

Coronavirus (COVID-19) Pandemic – Risk Assessment

School Name:	West House School
Location:	24 St James Rd, Birmingham B15 2NX
Risk Assessor's Name:	Alistair M.J. Lyttle (Headmaster) & Adam Webb (Hettle Andrews)
Risk Assessment Date:	19 th June 2020 (Reviewed 30 th August 2020)
Planned Review Date:	1 st November 2020 (or in accordance with updated government guidance)



Risk Assessment

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
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).	<p>Clinically vulnerable and clinically extremely vulnerable staff.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at work.</p>	<ul style="list-style-type: none"> Schools are not considered to be high risk settings by PHE and DHCS when compared to other workplace environments. Shielding was paused on 1st August and all staff will be expected to return to school. Review personnel records to identify staff that may be classed as clinically vulnerable or clinically extremely vulnerable, and communication to all staff via letter to request that they urgently advise of underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable, or at an increased risk of contracting COVID-19. Staff identified as being clinically extremely vulnerable are required to follow the same advice as those who are identified as being clinically vulnerable and will be advised that they can attend school and a return to work is expected. However, individual risk assessments will be undertaken and reasonable adjustments to working routines implemented to manage risk further. Staff who have been identified as clinically vulnerable will be expected to attend the workplace; an individual risk assessment will not be undertaken other than in specific circumstances such as heightened levels of anxiety. Staff in the above categories will be required to ensure that stringent social distancing is adhered to whilst at school and will be required to maintain a minimum 2m distance from all individuals at all times. They will also be required to rigorously follow other control measures such as good hygiene and respiratory hygiene. Pregnant women are in the 'clinically vulnerable' category. The school will follow the advice of the Royal College of Obstetrics and Gynaecology (RCOG) and an individual risk assessment will be implemented. 	<p>AL to contact staff and produce RAs</p>

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<p>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).</p>	<p>Pupils who are shielding or self-isolating.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at school.</p>	<ul style="list-style-type: none"> School attendance is mandatory from the Autumn Term and shielding pauses on 1st August. The vast majority of pupils will be expected to return to school. Review of pupil health records and formal communication with parents via letter (August 2020) to request they urgently advise if their child is under the care of a health care professional for reasons that may require the child to continue shielding; Parents of those pupils identified in the above category will be advised that their child should either attend school with an agreed personal risk assessment in place or remain at home on the advice of a health care professional; parents will be required to provide details of the advice. Parents of pupils advised that their children should come into school will be required to provide details of any medical advice. Individual risk assessment to be carried out and recorded agreeing on suitable control measures to reduce the risk to an acceptable level. Pupils identified as living in a household with someone who is clinically extremely vulnerable should attend school with no requirement for an individual risk assessment. 	<p>AL to produce info letter for parents and RAs as necessary</p>
<p>Lack of staff available to operate safe staff:pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site due to health conditions, or developing symptoms of COVID-19.</p>	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<ul style="list-style-type: none"> There are currently no concerns over safe operation of site, and in next stage of opening all staff will be back at work, save for a small number of administrative staff potentially working from home. Adequate staffing coverage in all areas of the school, including senior management, administrative and support staff, as well as teaching and teaching support. Some redeployment of surplus EYFS staff has taken place to ensure high levels of supervision throughout the school while remaining within statutory ratios. This will be reviewed on an ongoing basis should the situation develop or an increased number of staff are taken ill and/or are required to work remotely in the coming weeks/months. 	
<p>Suspected/ confirmed case of COVID-19 on site.</p> <p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p>All.</p> <p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<ul style="list-style-type: none"> Staff and pupils briefed on the symptoms of COVID-19 and circulated/displayed information on the symptoms. Parent communications advise of the need to keep children away from school if they are showing any signs of illness (COVID-19 symptoms or otherwise). Staff and pupils displaying symptoms of COVID-19 upon arrival will not be allowed to remain on site and should leave without delay. They will be instructed to self-isolate and get a test. Staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is 	

