



Risk Assessment: General Covid-19 Precautions

Version 1.2

Location: All School Buildings and Classrooms

Persons Exposed: Staff: ✓ Pupils: ✓ Visitors: ✓ Others: ✓

Hazard	Risk Rating			Control Measures to Reduce Risk	Residual Risk		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
Buildings not providing a Covid-19 safe environment	M	H	High	<p>The School will be deep cleaned prior to the start of term. Surfaces that are able to harbour airborne particles will be cleaned frequently if they need to remain and all commonly-touched surfaces wiped down regularly. All loose soft furnishings will be removed or there will be clear instructions not to use them in all rooms that are being used.</p> <p>Signs will be installed to alert people, throughout each school building, to the requirements for maintaining hygiene and ensuring constant awareness of necessary regimes on a day to day basis.</p> <p>An assessment will also be made of the need for ventilation in each house and department to ensure the air-conditioning and air-handling systems will be made to identify how air transfer is achieved and whether this can remain operational throughout the period.</p> <p>An isolation area will be identified within each house and within other school buildings to ensure isolation / quarantine can be achieved if required.</p> <p>During all preparation work, staff will be instructed to keep their distance from one another and from contractors who may also be working within the house or department. Contractors and visitors will be made aware of the requirements whilst on site by Reception staff or by their host.</p>	L	M	Low
Start of Term return to school - Pupils will be unaware of restrictions	M	M	Medium	<p>When pupils return to school, there will be a need for all to be made familiar with the requirements that are now in place within the house. Staff will carry out briefings to highlight the regimes and to ensure pupils are aware of their limits in terms of behaviour and interaction with others.</p>	L	L	Low

	Severity		
Likelihood	Med	High	High
	Low	Med	High
	Low	Low	Med

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				<p>Specific rules within the houses will include:</p> <ul style="list-style-type: none"> • Rules within bathrooms • Regular hand-washing and sanitising • Access routes around the school • Out of bounds areas • Use of kitchens • One-way systems • General levels of conduct expected • What to do if pupils have concerns <p>The information provided will be published and confirmed with all pupils and will be monitored by staff on a daily basis to ensure high levels of compliance.</p>			
Increased risk of infection transmission in classrooms	H	H	High	<p>Classrooms have all been subject to individual assessment and reconfiguration to ensure seating is subject to social distancing and teaching can be carried out from a distance of 2m. All classrooms have cleaning equipment available to allow desks and equipment to be wiped down and cleaned between lesson and for teaching staff to carry out additional discretionary cleaning as and when required.</p> <p>Staff should also take reasonable measures to ventilate rooms by opening doors and windows as much as possible and to allow a through draft.</p> <p>Heads of Department will be responsible for assessing which activities will not be carried out during the coming term to ensure suitable arrangements and precautions are in place, especially for activities involving practical activities, physical interaction and certain sports and games.</p>	L	M	Low
Inadequate precautions in Sporting and Extra-Curricular Activities	M	M	Medium	<p>Assessment of sporting and extra-curricular activities will be made by respective Heads of Department and in light of the requirement to socially distance. Additional advice will be sought from each sporting governing body regarding the restrictions and precautions that need to be taken.</p>	L	L	Low
Poor cleaning and hygiene standards	M	H	High	<p>Enhanced cleaning standards have been arranged to ensure all areas are cleaned and sanitised by cleaning staff more frequently throughout the day. Records of cleaning will be maintained by CH&Co. This will involve wiping down surfaces after lessons, wiping down commonly touched surfaces including door handles, push pads, etc.</p> <p>All houses and departments have been issued with their own cleaning equipment in</p>	L	M	Low

	Severity		
Likelihood	Med	High	High
	Low	Med	High
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				order to carry out additional cleaning as and when this is felt to be necessary by any member of staff. Cleaning staff have been given additional instruction and training by CH&Co to ensure effective cleaning is achieved.			
Pupils Mixing	M	H	High	Pupils will be separated into 'bubbles' within their respective year group when being taught. Mixing with other bubbles will be limited. Facilities will then be designated to each year group within each house and use limited to only this group. Where there is a mixing of facilities, e.g. different bubbles using the Computer Lab, cleaning measures will be put in place.	L	L	Low
Lack of sufficient hand washing and sanitising	M	M	Medium	All pupils and staff should wash their hands regularly with soap and water or by using a sanitising station. Additional stations are posted throughout the school and within departments and will be replenished regularly with dedicated resource available to ensure stocks remain in place. Staff will ensure pupils are encouraged to wash hands frequently and to do so diligently, in line with government guidance.	L	M	Low
Pupil(s) becoming unwell	M	M	Medium	Pupils will be monitored closely for signs of illness; all staff are able to make an initial assessment of the symptoms and should send pupils to the Nurse's Office immediately. Careful consideration by the Nurses will then be given to whether they require isolation due to their symptoms. Full isolation, in designated isolation rooms, should be maintained until the pupil is sent home. Those who may have been in close contact with the affected pupil will then be contacted and monitored until the diagnosis is confirmed with additional testing carried out wherever required. In the event of the pupil showing symptoms of Covid-19, then isolation with parents/guardians will continue for ten days or until a test can be carried out to confirm diagnosis. Should more than one positive case develop, then notification will be made to the local health authority in order to ensure effective management.	M	L	Low
Staff becoming unwell	M	M	Medium	Should any member of staff develop symptoms of Covid-19, they should immediately leave their normal working environment and return home to self-isolate before obtaining a test in order to establish the nature of their illness. They should inform their line manager immediately and keep them informed of the results of their test and should isolate for ten days from the date of their symptoms starting, and their immediate family and household remain in isolation for 14 days unless and until the test returns negative.	M	L	Low
Positive test on school premises or within the	H	H	High	In the event of a positive Covid-19 test from either pupils, staff or visitors, the 'NHS – Test and Trace' system will be informed and all possible steps taken to ensure those	L	M	Low

