

FREEMEN'S COVID RISK ASSESSMENT

City of London Freeman's School COVID Risk Assessment

Freemen's, in line with the Government moving the country to Step 4 of the Roadmap, is removing many COVID restrictions for the new academic year 2021-22. Nonetheless, all schools continue to be required to assess and reduce the risk of COVID transmission, and to document this in a written risk assessment.

This COVID Risk Assessment has been drawn up a template supplied by the Independent Schools Bursars Association. It is required by and is compliant with *Schools coronavirus operational guidance* (most recent version published 17th August, hereafter referred to as 'the Guidance') issued by the Department of Education, as well as with the other guidance referred to in that document. In its initial version it was written by the Deputy Head and approved by the Headmaster and the COVID decision-making group. See 8.31 below for procedures for updating and reviewing it. For ease of reference, the latest iteration of this Risk Assessment indicates which restrictions have been removed by striking them through rather than deleting them completely.

Staff are asked to read this document, note actions points relevant to them and seek any necessary clarification. This risk assessment, which the School is required to prepare under the above guidance, is also intended to provide reassurance to staff who are working on site, and especially to those supervising children on site. Staff are therefore also encouraged to raise any concerns that they may have. These enquiries should be directed to Stuart Bachelor, Deputy Head, in the first instance.

In line with the Guidance, the School publishes this Risk Assessment on its website so that pupils and parents can also read it.

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1. Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and/or staff and pupils not feeling safe.	SP updated in line with Surrey template, including a COVID addendum. When publishing this RA, we encouraged staff, parents and pupils to raise any safety concerns that they may have.		Lead: Deputy Head
B	Government advice not being regularly accessed, assessed, recorded and applied.	COVID-19 GROUP and SLT monitor Government announcements and briefings, and advice from Professional Associations (ISC, ISBA, ASCL, HMC, SoH) weekly. HM having regular calls with Clive Rickart who is representing the SoH schools in briefings with Govt. Decisions are to be Government-led at all times with the intention of minimising the wider transmission and the spread of COVID-19. Staff have been informed of their entitlement to COVID testing if they have symptoms Staying COVID-19 Secure in 2020 poster is signed and placed at front of all inhabited buildings	Complete (Ops) Jul 20	Leads: Headmaster, Deputy Head and Marketing Manager
C	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Headmaster's weekly newsletter is sent to parents and staff. Governors are regularly briefed as appropriate. Weekly staff briefings are held with senior and junior staff. HM is in contact with Chairman on a regular basis; regular meetings with Chairman and Deputy Chairman; COVID-19 Recovery Group in contact with Chairman and Tracey Graham; HM part of Silver education group and meeting with Chief Officers on a regular basis, other City independent school Heads and through Headteachers' Forum. Pupils will be taught on return what is expected of them and why it is important. Governor meetings have been and are to be held remotely through Teams and papers for decision and an information pack will be produced for compliance.		Lead: Headmaster
D	Changes to assessments, procedures and other	The School's Risk Assessment has been circulated to Governors prior to partial opening and full re-opening and significant changes are communicated to Governors.		Lead: Headmaster

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	important matters not reviewed by Governors			
E	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Brokers have confirmed that as long as the School follows Government guidance, the cover is unaffected.		Lead: Bursar
F	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	All necessary services have been reinstated by the Head of Operations		Lead: Bursar
G	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>In line with the Guidance visitors to the schools are only permitted when absolutely necessary.</p> <p>No visitors (including parents) are permitted in school without appointment; any non-essential physical contact with the School is being assiduously risk-assessed (e.g. second-hand uniform shop opening).</p> <p>There is a Freeman's Visitor letter which is either sent to visitors beforehand or on arrival detailing the necessary rules and regs they have to abide by. A copy of this letter is on display at Reception.</p> <p>On arrival, visitors are:</p> <ul style="list-style-type: none"> -asked if in good health, particularly re. fever, loss/alteration of smell/taste and cough -told to wash and sanitise hands immediately -told to keep 2ms apart at all times -visitors who have to spend time in school buildings while children are in them are required to wear face coverings 	Complete (Ops) Jul 20 Hard copy in Gatehouse and copy sent to contractors as required	<p>Lead: Head of Operations</p> <p>All staff sponsors to manage their own visitors on site</p>
H	Is there active engagement with NHS Test and Trace and are the procedures understood by all staff.	<p>Staff have been briefed that the School's main effort in relation to COVID is to avoid pupils, staff and visitors coming into close contact with infectious persons while on site, particularly those with symptoms.</p> <p>Staff know to keep away from school if they have COVID symptoms and to err on the side of caution if they are feeling unwell, and to report this immediately to HR Manager (non-teaching staff) or Deputy Head (teaching staff) as well as their line manager. Staff will be reminded at the time to request a PCR test and to let the School know as soon as the result is received.</p> <p>The School is aware of its duty as an employer to 'phone the Self-Isolation Service Hub on 020 3743 6715 if an employee contracts COVID and has close contacts who are also employees. The School</p>		Leads: Deputy Head and HR Manager

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		<p>requests from the infected employee his/her 8-digit NHS T&T Account ID (sometimes known as the CTAS number) in order to facilitate this. This duty is undertaken by Anna Atkins for non-teaching staff who test positive and Stuart Bachelor for teaching staff.</p> <p>Staff know that, if a member of the School community tests positive, the School will report this to DfE Helpline on 0800 346 8687 in order to access the dedicated advice service provided by the NHS Business Services Authority, and that those who have come into close contact with the person while infectious will be required to self-isolate.</p> <p>Staff also know to inform the School as above if a member of their household has COVID symptoms and/or tests positive for COVID.</p> <p>Staff are encouraged to use LFD testing twice-weekly and know how to order kits. Kits have been dispensed to consenting staff on first day of Autumn Term.</p> <p>Consenting pupils are issued LFD testing kits as well as parents being informed of how to order them directly from the Government.</p> <p>Non-legally-binding guidance from Government is that school should, with consent of parents / pupils, administer 2 LFD tests on site to pupils in Year 7 and above before their return to school in September. The School has decided not to follow this guidance. This is because we are confident that we shall be able to achieve the stated aim of this measure- to test pupils who may have been mixing socially during the holidays- without it. We have sent home sufficient tests for pupils to have them to hand, and consenting pupils are by now fully conversant with how to take LFDs. In addition, we communicated with parents to encourage them to administer a LFD test to their children the day before the first day of school.</p>		
I	The school is not ready for the arrival of students	<i>no longer relevant</i>		Lead: Deputy Head
J	There is not enough staffing to support the testing programme	<i>no longer relevant</i>		Lead: Deputy Head
K	Staff don't know what to do in discharging their testing responsibilities.	<i>no longer relevant</i>		Lead: Deputy Head
L	The extra-cost will push us into a financially difficult situation	<i>no longer relevant</i>		Lead: Bursar

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M	Difficulty in getting staff and students to consent to be tested	High quality communications are sent to staff, students and parents by the Headmaster and Deputy Head. Links to government resources are shared. Questions are invited and concerns addressed. The government documentation on consent is used to guide the creation of a Freeman's consent and privacy notice. The information is displayed publicly on the School's website.		Lead: Deputy Head
N	A student at Freeman's tests positive whilst at School following a lateral flow test	As per page 18 of the Test and Trace guidance we will: <ul style="list-style-type: none"> • Record details • Contact parent / legal guardian immediately • Provide reassurance • Offer support • Reminder to share result of PCR test 		
O	A close contact of a student tests positive for COVID-19	We use seating plan, bubbles and social distancing to minimise this risk. We have in-house protocol for how to identify and alert close contacts if we are informed of a positive case, both for during and outside school hours.		
P	Issues arising from the handling of personal data.	The government guidance on privacy is used to guide our consent and privacy notice documentation, which is displayed publicly on the School's website. Parents, pupils and staff consenting to testing have been given the relevant Privacy Notice.		
Q	Staff or students refuse to consent	They are informed of their legal responsibilities to self-isolate according to the advice given to them by the NHS Test & Trace service.		
R	What if boarders return to Freeman's ahead of the staggered return to school dates?	<i>no longer relevant</i>		Lead: Head of Boarding
S	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated or applied.	Social distancing and hygiene rules are formulated in line with Government guidance. This Risk Assessment has been distributed to all staff and main points covered in briefings. Staff can ask questions and raise concerns; concerns will be responded to positively. Staff unambiguously instructed to follow guidelines; Staff Code of Conduct updated accordingly. Pupils will be spoken to by Heads of Section on the day of their return- taught about the expectations of them around hygiene and SD rather than just being told . The headline messages are: - if you begin to feel unwell when at school, tell an adult immediately		Lead: Deputy Head All staff are responsible for observing social distance; all staff who interact with children as part of their role are responsible for ensuring that pupils observe it

