Leighton Park School

Risk Assessment for Reopening for September 2020 during Covid 19 Pandemic

Assessor: Keith Eldridge
Date: 2 September 2020
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This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff , pupils, contactors and visitors to the School from September 2020 in line with the government guidance. Further information on control measures can be found in https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
1. Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Clinically vulnerable and clinically extremely vulnerable staff. Severe illness or death as a result of contracting COVID-19 whilst at work.	• Review of back to work questionnaires issued to all staff to identify any individuals that may be classed as clinically vulnerable or clinically extremely vulnerable • For staff identified as clinically vulnerable or clinically extremely vulnerable, HR with Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable. • For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report and who have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable. • Dedicated office space, portable Perspex screen and visors available where required.	N	

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2. Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).	Clinically vulnerable and clinically extremely vulnerable pupils. Severe illness or death as a result of contracting COVID-19 whilst at school.	• Review of pupil health records to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. • For pupils identified as clinically vulnerable or clinically extremely vulnerable, parents provide details to the Medical Centre of any medical advice and prior to their return to school agree on suitable control measures to reduce the risk to an acceptable level. This to be regularly reviewed and updated in line with any changes. • Contingency plans in place to enable immediate access to remote education for pupils where necessary (i.e. for those pupils who may need to self-isolate).	N	
3. Lack of staff available to operate safe staff:pupil ratios and/or operate site. Staff may not be able to work on site as a result of: • Either themselves or a member of their household developing symptoms of COVID-19; • Being notified to self-isolate by NHS Test & Trace; and/or • Having an underlying health condition that results in them being clinically extremely vulnerable.	All Various potential injuries as a result of lack of supervision, and/or lack of site staff.	• SLT review of staff and agreed adequate staffing in place. • Option to move to remote working for staff and/or pupils as a result of a member of staff having to self-isolate. • Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible. • Key staff such as cleaners, maintenance, IT, Finance and HR to work in small 'bubbles' to reduce the risk of whole teams needing to self-isolate should one staff member develop symptoms. This will be ongoing until coronavirus control measures are no longer required. • Additional supervision at car park drop off and collection points in place	N	

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4. Suspected/ confirmed case of COVID-19 on site. Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.	All. Potential spread of COVID-19 to other staff, pupils and others on site.	• Regularly brief staff and pupils on the symptoms of COVID-19. • Share information of symptoms and infection control measures in prominent locations including display screens, posters throughout the site, tutor groups and general communication. • Inform pupils, parents, visitors, such as suppliers, and contractors not to visit the school if they (or any members of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the stay at home guidance. • Written procedure outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site (including procedures for isolation, provision of first aid treatment/ assistance, arranging a test, and internal recording, tracking and tracing) and ensure that this is communicated to all staff. • Written procedure outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for COVID-19 in line with the steps outlined in section 8 'Manage confirmed cases of coronavirus (COVID-19) amongst the school community' in the latest guidance for schools. • Communication to staff, pupils and parents following a confirmed case at the school from the Head. *(letter template from Local Health Protection Team will be provided as per government guidance*) • Staff, pupils, contractors and other persons coming onto site re briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. • For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms.	N	

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		• Suitable isolation rooms/ areas for any suspected cases in place including use of Medical Centre 'Hot Room' for pupils • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the guidance in COVID-19: cleaning in non-healthcare settings. • Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE here). • Ensure that records of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups, are kept to assist the health protection team In determining close contacts (N.B. schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome). • Local health protection team to be contacted immediately by the school upon becoming aware that someone who has attended has tested positive for COVID-19 and any advisory actions to be taken.		
5. Suspected/ confirmed case of COVID-19 on site – boarding staff/ boarder. A member of boarding staff or boarders may display symptoms of COVID-19 whilst on site.	Potential spread of COVID-19 to other staff, pupils and others on site.	• Regular briefing of boarding staff and pupils on the symptoms of COVID-19. • Information of symptoms and infection control measures displayed in prominent locations within the boarding houses/areas. • Review of boarding accommodation to determine what would be considered 'households' for the purposes of the self-isolation policy. • Written procedure outlining the steps to be followed should a member of boarding staff or boarder display symptoms whilst on site in line with the government guidance documents Coronavirus (COVID-19): guidance on isolation for residential educational settings and Safe working in education, childcare	N	

