of becoming severely ill from COVID-19 is considered to be very low, and whilst it is not possible to ensure a totally risk-free environment, the Office of National Statistics analysis suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupation. Given the improved position in August, the balance of risk was and remains overwhelming in favour of a full return to school.

Public Health England have built on the system already introduced during the phased reopening of schools. These hierarchy of controls, when implemented in line with this risk assessment, create an inherently safer environment where the risk of transmission of infection is substantially reduced. Essential measures include:

Prevention

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.

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2. Where recommended, the use of face coverings in schools.
3. Clean hands thoroughly more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Where necessary, wear appropriate personal protective equipment (PPE).
8. Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

9. Engage with the NHS Test and Trace process
10. Manage confirmed cases of COVID-19 amongst the school community
11. Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Equality and Diversity

Informed decisions made ensuring equality and diversity is paramount to all decision making. Reasonable adjustments must be made when necessary. Within this inclusive assessment we will have regard to whether the people within the school setting are especially vulnerable to COVID-19, and an individual risk assessment will be used where required with specific individuals.

Review of Risk Assessment

This risk assessment is a live document and will be reviewed on a fortnightly basis, or more frequently if necessary, as we move forward with our plans and as any new advice is published by the DfE. It will be subject to regular scrutiny by Governors and relevant CoL officers.

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What are the hazards? [Or Issues]	Who might be harmed and how?	What are the existing controls?	Risk Rating H, M, L (bracket rating pre measures)	What further action is necessary? <u>Always</u> when Risk is <u>Medium</u> or <u>High</u>	Action by when / whom?	Action complete (Date)
Section 1: Public health advice to minimise Covid19 risks						
Prevention						
<p>Infection from Covid-19 (a new virus):</p> <p>1, Infection Protection and Controls, minimising contact with those who have symptoms or who have someone in their household who does</p> <p>Poor first aid provision</p>	<p>Staff, pupils (and others) contracting and/or transmitting COVID-19:</p> <p>Contracting the virus from others</p> <p>Ineffective procedures for dealing with suspected and confirmed cases in school</p> <p>Inability to deal with first aid incidence</p>	<ul style="list-style-type: none"> Those unwell or who have suspected Covid-19 should self-isolate and follow government guidelines (along with other members of their household) covid-19-stay-at-home-guidance Staff and pupils who are symptomatic will be told to stay home and get tested and will not be allowed to return until the results are known and shared in line with GoV guidance: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Testing is available to confirm Covid-19 for the whole school community via https://111.nhs.uk/covid-19 Parents and staff will be informed of any confirmed cases if they will 	<p>(M) L</p>	<p>No further mitigation identified.</p> <p>Likelihood of infection amongst school population remains possible to likely but school controls, processes and mitigation are in line with guidance and considered to be appropriate for the School setting.</p>		