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		<p>refreshed periodically in line with any changes to the government guidance and/or the school's own procedures.</p> <ul style="list-style-type: none"> • Contractors/ visitors are not to visit the school if they are displaying any symptoms of COVID-19, pre-visit discussion held to reinforce this message. • All pupils are subject to temperature checks on arrival at school each day, as a potential indicator of being infected with the virus; those with temperatures of 37.8°c or more will be asked to leave site without delay. The school acknowledges that a high temperature alone is an unreliable indicator of COVID-19 but considers it to be an appropriate measure. • Matron's uniform shop is available for isolation of individuals suspected as having COVID-19 or who come down with symptoms whilst on site. However, if at all possible, the individual will be supervised outside. • Should a member of staff, pupil, visitor or contractor display symptoms whilst on site they will be immediately required to isolate outside or in matron's uniform shop if the outside option is not possible. A temperature check will be undertaken and first aid treatment/ assistance provided (maintaining a 2m social distance and wearing necessary PPE, including a fluid resistant face mask, a disposable apron and disposable gloves). If pupils, parents called immediately to collect them from school. Adults will be asked to leave the site if they are well enough to do so. If not, an ambulance will be called. • Should an individual displaying symptoms require the bathroom while waiting to leave the site, the pupil toilets in the Centenary Building should be used. This will then be cleaned and disinfected using standard cleaning products before being used by anyone else. When possible, the area will be taken out of use for 72 hours. • For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms. • Movements of suspected case(s) will be reviewed and suitable cleaning will be undertaken using normal household bleach in line with the guidance in COVID-19: cleaning in non-healthcare settings. Anyone who has had contact with an individual who is unwell will be required to wash their hands for 20 seconds with soap and running water or use hand sanitiser. • Where there is a suspected case, the school will engage actively with the NHS Test and Trace process. • Any member of the school community with a suspected case of COVID-19 will be expected to self-isolate for at least 10 days and book a test – this applies to staff, parents and pupils and includes children under 5 years of age (https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus). Tests can also be ordered by telephone via NHS 119 for those without access to the internet and the school has a small number of home testing kits available. Their household should also commence a period of self-isolation. 	

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		<ul style="list-style-type: none"> • Staff and parents must inform the school immediately of test results. If an individual tests negative, they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating and return to school when they feel well enough. Other members of their household can stop isolating. • If an individual tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) and must continue to self-isolate for at least 10 days from the onset of symptoms (even if the symptoms start after the positive result) and then only return to school if they do not have symptoms other than a cough or anosmia as these specific symptoms can last for several weeks once the infection has gone. Other members of the household should continue to self-isolate for the full 14 days from the time when the symptomatic person first had symptoms. • Should a case of COVID-19 at the school be confirmed, the Headmaster will be solely responsible for communicating this to the local health protection team which will carry out a rapid risk assessment and the school will act upon advice received without delay. In the absence of the Headmaster, the Deputy Head or Bursar will take on this responsibility. Based upon this advice, all those who have been in close contact with the confirmed case will be sent home and advised to self-isolate for 14 days and get a test. Close contact will be defined in accordance with government guidelines and include ‘direct close contact’, ‘proximity contact’ and ‘travel contact’. • While household members of those contacts who are sent home do not need to self-isolate, should the young person or member of staff who is self-isolating having been sent home develop symptoms within the 14 day period, they must book a test and report the result to the school without delay. If the test is negative, they must remain in isolation for the duration of the 14 day period. Should the test produce a positive result, the infected person should self-isolate for a 10 day period from the onset of symptoms (which might be shorter than the initial 14 day isolation). Their household should then isolate for 14 days from the onset of the infected person’s symptoms. • The Headmaster will be solely responsible for informing staff, pupils and parents of any cases without sharing the names and details of people infected with COVID-19 unless essential to protect others. In the absence of the Headmaster, the Deputy Head or Bursar will take on this responsibility. • Under the requirements of the Test and Trace process the school will ensure that staff and parents are aware of the necessity to provide details anyone they or their child has been in close contact with following a positive test result. 	