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		and children's social care settings, including the use of personal protective equipment (PPE). • Boarding staff and boarders briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the guidance and/or your procedures. • For suspected cases liaise with the Medical Centre and use https://111.nhs.uk/covid-19 for identifying symptoms and arrange a test immediately. • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the government guidance. • Consistent staff rotas where possible and staff to follow good infection prevention control. • Public Health advice to be followed in relation to any confirmed cases.		
6. **Failure to implement suitable social distancing – general.**	All. Potential spread of COVID-19 between staff, pupils and others on site.	• Review of the guidance and grouping of pupils and staff for each school and department agreed. • Groups to be kept as small as possible • Groups to be kept apart from each other wherever possible. • Staff to encourage older children to keep their distance within their group and not touch staff and their peers where possible – reminders issues to staff via Covid briefing. • Interaction, sharing of rooms and social spaces between groups to be limited as much as possible. • Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. • Common room to reinforce social distancing measures. • Communication to all staff, pupils and visitors around social distancing, School has begun (January 2021) to implement the government mass testing programme for students and staff.	N	

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		During lockdown the testing is focused on returning boarders, key worker children, resident boarding staff and other staff regularly working on site who cannot work from home. There is a separate risk assessment for the testing site. • Flexible barrier installed at Reception to prevent students and staff going behind the Perspex screen. • Students and staff to wear face coverings at all times when indoors, except when eating or medically exempt. • Perspex screen installed for School Office staff on request.		
7. **Failure to implement suitable social distancing measures – arrival and departure of staff and pupils**	All Potential spread of COVID-19 between staff, pupils and others on site.	• Entry and exit points to the buildings reviewed where possible to reduce congestion. • Staff arrival and departure times not staggered as LP operates on large site with multiple entrances. • Provision of sanitiser where possible, at entry/exit points. • Staff to ensure that they wash their hands thoroughly upon arrival to the site. • Staff to direct pupils to wash their hands thoroughly upon arrival to the site (N.B. those with complex needs may require supervision/assistance). • Separate pupil drop-off and collection points to keep groups apart as they arrive and leave school where possible. • Share information to staff, pupils and parents on removing face coverings for outdoor areas when pupils and staff who use them arrive at school. • Use of signage to assist in maintaining social distancing in areas where queues are likely to form and for pupils lining up. • Use of signage and introducing one-way flow at entry and exit points where appropriate. • Drop-off and collection in place that minimises contact and avoid congestion	N	

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		• Parents instructed that they must not gather at drop of or collection. • Parents instructed that other than the agreed drop-off and collection procedures, that they are not permitted to come onto the site without a prior appointment. • Procedures for arrival and departure covering all of the above are communicated to staff, parents and pupils. • One way systems established where required/feasible.		
8. **Failure to implement suitable social distancing measures – classrooms and other teaching spaces**	All Potential spread of COVID-19 between staff, pupils and others on site.	• Desks/workstations to be spaced as far apart as possible • Staff to maintain distance from pupils (ideally 2m), staying at the front of the class where possible. It is recognised that this is not always possible, particularly when working with younger children, but if staff can do this when circumstances allow that will help. • Staff to avoid close face to face contact and minimise time spent within 2 metres of adults where possible. • Assessment undertaken to rearrange desks/workstations to ensure pupils are seated side-by-side and facing forwards as opposed to face-to-face or side-on. • Ensure that staff, pupils, and parents are briefed on the new social distancing procedures. • Teaching staff to discuss any proposed specific alterations to classroom layout with Line Manager and estates who will support with any changes to support social distancing • Staff reminded to request any surplus furniture be removed in Covid briefing by Deputy Head. • Students to wear face coverings in classrooms.	N	

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9. Failure to implement suitable social distancing measures – common areas such as access paths, corridors, lifts, social spaces, playgrounds, toilets etc.	All Potential spread of COVID-19 between staff, pupils and others on site.	• Groups to be apart whilst in common areas using measures such as one-way systems with signage for external access paths (if narrow) , corridors and staircases, limiting the number of persons that can access the toilets at any one time, taping off toilets/ sinks to aid social distancing measures etc. • Use the timetable and selection of classroom or other learning environment to reduce movement around the school or buildings. Brief transitory contact, such as passing in a corridor or playground, is advised by the government as a low risk. • Stagger breaks and lunches so that all staff and pupils are not moving around the school at the same time. • Staff and pupils to access rooms directly from the outside where possible and safe to do so. • Outside space to be used for breaks and exercise where possible. • Old School corridor fire doors now held open on mag locks to encourage space and ventilation • 15 additional benches ordered to encourage students to be outside in domain groups. • Regular supervision of students to ensure social distancing is maintained. • New water bottle refill points (x3) installed to give extra capacity. • One-way system for students and staff being introduced into Townson building. • Two marquees installed for catering/testing/teaching as required to give more social distance • Face covering to be word inside.	N	
10. Failure to implement adequate social distancing and hygiene measures at	All Potential spread of COVID-19	• Stagger lunches so that all staff and pupils are not moving around the school and using the dining areas at the same time. • Groups to be kept apart as much as possible and surfaces in the dining areas should be cleaned between each group.	N	