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		<p>need to self-isolate as per Government Guidance.</p> <ul style="list-style-type: none"> • Government guidance on isolation to be followed if confirmed case • DfE Covid helpline, 0800 046 8687 to be contacted for advice from PHE on action to take in response to positive cases in School • Where someone tests positive the whole class, and any other staff / pupils with whom the case has come into close contact (as defined by government / NHS guidelines), will be sent home to self-isolate in line with Government guidelines • COVID-19 First Aid / Medical procedure for symptomatic staff and pupils who present as unwell whilst at school in place. Staff will immediately go home. Pupils will be isolated whilst parents are contacted. Where there is a pastoral concern pupils will be supervised and nurse has been issued with appropriate PPE, disposable mask, gloves, apron. • Isolation room created (D Floor office) for people presenting with symptoms • Suspected cases to be held in isolation room pending consultation with School Nurse and (for pupils) communication with parents. 				
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		<ul style="list-style-type: none"> • Appropriate PPE is available for School Nurse (and other staff as required) for dealing with close contact (including training from School Nurse on PPE use as required) • Waste potentially infected (e.g. due to use by a suspected case) will be double bagged and quarantined for 72 hrs, (unless COVID-19 test comes back negative with 72 hrs, in which case quarantining isn't required) and disposed of as clinical waste. staff who suspect a case should inform facilities staff straight away so that potentially infected waste can be removed for disposal. • Follow CoL Infection Control Guidance • School Nurse to be available at all times when pupils in the building; School to ensure enough first aid cover is in place when the building is open • First aid material available • First aid policy in place • Standard procedures to continue for non-COVID related illness / injuries • COVID-related cases to be handled through 'isolation room' (see above) 				
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		<ul style="list-style-type: none"> Detailed information sent to parents and staff prior to start of term confirming requirement to remain at home if showing any symptoms of respiratory tract infection or COVID-19 or requiring paracetamol for any reason. Requirements for testing and isolation where household shows any symptoms detailed. All staff and pupils briefed on requirements at start of term and on-going reminders 			
2 and 3, Infection Protection and Controls, inability to maintain clean hand and good respiratory hygiene	<p>Staff, pupils (and others) contracting and/or transmitting COVID-19:</p> <p>Contracting the virus from others</p>	<ul style="list-style-type: none"> Pupils and staff provided with briefing when they return to school to set out expectations and ongoing reminders during form time and briefings Everyone encouraged to clean hands (hand washing and / or use of hand sanitiser) thoroughly and more regularly during the school day following PHE advice, additional soap provided and PHE posters displayed around the building and in the washrooms Principle of PHE “catch it, bin it, kill it” to continue to be followed and communicated to all school users Tissues and bins provided in each classroom. Used general PPE to be disposed of in refuse bags, bins to be placed 	(M) L	<ul style="list-style-type: none"> Day cleaners will keep soap topped up but premises request must be submitted and attended to as soon as possible if soap is unavailable at any point during the school day Additional hand sanitiser and cleaning materials available from facilities office at any point. Staff to collect or request as necessary 	<p>MS Ongoing</p> <p>Staff / MS Ongoing</p>

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		<p>close to entrances so that anyone can discard or disposal masks when they arrive if needed (note: it must not be placed in recycling waste)</p> <ul style="list-style-type: none"> • Hand sanitiser available at entry and exits points, in all classrooms in use and at key points around the school (additional sanitiser provided at GP) • Teachers to ensure pupils get into the routine of either washing hands after each break and/or using hand sanitiser which is provided in each room. • Face coverings will be worn in common areas of the building by staff, pupils and visitors as of 7/9/20. Prep pupils - not mandatory but letter sent to parents and may if wish to do so. • 16 Oct 20 – DfE update received regarding face covering in schools. With the announcement of National Tiers levels this week where local restrictions apply 'High (tier 2) areas are now required to wear face covering in corridors and communal areas. • Comms sent to staff and pupils regarding changes to DfE National Tier level face covering advice SG/JV (2 Nov) • Masks required in all schools in communal areas following 				
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		introduction of second lockdown in England 5/11/2020				
4, Infection Protection and Controls, Poor cleaning regimes, particularly of high touch surfaces	Staff, pupils (and others) contracting and/or transmitting COVID-19: Contracting the virus from others	<ul style="list-style-type: none"> Increased cleaning of work areas, common areas and equipment; day cleaners to be on-site throughout day in line with government guidance: Covid-19-decontamination-in-non-healthcare-settings. Increased cleaning of high touch areas Increased cleaning of toilets facilities during the school day Sanitisers / cleaning wipes / antibacterial wipes provided in staff rooms and classrooms for staff and pupil use All pupil desks and tables cleaned at the start of each lesson by pupils (start and end of day for Prep) Staff in charge of classes wiping down teachers' equipment prior to (and ideally after) use with materials provided Clear desk policy to aide cleaning Increase in cleaning operative, up to 3 from 2 during the day Servest plan for the deep clean of isolation room in place Dining room cleaned between each bubble sitting Additional cleaning requests logged on FM system and acted upon as soon as possible 	(M) L	Ongoing monitoring of levels of cleaning operative required.	MS	Ongoing