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		<ul style="list-style-type: none"> - you must bring your own sanitiser and tissues to school in the same way as you'd expect to bring a pencil case - if on school/public transport and over 11, wear a face covering and store in a plastic bag during the day [they need to understand that a worn face mask is a germ-fest !] - the wearing of face coverings by pupils at other times is voluntary, with individual choice to wear or not to wear respected, but is encouraged in communal areas where social distancing is difficult to observe - keep 2ms from adults (but softening of message for KS2 pupils- i.e. "try to...") - when in your bubbles, "no cuddling and no huddling" outdoors; no physical contact under any circumstances - follow one-way systems and walk on the left in two-way corridors - if there are queuing marks on the ground, stand on them ! - sanitise or wash hands for 20 secs. on arrival, before eating and after going to the toilet - sanitise hands after sneezing/coughing, on arrival at a classroom having travelled from a different one, at the end of period 2 (prior to Break) and at the beginning of periods 3 and 5 (fine to politely remind the teacher !) - follow the rules when not at school, esp. around meeting up with friends <p>Staff have been told that they are all expected to enforce these rules: with patience and good humour initially but with resort to the Behaviour Policy if necessary.</p> <p>Behaviour Policy updated with COVID Addendum.</p> <p>Parents' role clearly set out to them in a letter home, particularly around: keeping ill children at home; being ready to collect ill children from school promptly; remaining in cars at drop-off/pick-up; sending pupils to school with sanitiser, tissues and (if using school or public transport) face covering and protective bag.</p>		
T	SD rules for activities (play, games, drama, music) not understood or adhered to?	<p>Directors of Music, Drama and Sport are, in liaison with SLT line managers, formulating and communicating rules in line with Government guidance and guidance from professional bodies. The School keeps abreast of updates to the Government's <i>Working Safely During Coronavirus</i>, which has sections for the performing arts and grassroots sports/gyms.</p> <p>Rules for play were taught to pupils on their first day back by Heads of Section. See 2.16 for the rules.</p>		Leads: Directors of Music, Drama and Sport for co-curricular activities; Heads of Section responsible for

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				communicating rules on play.
U	Insufficient consideration of how to reduce contact and maximise distancing between those in school where ever possible and minimise potential for contamination	The COVID group has given careful consideration to a plan that minimises risk of transmission without impeding the delivery of a broad, balanced curriculum. This has been made Freeman's specific, making the most of the buildings and space that we have at our disposal.		Lead: Headmaster
V	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	The responsibility of all staff to lead by example and to correct poor behaviour has been emphasised by SLT throughout the epidemic and will continue to be so. Pupils have been reminded on countless occasions to keep their distance and wash their hands, and sometimes staff have been challenged directly, too. All are aware that a deliberate refusal to observe social distancing and/or hygiene rules by pupils will incur sanctions under the COVID-amended Behaviour Policy. Duty staff ensure that pupils sanitise their hands before entering the Dining Hall.		Lead: Deputy Head and Head of Junior School
W	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	We have already built up a suitable stock of materials, including 20,000 wipes.	Ongoing (Ops)	Lead: Head of Operations
X	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	The School is aware of the updated version of Public Health England's <i>COVID-19: cleaning in non-healthcare settings outside the home</i> (updated 19 th July 2021) and has accordingly enhanced its cleaning schedule.	Complete (Ops) Aug 20	Lead: Head of Operations
Y	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards, remotes) hygienic.	The School is aware of and will act in line with the relevant Government guidance: <i>"For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles"</i> . Details are provided below.		Lead: Deputy Head

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Z	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	<p>In line with the Government guidance, frequently touched surfaces (e.g. door handles, taps, fridges, water fountains, photocopiers, switches, banisters, step hand rails, tops and sides of chairs in classrooms with more than one bubble in) are wiped down twice a day, at least one of which will be at the beginning or the end of the working day. Periods when classrooms are free are identified and used for cleaning in the middle of the day.</p> <p>All toilets, communal kitchens and all communal areas of Walbrook (boarding house) will be cleaned fully at least twice a day.</p> <p>All communal crockery and cutlery has been removed from all communal kitchens for the time being. Colleagues are requested to bring in their own and preferably wash it at home.</p> <p>Cleaning is carried out in line with the Government's guidance <i>COVID-19: cleaning in non-healthcare settings outside the home</i> (updated 19/7/21)</p> <p>Medical Centre and Room 25 (isolation room) are cleaned in line with the afore-mentioned Government guidance immediately after suspected COVID case has left the premises; Medical Centre is cleaned twice-daily.</p>	Ongoing (Ops)	Lead: Head of Operations
AA	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	This has been discussed by the COVID group. All possible mitigating actions have been taken.		Lead: Headmaster
BB	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	<p>We have a dedicated COVID self-isolation room. Parents will be called immediately to collect their child as soon as possible.</p> <p>In the case of a local outbreak and the school site being closed to the majority of pupils, the School can fall back on a successful experience of remote learning during lockdown, including the lessons learned.</p>		Lead: School Nurse Managers
CC	All hazards identified properly mitigated and regularly re-assessed?	This will continue to be discussed at COVID group, which meets weekly as a minimum. This RA will be updated as necessary. All staff have been encouraged to voice concerns and make suggestions, and know that they have a duty to report hazards.		Lead: Deputy Head

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Weekly Friday 4pm new updates from the School community will be distributed to parents and staff via School portal. Back-up copies automatically sent to personal inboxes.		Lead: Marketing Manager
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	SchoolPost email replies are routed back to the sender, to their SchoolPost account and to their inbox.		Leads: Headmaster / Marketing Manager
3	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Non-teaching staff- Anna Atkins (HR Manager) 07922 383019 Teaching staff and pupils- Stuart Bachelor (Deputy Head and DSL) 07753 100367 HM in regular contact with Chairman of Governors		Lead: Deputy Head / HR Manager
4	No school representative identified to liaise with local authorities and local health protection team.	This will be Deputy Head		Lead: Deputy Head
5	Local authorities and health protection teams not engaged	We are aware that our HPT is Surrey and Sussex Health Protection Team on 0344 225 3861. We have familiarised ourselves with what will happen if a member of the School community tests positive for COVID.		Lead: School Nurse Managers
6	No plan to inform local health protection team if threshold for extra action is reached	<p>If:</p> <ul style="list-style-type: none"> - outside Walbrook, 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or - outside in Walbrook, 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or - within Walbrook, 2 children, pupils, students and staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or - any pupil or member of staff is admitted to hospital with COVID-19, <p>we shall:</p> <ul style="list-style-type: none"> - try to identify any group that is likely to have mixed closely (e.g. Form, class, friendship group, pod in Walbrook) - 'phone the DfE helpline on 0800 046 8687 option 1 - review testing, hygiene and ventilation measures in place 		Leads: Deputy Head / School Nurse Managers Receptionists

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		We are vigilant for overall rises in sickness absence; Receptionists know to ask parents for clarification of symptoms rather than just accepting a generic message that a child is ill.		
7	No system to communicate with parents and staff who are unable or have not returned to school for fear of infection.	<p>Expectations of pupils as to who should and should not be on site are made clear to parents. We note Government guidance that “the usual rules on school attendance will apply”, with maintained schools allowed to reinstate fixed penalty notices for non-attendance. However, school communications home also seek to reassure parents that the Government guidance is being followed assiduously and that we have confidence in it.</p> <p>As ever, parents who disagree with the School’s approach are aware of the informal and formal routes for lodging complaints. In the first instance, though, parents are asked to discuss their concerns with the Deputy Head in the first instance, who may enlist the support of the Medical Centre to offer reassurance.</p> <p>A communication was sent to all staff in February acknowledging that some staff may be concerned about a return to work and invited all staff to complete a self-assessment so that they had an opportunity to register these concerns. Where concerns were present, that individual has the opportunity to work through a full risk assessment with his/her line manager.</p>		Leads: Deputy Head / HR Manager
8	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	On 26/8/21 the Government announced that children were no longer deemed clinically extremely vulnerable to COVID and removed them from the shielding list. All children are expected to attend school; Government guidance does not recommend any extra precautions. Nonetheless, the School has continued to collect data on CV and CEV children so that we can target support and react quickly if there is a reversal. In addition, our policy if there is a positive case in the school, is to inform parents with a child in the same year-group who is a) CV b) CEV or c) has a family member who is CEV. The data is therefore needed for this reason, too.		Lead: School Nurse Managers
9	No staff, pupil and / or parent health declaration implemented.	<p>The School already has a clear, comprehensive and well-publicised system in place for staff and parents declaring their COVID ‘status’. This will be iterated prior to September.</p> <p>There is a single record for all pupils and all staff, with all relevant dates, of who:</p> <ul style="list-style-type: none"> • has tested positive • has tested negative using PCR following symptoms • is self-isolating because a household member or support / childcare bubble member has tested positive • is self-isolating because they were in a school bubble with someone who has tested positive • has symptoms and is self-isolating • is self-isolating because household member or support / childcare bubble member has symptoms • is self-isolating following call at home from NHS Test and Trace 		Lead: Deputy Head