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lunchtime (and other mealtimes).	between staff, pupils and others on site.	• Reconfigure seating and tables to support social distancing in dining areas. • Signage/ floor markings to assist staff and pupils to maintain social distancing in areas where queues are likely to form. • 'Grab and go' breakfasts for certain year groups (as opposed to self-service) and sachets of condiments (as opposed to large bottles) to reduce multi-touch points and improve social distancing. • Staff and pupils to be directed to wash their hands thoroughly before and after eating by duty staff.. • Additional line marking in place outside Oakview and one-way entrance/exits to encourage distancing. • Marking out of 'no seat' spaces at Oakview to improve social distancing among pupils at mealtimes • All staff to eat lunchtime meal in Oakview marquee to improve space available for student in Oakview itself. • Floor markers in place to remind students of the need to maintain social distance when queuing • Gas heater installed in Oakview marquee to encourage staff to eat there in colder weather • High quality CCTV installed in Oakview to improve 'track and trace' information in the event of student(s) developing Covid. • Hand washing stations installed outside Oakview to encourage hygiene (hot and cold water with soap). • On physical return after January lockdown, staff will only eat grab and go lunch from outside terrace at MMC to improve social distancing and increase space for student dining. • Separate Thomas Franks risk assessment to cover social distancing and work practices.		

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11. **Failure to implement suitable social distancing measures – boarding accommodation**	All Potential spread of COVID-19 between staff, pupils and others on site.	• The size and layout of the boarding houses and social distancing measures has determined the maximum number of pupils and boarding staff that can be safely accommodated in each residence. • Households' have been defined per boarding house and a written protocol on how the household will self-isolate using the government household selfisolation policy with a confirmed/suspected case of Covid 19 (please refer to the 'suspected/ confirmed case of COVID-19 on site – boarding staff/boarder' section of this template risk assessment for further information). • Consideration of appropriate social distancing measures for all areas of the boarding houses/areas (e.g. bedrooms/dormitories, bathrooms, kitchens, internal/external recreational spaces, and common areas such as corridors and staircases etc). • Develop procedures for visitors to the boarding houses/areas (including any school staff that may need to enter the boarding houses/areas for work, such as cleaning and maintenance staff). • Boarding house risk assessment for contractors prepared and shared with relevant contractors • Outside lockers available for all day students to eliminate need for students to access any indoor spaces to store books, kit etc.	N	
12. **Failure to implement suitable social distancing measures – staff offices, meeting rooms, staff rooms/ rest areas, and changing rooms.**	All Potential spread of COVID-19 between staff, pupils and others on site.	• Those staff that can work safely from home may continue to do so to limit the number of staff on site. • Grouping staff on site and allocating offices, staff rooms/ rest areas and toilets according to groups where possible. • Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy (N.B. staggering breaks and lunches will also assist with this).	N	

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		• Office and staffroom layouts should enable staff to maintain a 2m distance from each other (or 1m with risk mitigations where 2m is not viable).
		• Mitigating actions include:
		  o Further increasing the frequency of hand washing and surface cleaning.
		  o Keeping the activity time involved as short as possible.
		  o Using screens or barriers to separate people from each other.
		  o Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
		  o Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others
		• Installation of Perspex barriers at Reception and Library where staff may be required to closely interact with multiple persons.
		• Hold staff and governor meetings virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in a large, well ventilated room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. Staff to avoid the sharing of pens, documents and other objects during meetings.
		• Reminders on certain offices (eg School Office) to visitors to limit numbers and maintain distance.
		• Swimming pool changing rooms (male and female) made available to Year 13 students to create additional toilet and changing capacity as required.
		• Face coverings to be work in common areas, and during meetings where 1m social distancing cannot be maintained.		

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13. **Failure to implement suitable social distancing – large gatherings such as assemblies or collective worship.**	Potential spread of COVID-19 between staff, pupils and others on site.	• Collective events to take place in in allocated classroom spaces or virtually via an online platform rather than bringing children from different classes together into Main Hall or large space.	N	
14. **Failure to implement suitable social distancing measures – contractors and visitors**	All Potential spread of COVID-19 between staff, pupils and others on site.	Please refer to section 22 of this template risk assessment on 'Contractors/ visitors attending site' for further information.	N	
15. **Hazards associated with music activities** Additional risk of infection in environments that involve involving singing, chanting, playing brass or wind instruments, or shouting	All. Potential spread of COVID-19 between staff, pupils and others on site.	• Keep activities involving singing, chanting, playing brass or wind instruments, or shouting to only those that are deemed essential. • Review all relevant music activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance. • Playing wind or brass instruments/singing outside wherever possible (N.B. social distancing will still need to be maintained, even when outside), or where this is not possible, using large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly). • Implementing physical distancing measures for music lessons involving singing, chanting, playing brass or wind instruments, or shouting (i.e. 2m spacing between participants as a minimum where other measures are not available – eg outside). • Limit group sizes for music lessons involving singing, chanting, playing brass or wind instruments, or shouting to no more than 15. • Ensure that pupils and teachers are positioned back-to-back or side-to-side (i.e. not face-to-face).	N	

