

## **COVID-19 Risk Assessment**

*This Risk Assessment should be read alongside the **School Reopening Protocol May 2020** and **COVID-19 Policy June 2020**.*

### **Introduction**

The COVID-19 outbreak is dynamic and changing daily, if not hourly, and there are now many agencies providing information. The school takes guidance from Department for Education (DfE) and Independent schools Association (ISA).

This COVID-19 risk assessment identifies and assesses risks and describes methods of controlling those risks. We recognise that this risk assessment must be a fluid process, updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

### **Rationale**

The logic behind these actions, and the need for this risk assessment, is the ongoing 'duty of care' the school has for its whole community: staff, parents and pupils. With COVID-19, schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school community, a proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *cost consequences of taking precautionary measures* - closing and opening of schools as well as the continual provision of education during this time has had considerable costs consequences

### **The School – States of Operation**

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

- |   |              |                                                                                 |
|---|--------------|---------------------------------------------------------------------------------|
| 1 | Fully Open   | Business as usual: no travel or trip restrictions.                              |
| 2 | Open         | Business as usual: with caveats – no visitors or trips.                         |
| 3 | Open T       | In transition: some teaching in school and some remotely.                       |
| 4 | Open K       | Key staff and vulnerable children in school. All other teaching is remote       |
| 5 | Open R       | Teaching is all achieved remotely.                                              |
| 6 | Fully Closed | No one on site except security and maintenance staff. No provision of education |



## Risk Assessment

Government advice states that “every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.”

## Running the School - Assessing the Risk

Assessing COVID-19 risk is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and will include, but not be limited to, the following questions:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils and parents?
- C. Are changes reviewed by the Principal?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will be considered for pupils, parents and staff:

- M. What SD rules has the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground) and have all adhered to these SD rules?
- N. What Personal Protective Equipment (PPE) has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
  - a. Masks;
  - b. Gloves;
  - c. shields (for face or lecterns, desk separators, staff desks); and
  - d. sanitisers (gel and tissues).
- O. Medical. Who has:
  - a. Pre-existing medical conditions and are they fully declared?
  - b. Been identified as a vulnerable pupil, parent or staff member and have they been recorded?
  - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
  - d. Come into contact with anyone tested positive to COVID-19?
  - e. Travelled where: other than home and school?



- f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- P. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, can be seen below.

### Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. With different stakeholders of varying ages and health, multiple shifting risks will be considered on a daily basis for the safety of pupils, staff and parents.

The Senior Leadership Team (SLT) will analyse and then co-ordinate the way ahead. To do this, information will be drawn from all relevant agencies in order to ensure informed decisions and changes that reflect a safe and secure school environment.

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none"><li>Principal monitors ISA guidance, forums and recommendations</li><li>Principal and Operations Manager monitor DfE/Gov.UK guidance daily.</li><li>Principal and Operations Manager monitor Independent schools Council (ISC) guidance and Barnet Council guidance</li><li>Principal has links to MP and government leaders through a parent body.</li><li>Operation Manager monitors HSE</li><li>Whole staff team receives weekly updates and training relating to DfE guidance</li></ul>	In place and on going	
B	Are changes regularly communicated to staff, pupils and parents?	<ul style="list-style-type: none"><li>General announcements are communicated from the Principal via email and weekly electronic newsletters to parents and staff.</li><li>Staff team receives weekly updates and training on DfE guidance.</li><li>Reopening Protocol document is available to staff via R:drive and has been sent to parents via email.</li><li>Pupils receive direct updates from teaching staff directly.</li><li>COVID-19 Policy and this Risk Assessment are available on the school website.</li></ul>	In place and on going	