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		<ul style="list-style-type: none"> • is self-isolating in quarantine having returned from abroad • is clinically vulnerable according to government definition • is clinically extremely vulnerable according to government definition • has a household member extremely clinically vulnerable according to government definition <p>And, for staff only, who:</p> <ul style="list-style-type: none"> • live with someone or is a close contact of someone who has tested positive for COVID (this is so that the recommended precautions can be put in place as specified in <i>NHS Test and Trace in the workplace</i>) • has a household member clinically vulnerable according to government definition <p>Records populated by:</p> <ul style="list-style-type: none"> • Pupils- School Nurses • Teaching staff- Deputy Head • Non-teaching staff- HR Manager <p>Past data is stored.</p>		
10	Lack of knowledge of where pupils/staff have travelled from (other than home and school) on holiday or at weekends. (via app or written diary?)	<p>Staff know that they are expected to follow Government advice around quarantine and to keep the School informed.</p> <p>We highlight to parents the Government advice around quarantine and emphasise its importance for reducing the risk of COVID transmission in the School community. We ask parents to let us know if their child needs to quarantine but do not regard a more intrusive approach as necessary or appropriate.</p>		Lead: Deputy Head
11	Staff and pupils not self-isolating or quarantining (for 2 weeks?) after visiting non-government agreed countries.	see 2.10 above		Lead: Deputy Head
12	Lack of robust rules for hygiene standards for staff and pupils—and failure to adequately enforce standards	<p>Expectations for all pupils and staff are:</p> <ul style="list-style-type: none"> — Wash hands on arrival (we have installed several outdoor basins close to drop-off points), before lunch and after visiting the toilet — Sanitise hands after sneezing/coughing, on arrival at a classroom having travelled from a different one (during the taking of the register), at the end of period 2 (prior to Break) and at the beginning of periods 3 and 5 (during the taking of the register) — If coughing / sneezing, use tissues or at least crook of arm, then into (preferably pedal) bin. <p>Expectations are laid out clearly, and teaching staff know that they have a duty to enforce them, with resort to sanctions if necessary.</p>		Lead: Deputy Head
13	Staff not trained or regularly updated in	Staff know to stay alert for COVID-19 symptoms, primarily a new, continuous cough and/or fever (temperature) and/or loss/alteration of sense of smell or taste. Staff have been told clearly what the rules		Lead: Deputy Head

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	COVID-19 symptoms, SD and how these rules apply to teaching?	are re. social distancing and that they are non-negotiable. Staff Code of Conduct has been updated accordingly, with message reinforced at Briefings.		
14	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	<p>During partial re-opening, parents were very supportive of the School's request for them to remain in their cars. As well as having made this request afresh at the beginning of term, we have designed a 'kiss and go' system that will encourage parents to remain in their cars (exceptions are made for new joiners at the beginning of the year). F1-L3 pick-up is manned by their Period 6 teachers; U3-U6 drop-off is manned by teachers as their weekly Duty; both drop-offs have plenty of additional safety personnel provided by Sodexo under the leadership of Head of Operations.</p> <p>Parents dropping off / picking up on foot or by bicycle have been asked to part / meet their children at any one of the many pedestrian entry / exit points to the site rather than coming onto site. They have been reminded to observe social distancing if waiting.</p>		Leads: Deputy Head and Head of Operations
15	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	<p>One-way entrances to buildings are easy for pupils to forget/ignore and onerous for staff to enforce; most of our corridors and entrances are wide. Instead, we adopt a 'walk on the left' protocol in all our buildings, with signage to nudge people accordingly. However, where corridors/entrances are particularly narrow and/or busy, one-way systems have been put in place. These are: entrances to Senior School Common Room by Reception and Deputy Head's Office; MFL corridor; English corridor; route between Ferndale Theatre main entrance and the tuck van; Junior School corridors.</p> <p>Flow within buildings (where the risk of transmission is greater) is reduced by teachers dismissing pupils via doors that open onto the outside of buildings.</p> <p>Haywood Centre Foyer, Sixth Form Common Room and area between Dining Hall and Haywood Centre are marked out to ensure 1m distance between those sitting down. Common Rooms are marked out at 2ms distance.</p>	Actioned and monitored (Ops) Aug 20	<p>Lead: Head of Operations, liaising with Deputy Head for SS and Head of Junior School for JS</p> <p>Teachers to dismiss pupils via exterior doors where practicable</p>
16	Learning and recreational spaces rules for different groups or bubbles not deconflicted or configured to SD rules	<p>Junior School (Years 3-8):</p> <p>Bubbles are tutor groups, with the vast majority of teaching happening in Form rooms. However, these bubbles are enlarged to year-group size for Games only.</p> <p>Equipment in shared classrooms (e.g. Art room) is cleaned between use by bubbles using the tub of medical-grade wipes on the teacher's desk (not to be moved from that classroom) or rotated so that it is left unused for 48 hours (72 hours for plastics); if a department doesn't have a technician to do this, it is the responsibility of the teacher whose pupils have just used the equipment.</p> <p>Where practicable and if it can be done without impeding collaborative learning, seating will be moved so that pupils are side-by-side rather than face-to-face or at right angles. Teachers ensure that, however</p>		Deputy Head

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		<p>many pupils are in the room, they are spread out as evenly as possible. Doors are kept propped open (less fire doors but including doors opening onto the outside air) and windows opened for ventilation. re. screening in classrooms, we have installed it in classrooms where we can't guarantee 2ms distance between the pupils and the teacher when at desk and board</p> <p>At Break, lunchtime and before school, JS pupils spend time either in their bubble's classrooms or outside (as opposed to common indoor areas). Any named packed lunches are delivered to corridor outside form rooms and either consumed there or, if the weather is fine, outdoors (same for those bringing in their own lunch).</p> <p>Pupils enter the Dining Hall one year-group at a time, with Forms kept apart as much as possible; queuing inside is kept to a minimum, with maximum use made of covered outdoor approaches to the Dining Hall, where pupils stand on queuing marks 1m apart. Pupils fill up the hall from one side so that late finishers are kept well apart from the first to arrive from the next year-group. Diners are sat over 1m apart, with places indicated by green crosses on the benches.</p> <p>Bubbles are not segregated when outdoors; rather, duty staff ensure that all pupils from different bubbles keep at least 1m apart (which meets the Government's "1 metre-plus" standard). When playing, pupils should touch the same equipment by hand as little as possible and sanitise hands thoroughly if they do. Contact football is permitted, but only within bubbles. Pupils will be able to use the Library at Break and lunch, but only limited numbers are allowed at any one time so as to ensure 2ms distance between pupils from different bubbles (or 1m for less than 15 minutes).</p> <p>Staff supervision of pupils at lunch: Pupils will be supervised by staff on duty, assisted by Prefects; form teachers are not expected to supervise their groups while they eat lunch in classrooms / outside. However, teachers teaching immediately before lunch always have a role to play by sending ALL pupils to wash their hands at the end of the lesson in preparation for lunch.</p> <p>Senior School (Years 9-13):</p> <p>Bubbles are year-groups (except Games for L6 and U6, where they are one bubble), but most SS classrooms are used by a variety of year-groups in any one day. Equipment in classrooms (e.g. computers) is cleaned between use by bubbles using the tub of medical-grade wipes on the teacher's desk (not to be moved from that classroom) or rotated so that it is left unused for 48 hours (72 hours for plastics); if a department doesn't have a technician to do this, it is the responsibility of the teacher whose pupils have just used the equipment.</p> <p>Where practicable and if it can be done without impeding collaborative learning, seating will moved so that pupils are side-by-side rather than face-to-face or at right angles. Teachers ensure that, however many pupils are in the room, they are spread out as evenly as possible. Doors are kept propped open (less fire doors but including doors opening onto the outside air) and windows opened for ventilation.</p>		
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		<p>Re. screening in classrooms, we have installed it in classrooms where we can't guarantee 2ms distance between the pupils and the teacher when at desk and board.</p> <p>Pupils are encouraged to spend free time outside, but each year group has a designated social area that is marked up to ensure 1m distance between pupils (Sixth Form Common Room divided in two for L6/U6; upper floor of Haywood Centre; Haywood Centre Foyer divided in half). Any named packed lunches are delivered to outside Form rooms and are either eaten there or outside (same for packed lunches brought in from home). An exception is made for Forms whose Form room is a Science or DT laboratory, in which case lunches are delivered to their bubble's social area for consumption either there or outside. Sixth Form packed lunches will be delivered by 1230 so that pupils who are free Period 4 can collect them and take them to the SFCR.</p> <p>Pupils enter the Dining Hall one year group at a time, with Forms kept apart as much as possible; queuing inside is kept to a minimum, with maximum use made of covered outdoor approaches to the Dining Hall, where pupils stand on queuing marks 1m apart. Pupils fill up the hall from one side so that late finishers are kept well apart from the first to arrive from the next year group. Diners are sat 1m apart, with places indicated by green crosses on the benches.</p> <p>Bubbles are not segregated when outdoors (although in practice it is rare for year groups to mix socially); rather, duty staff ensure that all pupils follow a "no huddling, no cuddling" message on social distancing. When playing, pupils should touch the same equipment by hand as little as possible and sanitise hands thoroughly if they do. Contact football is permitted, but only within bubbles. The Library can be accessed only by Sixth Form during the school day and by Fifth Form 1600-1800. Seating ensures 1m's distance between pupils from same bubble plus 2ms between pupils from different bubbles (or 1m for less than 15 minutes).</p> <p>Staff supervision of pupils at lunch: Pupils will be supervised by staff on duty, assisted by Prefects but all teachers teaching immediately before lunch always have a role to play by sending ALL pupils to wash their hands at the end of the lesson in preparation for lunch.</p>		
17	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	<p>We have a large site, meaning that minimising exposure of different age groups to one another isn't difficult. However, recognising that morning drop-off and afternoon pick-up are clustering hotspots, we have: enlarged the drop-off and pick-up zones, with separate ones for school transport; de-conflicting pick-up for KS2 and KS3-5 pupils (KS2 finishing school 15 mins. earlier than usual and the rest 5 mins. later than usual); encouraging parents to explore travel options that don't involve drop-off by car on site; staff encouraged to walk/cycle to work. See 3.41 below for details of procedures for pick-up/drop-off.</p>		Lead: Deputy Head