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		<ul style="list-style-type: none"> • Staff, parents and pupils will be made aware of the necessity to self-isolate if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19. • Cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE) • Public Health England (PHE) advice will be followed in relation to any suspected/ confirmed cases. • If the school has two or more cases of COVID-19 within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, it will continue to work with and on the advice of the local protection team. Under such circumstances larger groups of pupils and staff may be sent home to self-isolate as a precautionary measure. • In accordance with the Department for Health's 'Contain Framework' the school will be closed if a Tier 4 response is implemented as part of a lockdown response at either local or national level. In such circumstances, the school will only be open to vulnerable children and the children of critical workers. 	
<p>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Year group bubbles/ cohorts of up to 43 pupils (in at least two classes) instigated for all year groups, and no mixing allowed between groups at any time of the school day, or on consecutive days. The only exception will be that Reception pupils and Pre-School pupils will form a single bubble with additional cleaning of the toilet facilities implemented. • Safe class sizes are based on social distancing of 1m being maintained during teaching where possible, with avoidance of pupils sitting opposite each other; pupils will face away from each other or alongside, wherever possible. Classroom capacity is typically between 12 and 22 children with areas used being directed by the size of the class. • Staff should endeavour to remain at a 2m distance from each other and children. When this is not possible, face to face contact should be avoided and time spent within 1m of anyone should be kept to a minimum. • Reduced movement of staff between each group and, as far as possible, these stay the same during the day and on subsequent days. Subject setting within cohorts will be permitted in accordance with the established educational provision of the school. • Pupils will use the same classroom each day, and as far as is possible will sit at the same desk each day. However, some movement will be permitted to specialist teaching areas such as the art room and ICT room. However, these areas will be thoroughly cleaned before use by children from different cohorts and pupils will be required to wash their hands when moving between rooms. The timetable has been designed to ensure that such movement is limited and allows for cleaning to take place. • A marquee has been hired to allow well-ventilated and spacious multifunctional teaching/dining space. 	

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		<ul style="list-style-type: none"> • Teaching activities will be organised so as to promote social distancing, and no group work or close contact work will be undertaken. Similarly, no contact sports will be played during breaks and PE lessons. • Staff, pupils, and parents/carers have all been briefed on the new 'limited movement' timetable and social distancing procedures to be maintained in class, and throughout the school day. • The teaching of drama, music and art will be undertaken in a manner which reduces the contacts between pupils and staff. Year group bubbles will be maintained but pupils will be organised in a manner which allows fewer pupils to be involved at any one time. • Group music lessons will take place in class sizes of no more than 15 pupils. Pupils will be actively encouraged not to raise their voices unduly and the lessons will take place in large well-ventilated rooms when pupils are required to sing or play wind instruments, e.g. recorders. Pupils will be organised so that they are not facing each other. • Pupils will be required to provide their own recorders and no sharing will be permitted. • Larger music groups such as orchestra and choir will not take place during the first half of the Autumn Term. Likewise, no face to face live performances will take place during the first half of the Autumn Term. • Individual music lessons will be permitted in specific designated areas of the school where an appropriate social distance can be maintained at all times. No sharing of hand-held instruments will be permitted. Keyboards and drum kits will be cleaned between lessons. Rooms will be equipped with sanitiser and disinfecting wipes. • Peripatetic teachers and specialists will be permitted to work on site but will be required to follow the same social distancing measures as other members of staff. They will be permitted to use the staff washroom facilities but will be otherwise required to remain in their teaching room. • Small ensembles will be permitted in specific designated areas. Such groups will form an additional, consistent bubble and personnel will not change during the course of the Autumn Term. Rooms will be equipped with sanitiser and disinfecting wipes. Pupils will be positioned back to back or side by side when singing or playing wind instruments. • Music scores, parts and scripts will be limited to the individual using them. • When possible, books will remain at school and not be taken home. Again, whenever possible homework will be completed and marked electronically. Reading books for younger children can be taken home but will be cleaned upon return and taken out of circulation for 72 hours. The library will remain closed and older children will be required to supply their own reading book. 	

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		<ul style="list-style-type: none"> • Stationery, etc. will not be provided by the school on a shared basis. Pupils should bring their own equipment. • After-school clubs will take place in classes rotating within a year group if necessary. • After-School Care for pupils in Years 1 – 6 will take place in three bubbles covering 2 year groups. • Neither pupils nor staff will wear face coverings within the classroom environment or other teaching space even when social distancing is not possible unless an individual teacher's personal risk assessment (based on the advice of a medical professional) dictates otherwise. 	
<p>Failure to implement suitable social distancing measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets, etc.</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Access to school is through multiple access points (5), manned by school staff, and pupils then directed to various areas at back of school to line up in their bubbles/ cohorts. • Drop-off/pick-up times are staggered for different groups (7:30am-09:15am) to ensure space outside the school for people to gather in a socially distanced manner (and to allow time for temperatures to be taken before admission to school). • Parents' communications/ advice includes reference to the need for parents not to congregate at school gates and to ensure that children maintain social distancing when waiting to be admitted to school. Parents not permitted to enter school buildings. • One-way systems implemented throughout most buildings, with prominent signage present throughout, to mark the route to and from classrooms (classes have been positioned around the school buildings strategically to ensure no crossing of paths etc.). • Where one-way systems are not possible, routes to classrooms are via additional doors where available, or timing will be staggered to ensure only one bubble uses each access route at one time. • Toilet facilities are limited to one bubble (of no more than one year group) with signage being erected to mark facilities available to each bubble. All facilities have had increased cleaning regimes introduced. • Timetables and buildings will be managed so as to avoid classes crossing over in corridors, and staff will monitor this process to ensure that no conflicts arise. • Assemblies/ addresses to the whole school are facilitated via YouTube, and not in person. 'Bubble' assemblies will take place in large spaces such as the sports hall and marquee where a social distance of two metres can be maintained. • Play times and lunch breaks are organised so as to avoid contact between groups, though the risk of transmission is lower when outdoors in any case (outdoors used for all play times/ breaks/ lunches). Staff present to ensure social distancing is maintained at these times. 	