C	Are changes reviewed by Governors?	<ul style="list-style-type: none"><li>N/A</li></ul>	N/A	
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<ul style="list-style-type: none"><li>From 1/6/2020: visitors are not permitted at this time except for exceptional circumstances. If necessary, they must make a declaration of good health in advance (verbally or by email) and meet mandatory ID checks where necessary.</li><li>Lanyards for authorised visitors</li><li>Visitors sign in using school Visitors book.</li></ul>	In place and on going	
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<ul style="list-style-type: none"><li>Rules and requirements are updated and communicated to parents, pupils and staff on a weekly basis where necessary.</li><li>Pupils are advised directly by teaching staff on a daily basis.</li><li>Operations Manager completes a Daily Cleaning Programme Checklist.</li></ul>	In place and on going	
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<ul style="list-style-type: none"><li>Children are supervised with hand-sanitising and hand-washing.</li><li>On site posters, floor markings in place prior to opening to reinforce and remind all in school</li><li>Posters in classrooms to remind all of the hygiene requirements.</li><li>Operations Manager completes a Daily Cleaning Programme Checklist.</li></ul>	In place and on going	
G	Is there sufficient supplies of hygiene materials and are they well placed?	<ul style="list-style-type: none"><li>The school has ordered sufficient stocks of PPE for the Government guided phased reopening from 1<sup>st</sup> June including face masks for staff, hand sanitiser, disposable aprons, protective eye wear.</li><li>Pupils can wear masks if they wish but they are not being provided by the school.</li><li>Children have access to additional handwashing facilities.</li><li>Operations Manager completes a Daily Cleaning Programme Checklist.</li></ul>	In place and on going	
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches,	<ul style="list-style-type: none"><li>A deep clean of the school will be undertaken prior to opening by Julius Rutherford Cleaners (29.5.20)</li><li>In the event of anyone presenting with symptoms, the school would close temporarily and a deep clean would take place.</li></ul>	In place and on going	



	hand rails and regularly used hard surfaces?	<ul style="list-style-type: none"><li>• Our cleaning company comes in daily and has its own thorough risk assessment so that any risk of transmission is minimised</li><li>• The school has appointed a Responsible Person to oversee a robust Daily Cleaning Programme throughout the school day. Classrooms, communal areas, toilets and garden equipment will be part of a regime in which we aim to wipe and clean frequently touched surfaces such as tables and equipment as well as resources, with professional antibacterial surface wipes throughout the day. All teaching staff will take part in this programme.</li><li>• Operations Manager completes a Daily Cleaning Programme Checklist.</li></ul>		
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<ul style="list-style-type: none"><li>• The resources made available for pupils will be carefully considered and cleaned daily.</li><li>• Each pupil will be required to use and retain their own pens, pencils and other stationery equipment.</li><li>• Shared equipment is cleaned after each use using either water and soap or antibacterial wipes.</li><li>• Any items that are unable to be cleaned (such as books) are placed in storage between use.</li></ul>	In place and on going	
J	Are high risk areas being regularly monitored for hygiene?	<ul style="list-style-type: none"><li>• The Principal and Operations Manager regularly check high risk areas to ensure that appropriate hygiene standards are being observed.</li><li>• Operations Manager completes a Daily Cleaning Programme Checklist which includes high risk areas.</li></ul>	In place and on going	
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<ul style="list-style-type: none"><li>• Requirement to re-close would be communicated as original closing on 17<sup>th</sup> March through proven channels of communication.</li><li>• Extension of provision for transition to wider year groups has been fully considered in line with government guidance</li></ul>	In place and on going	



L	Are all the risks identified properly mitigated and regularly re-assessed?	<ul style="list-style-type: none"><li>• The Principapl and Operations Manager will discuss operational risks (building/facilities/health) on a daily basis, having also consulted the staff team onsite.</li><li>• Teaching staff will report concerns to the Principal who will consider/action as appropriate.</li><li>• Initially a daily update will be provided to the Principal</li><li>• A weekly Friday Morning staff meeting led by the Principal to update staff on the status of the risk assessment.</li></ul>	In place and on going	
---	----------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------	--

### **Pupils, Parents and Staff Risk Assessment in the COVID-19 Environment**

	<b>Risk</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
1	Are communication channels working and being reviewed? Email, text, online platform of the Home Learning Programme	<ul style="list-style-type: none"><li>• The school uses email and telephone in addition to its own website, and where necessary, texting channels to communicate with parents and staff. These channels are maintained and reviewed by the Principal, Administrator and Operations Manager.</li><li>• Regular feedback from parents and pupils through these channels is ongoing</li></ul>	In place and on going	These methods of communication have proven successful.
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents and staff?	<ul style="list-style-type: none"><li>• The Principal is available by email and telephone, text and What's App as well as via the Home Learning Programme platform (Seesaw) at all times for parents and staff</li><li>• Pupils are directly connected each day with their class teachers by Zoom and Seesaw.</li><li>• Pupils have the opportunity to give feedback via Zoom and Seesaw.</li><li>• The Principal and Operations Manager meet daily to dicuss feedback and review.</li><li>• Staff are given feedback daily as well as during Friday Morning Training Sessions.</li></ul>	In place and on going	