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18	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	see 3.41 below for staggering start and finish times Re. alternatives to public transport, we are running our usual schedule of school coaches and minibuses; we have encouraged parents to consider using these as a more prudent alternative to public transport and to help to relieve congestion on site.		Lead: Deputy Head
19	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	The School has a Bereavement Policy which is regularly updated. The School Counsellor is available three days per week. We have a generously resourced pastoral team, many of whom are trained in Mental Health First Aid. Re. behavioural issues, standards of behaviour are already extremely high at Freeman's. However, the <i>Behaviour Policy</i> and <i>School Rules and Code of Conduct</i> have been amended to reflect expectations around social distancing and hygiene etc.		Lead: Deputy Head Sophie Blair / Sarah Sergeant re- webinar

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding code of practice, and staff handbook policies.	Safeguarding and other key policies have been amended in light of COVID in line with advice from DfE and local partners, and staff and parents have been alerted.		Lead: Deputy Head (DSL)
2	Inset does not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Deputy Head has communicated re. de-escalation of restrictions to staff.		Lead: Deputy Head
3	DSL and DDSLs not easily contacted and their contact information not known to all.	As ever, every occupied room has a poster with the photographs and contact details of all members of the Safeguarding Team.		Lead: Deputy Head
4	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	This Risk Assessment takes the place of such a policy; it contains all contingencies for re-opening as required under Government guidance, plus others that we think to be necessary. All staff are expected to read, digest and act upon it.		Lead: Deputy Head Action: all staff
5	Revised fire drills, registers, routes and assembly points not rehearsed.	A Fire Drill is scheduled to happen before the end of the Spring Term. Fire evacuation procedures are as usual, with the following exceptions in order to maintain social distancing: pupils will be evacuated using classroom fire exits leading immediately outdoors; pupils try to keep 2ms apart as they move to muster area, with staff enforcing this; pupils line up at least 1m	Complete 16 Oct 20, registered	Lead: Bursar Action: all staff.

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		apart from one another; staff keep 2ms apart from pupils and staff throughout the evacuation procedure.	with CoL (Ops)	
6	Contact between pupils and staff is not sufficiently managed or reduced.	see 3.10 below		Lead: Deputy Head
7	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Government guidance notes that people passing one another in corridors is both inevitable and acceptable. One-way systems are in place to reduce the residual risk. Staff have already received the following headline instruction: staff-staff contact is to be ≥ 2 metres at all times or 1-2 metres fleetingly.		Lead: Deputy Head
8	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	In line with Government guidance, the same rules on social distancing and contact apply to supply and peripatetic teachers as apply to all staff. However, also in line with guidance, staff who move between schools are directly requested by their line managers to take particular care to observe social distancing between themselves and pupils/staff.		Lead: Deputy Head Action: line managers of supply and peripatetic staff
9	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	The School is clear that, where colleagues can do their work from home fully and effectively, they should do so and be supported in that. Staff and line managers continue to liaise with them to identify whether or not they should be working from home.		Lead: Bursar
10	The "ideal" of adults maintaining 2 m distance from each other, and from pupils, not realised.	<p>We note that the guidance gives schools some latitude around social distancing so that the delivery of a broad, balanced curriculum and pastoral care is not compromised. Our interpretation, made with our school context in mind, is as follows:</p> <ul style="list-style-type: none"> - staff working with KS2 pupils: 2 metres, but won't always be practicable; - staff working with U3-U6 pupils: 2 metres, by staying at the front of the class or mitigated by plastic screens where this is not possible; if they have to move closer briefly, a face covering is worn - social distancing is trumped by need to give first aid or physically to protect a child from harm <p>Staff-staff social distancing is particularly important in order to minimise precautionary self-isolation if a colleague tests positive. Therefore, staff have been told:</p> <p><i>Staff-staff contact should be 2 metres or 1-2 metres fleetingly. We are aware that some staff work areas mean that colleagues would normally work in quite close proximity to one another, such as Departments based in the Haywood Centre. In these areas, it will be the responsibility of Heads of Department (or the most senior person in that space) to ensure that no-one comes</i></p>		Lead: Deputy Head

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		<p>into "close contact" with anyone else. To help, socially-distanced work stations with laptops will be set up in the Dining Hall for overspill.</p> <p>The Common Rooms have been marked out so that colleagues cannot sit closer than 2m apart. Sinks and hot water dispensers are areas where colleagues converge; please be prepared to wait for a colleague to clear out of that space before moving in. Wipes will be on hand to disinfect high-touch areas such as taps and photocopiers; please use them.</p>	Actioned / Monitored Sep 20 (Ops)	
11	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	<p>Measures to achieve this are covered elsewhere in this document. In terms of enforcement, our strategy is to teach pupils how to behave in a COVID-aware manner, to iterate our expectation that they will behave accordingly and to emphasise to staff that they have a responsibility not to ignore breaches of the rules. Freeman's pupils are exceptionally well-behaved and sensible on the whole and will respond to being given this important responsibility.</p> <p>Duty staff will be reminded of their particular responsibility for ensuring social distancing between pupils.</p>		Lead: Deputy Head
12	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	<p>We have made it clear that bubbles will not mix for lessons, Assemblies or other activities (with some limited exceptions for JS pupils). Outside lessons, segregation of bubbles, queuing marks for tuck van, outdoor wash basins, Reception etc., and duty staff ensure social distance between pupils from different bubbles. We do not seek to segregate bubbles outdoors other than in the case of playing contact football.</p> <p>All teachers are expected to enforce a seating plan of their choice that is mindful of the skeleton seating plans circulated by Heads of Year, and to change it only if absolutely necessary. This means that, in the event of a positive case, we know who will need to self-isolate. Deputy Head Academic is taking the lead on this.</p>		Leads: Deputy Head / Deputy Head Academic
13	Insufficient controls measures for larger bubbles with greater risk of infection and need to all isolate.	<p>These larger and riskier groups are U4 (Year 9) and above, and the imperative is to minimise the number of peers with whom any pupil will be face-to-face within 1m indoors for any amount of time or 1-2ms for longer than 15 mins. To this end, U4/L5 setting for Science and English will follow the Maths groups. In other subjects, groups will typically be smaller and therefore social</p>		Leads: Deputy Head / Deputy Head Academic

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		<p>distancing easier to achieve. In Sixth Form, all classes tend to be small in number. Deputy Head Academic takes the lead on this.</p> <p>Outside lessons, segregation of bubbles, queuing marks for tuck van, Reception etc., max-occupancy for toilets, and duty staff ensure social distance between pupils from different bubbles.</p> <p>Older children are thought to have a greater risk of infection because they are more likely to socialise with a wide range of peers, commonly unsupervised by parents. It is vital that, out of school, they follow the Government's guidance on meeting with people from other households so that they don't pick up the virus and bring it into Freeman's. Pupils have been requested to be mindful of this, and their parents have been asked to enforce the message at home.</p>		
14	Large gatherings such as assemblies or collective worship with more than one group not avoided.	In-person Assemblies do not take place.		Leads: Deputy Head/Head of Section/Heads of House/Chaplain
15	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	<p>The only "wider groups" are for pre-booked after-school Junior and Senior Homework Clubs and for school transport. For the former, pupils from different bubbles will be 2ms apart and the usual range of activities in Junior HC will be curtailed.</p> <p>On school coaches and minibuses, a series of controls are in place- see section 6 of this risk assessment for details.</p>	Actioned monitored Sep 20 (Ops)	Lead: Deputy Head
16	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	As will all pupils, KS2 children will be spoken to on the first day about how to maintain social distance and why it is important.		Lead: Head of Junior School
17	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Changes to routine are minimal for all pupils. However, we have an ASD Co-ordinator who meets regularly with ASD children to meet their needs, and it may be that they need reassurance around lunch routine. The School has agreed to exempt several ASD pupils from wearing face coverings all/some of the time.		Lead: Learning Support Manager
18	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	n/a- no children dual registered		

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19	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	This is not an absolute requirement made in the Government guidance. See 2.16 above for our approach.		Lead: Deputy Head
20	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	As is clear in many places in this document, we have not adopted a one-size-fits-all approach to our pupils. However, our over-arching principle has been to keep things as normal as possible without compromising safety.		Lead: Deputy Head
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	n/a – no ITTs this year		
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	no longer relevant		Lead: HR Manager
23	Recruitment process and pre-appointment checks not following legal requirements.	Colleagues in charge of this are aware of what can and cannot be altered in light of COVID and follow the guidance assiduously.		Lead: HR Manager
24	New staff and pupil registration and induction processes not adapted or compliant.	n/a no new pupils		Lead: Deputy Head
25	Support staff and TAs in regulated activity do not have the appropriate checks.	as 3.23 above		Lead: HR Manager
26	SCR not updated with DBS related issues and required documents not properly verified or recorded.	as 3.23 above		Lead: HR Manager
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	These are separated.		Lead: Deputy Head
28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Teachers are urged to explore opportunities for learning outside the classroom. The P.E. Dept. have prepared a programme of sport that is exciting and challenging yet compliant.		Leads: Heads of Department
29	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Director of Sport has written and disseminated a comprehensive <i>CLFS Physical Activity in COVID Risk Assessment</i>, updated for the Summer Term. He will use Department time to brief staff thoroughly on the rules around social distancing and cleaning of equipment, which are in line both with guidance from sporting bodies and the DfE guidance for full re-opening. Currently there are no plans for fixtures until after Easter at the earliest, so no parents spectating. For rules at playtime, see 2.16 above.		Lead: Director of Sport