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5, Infection Protection and Controls : Increase in spreading infection due to inability to minimise contact between individuals and maintain social distancing	Staff, pupils (and others) contracting and/or transmitting Covid-19: Contracting the virus from others	<p>COVID-19 school specific social distancing plan includes:</p> <ul style="list-style-type: none"> • Social distancing to be maintained in staff areas (e.g. coffee points, printers, etc.) • Pupils to receive information about social distancing and regular reminders • One-way system in place with appropriate signage • No stopping policy introduced on stairs and in corridors to keep people moving and signage has been installed • Reorganisation of furniture and additional signage to be installed in all common areas and shared staff areas to reiterate need for distancing • Occupancy numbers reviewed for shared spaces • Staff to maintain 2m distance from pupils and other staff, where possible and avoid being within 1m of anyone for periods of 15 mins or more (close contact) • Pupils desks set up side by side and facing forwards • Pupils to remain in class or year group bubbles (dependent on year) when in option classes • See Section 1.2 face covering now worn in common areas 	(M) L	<ul style="list-style-type: none"> • Ongoing review of areas where social distancing is difficult to maintain. Further discussion of additional controls required, increased cleaning, limiting time spent in areas and on tasks where concerns raised. • Keep in review whether staff teams should be kept separate rather than mixing or splitting teams to reduce impact on school. 	JV/MS/JEW ongoing	JV/KK/JEW ongoing
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		<ul style="list-style-type: none"> • Pupil co-curricular activities to take place in year groups or with full social distancing only • Additional school entrances to be used to enable more social distancing. Year groups to be released in staggered way at end of day • Break time allows more distancing when moving around school and using toilets • Catering provided on-site for prep school in year groups. Separate areas allocated for pupils required to remain in school at lunchtime. • Assemblies to take place online or in year groups only • Support staff to continue to work from home where possible and /or in rotation following discussion with Line Managers • Restriction in place for contractors and visitors • Visitors procedures in place • Layout of offices adjusted to enable side by side working or back to back where possible • Staff room moved to main hall with forward facing distanced desks. Usual staff room to be used for staff with particular concerns • Prep staffroom moved to larger room to allow for people to socially distance 				
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		<ul style="list-style-type: none"> • Online meetings to continue where larger groups required or no suitable room available which will allow social distancing • Staff to avoid visiting other offices and to make appointments for meetings/face to face discussions • Visors available for staff who wish to wear them. Staff and pupils encouraged to wear masks or visors if they feel at all concerned. • Zoning in School where possible to reduce likelihood of contact between year groups. • Additional space used for entrance examinations (Guildhall) – additional supervision engaged to assist with use of the space. Full procedures in place for staff and pupils using this location. 				
<p>5, Infection Protection and Controls :</p> <p>Contact with visitors and public (including parents)</p>	<p>Staff, pupils (and others) contracting and/or transmitting Covid-19:</p> <p>Contracting the virus from others</p> <p>Staff (and others) contracting and/or transmitting Covid-19 particularly during unwarranted and other interactions</p>	<ul style="list-style-type: none"> • Parents, Visitors and contractors discouraged from entering school premises whilst pupils are on-site • Signing in procedure with use of hand sanitiser explained on notices in Reception • Arrangements for access control reviewed and updated with controlled entry and exit for deliveries, use of additional screens, lines, signs etc. provision of cleaning (sanitizer) etc. for visitors 	(L) L			

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		<ul style="list-style-type: none"> • Clear signage installed at Reception detailing processes to follow and appropriate information obtained from visitors • Enhanced post handling arrangements including all post and deliveries to be held for 72 hours before being distributed • Staff to be requested to avoid having personal deliveries made to the School – message reiterated November 2020 • Clear screens installed at reception • Contractors restricted to appointment only basis • Contractors monitored and escorted when required • Contractors wearing PPE (gloves) • Lettings suspended until further notice 				
5, Infection Protection and Controls : Shared equipment and resources	<p>Staff, pupils (and others) contracting and/or transmitting Covid-19:</p> <p>Contracting the virus from others</p>	<ul style="list-style-type: none"> • Pupils and staff are not to share stationary i.e. pens and pencils • Cleaning materials placed in all teaching rooms • Staff encouraged to not hot desk or share resources however where this is unavoidable staff clean desks before and after use • Shared spaces to be thoroughly cleaned after each use by teaching staff and pupils 	(M) L	<ul style="list-style-type: none"> • Subjects with practical elements of their curriculum (i.e. PE, Drama, Science, Art, Music, etc.) will review departmental-specific Risk Assessments and add covid related risk management including, restrictions on sharing equipment, where possible, and enhanced cleaning of equipment 	<p>Dept Heads 8 Sept</p> <p>JEW to review sample of RA Ongoing</p>	

