

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 17 th September 2020, 1 st November 2020, 4 th November 2020, 29 th November 2020, 3 rd January 2021, 13 th January 2021 & 7 th March 2021)
Planned Review Date:	19 th April 2021 (or in accordance with updated government guidance)



Risk Assessment

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
<p>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>	<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. However, with shielding having been reintroduced, the CEV will continue to shield until 31st March 2021. The group will not be required to produce an additional letter from their GP or the NHS. The guidance will be followed by the school in terms of the CEV group being required to either work from home where possible or not to attend work. CEV individuals should continue to shield even after they have been vaccinated. The school has reviewed personnel records to identify staff that may be classed as clinically vulnerable (CV) or clinically extremely vulnerable (CEV), and communication has been undertaken with all staff via email 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 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 category 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. <ul style="list-style-type: none"> Pregnant women are in the 'clinically vulnerable' category or in some cases 'clinically extremely vulnerable' where they have other health conditions. The school will follow the advice of the Royal College of Obstetrics and Gynaecology (RCOG) https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus- 	<p>AL will produce additional individual RAs as necessary</p>

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		<p>pregnancy/covid-19-virus-infection-and-pregnancy/ and an individual risk assessment will be implemented. All pregnant women should take particular care to practise frequent, thorough hand washing and cleaning of frequently touched areas in the workplace.</p> <ul style="list-style-type: none"> Pregnant workers should follow the advice issued in 'COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding'. https://www.gov.uk/government/publications/covid-19-vaccination-women-of-childbearing-age-currently-pregnant-planning-a-pregnancy-or-breastfeeding/covid-19-vaccination-a-guide-for-women-of-childbearing-age-pregnant-planning-a-pregnancy-or-breastfeeding Pregnant women of any gestation will not be required to continue working unless their work is supported by an individual risk assessment. Women who are 28 weeks pregnant and beyond, or who are pregnant and have an underlying health condition that puts them at additional risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. The school will ensure that pregnant women are able to adhere to any national active guidance on social distancing and/or advice for pregnant women considered to be CEV (this group may previously been advised to shield). Staff who live with those who are clinically extremely vulnerable or clinically vulnerable will be expected to attend work unless advised otherwise by an individual letter from the NHS or specialist doctor. Staff who might otherwise be at increased risk from COVID-19 are expected to attend work. The school will act upon any advice specific to this group as it becomes available. 	
<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 Monday 8th March. The vast majority of pupils will be expected to return to school. Review of pupil health records and formal communication with parents has been undertaken 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 (i.e. they are considered to be CEV); no pupils currently on the roll fall into this category. Should parents inform the school that their child is classed as CEV after the initial opportunity to do so in August 2020, they will be required to provide a copy of a shielding letter confirming that they are advised not to attend school whilst shielding guidance is in place. 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 individual RAs as necessary</p>

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		<ul style="list-style-type: none"> • Pupils who have previously been classed as being CV should attend school as normal and pay close attention to the control measures in place. No individual risk assessments will be put in place. • Pupils should not attend if; they have symptoms of COVID-19 or have had a positive test; they live with someone who has symptoms or has tested positive and are a household contact; they are a close contact of someone who has COVID-19. 	
<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, with virtually all staff 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. • Staff are actively encouraged to carry out LFT twice each week at home and report the results. Those who test positive will be required to remain at home and book a PCR test, following the protocols associated with a negative/positive result of that test. • 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, pupils and parents briefed on the symptoms of COVID-19 and circulated/displayed information on the symptoms. A robustly worded advice sheet is circulated to parents at least termly and as regularly as required. It was last circulated on 3rd March 2021. <ul style="list-style-type: none"> • Pupils, staff and other adults must not come to school if: they have one or more COVID-19 symptoms https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus a member of their household (including someone in their support bubble or childcare bubble has COVID-19 symptoms; they have been in close contact with someone who tests positive for COVID-19; they are required to quarantine having recently visited countries outside the Common Travel area; they have had a positive test; they have been advised to isolate by NHS Test and Trace or the PHE local protection team (in which case there is a legal obligation to isolate); they are otherwise isolating. • 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). • When twice-weekly LFT becomes available at home for primary aged pupils, the school will actively encourage parents to carry out the testing with their children. Those who test positive will be required to remain at home and book a PCR test, following the protocols associated with a negative/positive result of that test. 	