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		• Sharing of instruments to be avoided • Thorough cleaning of instruments after each use if instruments are shared – cleaning wipes provided. • Only peripatetic teachers that teach at Leighton Park and nowhere else to hold in person lessons.		
16. Hazards associated with physical activities	All. Potential spread of COVID-19 between staff, pupils and others on site.	• PE/Sport activity risk assessments reviewed to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest guidance. • Pupils to be kept in consistent groups for physical activities. • Social distancing to be maintained between participants where possible • Participants to wash hands thoroughly before and after physical activities. • Any shared sports equipment to be cleaned more regularly, and especially thoroughly between each use by different individual groups. • Physical/sporting activities to be delivered outside wherever possible, or where this is not possible, using large, well-ventilated spaces for these activities (N.B. spaces used for these activities should also be cleaned more regularly). • Contact sports to be avoided. • No spitting • Sports activities should follow the government guidance and that of their governing body.	N	

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17. **Educational visits.**	All. Travelling against FCO/ government advice.	• In line with DFE advice, no educational trips for the time being.	N	
18. **Hazards associated with extra-curricular provision (e.g. breakfast, afterschool provision and holiday clubs etc.)**	All Potential spread of COVID-19 between staff, pupils and others on site.	• Pupils to be kept within their year groups or bubbles where possible, or where this is not possible, use small, consistent groups. • Usual hygiene and distancing measures apply.	N	N
19. **Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.** Low risk as remote location usually means use of school or private transport for staff and pupils	All Staff and pupils may be at risk of contracting the virus whilst travelling to/from the school, especially if using public transport.	• If staff or pupils must use public transport, consider adjusting their hours of work/learning to allow them to travel outside of peak times where possible (i.e. by staggering start and finish times). • Ensure staff, pupils and parents are aware of recommendations on transport to and from the school (including avoiding peak times) as outlined in Coronavirus (COVID-19): safer travel guidance for passengers. • Review of parking facilities where possible to enable more staff to drive into work – current spaces considered adequate. • Provide hand washing facilities or alcohol hand rub/sanitiser at entry points and instruct staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace. • Site team presence at drop off and pick up • E-bulletin reminder sent to parents that reminded not to use public transport where possible.	N	
20.	All	• Group pupils together on transport to reflect the bubbles that are adopted within the school where possible.	N	

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Staff and pupils contracting the virus through direct/ indirect transmission when travelling on school operated transport	Staff and pupils may be at risk of contracting the virus on school operated transport (e.g. minibuses, coaches etc.).	• Cleaning regimes for vehicles are more frequent and enhanced. Clear direction on who is responsible for cleaning and ensure that suitable substances and equipment are in place and that training is provided where necessary.
		• Social distancing measures in place for areas where queues may form (e.g. when pupils are waiting to board vehicles).
		  o Rearrange, limit or remove seating on vehicles to try and ensure that social distancing is observed wherever possible, such as: locking/ cordoning off seats that are in close proximity to a driver or other workers and passengers.
		  o Eliminating face-to-face seating.
		  o Maximising separation between passengers.
		  o o Introduce more one-way flow through vehicles where possible.
		  o Substitute smaller vehicles with larger ones, or run 2 vehicles rather than one, where possible/feasible, to reduce the number of passengers per vehicle and increase the amount of space between passengers.
		• Make sure drivers do not work if they or a member of their household are displaying any symptoms of COVID-19, or if they have been notified to self-isolate by NHS Test & Trace.
		• Make sure transport staff/ providers, as far as possible, follow hygiene rules and try to keep distance from their passengers.
		• Ensure staff, pupils and parents/carers are aware of recommendations on transport to and from the school as outlined in Coronavirus (COVID-19): safer travel guidance for passengers.
		• Provide alcohol hand rub/sanitiser in vehicles and ensure that occupants use this upon boarding/disembarking vehicles.
		• Use of face coverings for the driver and passengers on all journeys
		• Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils		

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		with complex needs who need support to access the vehicle or fasten seatbelts. • Communicate revised travel plans clearly to transport staff/ providers, pupils, and parents where appropriate (for instance, to agree routes, pick-up and drop off times etc.). • Students are supervised when getting on and off school transport.		
21. **Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.**	All. Potential spread of COVID-19 between staff, pupils and others on site.	• Ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. either hot running water and hand soap or alcohol hand rub/ sanitiser). This includes classrooms and other learning environments, as well as reception areas, staff rooms and meeting rooms, and other prominent locations. • Implement procedures to ensure that handwashing facilities are checked and cleaned regularly, and that supplies of hand soap, alcohol hand rub/ sanitiser, skin friendly skin wipes, and paper towels are checked and topped up where necessary. • Review stocks of hand soap, alcohol hand rub/ sanitiser, skin friendly skin wipes, paper towels and tissues; and purchase additional stocks if required. • Provide tissues and bins in buildings and other key areas to support the 'catch it, bin, it, kill it' approach and ensure that tissues are topped up regularly and bins regularly emptied. • Brief staff, pupils, contractors and visitors on the need to wash their hands regularly (and upon arrival at the school, after using the toilet or changing a nappy, before and after eating or handling food, when changing rooms, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available here). • Brief staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your	N	