3	If there is a officer for the school nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	<ul style="list-style-type: none"><li>The Principal remains the main contact for all COVID-19 matters. Her contact details are available to parents and staff.</li></ul>	In place and on going	
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<ul style="list-style-type: none"><li>The Principal retains overall control of the communications with ALL parents.</li><li>Class teachers and parents can communicate via telephone and/or the Seesaw programme.</li><li>Where practical, the Principal and Operations Manager make SD outdoor home visits to those pupils that cannot attend school.</li></ul>	In place and on going	Ongoing communication
5	Who has travelled where: other than home and school?	<ul style="list-style-type: none"><li>The school follows government guidance relating to travel restrictions and associated quarantines.</li></ul>		
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<ul style="list-style-type: none"><li>Staff received an initial induction on Friday 29<sup>th</sup> May.</li><li>All pupils and parents received a 'Reopening Protocol' prior to the school reopening on 1<sup>st</sup> June, including a 'Welcome Back Video' which explains hygiene rules.</li><li>The hygiene rules are communicated to staff and pupils via posters displayed around the school.</li><li>Teaching staff update pupils personally on a daily basis, and staff are reminded weekly by the Principal.</li><li>Operations Manager completes a Daily Cleaning Programme Checklist which includes hygiene practises.</li></ul>	In place and on going	
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<ul style="list-style-type: none"><li>All staff attend an induction and subsequent training on Fridays from 29th May.</li><li>Staff are updated during daily and weekly staff meetings and additionally when necessary.</li><li>The Principal also informs staff in writing or verbally when necessary regarding COVID-19 related issues (e.g email of 15/6/20)</li></ul>	In place and on going	
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	<ul style="list-style-type: none"><li>N/A</li></ul>	N/A	



9	How is registration throughout the day managed including temperature / health checks?	<ul style="list-style-type: none"><li>• The school illness policy remains in place.</li><li>• No child should come to school if they are unwell or have been unwell in the previous 24 hours. The school may send a child home if there is any doubt about a child's wellness.</li><li>• Nobody will be allowed in school if they show signs of COVID-19.</li><li>• Pupils and staff are welcomed into school by the front door. They must apply hand sanitiser or wash hands upon entry to school.</li><li>• Pupils or staff reporting COVID-19 symptoms are to inform the Principal immediately.</li></ul>	In place and on going	
10	Are transit spaces (corridors), social zones (car parks, staff rooms, playgrounds) configured to SD rules?	<ul style="list-style-type: none"><li>• Two metre markers and a one-way system are in place on the frontage and path of the school.</li><li>• Staff are allocated dedicated spaces to work from and eat lunch.</li></ul>	In place and on going	
11	Are learning and games spaces configured to SD rules?	<ul style="list-style-type: none"><li>• We understand that such young children cannot be expected to fully socially distance according to the government recommendations and neither the school nor its staff can guarantee this. We can, however, offer new measures that educate pupils about social distancing to protect themselves and others as outlines within this RA, ReOpening Protocol Document and COVID-19 Policy.</li></ul>	In place and on going	
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	<ul style="list-style-type: none"><li>• Staggered morning start times and end of day times are in place, so that arrival and pick up times are not overcrowded outside the school.</li><li>• The school will not be offering before and after school clubs during the initial reopening period.</li></ul>	In place and on going	Review in line of full reopening for September 2020.
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<ul style="list-style-type: none"><li>• School DSL and DDSL on site.</li><li>• In addition to Barnet Council and ISA support services, the Principal has made contacts with outside consellers if further advice or referral is required.</li><li>• The Principal/SENCO has had regular training on identifying and supporting these issues.</li></ul>	In place and on going	