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		<ul style="list-style-type: none"> • Halls are not used for mass gatherings of more than one bubble (e.g. sports activities, assemblies, dining) and whilst dining hall is used for 'mixed bubble' tea (after school), this is restricted to no more than 20 children. Children from the same bubble may sit 1m apart and a greater distance in excess of 2m will be maintained where pupils are from different bubbles. Pupils will sit back to back or side by side. • A separate risk assessment has been prepared for any sports (PE) activities, as a working document which will be reviewed in line with changing guidance; this stresses the requirement for pupils to remain in cohorts/ bubbles and practise social distancing. All sport will be non-contact and centred on athletics and general fitness activities. Cricket coaching will take place within strict ECB guidelines during the first half of the Autumn Term. • Where changing rooms are used for PE and games lessons they will only be occupied by one bubble at a time and will be cleaned regularly. • While face masks are not currently permitted outside the classroom other than as part of a specific personal risk assessment based on the advice of a medical professional, the situation will be kept under review in light of any changes in government advice. 	
<p>Failure to implement suitable social distancing measures – staff offices, meetings rooms and staff rooms/ rest areas</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Staff that can reasonably work from home will continue to do so in order to limit the number of staff on site (in reality, this only remains applicable to a handful of staff, as most are now required back at school due to the wider reopening of the site). • Staff allocated to their cohort/ bubble and will stay with them throughout the school day for as far as is reasonably practicable. • Whilst staff room is open for obtaining refreshments, limit of two persons in the kitchen at one time is being implemented. • External access door to staff room and seating removed to ensure no more than five staff remain in there (socially distanced). • Resources room in staff room area has been taken out of use temporarily due to it being an inappropriate room in terms of ventilation. It also encourages sharing of computer equipment amongst staff from different bubbles/groups. • Plexiglass barriers have been installed for areas where staff may be required to closely interact with multiple persons (e.g. reception). • Staff meetings held in large areas such as the marquee and sports hall where 2m social distancing of 2m can be maintained and for addresses to all staff from the Headmaster, notification is sent to all via a WhatsApp group message, email or a YouTube video is recorded to provide the address. • Smaller staff meetings limited to least staff required, and will be held outdoors, or where this is not possible in a large, well ventilated room with suitable social distancing measures in place (i.e. spaced 2m apart). 	

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Failure to implement suitable social distancing measures – contractors and visitors, or non-essential contractors/visitors attending site	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> Deliveries are not brought into the building but left in a secure area outside where they can be wiped down and collected by staff members. Non-essential persons are asked not to attend site (i.e. meetings cancelled). Where possible, meetings held via remote means instead. When multiple visitors are expected on site, the situation will be managed via different dates/times to avoid multiple visitors on one day or to stagger their arrival times to avoid each other and the busy drop-off/pick-up periods at either end of the day. Any visits that are going ahead, are subject to visitors/ contractors induction checklist to preemptively request confirmation of no symptoms, copies of risk assessments, etc. and, upon arrival, further questions to be completed prior to being signed in and issued with ID badge. A record will be kept of all visitors to site, in case it is needed for future reference (e.g. in line with the Government test and trace scheme, in the event of a notification of COVID-19 post-visit). A Buzzer is fitted on main reception door and visitors are required to use a tissue to press the buzzer. Tissues and a bin are provided. Non-essential persons can be denied access, or admitted through the first door to speak with Reception staff via majority closed window. Hand sanitiser is provided outside the main access points to the school to ensure hands are clean prior to the signing in process. All contractors (other than those who are exempt) working within the school buildings during the school day (7.30am – 6.00pm) must wear a face covering. Prospective parents visiting the school may wear a face covering at their discretion. Close supervision of all visitors/ contractors is maintained to ensure they remain in the relevant area of site and that social distancing is maintained throughout the visit. Cleaning/ disinfection is arranged for the areas they have been working in, post-visit. 	
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site on transport	<p>Staff and pupils may be at risk of contracting the virus on transport services operated by the school</p>	<ul style="list-style-type: none"> The dedicated shuttle service to Edgbaston High School for Girls will be reinstated. The service is not available to the general public and groups of pupils using the service remain largely consistent. Therefore, the 2m and '1m plus' approach does not apply. Pupils of secondary school age will be required to wear a face mask when travelling on the minibus. Pupils of primary school age may wear a face mask when travelling on the minibus should they wish to do so. Upon arrival at the destination disposable face masks 	