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		bent elbow or tissue when you cough or sneeze, 'catch it, bin it, kill it). • Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth). • Brief staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.). • Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. • Staff to supervise those with complex needs to ensure they wash their hands for 20 seconds, more often than usual (and upon arrival at the school, after using the toilet, before and after eating, and after blowing their nose/sneezing/coughing/touching their face) with soap and water or alcohol hand rub/ sanitiser and catch coughs and sneezes in tissues. If alcohol hand rub/ sanitiser is being used, then staff to closely supervise safe use given the ingestion risk. Skin friendly skin cleaning wipes can be used as an alternative. • Student, staff and visitors, to wear face coverings in all indoor spaces (including classrooms) to reduce the risk of transmission • School has purchased bulk stock of disposable face coverings that can be used by teachers and staff to help with face covering compliance. • Checking hand sanitising stations are working correctly and re-filled. Increased from once a week to twice a week. • Fogging device purchased to enable quick sanitisation of larger spaces such as halls and changing rooms, especially after identification of any positive cases.		

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22. Contractors/ visitors attending site.	All.
	
	Potential spread of COVID-19 to staff pupils and others from persons visiting site.
		• Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.
		• Limit number of contractors/ visitors on site at any one time.
		• Record to be kept of all contractors/ visitors attending site.
		• Limit the areas of the workplace that contractors/ visitors are permitted to access.
		• Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils (e.g. can routine maintenance be carried out at weekends or outside of core hours?).
		• Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test & Trace prior to them attending site.
		• Deliveries left in a designated area (MB office) to prevent the need for couriers to enter the academic school buildings.
		• Provide hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.
		• Upon arrival at the site, staff to brief contractors/ visitors to:
		  ○ Sign in at Estates Office in gazebo
		  ○ Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before and after eating or handling food, when changing rooms, and after blowing their nose/ sneezing/ coughing/ touching their face), and prior to leaving the site
		  ○ Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it);
			N	

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		○ The need to avoid touching their face (and especially the eyes, nose and mouth); and ○ The need to follow the social distancing guidance whilst on site (N.B. you may need to instruct them on your own local rules, such as one way systems to follow etc.). • Staff to maintain social distancing when escorting contractors/ visitors. • Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures. • Clean/ disinfect areas that have been temporarily occupied by contractors or visitors. • Boarding house risk assessment finalised and made available to contractors as required.		
23. Use of supply teachers and other temporary or peripatetic teachers	All. Potential spread of COVID-19 between staff, pupils and others on site.	• Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time). • Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and pupils – only peris that teach at LP only to be on site. • Consider using longer assignments to minimise the number of temporary staff entering the premises.		
24. Lack of adequate cleaning regime for general areas leading to indirect transmission of the virus	All. Potential spread of COVID-19 between staff,	• Cleaning regime for general areas in place considering areas of the school that will be occupied, location of frequently touched surfaces, and suitability of existing cleaning substances and equipment used with a view to improving the frequency and intensity of cleaning. Ensure routine cleaning and disinfection of	N	

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through contract with contaminated surfaces.	pupils and others on site.	frequently touched surfaces (e.g. door handles, lift buttons, sinks, taps, light switches, toilets, handrails, work surfaces etc.). • Reduce clutter and remove any items that are difficult to clean. • Ensure that bins for tissues are emptied regularly (lidded bins to be provided in each building for disposing of tissues and used masks). • Ensure COSHH assessments are completed for any new cleaning substances introduced as a result of review. • Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. • Cleaning staff to be provided with suitable PPE (i.e. disposable gloves and aprons as a minimum). • Cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded). • Cleaning schedules to be compiled (or update existing schedules to reflect changes). • Effectiveness of cleaning schedule reviewed (10/9/20) and alterations made to give more time to boarding houses.		