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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<ul style="list-style-type: none"><li>• Safeguarding Policy remains in place.</li><li>• Parent Handbook has been updated.</li><li>• Amendments to staff handbook has been issued via email format during the reopening period.</li><li>• COVID-19 Policy has been written.</li></ul>	In place and on going	All school policies will be revised in July 2020 ready for a full reopening in September.
2	Is the DSL and DDSL easily contacted and their contact information known to all?	<ul style="list-style-type: none"><li>• Parent and Staff Handbooks and policy documents available on the website and a notice onsite state DSL and DDSL contact details.</li></ul>	In place and on going	
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	<ul style="list-style-type: none"><li>• The school has a COVID-19 Policy that should be read in line with other school policies including the Parent and Staff Handbook.</li></ul>		
4	Are class sizes reduced and kept together in their "bubble" (minimising contact with others) and properly supervised?	<ul style="list-style-type: none"><li>• Each class group acts as its own 'bubble'.</li><li>• During the initial reopening period, two teachers will be allocated to each year group, which, depending on numbers, may be separated into even smaller bubbles or pods. Additional classrooms will be offered to each year group to maximise the available space. This is likely to change once we are able to welcome more pupils back to school and as guidance allows.</li></ul>	In place and on going	
5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities?	<ul style="list-style-type: none"><li>• Each class group has been given careful consideration when planning for re-opening.</li><li>• The teacher continues to feed back to the Principal and Operations Manager daily, where necessary.</li></ul>	In place and on going	
6	Are staff having sufficient down time / rest during the working day / week?	<ul style="list-style-type: none"><li>• It is recognised that the circumstances are extremely fatiguing for all. All staff are encouraged to take their full</li></ul>		



		lunch hour and take a walk or break and to communicate any concerns. The work loads, demands and deployment are under constant review		
7	How are new staff and pupils inducted and has the registration and recruitment process been adapted to ensure compliance?	<ul style="list-style-type: none"><li>• No new staff have joined the team thus far.</li><li>• New policies introduced during this period will be included within any upcoming induction for new staff.</li></ul>		
8	Are sporting, play and SD rules clear to staff and pupils?	<ul style="list-style-type: none"><li>• Following the initial induction on Friday 29<sup>th</sup> May, these rules are revised and shared regularly with staff.</li><li>• Pupils are supervised, reminded and updated daily by teachers.</li></ul>		
9	Are drama, dance and music activities applying SD rules?	<ul style="list-style-type: none"><li>• Following the initial induction on Friday 29<sup>th</sup> May, these rules are revised and shared regularly with staff.</li><li>• Pupils are supervised, reminded and updated daily by teachers.</li></ul>		
10	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<ul style="list-style-type: none"><li>• Staff meetings take place daily where necessary and weekly on a Friday morning. Staff members sit 2m apart in a ventilated area.</li><li>• Staff have been allocated space for lunch allowing 2m distance.</li><li>• Shared facilities and resources are cleaned as part of a Daily Cleaning Programme.</li></ul>		
11	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	<ul style="list-style-type: none"><li>• N/A</li></ul>		
12	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	<ul style="list-style-type: none"><li>• Staff given full induction on Friday 29<sup>th</sup> May.</li><li>• Parents and pupils sent Re-Opening Protocol including a pupil friendly video and they had to confirm their acceptance in writing.</li><li>• Principal and Operations Manager oversee the morning welcome and ensures SD is adhered to.</li></ul>		



13	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	N/A		
14	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<ul style="list-style-type: none"><li>• Reception pupils and Y1 pupils have moved into a larger space for the initial opening.</li><li>• Desks are spaced taking SD into account.</li><li>• Each classroom has been laid out with safety and social distancing in mind as more pupils have been slowly welcomed back into school.</li></ul>		
15	Have unnecessary items been removed from classrooms and other learning environments?	<ul style="list-style-type: none"><li>• As part of the school's commitment to creating even more floor space for our pupils, we have completed a risk evaluation on all pieces of furniture. We have removed items to maximise space and to minimise the risk of contamination. These include painting easels, some tables, storage units, drawer units and book shelves as well as some resources.</li></ul>		
16	Are soft furnishings, soft toys and toys that are hard to clean been removed? (14.5.20)	<ul style="list-style-type: none"><li>• Yes – soft toys, cushions and rugs have been removed</li></ul>		
17	Can staff manage to deliver both in-school and remote learning, whilst in the transition phase?	<ul style="list-style-type: none"><li>• Yes</li></ul>		
18	Are assemblies, break times, drop-off and collection times sufficiently well staggered?	<ul style="list-style-type: none"><li>• No assemblies onsite during this time</li><li>• Break times are staggered</li><li>• Collection and drop-off is overseen in person by the Principal or Operations Manager</li></ul>		
19	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	<ul style="list-style-type: none"><li>• Children bring in independently-managed packed lunches.</li><li>• When possible they eat outdoors</li></ul>		
20	What are the risks of providing breakfast and after school clubs?	<ul style="list-style-type: none"><li>• The school will not be offering before and after school clubs during the initial opening period.</li></ul>		