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services operated by the school	(e.g. minibuses, coaches, etc.).	<p>should be deposited in the bin provided. Reusable face coverings should be placed in a plastic bag and secured in the pupil's school bag. Pupils should wash their hands after the removal of masks and face coverings.</p> <ul style="list-style-type: none"> • Hand sanitiser will be used upon boarding/disembarking and WHS boys will have their temperatures taken by the chaperone before embarking. • Windows on minibuses will be opened to increase ventilation. • Drivers and chaperones will wear face masks. • Waiting and queuing for the service will be supervised. • EHS girls will travel on the EHS bus and WHS pupils will travel on the WHS bus with cleaning of buses taking place on a daily basis. • Girls travelling to and from WHS will form their own bubble and will not mix with WHS pupils. Boys travelling to and from EHS will form their own bubble and will not mix with EHS pupils. • 'Shuttle bubbles' will not wait inside each other's main school site but will assemble at a designated point. 	
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means	All Staff and pupils may be at risk of contracting virus whilst travelling to/from school, especially if using public transport.	<ul style="list-style-type: none"> • Staff and pupils advised against public transport wherever possible, and only a handful of pupils known to make their own way to school via public transport; the overwhelming majority are dropped off by parents, or walk. • Pupils must wear a face mask when travelling on public transport. Upon arrival at school disposable face masks should be deposited in the bin provided. Reusable face coverings should be placed in a plastic bag and secured in the pupil's school bag. • Hand sanitising stations present upon entry to the school, to ensure hands are clean upon accessing school buildings and used by all staff/pupils, so as not to single out those using public transport. • Pupils should wash their hands after the removal of masks and face coverings. • Staff, pupils and parents/carers are encouraged to walk or cycle to school wherever possible. 	
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.	<ul style="list-style-type: none"> • Staff, pupils, contractors and visitors have access to suitable hand washing facilities (i.e. hot running water and hand soap), as well as alcohol hand rub/sanitiser upon entry to the school, and in all classrooms/offices that remain in use at the school. • Procedures to ensure that hand-washing facilities are checked and cleaned regularly, and that supplies of hand soap, alcohol hand rub/ sanitiser and paper towels are checked and topped up where and when necessary. 	

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<p>Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Cleaning regime instigated for all areas, including a main clean of all areas and toilets at the start of the day, and three hourly thereafter or when an area (e.g. the art room) is used by a different bubble during the same day; supplementary (2nd/ 3rd) cleans focus on commonly touched items (e.g. door handles, light switches, taps/sinks, computers, photocopiers, bannisters, soap dispensers, hand towel dispensers etc.). • Additional cleaning regime has been implemented for toilet/ washing facilities used by more than one bubble/cohort to ensure cleaning between uses by different groups even when each bubble has its own facilities within the area. Currently, no sharing of toilet facilities by different bubbles is necessary. • Shared items (e.g. toys, books, pens, desks, chairs, DSE equipment) minimised as far as possible, with no crossover between different pupils/ cohorts. • Unnecessary items and resources have been removed from classrooms and other learning environments where possible and soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) also removed. • Staff and pupils use allocated desks/ tables each day and stick to the same desk. 	