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
25. **Lack of adequate cleaning regime for shared items/equipment leading to indirect transmission of the virus through contract with contaminated surfaces.**	All. Potential spread of COVID-19 between staff, pupils and others on site.	• Items that can be brought into school agreed and communicated to staff, pupils, and parents (the government guidance recommends that that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed). • Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (staff and pupils to have own items). • Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff. • Pupils will wipe down work areas after use (wipes to be provided for each classroom). • Classroom based resources (such as books and games) used within the bubble to be cleaned regularly. • Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to 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 48hrs (72hrs for plastics) between use by different bubbles. • Equipment that needs to be shared between staff (e.g. kettles, interactive whiteboard remotes etc.) to be cleaned more frequently. • Unnecessary sharing of take-home resources to be avoided (N.B. similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources). • Staff and pupils to use allocated desks/tables where possible. Hot desking to be avoided. Desks/tables to be appropriately cleaned prior to each new user. • Reduce clutter and remove any items that are difficult to clean.	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		• Ensure that COSHH assessments are completed for any new hazardous cleaning substances introduced as a result of your review. • Review stocks of cleaning substances, equipment, and PPE and purchase additional stocks if required. • Teaching and cleaning staff to be provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE (N.B. all training should be recorded). • Cleaning schedules/procedures to be compiled (or update existing schedules/procedures to reflect changes).		
27. **Hazards associated with the catering provision**	All Potential spread of COVID-19 between staff, pupils and others on site.	• Catering provision is managed by a contractor - review guidance document Guidance for food businesses on coronavirus (COVID-19) and Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services and liaise with the contractor to ensure satisfied with the risk assessment, procedures, and training that they have in place. Review and identify multi-touch points of service at serveries, salad bars, and drinks stations and either eliminate, or reduce where possible. For example, food and drinks could be served as opposed to self-service. Where this is not possible, then cleaning regimes to be increased (e.g. regularly cleaning push buttons on drinks machines etc.). Ensure that cleaning schedules are updated where necessary. • Review and increase cleaning regimes for areas where food is prepared and consumed. Ensure that cleaning schedules are updated where necessary. • Food served rather than self-service where possible. • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		• Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques. • Students and staff to wipe down tables and chairs with sanitiser after every use, supervised by duty staff • If any temporary agency staff to assist with catering provision, ensure that medical questionnaires include a line on the virus symptoms. • Zoned areas in Oakview to separate year groups. Including additional board barriers to improve distancing. • Second outdoor marquee in operation from 5 October which provides additional social distancing • Additional display board barriers have been purchased for Oakview which provide greater physical separation should more than one year group be in the restaurant		
28. Lack of adequately trained fire personnel.	All. Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.	Review list of managers and other staff with key roles in fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?). • Identify further key persons required, together with deputies/cover, and provide training accordingly • Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required (N.B. any training should be recorded).	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
29. **New fire hazards as a result of implementing control measures for COVID-19.**	All. Increased risk of fire, and/or delays in persons evacuating from the building.	• Covid fire risk assessment completed. Normal fire drill practice being carried out and social distancing observed. • Fire assembly points reviewed to ensure conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas). • Ensure staff working in areas of the school site that are not familiar to them are briefed on fire procedures and complete a walkthrough to identity escape routes, fire exits and assembly points. • Ensure that pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.). • Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated. • Fire procedures reviewed and updated to consider any changes required. • Personal Emergency Evacuation Plans (PEEPs) to be reviewed and updated as a result of any changes to fire procedures, and all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes. • Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff.	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
30. **Lack of adequately trained first aid/medical/administration of medication personnel.**	All. Various injuries/illness as a result of delayed access to first aid/administration of medication.	• Review list of trained first aiders, on-site medical staff, and those staff responsible for the administration of medication to determine who is available (i.e. are any self-isolating?). • Review first aid needs risk assessment to take account of reduced staff. • Work to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site.	N	
31. **Provision of first aid/ medical treatment to symptomatic individuals/confirmed cases.**	Staff administering first aid/ medical treatment. Staff administering first aid/ medical treatment could contract COVID19 from the individual being treated.	• Review written first aid and medical procedures and risk assessments to account for the risk of members of staff dealing with symptomatic individuals and to outline PPE requirements. • Review PPE to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles). • Ensure that first aiders and in-house medical staff are trained on the new procedures, including what PPE is required, and how to put on, take off, and dispose of items of PPE (N.B. any training should be recorded). • Review bodily fluid and infection control procedures. • Hot triage room for suspected symptomatic individuals in place.	N	
32 **Lack of risk assessments for any new/adapted teaching activities.**	All. Various injuries arising from teaching activities.	• Ensure staff are briefed on need to complete risk assessments prior to introduction of any new/adapted teaching activities. • Ensure that any other staff involved in the new/adapted activity are briefed on the content of the risk assessment.	Y	32.1