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30	Physical education, sport and physical activities not following the measures in their system of controls.	see 3.29 above		Lead: Director of Sport
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	see 3.29 above Pupils are kept in consistent bubbles for sporting activities. Requests for bubbles to be burst are risk-assessed on a case-by-case basis, and, if permitted, controls put in place to reduce the risk (with a much higher bar set for indoor activities). The principal such control is physical distance.		Lead: Director of Sport / Deputy Head / Head of Co-curricular
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	see 3.29 above		Lead: Director of Sport
33	Risk assessment for play, drama and dance activities not re-assessed.	For playground equipment and rules for playing games during free time, see 2.16 above Drama and dance activities have been re-shaped by Director of Drama in accordance with Government guidance for performing arts that was updated on 10/2/21.		Leads: Deputy Head / Director of Drama
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Director of Music, in liaison with Head of Co-curriculum, has written a policy for instrumental lessons that heeds Government guidance for performing arts updated on 10/2/21. This policy will be explained to staff, parents and pupils and will be monitored by Director of Music.		Lead: Director of Music
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	Common Rooms are marked out so that colleagues cannot sit any closer than 2ms. For workspaces, it is the responsibility of Heads of Department (or the most senior person in that space) to ensure that no-one comes into "close contact" with anyone else. To help, socially-distanced work stations are set up in the Dining Hall for overspill.	Actioned / Complete Sep-20 (Ops)	Lead: Deputy Head Head of Operations to oversee s-d of Common Rooms Director of IT to oversee Dining Hall overspill Heads of Department to monitor and enforce s-d in staff workrooms All staff to s-d from one another proactively

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36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	<p>Staff have been told: <i>Sinks and hot water dispensers are areas where colleagues converge; please be prepared to wait for a colleague to clear out of that space before moving in. Wipes will be on hand to disinfect high touch areas such as taps and photocopiers; please use them.</i></p> <p>All communal crockery and cutlery has been removed from all communal kitchens for the time being. Colleagues are requested to bring in their own and preferably wash it at home.</p>	Actioned / Complete Sep 20 (Ops)	<p>Lead: Deputy Head</p> <p>Head of Operations to oversee provision of wipes and removal of crockery / cutlery</p> <p>All staff to s-d from one another proactively</p>
37	Staff not having sufficient down time/rest during the working day/week?	<p>Our response to Government guidance is such that workload ought not to be any higher than usual, with the possible exception of facilitating the learning of pupils in self isolation and a more complex lunch offer.</p> <p>Provided the Government do not continue to make last minute changes to requirements, even SLT workload might be manageable.</p> <p>We are aware that, if boarding staff are required to attend to isolating and unwell pupils needing 24 hour care, this may be a significant increase in their workload.</p>		Lead: Deputy Head
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	n/a - see 3.37 above		Lead: Deputy Head
39	Staff unable to manage the provision of both in school and remote learning.	n/a - all pupils back in school		
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	CCTV will be in place as normal; no need for re-coding or extra checking.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	<p>Parents have been strongly encouraged to explore options other than drop-off on site: walking, cycling, dropping off in Ashted Village etc.. Staff have been similarly encouraged.</p> <p>Drop-off / arrival for all pupils is 0800-0830, which produces a natural staggering effect.</p> <p>Drop-off by car is on the sports pitches' side of the drive, making full use of its length all the way down to the Rookery Hill gate. This is because the usual side of the road has a narrower alighting area plus a choke-point leading up to the school, which militates against social</p>		<p>Leads: Deputy Head / Head of Operations</p> <p>All teaching staff need to know these arrangements so that they can brief</p>

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	<p>distancing. Using the sports pitches and the full length of the driveway spaces out pupils from the moment of their arrival on site.</p> <p>Parents have been asked not to get out of their cars and to prepare their children to leave the car on the driver's side so as to avoid moving cars.</p> <p>The three drop-off lay-bys on the Philp House side are reserved for school coaches and minibuses. These pupils follow a different route towards the buildings from those dropped off by car, which once again avoids bunching.</p> <p>The usual rules for Sixth-Formers driving in and parking will apply.</p> <p>St. Giles' Church kindly allow us to use the bottom half of their drive for drop-off and pick-up only. However, until further notice, only parents picking up or dropping off <u>U6 pupils and any siblings of theirs</u> will be allowed to use St. Giles' car park.</p> <p>Pick-up presents a stiffer challenge because a) all pupils departing at once makes social distancing very difficult to achieve b) we need to marry up pupils and parents quickly so that parents don't have to get out of their cars. To this end:</p> <p>F1-L2:</p> <ul style="list-style-type: none"> • Parents asked to arrive no earlier than 1530 and no later than 1550. • The sports pitches side of the drive all the way down to the Rookery Hill gate is divided into sections by year group and within that by tutor group. Year group areas are denoted by 'estate agent' style signs that can be seen easily by parents turning into the drive. Form group areas are marked by 'sandwich board' signs behind which pupils can wait. • Pupils depart classrooms 1535 (or slightly earlier if necessary) to arrive to queue at their form group area no later than 1540. • These parents have each been given a sign to display on their windscreens entitling them to arrive this early. Cars for other year groups who arrive before 1550 are moved on. • Pupils with siblings in U2 and above are held back in the Junior School under the direction of the HoYs. They are released at 1550 (if oldest sibling is in U2/L3) or 1605 (if oldest sibling is in U3 or above). This avoids them waiting in the cold unnecessarily. • When a parent pulls in, the child leaves the queue and gets into the car on the driver's side. • Siblings queue in the <u>eldest sibling's</u> form group area 	<p>Ongoing Sep 20 (Ops)</p> <p>Complete Sep 20 (Ops)</p>	<p>pupils accurately and supervise when necessary.</p> <p>Marketing Manager to oversee updating of Travel pages on website</p>
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		<ul style="list-style-type: none"> Those on coaches/minibus get on and wait for older pupils if necessary; any with siblings in U3-U6 wait for them either on the coach or, if a shuttle service and they want to ensure that they are on the same coach/minibus, the bus stop. <p>U2-L3:</p> <ul style="list-style-type: none"> Parents asked to arrive no earlier than 1550 and no later than 1610. The sports pitches side of the drive all the way down to the Rookery Hill gate is divided into sections by year group and within that by tutor group. Year group areas are denoted by 'estate agent' style signs that can be seen easily by parents turning into the drive. Form group areas are marked by 'sandwich board' signs behind which pupils can wait. Pupils depart classrooms 1545 (or slightly earlier if necessary) to arrive to queue at their form group area no later than 1550. When a parent pulls in, the child leaves the queue and gets into the car on the driver's side. Siblings queue in the eldest sibling's form group area Those with siblings in U3-U6 wait on the sports pitch until 1610 or, if it is raining, the Junior School Foyer until making their way to down to pick-up. They meet their sibling(s) in the eldest sibling's Form area. Those on coaches/minibus get on and wait for older pupils if necessary; any with siblings in U3-U6 wait for them either on the coach or, if a shuttle service and they want to ensure that they are on the same coach/minibus, the bus stop. <p>U3-U6:</p> <ul style="list-style-type: none"> Parents asked to arrive no earlier than 1610 and no later than 1630. The sports pitches side of the drive all the way down to the Rookery Hill gate will be divided into sections by year group and within that by tutor group. Year group areas are denoted by 'estate agent' style signs that can be seen easily by parents turning into the drive. Tutor group areas are marked by 'sandwich board' signs behind which pupils can wait. Pupils depart classrooms 1605 to arrive to queue at their tutor group area no later than 1610. When a parent pulls in, the child leaves the queue and gets into the car on the driver's side. Siblings queue in the eldest sibling's tutor group area Those with siblings in KS2 meet up with them in the U3-U6 sibling's Form group area. Those on coaches/minibus embark on the Philp House side. <p>Pick-up is supervised by duty teaching staff as well as by Sodexo staff.</p>		
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Visitor
letter in
Gatehouse
, sent to
contractors
(Ops)

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		<p>No visitors (including parents) are permitted in school without appointment; any non-essential physical contact with the School is being assiduously risk-assessed (e.g. second-hand uniform shop opening).</p> <p>Visitors give their details orally to Gatehouse staff, who then write them down for the visitor (in order to reduce risk of surface contamination). On arrival, visitors:</p> <ul style="list-style-type: none"> -asked if in good health, particularly re. fever, loss/alteration of smell/taste and cough -told to wash and sanitise hands immediately -told to keep 2ms apart at all times -visitors who have to spend time in school buildings while children are in them are required to wear face coverings 		
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	<p>Homework Club participants will be from different bubbles and will therefore be kept 2ms apart. Booking system in place so that we know that we can accommodate everyone who attends. Same rules apply for shared equipment as for lessons.</p>		<p>Lead for Junior Homework Club: Head of Junior School Lead for Senior Homework Club: Deputy Head</p>
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	see 2.15 above		Lead: Deputy Head
44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	<p>see 2.16 above for classroom layout and screening</p> <p>Government guidelines are that PPE only needs to be donned when administering first aid or care in the Medical Centre.</p>		Lead: Deputy Head
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	<p>Staff on duty before school will direct arriving pupils straight to wash hands or sanitise. Staff direct pupils to use their personal sanitiser / wash hands at times noted at 2.12 above.</p> <p>Pupils and parents know that personal sanitiser is part of the standard school equipment, just like a pencil case, ruler etc.. Minor sanctions to be issued for repeat offenders.</p>		Lead: Deputy Head
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	We have provided several additional outside wash basins plumbed into the mains as our hygiene stations. These are augmented by pupils bringing in their own stock of sanitiser as an expectation. Wall-mounted sanitiser pumps are installed in several staff areas as well as at main entrances to buildings.	Ongoing Sep 20 (Ops)	Lead: Head of Operations