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		<ul style="list-style-type: none"> • Hot-desking amongst staff is avoided, and the staff resources room has been taken out of use. • Disinfectant wipes provided in all classrooms/ offices, near to commonly used equipment for additional cleaning to be undertaken by staff in these areas throughout the day. • Tissue bins checked during each cleaning session, and emptied regularly. • COSHH assessments completed for any new cleaning substances introduced. • Cleaning staff are provided with suitable PPE (i.e. disposable gloves and aprons, as a minimum, and face visors and fluid-resistant surgical face masks when dealing with an area thought to be used by an infected or symptomatic individual). • Cleaning staff are provided with training on any changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE. 	
<p>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. an isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p>All. Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • The contaminated room/area will be closed and secured where possible to restrict access until cleaning has been undertaken. Where possible, the area/room will remain closed and out of use for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly. Confirmation of a negative test result will also influence the decision to keep an area or room closed. • Cleaning staff must follow the latest government guidance on <u>COVID-19: cleaning in non-healthcare settings</u>, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required. • Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely. • Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) will be double bagged and stored/ disposed of in line with the government guidance. • Cleaning staff are provided with suitable PPE (i.e. disposable gloves and aprons, with use of protection for the eyes, mouth and nose for heavily contaminated areas, or where there is visible contamination with bodily fluids). • Fluid resistant surgical masks will also be required for individuals completing cleaning activities within 2m of a suspected/ confirmed case. • Cleaning staff are provided with training on the latest government guidance and this is refreshed in line with any changes to the guidance (N.B. all training should be recorded). • Cleaning staff will be provided with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded). 	