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
33. **Legionella risk arising from unused buildings and/or parts of the premises.**	All. Exposure to legionella bacteria leading to serious illness or death.	• All buildings have been continuously flushed by in house maintenance team and/or water hygiene contractor (Eaton). to ensure buildings are safe for reopening . • No buildings and internal/external areas of the site are likely to be unoccupied after reopening • All infrequently used outlets are flushed regularly (weekly is recommended as a minimum). • Ensure that both the legionella risk assessment and legionella written control scheme are updated in line with the above. • Ensure that persons tasked with actions relating to the legionella written control scheme (Maintenance team and third party contractor etc.) are advised of any changes. N.B. if there are any aspects of legionella written control scheme that cannot be maintained upon reopening, contact Eaton for advice.	N	
34. **Poor ventilation**	All. Poor levels of ventilation leading to an increased risk of the spread of COVID-19.	• Staff to open windows where possible and safe to do so. • Assess which doors (if any) can be propped open to improve ventilation) (ie not fire doors) and the procedures to follow (e.g. that staff are advised to remove any wedges and close doors when rooms are left unoccupied etc.). Where such procedures are implemented, close monitoring will be necessary to ensure that staff are complying with requirements. • Ensuring that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARSCoV-2) in workplaces.	N	
35. **Failure to complete adequate cleaning and checks prior to reopening the School**	All Various issues could arise as a	• Bursar reviewing risk assessments and implementing any measures to ensure that safety is maintained for reopening.		

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	result of not completing the necessary checks	• Visual inspection of the buildings to determine levels of cleanliness and identify any damage or other concerns prior to reopening. • Maintenance records reviewed to determine any inspections, tests and/or specialist cleaning that may have been missed during the initial lockdown period and/or that will be required prior to reopening. • Competent person tested/ inspected all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening. • Complete a visual inspection of all relevant asbestos containing materials prior to reopening to confirm that there has been no damage during the initial lockdown period. If any damage is identified, the area is to be isolated immediately and asbestos consultant contacted for their advice. • Ensure that a written plan is formulated to ensure that all necessary inspections, tests, and cleaning are undertaken prior to reopening if there are any changes to usual regimes – not expected •		
36. Poor staff wellbeing	Staff. Poor mental health, including work-related stress.	• Review the existing stress risk assessment to consider the additional concerns raised by COVID-19 (as outlined above). • Consult with staff on the protective measures being implemented. • Brief all staff in the protective measures that are (or will be) in place. • Duty rotas for break, lunchtime etc to ensure workload is reasonable and that there are adequate breaks • Regular Covid briefings for staff from Deputy Head. • School has joined Employee Assistance Programme to give additional external support to staff who may be anxious.	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
37. **Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.**	Staff. Aches and pains from adopting poor posture whilst using DSE. Fear/anxiety/ stress caused by difficulty in completing work, and lack of social interaction. .	• Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing. • Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) • For those staff working from home temporarily, consider issuing a homeworker checklist to assist in identifying any individual issues • Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.). • Where feasible, consider providing employees using a laptop and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation • Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. • Line Managers to keep their teams up to date on any changes that may impact them. • For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary.	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
38. Poor pupil wellbeing	Pupils. Fear, anxiety, and poor mental health.	• Government guidance has been reviewed in terms of how to best support returning pupils using available resources • Senior School Nurse involved in the planning process. • Staff and Pupils are aware of where to seek help • Pupils to be informed of who they can speak to if they have any worries/concerns about returning to school.	N	
39. Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	Pupils. Aches and pains from adopting poor posture whilst using DSE. Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.	• Provide pupils with guidance on how to safely learn at home if required. • Provide pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.). • Review communication channels for academic and pastoral support.	N	
40. Fear/ anxiety caused by returning to school.	Staff, pupils, and parents Staff, pupils, and/or parents may suffer negative mental health effects as a result of fear/ anxiety about	• Hold conversations with staff in addition to the return to work staff questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. • Provide staff, pupils and parents with details of the measures in place to minimise the risk of them contracting the virus at the school. • Identify any specific concerns that employees, pupils, and parents have (e.g. certain activities or areas of the site) and address these concerns where possible.	N	