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		<ul style="list-style-type: none"> • Staff and pupils displaying symptoms of COVID-19 upon arrival will not be allowed to remain on site and should leave without delay. This decision will be made by school in the event that parents or individuals are not in agreement. 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 refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. • 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. Temperatures will not be routinely recorded. However, temperatures of 37.4 or above will be recorded and the pupil retested during the day. • 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). The door to the uniform shop must be closed and the window opened. In the case of 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 disabled toilet 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. • Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to 	

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		<p>self-isolate unless: (i) the symptomatic person subsequently tests positive; (ii) they develop symptoms themselves (in which case, they must arrange to have a test); (iii) the symptomatic person subsequently tests positive; (iv) they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated).</p> <ul style="list-style-type: none"> • Where there is a suspected case, the school will engage actively with the NHS Test and Trace process. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#tests-for-covid-19 • https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works • Any member of the school community with a suspected case of COVID-19 will be expected to self-isolate from the day the symptoms started and the next 10 full days and book a test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested • 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 to be used in exceptional circumstances such as in the case of a parent collecting a child who has developed symptoms at school. Their household (including any siblings and any members of their support or childcare bubble if they have one) should also commence a period of self-isolation from the day the symptoms started in the first person in their household and the next 10 full days pending the outcome of the test. • If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test. • If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms. • 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. • The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the day after the date of that contact. <ul style="list-style-type: none"> • If an individual tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' 	

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		<p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection and must continue to self-isolate for at least 10 days from the first day after 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 must continue to self-isolate for the full 10 days from the day after the individual tested positive.</p> <ul style="list-style-type: none"> • Should a case of COVID-19 at the school be confirmed, the Headmaster will be solely responsible for communicating this to the DfE via the DfE Helpline on 0800 046 8687 (option 1). The DfE will carry out a rapid risk assessment and the school will act upon advice received without delay. The DfE may elect to escalate the call to the PHE local protection team for their advice. 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 10 days from the day after contact with the individual who tested positive. Close contact will be defined in accordance with government guidelines. The school will keep appropriate records of pupils and staff in each bubble. • While the situation is being assessed by the DfE, the bubble concerned should remain outside if possible or within a large well ventilated indoor space. Staff will be informed of the situation via the WhatsApp group and colleagues who have come into close contact with the group during that period should do the same. Close contact is based on being in face to face contact including being coughed on or having a face-to-face conversation at less than 1 metre; being within 1 metre for 1 minute or longer without face-to-face contact; being within 2 metres for more than 15 minutes; having travelled in the same vehicle or plane. These members of staff will be required to provide details of their level of contact with the confirmed case during the 48 hours before the onset of symptoms or test result where there have been no symptoms. This information will be used in the decision making process as to who should isolate. • 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 10 days from the day after contact with the individual who tested positive, 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 10 day period. Should the test produce a positive result, the infected person should self-isolate from the day of the onset of symptoms and at least the following ten days. Their household should then isolate 	

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		<p>starting from when the symptomatic person in their household first had symptoms and the next 10 full days.</p> <ul style="list-style-type: none"> • The school will report actual or suspected cases of COVID-19 through the education setting status form. • 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 NHS 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. • Staff, parents and pupils will 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. • Whole school closure will only be considered on the advice of the health protection team. 	
<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 42 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 and Years 1 and 2 will operate as class bubbles as detailed below. • Years 1 and 2 will operate as class bubbles of no more than 18 pupils in each class. No setting will be implemented between groups other than for phonics, PE and lunchtime/outdoor activities. In the case of phonics groups, lunchtime and indoor PE lessons a distance of over 2 metres between individuals from different bubbles will be maintained and a distance of 1 metre will be maintained between groups where possible in the outdoor environment. • 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 each other in forward facing desks. Classroom 	

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		<p>capacity is typically between 12 and 22 children with areas used being directed by the size of the class. All classroom windows should be opened when in use and pupils will be permitted to wear their school branded fleece jackets in the rooms if required during the early spring months.</p> <ul style="list-style-type: none"> • Staff should endeavour to remain at a 2m distance from each other and children and the manner in which the curriculum is delivered can be adapted appropriately as long as pupils are being supervised and supported. 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 clean 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. Staff will be required to keep a seating plan in order to assist with the process of identifying 'contact' should the need arise. • A well-ventilated and spacious multifunctional teaching/dining space has been created within a large area previously used as changing rooms. • Teaching activities will be organised so as to promote social distancing, and no group work or close contact work will be undertaken. However, contact sports approved by the government will be played during PE lessons under close supervision and in accordance with guidance produced by national governing bodies. A specific PE Department risk assessment is in place and regularly reviewed. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events • PE lessons will be permitted to take place in the Duce Hall sports facility but in groups of no more than 42 children at any one time, organised in a manner that does not encourage casual social mixing. At least two large fire doors must remain open during and between each session to ensure a flow of air is maintained. The hall will only be used by groups of more than 22 pupils when it is not possible for activities to take place outside. • Swimming lessons will not take place during the Spring Term 2021. 	

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		<ul style="list-style-type: none"> • Competition between different schools will not take place before June 2021. • Teaching Assistants may be deployed to lead groups or classes under the direction of a qualified teacher in the event of high teacher absence. However, appropriate support will continue to be made available to pupils with SEND including 1:1 sessions. Staff teaching 1:1 will be instructed to position themselves so that they are facing the same way as the pupil. • 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. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts • Group music lessons will take place in class sizes of no more than 22 pupils in the largest and best ventilated venues available. 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 Spring Term. Likewise, no face to face live performances will take place during the Spring 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. Peripatetic teachers will be provided with a clear Perspex screen from which to teach behind. 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 Spring 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. 	