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Hazards associated with the catering provision	All Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> • The school kitchen will operate and will comply with the guidance for food businesses on coronavirus (COVID-19) (https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). • Lunches will be prepared for staff and pupils and delivered to each bubble/cohort by catering staff, to be consumed within the designated area; i.e. no communal dining halls will be used other than by a single bubble. • No buffet style food and no sharing of lunches is permitted. • Catering staff will be operating in their existing work area, with additional emphasis placed upon maintaining social distancing between the team, avoiding use of shared utensils, etc. and enhanced cleaning regime employed throughout their shift. • Identified multi-touch points (i.e. handles/ buttons/ taps etc.) and these are subject to regular cleaning/disinfection throughout the day, as well as more regular cleaning of all food prep surfaces within the kitchens. • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals. • Staff responsible for preparing food have been provided with refresher training in personal hygiene and correct hand-washing techniques. 	
Lack of adequate trained fire personnel.	All – injuries arising if poorly executed evacuation.	<ul style="list-style-type: none"> • No longer a concern due to the high staff presence on site following further reopening for additional year groups; adequate staff present to respond to fire and emergency situations. 	
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.	<ul style="list-style-type: none"> • Fire assembly points have been reviewed to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas). • Staff working in areas of the school site that are not familiar with them are briefed on the fire procedures and complete a walkthrough to identify 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 have been reviewed and updated to consider any changes required. 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> • Personal Emergency Evacuation Plans (PEEPs) will be reviewed and updated in light of any updates to fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes. • Any changes to the fire risk assessment and/or written fire procedures will be communicated to staff. A specific COVID-19 Annex has been added to the Fire Risk Assessment. 	
Lack of adequate trained first aid/ medical/ administration of medication personnel.	<p>All.</p> <p>Various injuries due to delayed access to first aid/ medication.</p>	<ul style="list-style-type: none"> • No longer a concern due to the high staff presence on site following further reopening for additional year groups; adequate numbers of first aiders and trained staff present to respond to these situations. • At least one first aider is on site at all times when the school is open. 	
Provision of first aid/ medical treatment to asymptomatic/ symptomatic individuals.	<p>Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.</p>	<ul style="list-style-type: none"> • The written first aid and medical procedures and risk assessments have been reviewed to account for the risk to members of staff dealing with asymptomatic and symptomatic individuals and to outline PPE requirements. (N.B. we have produced a <u>guidance document for provision of first aid during the pandemic</u> which may be of assistance). A COVID-19 Annex has been added to the First Aid Policy. • A review of PPE has been undertaken to ensure that suitable supplies are available for those staff that may be required to care for symptomatic individuals (i.e. fluid-resistant surgical masks, disposable gloves, disposable aprons, and splash-proof eye protection). • First aiders and in-house medical staff have been 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). • Bodily fluid and infection control procedures have been reviewed. 	
Poor ventilation or air change in rooms put back into use	<p>All.</p> <p>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</p>	<ul style="list-style-type: none"> • All staff have been advised to open windows where possible and safe to do so, to encourage good ventilation and change of air in the rooms. • Any rooms identified as not allowing air change/ ventilation have been taken out of use (e.g. staff resources room). • Where doors can be propped open to improve ventilation, without imposing a significantly increased fire, safeguarding or security risk, staff have been advised that this is temporarily acceptable. • Staff have been advised to remove any door wedges and close doors when rooms are left unoccupied or unattended. 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
Failure to complete adequate cleaning and maintenance checks prior to reopening the School	All Various issues could arise as a result of not completing the necessary checks	<ul style="list-style-type: none"> • No longer a concern as the school has been operational again since the end of the Summer Term and during Holiday Club. All existing procedures have been maintained in terms of: <ul style="list-style-type: none"> ○ Testing/ inspecting fire safety equipment and systems ○ Completion of statutory or safety inspections (e.g. pressure systems, gas or electrical safety checks). ○ Checks on any asbestos containing materials. ○ Legionella and water safety checks/ tests. 	
Offsite trips/ educational visits/extra-curricular activities.	All. Travelling against FCO/ government advice.	<ul style="list-style-type: none"> • Clear and consistent communication with parents regarding trips, visits, educational activities, extra-curricular activities, etc. during the period of the pandemic. • All sporting fixtures have been cancelled during the Autumn Term along with swimming lessons at the University of Birmingham. • Educational visits to local venues such as Birmingham Botanical Gardens, Martineau Gardens and Selly Manor Museum will be considered in line with curriculum requirements and appropriate risk assessments being implemented. • No residential visits will be undertaken. • No visits requiring lengthy travel time will be undertaken. • A limited number of after-school activities will take place during the Autumn Term. These will be undertaken within existing year group bubbles. 	
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. Lack of insurance cover for school-	<ul style="list-style-type: none"> • This is now minimal as staff are expected to be back in school from the start of the Autumn Term. However, for the minority of staff who may remain in a homeworking capacity, guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing will be provided. • Employees working from home have been provided with information on who they can speak to if they need help/support (e.g. colleague, member of SLT, IT support, etc.) and provided details of any external resources they have access to (e.g. Employee Assistance Programme). • Staff working from home temporarily are encouraged to access a homeworker checklist to assist in identifying any individual issues which can be obtained from the school. • Any reasonable adjustments for employees with disabilities have been considered, discussed and actioned when necessary (e.g. provision of equipment etc.). • Where feasible, employees have been supplied with a laptop when working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.). 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
	owned equipment used in the home.	<ul style="list-style-type: none"> Members of the SLT will communicate regularly with employees working from home and a rota-system is in place for being in the administrative offices, allowing some contact time each week. For those staff who will, out of necessity, be working from home on a long-term basis, a suitable home worker risk assessment will be carried out (including a home workstation assessment where necessary). Any issues identified will be addressed within a reasonable timeframe, including the provision of work equipment where necessary. The school will liaise with its broker/insurer to check that any school-owned equipment provided is covered when in the employee's home. 	
Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.	<p>Pupils.</p> <p>Aches and pains from poor posture whilst using DSE.</p> <p>Fear and anxiety from difficulty completing work or lack of social interaction.</p>	<ul style="list-style-type: none"> This provision has drawn to a close after the reopening of the school to all pupils during the Summer Term. Pupils will be expected to attend school for their lessons, thus removing this hazard from the risk assessment other than in extreme and specific cases. Should the school close or pupils be required to self-isolate as a result of COVID-19 the remote learning provision will be reinstated. Should the remote learning provision be reinstated, technical support, pastoral and educational support and contact will be a feature of the provision. Additional Zoom calls will be arranged for any of those pupils struggling educationally or emotionally, to provide additional support, where needed. 	
Fear/ anxiety caused by returning to school.	Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.	<ul style="list-style-type: none"> Conversations held with staff and parents/carers who have concerns about returning to school to advise them of the precautions put into place by the school and assure them as to theirs/ their loved ones' safety upon returning. Staff, pupils and parents/ carers have been provided with details of the measures taken to minimise the risk of them contracting the virus at the school. Concerns can be discussed with a member of the SLT and Employee Assistance Programme has been implemented which can provide counselling. Employees, pupils, and/or parents/ carers are encouraged to express any concerns they may have (e.g. certain activities or areas of the site). The school will make reasonable adjustments where possible to alleviate concerns on a case by case basis. Additional mentoring support will be available to those pupils who display increased levels of anxiety and will be provided by the DSL. 	
Absence of the Designated Safeguarding Lead (DSL),	All	<ul style="list-style-type: none"> DSL/Deputy DSL and other key child protection/ safeguarding staff are currently available on site. Should this situation change a review will take place (i.e. if any are self-isolating?). 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
Deputy DSL or other key safeguarding staff	Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting	<ul style="list-style-type: none"> • In the absence of the DSL and her DDSLs the school will nominate a senior leader who can take responsibility for co-ordinating safeguarding on site. • Staff will be kept up to date on any changes to the DSL, Deputy DSL or other key child protection/ safeguarding staff – i.e. they will be made aware of who to contact should they have any concerns, and how they can contact them. 	
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	<ul style="list-style-type: none"> • The DSL has reviewed the school's existing child protection/ safeguarding policy against the Government guidance document <u>Coronavirus COVID-19): safeguarding in schools, colleges and other providers</u> to ensure that it reflects: <ul style="list-style-type: none"> ○ Any updated advice received from the local 3 safeguarding partners; ○ Any updated advice received from local authorities regarding children with education, health and care (EHC) plans, the local authority designated officer and children's social care, reporting mechanisms, referral thresholds and children in need; ○ What staff and volunteers should do if they have any concerns about a child; ○ The continued importance of all staff and volunteers acting and acting immediately on any safeguarding concerns; ○ DSL (and deputy) arrangements; ○ The continued importance for school staff to work with and support children's social workers and the local authority virtual school head (VSH) for looked-after and previously looked-after children; ○ Peer on peer abuse - given the very different circumstances the school is operating in, a revised process may be required for managing any report of such abuse and supporting victims (the principles as set out in part 5 of KCSIE should continue to inform any revised approach); ○ What staff and volunteers should do if they have concerns about a staff member or volunteer who may pose a safeguarding risk to children (the principles in part 4 of KCSIE will continue to support how the school responds to any such concerns); ○ Any arrangements to support children the school are concerned about who do not meet the 'vulnerable' definition; and ○ What arrangements are in place to keep children not physically attending the school safe, especially online, and how concerns about these children should be progressed. • Staff and volunteers will 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. 	