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	returning to the school.	• Reasonable adjustments where possible to alleviate concerns on a case by case basis. • Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them		
41. Pupils with SEND	SEND Pupils. SEND pupils are not adequately supported.	• SENCO/learning support staff to identify any potential issues and ensure that suitable plans (and where relevant, risk assessments) are in place prior to SEND pupils returning to school in September. • Review of workspace to support one to one learning	N	
42. Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.	Staff and pupils. Various potential safeguarding issues.	• DSL reviewed child protection/safeguarding procedures against the government guidance documents Coronavirus (COVID-19): safeguarding in schools, colleges and other providers and Safeguarding and remote education during coronavirus (COVID-19) to consider potential issues with virtual/online teaching and learning. • Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes. • Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
43. Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff	All Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting	• Review DSL/Deputy DSL's and other key child protection/ safeguarding staff available on site in light of the current situation (i.e. are any self-isolating?). • Sufficient Deputy DSL's available in case DSL is absent. • School staff to be kept up to date on any changes to the DSL, Deputy DSL's or other key child protection/safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.	N	
44. Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19	Staff and pupils Various potential child protection/ safeguarding issues	• DSL or Deputy DSL's review of school's existing child protection/ safeguarding policy against the Government guidance document Coronavirus COVID-19): safeguarding in schools, colleges and other providers. • Staff and volunteers to be provided with a copy of the updated child protection/safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes. • Copy of updated child protection/safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.	Y	See 42
45. Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors	All Staff, pupils, parents, contractors and visitors not being made aware of procedures	• A COVID Committee has been created to oversee communication and implementation of control measures to stakeholders. • Communication plan will consider both internal and external communications (i.e. what needs to be communicated, when, to whom, and how). • Liaise with contractors/ in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening (please also refer	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		to the sections of this template risk assessment covering cleaning and catering). • Compile and issue formal communications to parents to advise them of key information including: o That they and/or their child/ren must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; o That their child must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days; o That only one parent is permitted to attend the school for drop off/pick up and not to gather at the school entrances/doors and to maintain social distancing; o Their designated drop off/pick up point o That they must not enter the buildings unless they have a pre-arranged appointment; o Procedures for pre-arranged appointments (i.e. where they should report upon arrival, hygiene procedures, how social distancing will be maintained etc.); o Copies of relevant risk assessments to demonstrate how intend to minimise the risk; and o Advice on use of public transport and school provided transport for pupils, the procedures for them to follow and measures in place to minimise the risk. • Compile and issue formal communications to staff to advise them of key information including:		

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		○ That they must not enter the school site if they (and/or a member of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test & Trace, and to follow the Stay at home: guidance for households with possible coronavirus (COVID-19) infection; ○ That they must not attend school if they have returned from a country requiring self-isolation upon return to the UK within the last 14 days; ○ Procedures to follow should either they or either a pupil/visitor/contractor etc. develop COVID-19 symptoms whilst on site; ○ Social distancing and hygiene procedures; ○ Any changes to fire or first aid procedures; ○ Timetable changes (timings, locations etc.); ○ The designated drop off/pick up points and times for pupils (N.B. site maps could be used to indicate drop off/pick up locations to minimise confusion); ○ That parents/visitors must not enter the buildings unless they have a prearranged appointment; ○ Copies of relevant risk assessments to demonstrate how you intend to minimise the risk; and Advice on use of public transport (i.e. they could be directed to read the safer travel guidance for passengers and to avoid travelling during peak times). N.B. you may wish to compile a COVID-19 staff induction that can be provided to all staff prior to their return to site that can be used as a formal process to cover all of the above. This could be delivered online (e.g. via a virtual training session, video tutorial etc.) You should also consider a formal induction for pupils. It is recommended that inductions are recorded as evidence of training.		

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		• Identify any additional staff training that will be required (e.g. cleaning staff, catering staff, first aiders/medical staff/boarding staff responding to a suspected case, changes in fire procedures etc.). • Deputy Head Covid briefings being sent to staff at least twice weekly for time being • Parent communications to be increased to twice weekly from 5 November lockdown period. Letter to parents reminding them of new protocols sent 3 November.		
46. **Failure to consult with staff and others on the risks presented by COVID19.**	Staff. Staff are not provided with the opportunity to actively contribute to the risk assessment process.	• SLT oversees consultation, communication and implementation of control measures to stakeholders • Issuing copies of risk assessment to staff and others and inviting feedback. • COVID-19 risk assessment published on the school website to provide transparency of approach Adding COVID-19 as a rolling item for the H&S Committee.	N	
47. **Failure to develop a contingency plan for outbreaks.**	All.	· Review section 5 of the latest guidance for schools and develop suitable contingency plans. See also 49. below		

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48. Failure to implement and adhere to the latest government advice/ guidance	All. Failure to adhere to government advice/guidance resulting in increased risk of infection.	Staff to complete a review of the above and any other key information channels and feed-back key points to SLT and COVID Committee via the Bursar • SLT/Covid Committee to review key points and decide on any actions required. • Develop action plans to implement any changes to school operations, with periodic monitoring by SLT • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils. • New NHS COVID-19 app details have been shared with staff and students over the age of 16	N	
49. School not adequately prepared for partial or full closure This might be some/all pupils unable to attend or some staff unable to attend	Staff and students	• School to communicate with parents via email regarding updates to procedures • School maintains a plan for pupils continued education during partial closure • Teachers who are unable to attend (eg isolation) can continue to teach remotely. Cover may be provided by other staff • In event of a boarding house being unable to attend (eg boarding house full/partial closure or school closure), boarders will remain at school. Catering either by TF or boarding house staff • Regular communication with Public Health England, local authority and schools' professional associations • Behaviour Policy, Acceptable Use of IT Policy and Staff Code of Conduct will be followed	N	

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
50. Outbreak at Reading University	Students, staff and visitors	• University's plans for re-opening safely have been reviewed. These are comprehensive. • They have robust plans to respond if an outbreak occurs • University 'has been working closely with the Council and other partners about students returning safely, and understands the concerns of the local community	N	