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		<ul style="list-style-type: none"> • Use of hard copy text books in school to be avoided wherever possible • Homework marking online / by photograph • Library risk assessment for management and loaning of books, use of resources, drop boxes, quarantine arrangements for books and space usage including bookable space which will be cleaned between users • Dept Covid RA for Sport, Art and Science were review by compliance manager and where necessary review comments sent to Dept Heads / technicians 		<p>after use, where it is not possible to provide individual equipment for each pupil. Include information regarding products used, any precautions, frequency who's responsible for completion.</p> <ul style="list-style-type: none"> • Update provided to HoDs to review Covid related RA during half term and again after revised DfE guidance following 2nd National Lockdown. (8 Nov 20 JEW) 		
<p>6. Use of PPE</p> <p>Use of PPE when dealing with a sick person</p> <p>Note: The guidance states that PPE is not required for pupils or staff beyond that normally required for their role (refer to notes below this assessment)</p>	<p>Staff, pupils (and others) contracting and/or transmitting Covid-19:</p> <p>Contracting the virus where people are showing symptoms by lack of suitable PPE</p>	<ul style="list-style-type: none"> • Where appropriate, 2 metre social distancing must be maintained • Use disposable gloves, apron and fluid resistant surgical mask by supervising adult / School Nurse when dealing with a suspected case • School nurse provided with eye protection to reduce risk of eye splashes when dealing with people that are coughing or vomiting • Infection control policy in place and to be followed • Supplies of appropriate PPE are being monitored and items ordered in good time for use • 	(M) M			

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Response to any infection					
7, Engagement with NHS test and Trace process	<p>Staff, pupils (and others in including contactors and visitors) contracting and/or transmitting Covid-19:</p> <p>Inability to manage an outbreak of Covid in school and in the community due to lack of engagement in the testing and tracing systems</p>	<ul style="list-style-type: none"> Refer to section 1 above. Staff and pupils must not come into school if they have any symptoms Staff and parents to inform the school as soon as possible following a positive test result (staff to pass this information to JV) and follow the stay at home guidance in section 1 above Staff and pupils receiving a negative test result able to return to school School to inform other pupils / parents / staff only where required, in line with PHE guidance Refer to Sections 8&9 below. Information was received from DfE and distributed regarding schools response to the NHS App (24/9) 	(L) L		
8 and 9, Management and containment of confirmed cases of Covid19 amongst the school community	<p>Staff, pupils (and others in including contactors and visitors) contracting and/or transmitting Covid-19:</p> <p>Inability to manage an outbreak of Covid in school and in the community due to lack of response to confirmed case</p>	<ul style="list-style-type: none"> School (JV) to notify local health protection team for advice following all confirmed cases in the school community SOP in place and distributed from CoL outlining action to be taken in case of an outbreak All advice provided by the health protection team will be followed and pupils and staff will follow advice regarding self-isolating at home Registers and timetables in place to aid identification of group contacts 	(M) L		

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		<ul style="list-style-type: none"> Seating plans to be devised for lessons, where possible, to limit number of 'close contacts' per pupil and to aid identification of pupils needing to isolate following an outbreak. Staff provided seating plans to JV to allow full overview of possible 'close contacts' 				
Section 2: School Operations						
Transport: Infection from Covid-19 while traveling to and from work	Staff and pupils contracting and/or transmitting Covid-19 particularly during potentially closer interactions on public transport	<ul style="list-style-type: none"> Following TFL / government guidance to travel by foot or cycle where possible; see Safer travel guidance for passengers CoL Transport plan in place which will include advice and guidance to staff informed by TFL and other relevant bodies including On 4 June the government updated advice on the use of transport. Try to avoid public transport especially during peak hours; however if it is necessary to use public transport the wearing of face coverings (not PPE has been mandatory in England from 15 June; face coverings (PPE) available to staff who require them Increase in infrastructure to help promote other forms of transport where possible, including additional bike racks Physical changes to road and other structures in Square Mile where CoL 	(M) L			