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47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	These checks feature on Sodexo's daily cleaning log.		Leads: Sodexo Deputy General Manager / Head of Operations
48	Unnecessary and unused items not removed from classrooms and other learning environments.	These have been removed as seen fit.		Lead: Head of Operations
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	These have been removed as seen fit.		Lead: Head of Operations
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	This is enforced by classroom teachers.		Leads: all teachers
51	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	In line with guidance, these will be cleaned more regularly than normal – each single bubble classroom will be cleaned once a day.		Leads: Sodexo Deputy General Manager / Head of Operations
52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	see 2.16 above		Lead: Deputy Head
53	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	This has been mentioned to parents in communications home.		Lead: Deputy Head
54	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	This has been mentioned in communications to staff.		Lead: Deputy Head
55	Outdoor playground equipment should be more frequently cleaned or left fallow.	This is subject to enhanced cleaning.		Leads: Head of Junior School / Head of Operations
56	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	This is not an absolute requirement of the Government guidance. Because we have a very large site, the only need for staggering is at pick-up (see 3.41 above)		Lead: Deputy Head

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57	Trips going ahead in contravention of Guidance	Trips are planned and permitted to go with due regard for the Step 3 Roadmap guidance. Currently day trips and domestic residential trips are permitted. We note the cardinal importance for the latter of maintaining bubbles <30 and making these consistent with the bubbles that they're in during the school day. We note that international trips are not recommended until 6 th September at the earliest.		Lead: Deputy Head
58	Meal times not de-conflicted or possible to avoid over-crowding in the servery and dining areas whilst still providing sufficient nourishment.	The Dining Hall has been identified as somewhere prone to clustering and therefore an increased risk of transmission. Therefore, arrangements have been made for U5 to dine in the Fifth Form Common Room.		Lead: Deputy Head
59	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Such a re-organisation is not practicable or cost-effective. The presence in Homework Clubs of pupils from different bubbles will be offset by pupils from different bubbles being kept a minimum of 2ms apart.		Lead: Deputy Head
60	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	n/a CEV pupils and staff currently following Government guidance to shield until end of March 2021 at least.		Lead: Deputy Head
61	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Every pregnant member of staff has, in liaison with HR, completed a COVID risk assessment. The School continues to follow the Department for Health's <i>Coronavirus (COVID-19): Advice for pregnant employees</i> , as signposted by the Guidance. For women 28+ weeks pregnant, it is particularly important that the advice on social distancing is and can be followed. In such instances, the Deputy Head and HR Manager work with the employee to identify a pattern of work that the employee is comfortable with and which reduces risk to a level that is mutually acceptable.		Leads: Deputy Head / HR Manager
62	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Advice is being followed, with pupils and staff at home checked in with regularly.		
63	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	The guidance does not require schools to identify BAME pupils for COVID purposes, nor does it suggest that additional control measures need to be put in place for these pupils.		
64	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	We have a generously resourced pastoral team. August 2021 INSET focused on the role of the Form Tutor in supplying pastoral care, including for those for whom lockdown has contributed to mental ill health.		Lead: Deputy Head

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65	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	see 2.19 above		Lead: Deputy Head
66	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	see 2.19 above		Lead: Deputy Head
67	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	We are confident that this will not happen.		Lead: Deputy Head
68	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Deputy Head and Deputy Head Academic have continued to work on ISI Inspection preparation during the epidemic.		Lead: Headmaster
69	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	All line managers have been requested to consider whether or not members of their team can work fully and efficiently from home.		Lead: Bursar
70	Insufficient ventilation in classrooms and other areas	Staff briefed that good ventilation- open windows, open doors, fresh-air air conditioning- is the most important risk control. Pupils are permitted to wear coats indoors. Morning cleaners open windows as they clean ready for the day ahead.		

4. Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Are those staff and pupils who are ill or tested positive in the last 10 days staying at home?	Yes- communicated to parents and staff, and we follow up if we have any doubts about whether or not this is being heeded		Lead: Deputy Head
2	Is the procedure of isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test understood if anyone becomes unwell in school?	Yes- communicated to parents and staff, and we follow up if we have any doubts about whether or not this is being heeded		Lead: Deputy Head
3	Given the above do members of their household or group understand they should self-isolate for 10 days?	Yes- communicated to parents and staff, and we follow up if we have any doubts about whether or not this is being heeded		Lead: Deputy Head

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4	Is there an isolation room and bathroom available and adequately signed (from reception?) for those waiting collection and do those in attendance have access to PPE?	Yes- Room 25 in Philp House, with pupils and staff knowing to come to the Medical Centre in the first instance for triage. School Nurses have adequate PPE and regard it as adequate.		Lead: School Nurse Managers
5	Staff who have helped someone with symptoms and pupils who have been in "close contact" know they do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)?	Yes- communicated to staff		Lead: Deputy Head
6	Staff not aware of meaning of "close contact": <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person. 	Communicated to staff		Lead: Deputy Head
7	Do all understand they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell?	Communicated to staff		Lead: Deputy Head
8	Do staff know the area around a person with symptoms must be cleaned after they have left to reduce the risk of infection?	If someone has symptoms on site, staff know to inform Deputy Head, who will take control of the situation, including thorough cleaning.		Lead: Deputy Head
9	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	The SLT and COVID groups understand this.		Lead: Headmaster

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10	Is it understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE)	We have eschewed temperature testing throughout the epidemic for these reasons (other than on arrival for COVID testing), which decision has not been met with any objection from pupils or staff.		Lead: Deputy Head
11	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Communicated to staff and pupils on several occasions by various means, and will continue to be so.		Lead: Deputy Head
12	No supervision of hand sanitiser use given risk of ingestion by young children. (Skin friendly cleaning wipes is an alternative).	Pupils have been taught about applying a sensible amount- not too little, not too much.		Leads: Heads of Section
13	Young children and those with complex needs not supported in understanding importance of hygiene rules.	We are careful to communicate key messages in different registers to different age-groups		Lead: Head of Junior School
14	Lack of information on how to react to coughing and sneezing using tissues (and their disposal) or crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Pupils have been and will be told this, and it will be enforced by staff		Lead: Deputy Head
15	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils are well behaved; we do not have any SEN pupils for whom biting etc. is behaviour associated with their SEN. Simplified advice- "No physical contact at all"- will be issued to all pupils, which covers this adequately.		Lead: Deputy Head
16	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs etc.	We have two nurses on duty every day and a number of bank nurses upon whom we can call for extra support if required.		Lead: School Nurse Managers
17	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	see 4.16 above		Lead: School Nurse Managers
18	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	We satisfy this ratio comfortably and take care to train up P.E. staff.		Lead: School Nurse Managers
19	Procedures for First Aid to those that do not have COVID-19 symptoms unclear and not briefed. (no need for extra measures).	Pupils and staff know that they should continue to come to the Medical Centre as usual, although staff have been asked to avoid unnecessary attendance and to use first-aiders when treating children for the most minor bumps and scrapes. This frees up nurses to focus on COVID prevention and monitoring, as well as avoiding clustering in the Medical Centre which		Lead: Deputy Head

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		could increase risk of transmission- not least to school nurses, whom it is critical to keep well and on site at this time.		
20	Requirements in EYFS on PFA certification not identified given recent modifications and 3 month extensions.	n/a- no EYFS		
20	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	staff have been trained by nurses on how to take temperatures		
21	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	see 4.19 above		Lead: Deputy Head
22	Medical room(s) not properly equipped.	We have three treatment rooms plus an isolation room and dedicated toilet. The Medical Centre budget is such that all necessary medicines and equipment can be purchased.		Lead: School Nurse Managers
23	Lack of School decision or policy for level of PPE required for staff or pupils.	On PPE: we continue to follow the Government advice, which, in our context, means that non-medical staff need only don PPE (apron and gloves) when administering first aid involving physical contact. On face coverings: Re. pupil and staff use on the school site, we follow the Government guidance. Accordingly, pupils and staff no longer need to wear face coverings unless they're on school coaches or minibuses (11+ only). Beyond this, it is personal choice whether or not pupils / staff wear face coverings and/or visors.		Lead: Headmaster
24	Insufficient training for the wearing of face coverings including fitting, storing, care and disposal arrangements.	All pupils have been taught how to do this and from that point on monitored by duty staff so that we know that they are doing it correctly. It was made clear to parents and pupils that, if they are travelling on school transport, they will be expected to be able to produce a small plastic bag for storing/disposing their covering.		Lead: Deputy Head
25	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Throughout the pandemic, we have made this message clear and simple for all staff, insisting that they err on the side of caution because the symptoms of COVID are variable.		Leads: Deputy Head / HR Manager
26	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	In line with Government guidance, we have been proactive and insistent in asking staff and pupils/parents to declare if they are or think that they might be clinically vulnerable or clinically extremely vulnerable. We hold this information in a secure location with access limited on a need-to-know basis. In terms of age groups, those 70+ are in the clinically vulnerable category and we are aware of who they are. The NHS website also says that risk increases as you get		Lead: Deputy Head