Likelihood	Severity		
	Med	High	High
	Low	Med	High
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school community – risk of infection outbreak				who may have been in immediate contact are both informed and monitored by the Medical Team in the following days.			
Increased Risk of Infection During First Aid and Medical Treatment	M	M	Medium	Staff who are administering first aid and medical treatment should be made aware of the need to do so from a distance, without compromising social distancing wherever possible. Should an injury or medical condition require physical intervention, PPE should be worn by the first aider to reduce the risk of virus contamination via bodily fluids with PPE included in all first aid kits.	L	L	Low
Risk of Contamination in social spaces	M	H	High	Social spaces will be amended to ensure the risk of contamination is acceptable. This will involve using spaces by bubbles only and carrying out additional precautions such as reducing seating, limiting numbers within the spaces, and reducing soft furnishings. An increased cleaning regime will also ensure all common-touch surfaces are wiped down regularly with sanitising sprays or wipes. Pupils will be made aware of the conduct that is / is not acceptable in the interests of hygiene.	L	M	Low
Outbreak caused by Visitors to School	H	H	High	<p>Visitors will not be permitted to enter the school unless there is an urgent need to do so. Visitors will be by appointment only and will be required to confirm they are in good health and free from symptoms before visiting. Reception Staff and those who arrange visits should ensure visitors are aware of the social distancing requirements and the need to bring and wear a face covering before entering the school. Meetings should be held in open areas rather than enclosed offices wherever possible with good levels of natural ventilation provided.</p> <p>Visitors will be limited to essential contractors, deliveries, and essential meetings with staff and will be required to self-declare that they are free from symptoms of Covid-19 prior to entry being authorised by the Master or Bursar.</p> <p>Visitors will also be required to supply contact details in order to facilitate Test and Trace should this measure be required.</p>	L	L	Low
Infection due to congregating during mealtimes	H	H	High	Mealtimes will be staggered and segregated to ensure separation during these busy times. Additional venues will be made available to reduce the need to meet in normal locations with temporary serveries being installed in other smaller locations, e.g. staff having lunch in a separate location. A schedule of catering will be prepared and increased emphasis on ensuring eating times are observed without rushing.	L	M	Low
Increased infection risk during Assemblies	H	H	High	All assemblies will take place virtually and will, at most, involve one year group in the Theatre.	L	L	Low
Outbreak and infection caused by Administrative Staff	H	H	High	Wherever possible, administrative staff will continue to work at home. Where presence is required in School, administrative staff will be required to ensure they are Covid-19 symptom-free before entering the School.	L	L	Low

	Severity		
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	Low	Med	High
	Low	Low	Med

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				<p>Administrative staff will be required to keep within their own areas and not to enter communal and teaching areas. Offices will be cleaned regularly, including commonly touched items such as door handles, push pads on doors, etc.</p> <p>Meetings within administrative teams will primarily be held using online means to limit face to face meetings.</p>			
Ventilation	M	M	Medium	Natural ventilation will be promoted in all classrooms and communal areas by means of keeping windows and doors open to create through drafts. Teaching staff will be responsible for ensuring doors are closed when not being used for ventilation to ensure fire protection remains in place.	L	L	Low
Access Corridors	M	M	Medium	<p>In order to limit interaction within each building, an assessment of the access requirements has been made and where necessary and possible, new access around the building have been planned. These new routes are highlighted by means of instruction and signage and one-way systems. Heads of Department will make those teaching within the building aware of the routes and access systems; should a member of teaching staff need to teach in a different building due to a timetable change, they should seek the advice of the Department Head to ensure they are familiar with the arrangements.</p> <p>Teaching staff should also be generally alert to potential problems or where plans do not work as effectively as intended and should intervene where congestion is a problem or advise pupils to seek an alternative route if possible.</p> <p>Where persistent problems exist, these should be communicated to the Senior Management Team promptly in order for revisions to be considered.</p>	L	L	Low
Staff Rooms and Welfare Arrangements	M	M	Medium	The configuration of staff rooms will be altered to reduce soft furnishings and to increase the ability for the facility to be used with social distancing in mind. Tea and coffee making facilities will be available in the staff room with drinks service being provided from a member of the Catering Team from behind a Perspex screen.	L	L	Low
Date:	31 August 2020		Revision date:		Prepared by:	Kevin Clarke Health and Safety Consultant	

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