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		<p>is Highways Authority to support Social Distancing by making the city more pedestrian / cycle friendly</p> <ul style="list-style-type: none"> • Support staff to flex hours where possible • School day adjusted to encourage travel outside of evening rush hour 				
<p>Attendance:</p> <p>Full return to school for all pupils to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development</p>	<p>Pupils and staff</p> <p>Impact on education, wellbeing and development</p>	<ul style="list-style-type: none"> • Registration system in place via Engage • Shielding advice paused on 1 Aug 2020 therefore little or no impact expected • Local lockdown advice will be followed for shielded individuals and their families • Access to remote learning in place if pupils cannot attend due to Covid19 or other illness • Pastoral care in place for concerned pupils and families • Where staff report concerns that they may be in the group at higher risk of covid 19 as set out in the review of disparities in risk report managers to discuss actions we are taking and refer to occupational Health where required. • All staff to continue to follow Government and medical professionals' advice regarding their own medical conditions and discuss any personal health or wellbeing issues causing a concern with their line manager (i.e. with 	<p>(M)</p> <p>L</p>	<ul style="list-style-type: none"> • Risk assessments for individual staff members who require them 	<p>HR and then all Line Managers</p> <p>Ongoing</p>	

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		<p>the Senior Deputy Head for teachers) and/or HR and the Bursar. This could include expectant mothers, staff with underlying health problems and any new medical information relating to particular groups of society distributed by the Government Chief Medical Officers i.e. those with pre-existing medical conditions, BAME and older age groups. Where deemed necessary, individual risk assessments will be completed for staff, and reasonable adjustments made, in line with the CoL-specific RA for individuals.</p> <ul style="list-style-type: none"> • Risk assessment process for individual members of staff in place. Completion by those with concerns due to higher risks or more general anxiety. Reminder November 2020 • Specialist advice sought from Occupational Health where necessary for individuals who flag a medical condition as a potential concern and where it may be necessary to make special adjustments • Parent communication regarding mandatory attendance at School sent prior to start of term. 				
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Mental Health	<p>Staff and pupils.</p> <p>Increase in poor mental health due to Covid -19 which may lead to increasing stress and anxiety etc.</p> <p>Staff / pupils may also be exposed to traumatic events such as death of colleague and / or close family members, etc.</p> <p>N.B. Please also see the associated policies:</p> <ul style="list-style-type: none"> • Anti-Bullying • Behaviour • Standards, Rules and Regulations • Digital Safety • Acceptable Use (Staff) • Acceptable Use (Pupils) 	<p>CoL Guidance</p> <ul style="list-style-type: none"> • CoL staff survey - to inform support and policy development and practices • Two-way communication plan with staff to build confidence and continually demonstrate visible leadership • L&OD on-line training and development opportunities such as Power Hours • Virtual / non-virtual Mental Health First Aider Network • Employees Assistance Programme • Occupational Health referral and support mechanism • Manager and peer support including Staff Networks • CoL Covid-19 Mental Health guidance • Bereavement framework with support in place as needed <p>CLSG measures: staff</p> <ul style="list-style-type: none"> • Access to school counsellors (by request) • Wellbeing group survey to assess impact and allow action <p>CLSG measures: pupils</p> <ul style="list-style-type: none"> • Pastoral care systems (including dedicated staff, such as the 	(M) M	Ongoing vigilance required re mental health issues. Sensitive approach to management of concerns and flexibility enabled where possible given the needs of the pupils.	SMT, School nurse, Counselling, Pastoral Team	Ongoing
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		<p>Counsellors and Pastoral are in place to provide support for pupils</p> <ul style="list-style-type: none"> • Safeguarding policy is in place and being followed; an addendum exists to govern remote working arrangements where necessary. • All pre-existing structures are in place with regard to pastoral support systems which enable continuity and contact with teachers, e.g. form time, assemblies, PSHCEE • Wellbeing survey to assess impact and allow action 				
Catering provisions	<p>Staff, pupils contracting and/or transmitting Covid-19:</p> <p>Inability to manage social distancing of 'bubbles' during lunch provision</p> <p>Inability to maintain cleaning standards required</p> <p>Inability to cater for all pupils and staff within the school timetable</p>	<ul style="list-style-type: none"> • HH staff to follow guidelines for safe provision of food • HH operating teams so that provision can be continued if one team has to self-isolate • Initially only hot food provision for Prep and their teaching staff • Senior school students and staff asked to bring in packed lunches until further notice • Separate times allocated for year7 and 8 eat lunch in dining room • Year 9 and above to be able to leave school for lunch (with parental permission) or eat in allocated areas 	(M) L	<ul style="list-style-type: none"> • Guildhall have offered the use of their dining hall from Nov 2020. A separate dining covid RA has been produced to cover associated risks, this will be reviewed as we begin to use the space. Available to Y7 – Y13. 	JV, KK, MS, JEW 02 Nov 20	