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		older, and Freeman's employees had the opportunity to raise concerns about their individual risk when they completed their most recent individual risk assessment.		
27	Lack of knowledge on who has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	The School has already communicated to staff and parents the need for us to know who and when has been tested, and what the results are. We do not request evidence of positive or negative results. This information is held in a central secure location accessed on a need-to-know basis by staff.		Lead: Deputy Head
28	Insufficient information on who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and if recorded.	as for 4.27 above- recorded on the same spreadsheet for ease of reference.		Lead: Deputy Head
29	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	as for 4.27 above- recorded on the same spreadsheet for ease of reference		Lead: Deputy Head
30	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Form Tutor informed and tasked with liaising with home, including co-ordinating provision of work if child well enough		Lead: pupil's Form Tutor
31	Information on anyone that may still be shielding another family member and why this may preclude their attendance at school.	as for 4.27 above- recorded on the same spreadsheet for ease of reference		Lead: Deputy Head
32	No separate area for holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Room 25 (isolation room) cleaned after use		Lead: School Nurse Manager
33	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	temperature testing is undertaken by staff wearing PPE		
34	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary).	If this happens, we shall act on the advice immediately. Parents of pupils involved will be informed immediately. Our broad policy is to keep all parents informed if there is a positive test for a member of the school community who was / may have been infectious while on site.		Lead: Deputy Head

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35	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	RV will be Room 25, which is next to the main entrance. If an ambulance is called, it will be met by the Deputy Head who will guide crew to Room 25.		Leads: Deputy Head / School Nurse Managers
36	No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure)	We are aware that our HPT is Surrey and Sussex Health Protection Team on 0344 225 3861- and that we need to ring the DfE Coronavirus Helpline in the first instance.		Lead: School Nurse Managers
37	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	n/a		
38	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy or hospital unless an emergency.	Staff have been guided to the relevant NHS web-pages, and, on reporting COVID symptoms, will be talked through what to do next by Deputy Head / HR Manager / Medical Centre		Leads: Deputy Head / HR Manager
39	Insufficient registration, induction, supervision (and temperature checking) of contractors where essential work is required on site.	<p>Contractors give their details orally to Gatehouse staff, who then write them down for the contractors (in order to reduce risk of surface contamination). On arrival, visitors:</p> <ul style="list-style-type: none"> -asked if in good health, particularly re. fever, loss/alteration of smell/taste and cough -told to wash / sanitise hands immediately -told to keep 2ms apart at all times -contractors who have to spend time in school buildings while children are in them are required to wear face coverings <p>We do not take temperature of contractors.</p> <p>Our written <i>Contractors Policy</i> applies as usual.</p>		Lead: Head of Operations
40	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	All nurses have RCN PINs, together with wide paediatric experience; they have adequate cleaning resources and PPE, and regard these as adequate. School Nurse Managers meet fortnightly with Deputy Head as a minimum, and lines of communication are open and free.		Lead: School Nurse Managers
41	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Pupils know that they are permitted to wear coats in lessons so that ventilation can be kept in place. Government guidance is: "Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."		Lead: Deputy Head

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5. Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	All Boarding Staff meet weekly for a full meeting, and more frequently if required. Procedures are discussed at these meetings and, once agreed, are communicated and explained to the team, with colleagues encouraged to ask questions or raise concerns.		Leads: Head of Boarding / Deputy Head
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	The pupil door re-coded by Head of Boarding; main entrance manned whenever open; CCTV coverage	Actioned Sep 20 (Ops)	Lead: Head of Operations
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	PPE is held in the boarding office along with information regarding how to use PPE safely.		Lead: Head of Boarding
4	Communication and procedures for welcoming back overseas pupils not applied.	Communications took place over the summer holidays to ensure parents and pupils understand the arrangements for the start of term. Communications regarding Christmas travel plans are taking place through the Autumn term Details of travel to school and declarations of health and, where required, quarantine service are being collated and monitored for suitability by the Head of Boarding in advance of the start of term. .		Lead: Head of Boarding
5	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Parents and guardians are responsible for arranging safe travel to school and details submitted via Orah to be reviewed by Head of Boarding before pupils arrive on site.		Lead: Head of Boarding
6	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.	Parents and guardians submit quarantine arrangements (where required) in Boardingware, reviewed by the Head of Boarding. Arrangements are in place to safely isolate those serving quarantine in the boarding house.		Lead: Head of Boarding
7	Insufficient controls for boarders to move between residential and school day groups.	Boarders attend breakfast in boarding bubbles and move straight into school bubbles from the dining facility, overseen by duty staff. Sixth form only (one bubble in school) are allowed to return to Walbrook during the school day.		Lead: Head of Boarding
8	SD, separation and socialising rules not adhered to in the boarding house.	Duty staff provide adequate supervision, signage is clear and pupils regularly reminded of protocols		Lead: Head of Boarding

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9	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Rules regarding who can take an exeat have been clearly communicated to parents and pupils in line with government guidance. Requests for exeat are reviewed by boarding staff before approval. Protocols for returning from exeat to be clearly communicated to parents and pupils when planning exeats through Orah. Boarding staff to ensure that those returning from exeat undertake correct hygiene measures on return to house. The requirement to make appointments for visits to be clearly communicated to parents and guardians before the start of term. Security measures (security guard at reception, coded locks on doors) in place to avoid unexpected visitors.		Lead: Head of Boarding
10	Staff unaware of their role and responsibilities	Staff briefing held before return. Documents outlining roles and responsibilities sent before return. Staff encouraged to speak with Head of Boarding or Deputy Head in instance of uncertainty	Complete 5.3.21 (HoB)	Lead: Head of Boarding
11	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Instructions communicated during new boarder induction and in early boarding meetings. Boarding fire drill scheduled early in the term and repeated if necessary to ensure correct procedures are followed.	Complete d 01 Sep 20 (HoB)	Lead: Head of Operations
12	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff)?	There are 4 isolation rooms available within the boarding facility supervised by boarding staff. Parents are requested that, wherever possible, they arrange for pupils to isolate off-site. Residential staff will isolate in their private accommodation separate from boarding pupil accommodation.		Lead: Head of Boarding
13	Do those in attending isolated cases know the procedures and have access to PPE?	Appropriate information is available in boarding office. PPE is available for attending pupils in isolation.		Lead: Head of Boarding
14	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).	Consultation in progress and will be complete by start of term. Parents informed that, due to limited isolation facility, isolation with family or guardians is preferred.	Complete d 1.9.20	Lead: Head of Boarding
15	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Pupils have own bedding. Some board games are removed from circulation. Equipment to be shared only within the boarding bubble. Pupils are advised to wipe down games after use and signage indicates this.		Lead: Head of Boarding
16	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Staff:pupil ratio in boarding never above 1:30. Measures are taken to ensure SD can be maintained by staff and pupils		Lead: Head of Boarding
17	Insufficient bathroom facilities if bed spaces have been reconfigured.	No reconfiguration		Lead: Head of Boarding
18	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Boarders are able to use mobile technology to communicate. If this is not possible, they may borrow school devices, as per usual school procedures		Lead: Head of Boarding

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19	Boarders aware of global news and how it may affect them or their family.	Boarders use devices and social media to learn of global news. TV in Hub often shows world news. Anything directly affecting pupils is communicated by boarding staff in person, as per usual school procedures		Lead: Head of Boarding
20	Boarder return to Freeman's at a time when the rest of the School is not permitted on the School site	Students undertake remote learning from the boarding house		Lead: Head of Boarding
21	Boarders in quarantine unsure of regulations	Quarantining boarders sent quarantine information sheet with details surrounding their restricted movement in advance of arrival. Details also posted in quarantine rooms		Lead: Head of Boarding
22	Boarder in quarantine becomes unwell or in need of adult support urgently	Telephone numbers given on quarantine information sheets. Details of what to do if exit is required due to emergency given on quarantine information sheet.		

6. Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Drivers have been briefed about insisting that pupils wear a face covering before getting onto the coach and to sanitise hands. An arrangement will be reached with operators for there to be sanitiser by the entrance plus a small stock of face coverings in case a pupil has forgotten one, and a procedure for reporting the pupil's name to Head of Operations, who will alert Deputy Head so that parents can be contacted.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	This is largely for the operator to consider. We support by doing everything that we can to foster a culture of wearing face coverings on transport, as well as urging parents not to send ill pupils to school. We also support seats within 2ms of driver being cordoned off. Duty staff see pupils on and off coaches, and they check for compliance re. face coverings. Deputy Head issues letters of exemption to pupils so that these can be shown to the driver, thus obviating misunderstanding and confrontation.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
3	Drivers have insufficient/inappropriate PPE, cleaning materials and training.	This is for the operator to consider, but we have sought and obtained reassurances from the operator that this is the case. In particular, we are assured that coaches are cleaned properly between uses by different schools, with especial attention paid to high-touch areas such as hand-rails and headrests. Further details can be provided directly from the transport operators	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
4	Dedicated transport not aligned with the principles underpinning the system of controls	Aligned, as illustrated by the rest of this section		Lead: Deputy Head
5	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	On school coaches and minibuses, the following controls will be in place: • use of hand sanitiser upon boarding	Actioned / Monitored Sep 20 (Ops)	Leads: Deputy Head / Head of Operations

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		<ul style="list-style-type: none"> • additional cleaning of vehicles, esp. between uses by different schools • organised queuing and boarding at afternoon pick-up, supervised by duty member of staff • pupils not to share a double seat unless absolutely necessary, and even then only with someone within their bubble • the use of face coverings for children (compulsory for those aged 11+ without an exemption and voluntary for under-11s) • pupils wash / sanitise hands immediately upon disembarking vehicle at Freeman's- there are outdoor basins adjacent to the coach bays 		
6	Pupils not grouped together on transport reflecting the bubbles that are adopted within school.	In order for Freeman's school transport to be practicable, pupils from different bubbles will need to be on the same transport. This is permitted by the Government guidance. However, where possible pupils should only sit next to pupils from the same bubble.		Lead: Deputy Head
7	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	see 6.1 above		Lead: Head of Operations
8	No additional cleaning of vehicles (all touch points) before and after each journey.	see 6.3 above		Lead: Head of Operations
9	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Queuing at Freeman's end of the day is supervised by duty member of staff. It will help that Junior and Senior finish times are staggered (Junior pupils will wait on the coach until Seniors arrive, unless it is a shuttle service).		Lead: Deputy Head
10	Use of face coverings for children over the age of 11 as a mitigating measure not understood by pupils and parents.	The rationale behind this element of the Government guidance (i.e. that perforce bubbles are mixed on school transport, so risk must be reduced in other ways) has been explained to pupils and parents.		Lead: Deputy Head
11	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	This would be done by ambulance after ringing 999. If that is not necessary, pupil will remain in isolation room until collected by parent or guardian.		Lead: Deputy Head
12	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	<p>Usual procedures for insuring and maintaining vehicles apply.</p> <p>A tub of sanitising wipes is kept in each minibus.</p>	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations

7. Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Support staff not regularly briefed on changes.	Since last term, there have been non-teaching staff live briefings.		Lead: Bursar
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Our current policy is not to use any Freeman's staff to drive any pupils in school minibuses or private cars (other than in an emergency).		Leads: Head of Operations / Deputy Head
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	We avoid this by following the Government guidance <i>COVID-19: cleaning of non-healthcare settings</i> Sodexo team to monitor cleaning supplies and Facilities Team to double-check	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	See various points above for the enhanced cleaning regime, specifically 1P. Sodexo's Deputy General Manager is responsible for co-ordinating and checking cleaning, and the School's Head of Operations has responsibility for checking the work of cleaners on behalf of the School. If he has any concerns, he shares these with the Bursar and the Deputy Head, as well as reporting in to the COVID group.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
5	Security and access systems not regularly checked, updated and re-coded.	Fob-entry systems have been returned to their usual settings.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
6	Reconfigured areas, zones and routes hampering fire exits and routes.	no hampering exists in the first instance	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations all staff responsible
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	If doors are propped open to ensure good ventilation for COVID purposes, wedges are kicked away by staff as they evacuate the building. NO FIRE DOORS ARE TO BE WEDGED OPEN	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations all staff responsible

8. Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	We have purchased and installed 14 new outdoor wash basins with soap dispensers so that all pupils can wash their hands-on arrival at school and before lunch without having to queue for a long time. Wall-mounted sanitiser stations are situated at the entrances to main buildings, including Common Rooms.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
2	Policy and procedures for contractors on school sites not updated and / or enforced.	Contractors Policy to be updated to reflect agreed COVID procedures. Gatehouse have been briefed by Head of Operations and Sodexo Deputy General Manager, with expectations made clear. Head of Operations to monitor implementation.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations

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3	Contractor health declaration and pre-work briefings not considered or implemented.	see 4.39 above		Lead: Head of Operations
4	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	not specific to COVID- usual standards apply and are followed	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
5	Insufficient gas supply, maintenance, checks, venting and valves.	not specific to COVID- usual standards apply and are followed	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
6	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	<p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Good ventilation, by opening windows and doors, can help reduce the risk of spreading coronavirus, so the focus is on improving general ventilation, preferably through fresh air or mechanical systems.</p> <p>Guidance is that one can continue using most types of air conditioning system as normal. We do not have centralised / recirculation ventilation systems.</p> <p>There is no need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. We do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. We also focus on maintaining a good supply of fresh air ventilation in the room.</p>	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
7	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	See 8.6 above		Lead: Head of Operations
8	Electrical tests not up-to-date including emergency lighting and PAT	not specific to COVID- usual standards apply and are followed	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
9	All electrical equipment bought in to school PAT tested?	not specific to COVID- usual standards apply and are followed	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Water testing has been completed as per statutory regulations, with additional flushing and decontamination of cold water storage tanks (CWST) where they remained static due to the shutdown. All test certificates and records are available through the CoL Facilities Dept.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	The pool has been brought up to the required standards for operating within a COVID environment as per Pool Water Treatment Advisory Group (PWTAG) and Swim England guidance.	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations

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12	Fire alarm panel, system and extinguishers not in date and not serviced.	not specific to COVID- usual standards apply and are followed	Actioned / Monitored Sep 20 (Ops)	Lead: Head of Operations
13	Fire doors NOT propped open to limit use of door handles and increase ventilation.	All staff, maintenance and security are to ensure that all fire doors (classrooms, corridors etc.) are NOT PROPPED OPEN unless they have a fire door guard system (Magnetic / battery) in place. Any issues with a fire door must be reported soonest to ensure corrective maintenance can be completed.		All staff responsible
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Some administrative staff will be asked to work from home because they can do their jobs fully and effectively without coming onto site. So that staff workrooms don't become overcrowded, work stations with IT have been set up in the Dining Hall. An area of the Dining Hall has been set up for staff dining in order to avoid over-crowding in Common Rooms and other staff areas.	Actioned / Monitored Sep 20 (Ops/IT)	Leads: Bursar / Deputy Head
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	It is very unlikely that COVID-19 is transmitted through food (HM Govt). Due to the enhanced cleaning practices within the kitchen there is no additional practices required. Anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Sodexo have their own system of internal controls and checks, and have assured us that these will be in place and adjusted as necessary in light of https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
17	Servery and dining room rules not fully considered, inadequate or safe including wiping table, chairs and hard surfaces between sittings.	The staging area of the Dining Hall used for staff work stations is a distinct and physically separate area from the rest of the Dining Hall. Boarders will use Dining Hall for breakfast and supper, and the areas are wiped down after each sitting. During the day, the bulk of the Dining Hall (excluding the staging area) is used for assembling packed lunches and preparing them for delivery to classrooms. At lunchtime, a section of the Dining Hall will be cordoned off for socially-distanced staff dining (packed lunches only).	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
18	Insufficient drinking supplies and hydration available in dining room and around the school.	There are ample drinking fountains at which pupils can replenish water bottles.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	We have hired several new cleaners on day shifts to clean the school during the day in line with 1P above.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations

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20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	As well as being briefed by Sodexo management, Head of Operations will participate in the briefing of cleaners so that they know what the School's priorities and expectations are. PPE will be provided via Sodexo and worn in line with the Government's guidance <i>COVID-19: Cleaning in non-healthcare settings outside the home</i>	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Work started on drawing up this agreement several weeks in advance of the site re-opening and will be fully in place by September.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Bursar
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	There will be sufficient staff to carry out the enhanced cleaning schedule.		Lead: Head of Operations
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	The Sodexo Deputy General Manager is familiar with the Government's guidance <i>COVID-19: Cleaning in non-healthcare settings outside the home</i> and will ensure that bodily fluids are cleaned up in line with it. Head of Operations and Deputy Head informed whenever this happens.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Sodexo Deputy General Manager
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves and face coverings and their subsequent disposal.	see 8.20 above	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
25	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Having read all the relevant guidance, we do not expect significant additional demand in this area. However, as a boarding school, we are fortunate to have a laundry on hand should the need arise.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Any suspended services will be reset under the oversight of the Head of Operations. Waste does not need to be segregated (environmental awareness) unless an individual in the setting shows symptoms of or tests positive for COVID-19.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
27	Scheduled or on-going building works not reviewed given revised timetables, staggered drop-off / pick-ups and hygiene measures.	n/a- buildings works are segregated from the rest of the school community, including through a dedicated entrance/exit gate onto the building compound.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Routes and arrival times remain unaffected by COVID contingencies. Deliveries are met by the Banksman, who takes responsibility for the safe conduct of delivery drivers while on site re. social distancing. Sodexo challenge suppliers if they are not satisfied with a supplier's hygiene measures.		Lead: Sodexo Deputy General Manager
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	We recognise that we may well be using an extra 2000 or so paper towels every day that will need to be collected and disposed of. Head of Operations and Sodexo's Deputy General Manager have factored this in to working patterns of Gatehouse staff.	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations

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30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Not specific to COVID- usual standards apply and are followed	Actioned / Monitored Sep 20 (Ops/IT)	Lead: Head of Operations
31	How often is this Risk Assessment reviewed? Daily? Weekly?	It is reviewed every time the COVID decision-making group meet, which is at least once per week. However, it is updated in real time in response to changing events and legislation. The person noted as having lead responsibility for controlling a hazard also has responsibility for updating the control measures and progress on implementing them.		Lead: Deputy Head