21	What vulnerable staff and children are in school / home, is medical advice being followed and are they properly supported?	<ul style="list-style-type: none"><li>• There are currently no vulnerable staff members.</li><li>• There are currently no vulnerable pupils</li><li>• Pupils shielding have informed the Principal. They continue to take part in the HLP.</li></ul>		
22	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported?	<ul style="list-style-type: none"><li>• Principal will refer to staff mental health during staff meetings.</li><li>• The COVID-19 outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while “getting back to normal” is important and will be reassuring for many, we are committed to supporting the wellbeing of all our pupils as a priority. The emphasis will be on wellbeing and pastoral care rather than curriculum.</li></ul>		
23	Where activities have been re-scheduled is SD working and are the timings sufficient?	<ul style="list-style-type: none"><li>• Peripatetic teaching has been frozen during the re-opening period.</li><li>• No other extra-curricular activities or clubs are taking place.</li></ul>		

### Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help?	<ul style="list-style-type: none"><li>• The Principal has spoken to parents of pupils with any medical conditions such as mild asthma to confirm the risks.</li><li>• Staff Health Questionnaires updated May 2020.</li></ul>		
2	How effective are the hygiene rules? Is “catch it, bin it, kill it” still publicised and applied?	<ul style="list-style-type: none"><li>• Yes. Posters around the school.</li></ul>		
3	Is there anyone in addition supervising the normal first aid trained staff?	<ul style="list-style-type: none"><li>• First Aiders are the Principal, Operations Manager and members of the teaching staff.</li><li>• No further medical advisors present in the building.</li></ul>		



4	Are there sufficient first aid trained staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<ul style="list-style-type: none"><li>• Yes</li></ul>		
5	If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded?	<ul style="list-style-type: none"><li>• Operations Manager and the Principal are both available to offer temperature testing when and where appropriate.</li><li>• Thermometers are available.</li></ul>		
6	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"><li>• The school Illness Policy remains in place.</li><li>• The Re-Opening Protocol includes Illness Policy in relation to COVID-19</li></ul>		
7	Is the medical room(s) properly equipped?	<ul style="list-style-type: none"><li>• School 'Sick Bay' is fully equipped and will be used for non-Covid 19 suspected illness</li><li>• Covid-19 symptomatic patients will be attended to in the Music Room.</li></ul>		
8	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<ul style="list-style-type: none"><li>• Staff at Annemount have been offered PPE in the form of latex gloves, disposable aprons, face masks, protective glasses and alcohol hand sanitiser. The staff team have been offered a full induction and training on the protection equipment available to them.</li></ul>		
9	Do the sickness management rules need to be re-stated and the "don't come to work if you are ill" understood.	<ul style="list-style-type: none"><li>• Principal to regularly communicate to all by newsletter, email and staff meetings.</li></ul>		
10	As different age groups have different risk profiles is each group (staff and pupils) risk assessed?	<ul style="list-style-type: none"><li>• The guidance deems our age group to be low-risk. No clinically extremely vulnerable pupils have been identified and risk assessments for those with mild medical conditions have been assessed. All staff have completed an updated health questionnaire as part of the school's risk assessment process.</li></ul>		
11	Is the school aware of all pre-existing medical conditions?	<ul style="list-style-type: none"><li>• Pupil medical details are updated at the beginning of every academic year.</li></ul>		