Risk Assessment - Staff and Pupils Returning to Work/School (Covid-19): School Environment

Buildings unsafe for reoccupation	<p>Staff, pupils, contractors</p> <p>Safety critical system failures</p> <p>Water quality</p> <p>Poor estate management leading to increased risks from Covid 19</p> <p>Cross contamination from deliveries</p>	<ul style="list-style-type: none"> • The school has been partially open during lockdown and the buildings' systems monitored by the Facilities Manager • The School's Facilities Manager has continued with all scheduled inspections and testing as required by CoL Surveyors Department including PPMs, fire, water quality and system flushing, and a member of staff has been on site whilst the building has been in use. • Rooms to be kept ventilated, windows to be opened during the day to increase ventilation; • Air conditioning continues to be maintained • Facilities Maintenance repairs reporting system in place • Lift access restricted to Facilities Staff / people with restricted mobility (to limit potential maintenance needs), with no more than one at a time, with additional signage installed • Changes to delivery services have been introduced since lockdown and these continue to be followed, deliveries through loading bay, non-time sensitive deliveries to be stored for 72 hours before distribution 	(L) L	<ul style="list-style-type: none"> • Facilities Manager to monitor and follow any new guidance from the government and CoL PFM in relation to building safety as the schools phased reopening programme continues. 	MS – ongoing	
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Risk Assessment - Staff and Pupils Returning to Work/School (Covid-19): School Environment

		<ul style="list-style-type: none"> • Pupil and staff encouraged to bring in refillable water bottles; water is available across site • Hand driers have been disabled and replaced with paper towels, signage in place. Driers reintroduced October 2020 on revised government advice. • Water fountain mouth spouts taken out of action 				
Fire Safety / Emergency	Staff including Fire Safety Marshals, visitors etc. injured or adversely affected by fire, smoke or security incident	<ul style="list-style-type: none"> • Fire procedure in place • Fire systems tested regularly • Staff trained on fire safety during induction • Fire safety discussed at all staff briefing upon return in Sept • Teachers to reiterate fire procedure to pupils upon return and during pupils induction • Evacuation procedures in place and continue to be followed in event of emergency • Clear supervision of pupils during drills and emergencies to maintain social distancing (in the event of a fire life preservation will take precedence over social distancing) • Fire Procedures reviewed to ensure adequate deputies are in place to cover individuals WFH • FireCo survey of hold back devices i.e. classrooms and staff offices 	(L) L	<ul style="list-style-type: none"> • Review procedures for holding open classroom doors which are fire doors and outline specific risk mitigation plans in the COVID RA. FireCo Survey forwarded to MS for further review and decision regarding installation. 	MS 30 Oct 20	

Risk Assessment - Staff and Pupils Returning to Work/School (Covid-19): School Environment

		leading onto escape routes completed and sent to CLSG FM				
Section 3: Curriculum, Behaviour and Pastoral Support						
Inability to maintain education standards and behaviour	Pupils Wellbeing problems	<ul style="list-style-type: none"> Curriculum policy and plan in place Behaviour policy in place Pastoral care provision in place Safeguarding policy and provision in place SEND policy in place Educational trips and visits policy in place (all trip RA separately as part of this policy) Remote teaching provision in place for blended learning 	(L) L	Trips and visits policy to be amended – no trips or visits currently planned	RL – end sept	
Section 4: Assessment and Accountability						
Not part of the risk assessment						
Section 5: Contingency plan						
Infection from Covid-19 In ability to manage local lockdown and lack of remote education support	Staff, pupils (and others) contracting and/or transmitting COVID-19 Poor mental health due to concerns of access to education	<ul style="list-style-type: none"> PHE to be contacted as soon as any confirmed cases are reported. Remote teaching systems in place Covid 19 Teaching hub in place Co-curriculum remote hub maintained during Covid19 outbreak 	(M) L	Critical Incident Plan to be updated for general purposes	KK end Oct	