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		<ul style="list-style-type: none"> • A copy of updated child protection/ safeguarding policy has been made available publicly on the school's website. • The child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance. 	
<p>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/carers, contractors and visitors</p>	<p>All Staff, pupils, parents, contractors and visitors not being made aware of procedures</p>	<ul style="list-style-type: none"> • Comprehensive and consistent communication has been maintained with staff, pupils and parents/carers at all stages of the pandemic, including prior to lockdown and closure of the school, up until the current stage of opening for all year groups. • All communication has highlighted the school's position and planned response, including its role within the new operating procedures, as well as signposting additional Government guidance or the DfE helpline. • All communications will continue to be addressed from the Headmaster or another member of the SLT in his absence to provide assurances as to how seriously the school are taking this pandemic. 	
<p>Failure to implement and adhere to the latest government advice/guidance</p>	<p>All. Failure to adhere to government advice/guidance resulting in increased risk of infection.</p>	<ul style="list-style-type: none"> • The Headmaster, his PA and the Bursar are all maintaining regular check on guidance and have registered for bulletins on any changes, from both Government institutions and trade bodies. • The school also have access to external advisors as to how to practically implement this guidance in a school setting, and to assist with ensuring risk assessments are in line with approved guidance. • External sources of information consulted include the following: <ul style="list-style-type: none"> ○ https://www.gov.uk/coronavirus ○ https://www.nhs.uk/conditions/coronavirus-covid-19/ ○ <i>COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</i> ○ <i>Stay at home: guidance for households with possible coronavirus (COVID-19) infection</i> ○ <i>Opening schools for more children and young people: initial planning framework for schools in England</i> ○ <i>Planning guide for primary schools</i> ○ <i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i> ○ <i>COVID-19: guidance for education settings</i> ○ <i>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</i> ○ <i>Managing school premises during the coronavirus outbreak</i> 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> ○ <u>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</u> ○ <u>Safeguarding and remote education during coronavirus (COVID-19)</u> ○ <u>Coronavirus: travel guidance for educational settings</u> ○ <u>COVID-19: cleaning in non-healthcare settings</u> ○ <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> ○ <u>Coronavirus (COVID-19): safer transport guidance for operators</u> ○ <u>Independent Schools' Bursars Association (ISBA)</u> ○ <u>Independent Schools Council (ISC)</u> 	
<p>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</p>	<p>All.</p> <p>Failure to adhere to the content of risk assessment and related procedures; resulting in increased spread of COVID-19 on site (possibility of prosecution and/or civil litigation).</p>	<ul style="list-style-type: none"> ● This risk assessment is compiled with support from external consultants to ensure that its content is deemed to be 'suitable and sufficient' and will be reviewed and agreed at Board level prior to reopening. ● The Headmaster takes overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. ● Regular meetings are held to discuss the school's COVID-19 response and adjustments will be made if there is any suspicion that it is not effective. ● This risk assessment and any related policies/ procedures are reviewed and updated where required (typically this is expected to be at least every couple of weeks), and updates are communicated to staff and where relevant, parents and pupils. 	