		<ul style="list-style-type: none"><li>Staff Health Questionnaires updated May 2020.</li></ul>		
12	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	<ul style="list-style-type: none"><li>All staff had anti-body testing on Friday 21<sup>st</sup> May.</li><li>Two staff members tested positive through Abbott Anti-Body Testing Friday 21<sup>st</sup> May.</li><li>No pupils have been tested.</li><li>Details will be maintained on school system.</li></ul>		
13	Who has come into contact with anyone tested positive for COVID-19 and is it recorded?	<ul style="list-style-type: none"><li>None as yet. 20/5/20</li><li>Details will be maintained on school system.</li></ul>		
14	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	<ul style="list-style-type: none"><li>We sent a staff member home to self-isolate on 13.03.20 and subsequent tests confirm negative to COVID-19.</li><li>Details will be maintained on school system.</li></ul>		
15	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	<ul style="list-style-type: none"><li>Yes with Principal</li></ul>		
16	Who is shielding another family member and/or who has a condition that precludes their attendance at school?	<ul style="list-style-type: none"><li>This is recorded by the Principal and regular contact is made with those shielding.</li><li>A record of shielding is communicated to DfE through the online attendance register</li></ul>		
17	Is proof required for shielding and of individual conditions?	<ul style="list-style-type: none"><li>Only if the pupils return to school to ascertain safety for their return.</li></ul>		
18	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<ul style="list-style-type: none"><li>Covid-19 symptomatic patients will be attended to in the Music Room.</li></ul>		
19	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	<ul style="list-style-type: none"><li>N/A</li></ul>		
20	If emergency services are called is there a well understood procedure?	<ul style="list-style-type: none"><li>There are no changes to procedures</li></ul>		
21	Are staff and pupils regularly supervised and checked to ensure they are complying with	<ul style="list-style-type: none"><li>Principal and Operations Manager undertake regular checks with staff to ensure compliance</li></ul>		





	hygiene rules and the use of PPE?			
22	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	<ul style="list-style-type: none"><li>• Yes, usual access requirements undertaken.</li><li>• Visitors are asked to confirm they do not have Covid-19 symptoms prior to arriving on site.</li></ul>		
23	Do medical staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"><li>• Yes</li><li>• Training completed 22/5/2020</li></ul>		
24	What is the policy on washing school clothes so as to prevent infection?	<ul style="list-style-type: none"><li>• Pupils should continue to wear summer school uniform.</li><li>• Parents and staff asked to observe excellent standards of hygiene throughout including clothing worn in school.</li><li>• COVID-19 Policy includes washing clothes daily.</li></ul>		

### Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	<ul style="list-style-type: none"><li>• Will be provided with initial training upon return to school and weekly reminders as a minimum.</li><li>• Will be updated when new requirements advised by Govt.</li></ul>		
2	Do support staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"><li>• Yes, all available</li><li>• First Aid fully stocked</li><li>• Training completed 22/5/2020</li></ul>		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	<ul style="list-style-type: none"><li>• Cleaning regimes reviewed daily by Operations Manager and Principal, and consulting Julius Rutherford Cleaners.</li><li>• Regimes updated in line with latest Govt advice and guidelines.</li></ul>		
4	Are all security and access systems regularly checked, updated and re-coded?	<ul style="list-style-type: none"><li>• All systems are fully maintained and working.</li></ul>		
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	<ul style="list-style-type: none"><li>• N/A</li></ul>		
6	Are fire and other emergency procedures	<ul style="list-style-type: none"><li>• Yes. No necessary changes.</li></ul>		



	reconfigured, routes clear and regularly inspected?			
--	-----------------------------------------------------	--	--	--

### Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	<ul style="list-style-type: none"><li>• Heating systems operational</li></ul>		
2	Gas supply, venting and valves?	<ul style="list-style-type: none"><li>• All in place</li></ul>		
3	Have air conditioning ducts and units been checked and reviewed?	<ul style="list-style-type: none"><li>• N/A</li></ul>		
4	Electrical tests up-to-date including emergency lighting and PAT?	<ul style="list-style-type: none"><li>• Yes all up-to-date</li></ul>		
5	Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none"><li>• Yes</li></ul>		
6	What is the status of the swimming pool and are appropriate measures in force?	<ul style="list-style-type: none"><li>• N/A</li></ul>		
7	Fire alarm panel, system and extinguishers in date and serviced?	<ul style="list-style-type: none"><li>• Yes</li></ul>		
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	<ul style="list-style-type: none"><li>• N/A</li></ul>		
9	Have waste procedures been reviewed?	<ul style="list-style-type: none"><li>• Yes, all in place</li></ul>		
10	Are pest control services recorded, deficiencies identified and actioned?	<ul style="list-style-type: none"><li>• N/A at this time</li></ul>		
11	school vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none"><li>• N/A</li></ul>		