Risk Assessment - Staff and Pupils Returning to Work/School (Covid-19): School Environment

Section 6: Other considerations						
Poor communication and consultation	<p>Staff, pupils, parents Governors</p> <p>Lack of awareness of current control measures in place leading to the contracting or transmission of Covid-19</p> <p>Lack of awareness leading to anxiety</p>	<ul style="list-style-type: none"> • Communications are continuing with pupils, parents, staff and other stakeholders throughout the response via email, newsletters, surveys, etc. • Parents and staff are aware of the processes for informing the school if symptomatic or concerned about vulnerable people in the household • PSHCEE resources are being used, where relevant, to educate pupils and parents • Staff meetings are regularly held remotely via Teams; the frequency of HoDs and HoYs meetings have been increased; weekly all staff briefings are held via Zoom • Consultation with staff-side and union representatives on school reopening plans and risk mitigation (see separate document) • Parents, pupil and staff will be provided with guidelines on the approach taken by the school to minimise risks; to include on-site training / induction for all staff at the beginning of term • Clear instructions will be provided to parents on safety measures required for travel, drop-off and pick-up, and whilst at school 	(L) L	Risk Assessment provided in full where requested by parents or others	JEW ongoing	

Risk Assessment - Staff and Pupils Returning to Work/School (Covid-19): School Environment

		<ul style="list-style-type: none"> Briefing for pupils to take place on controls, procedure and school rules on 1st day back in school Additional signage installed at School to provide clear instructions to all building users, including visitors Covid reopening strategy document uploaded to website 				
Managing those working from home indefinitely	<p>Staff</p> <p>Increase in social isolation leading to poor mental health.</p> <p>Increased risk of musculoskeletal disorder, tiredness and fatigue for poor ergonomics / lack of equipment, etc.</p>	<ul style="list-style-type: none"> Ergonomic equipment to be provided as required, as determined by DSE assessment All staff to follow CoL guidance on working from home, staff to be canvassed to identify those with issues and then asked to complete home working assessments, where necessary, and discuss concerns with manager. Support available from departmental DSE assessors (IT Services) and HSW Team Staff / managers to review and implement where relevant controls from C-19 Supporting mental health outside the office environment. 	(M) L	<ul style="list-style-type: none"> Staff to complete DSE assessments as relevant / required Review staff WFH options first week after half term or following any updated guidance from GoV for additional lockdown measures 	All staff – ongoing	KK 7 Nov
Meetings and events	Staff (and others) contracting and / or transmitting Covid-19, particularly during potentially closer	<ul style="list-style-type: none"> Avoiding in-person meeting / events wherever possible Use of remote meeting technology, i.e. through Teams & Zoom in line with agreed protocols 	(M) L			

Risk Assessment - Staff and Pupils Returning to Work/School (Covid-19): School Environment

	interactions and other interactions	<p>(Safeguarding Addendum and Platform Protocol)</p> <ul style="list-style-type: none"> • Large-scale school events cancelled, postponed, or moved on-line • Where a face-to-face meeting or event has to take place, a robust plan will be in place to enforce Social Distancing and good Hygiene practice • Capacities of classrooms, meeting rooms and events spaces have been assessed to confirm maximum occupancy with 1m, 1.5m or 2m social distancing requirements in place. • School calendar reviewed – co-curricular online or socially distanced. 				
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***Action: Sharing the risk assessment (Statement from Guidance):**

You should share the results of your risk assessment with your workforce. If possible, you should consider publishing it on your website (and we would expect all businesses with over 50 employees to do so).

Below you will find a notice you should display in your workplace to show you have followed this guidance:

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

All risk assessment must be reviewed periodically and revised and updated whenever there is reason to believe they are no longer valid. This will include when changes are made to government advice and guidance