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		<ul style="list-style-type: none"> • Music scores, parts and scripts will be limited to the individual using them. • Classroom based resources, such as books and games, can be used and shared within a bubble. 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 where possible. The library will remain closed and older children will be required to supply their own reading book. • Stationery, etc. will not be provided by the school on a shared basis. Pupils should bring their own equipment. • Resources that are shared between classes or bubbles, such as sports, arts and science equipment are cleaned frequently and before it is moved between bubbles or taken out of use for 72 hours. • Senior pupils will be permitted to play with basketballs and cricket bats at break-times. These will be sanitised before each break and pupils will wear their own gloves when batting and their own ball when bowling. Pupils will be required to wash their hands before and after use of the equipment. • No After-School clubs will take place during the Spring Term other than Year 5 after-school classes. • After-School Care for pupils in Years 1 – 6 will take place in three bubbles covering 2 year groups in order to allow parents to meet work commitments. After-School Care will be available to all pupils where the provision is necessary to support parents to work, attend education and access medical care, and is part of a pupil's wider education and training. • Pupils will not wear face coverings within the classroom environment or other teaching space even when social distancing is not possible. Teaching staff may, at their own discretion, wear a face covering https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own Where an individual member of staff's personal risk assessment (based on the advice of a medical professional) dictates that a face covering and/or visor should be worn, this should be followed without compromise. • Staff are permitted and encouraged to adapt teaching styles to reduce risk of infection without compromising their duty of care. This may include spending increased time at the back of a classroom or close to an open window/doorway. 	
Failure to implement suitable social distancing	All	<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. 	

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<p>measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets, etc.</p>	<p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Drop-off/pick-up times are staggered for different groups (7:30am-9:15am) 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 without an appointment. • Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children do not need to wear a face covering. • 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. The layout of the school ensures that the potential for bubbles mixing in common areas is extremely low. • 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. • Children will dine within their own bubble and will be required to sit in the same place every day. Dining areas will not be used by more than two bubbles during the day and will be thoroughly cleaned between sittings. A seating plan will be produced and kept in order to identify 'contact' should the need arise. • 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 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 and that activities are appropriate and supervised. • 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 	

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		<p>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.</p> <ul style="list-style-type: none"> • 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 undertaken in accordance with government approval and specific national governing body guidance. • 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. They will be well ventilated with doors and windows opened. • Outdoor play equipment will be more regularly cleaned and available to specific bubbles only. 	
<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). • 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. 	

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<p>Failure to implement suitable social distancing measures – contractors and visitors, or non-essential contractors/visitors attending site</p>	<p>All. 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. 	
<p>Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site on transport services operated by the school</p>	<p>Staff and pupils may be at risk of contracting the virus on transport services operated by the school (e.g. minibuses, coaches, etc.).</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 aged 11 and over will be required to wear a face mask when travelling on the minibus. Pupils under 11 years of 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 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. 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<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. • Children must not board the designated transport if they, or a member of their household, has symptoms of COVID-19. 	
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means	<p>All</p> <p>Staff and pupils may be at risk of contracting virus whilst travelling to/from school, especially if using public transport.</p>	<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.	<p>All.</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<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. • Staff, pupils, contractors and visitors are informed of good respiratory hygiene practices (i.e. covering the mouth and nose with a bent elbow or tissue when one coughs or sneezes - ‘catch it, bin it, kill it’) via posters around the site and regular verbal reminders. 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> • Tissues are provided in all classrooms along with swing top bins to support the ‘catch it, bin, it, kill it’ approach; these are also checked regularly to maintain supply of tissues and to empty bins. • A schedule of hand-washing instigated to ensure hand-washing after each lesson/ break period, especially for younger pupils. • Staff/pupils are briefed on the need to wash their hands regularly (and upon arrival at the school, after using the toilet or changing a nappy, before eating or handling food, and after blowing their nose/sneezing/coughing). • Staff/pupils are briefed on the need to avoid touching their face (and especially the eyes, nose and mouth), and on the need for non-contact greetings (i.e. no handshakes/ hugs/ high-fives). • Posters displayed in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. • Staff encourage young children to learn and practice good hand and respiratory hygiene through games, songs and repetition; also supervise hand-washing to ensure it takes place and is carried out correctly. 	
<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. Currently, no sharing of toilet facilities by different bubbles is necessary. • 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. • 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). 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> • 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). 	
<p>Hazards associated with the catering provision</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site.</p>	<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/year group at any one time. Rigorous cleaning will be undertaken between the use of the dining facilities by different bubbles/year groups. • No buffet style food and no sharing of lunches is permitted. 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> • 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. • Staff and pupils will be regularly reminded 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 as 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. • 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. 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
Lack of adequate trained first aid/ medical/ administration of medication personnel.	All. Various injuries due to delayed access to first aid/ medication.	<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.	Staff administering first aid/ medical treatment could contract COVID-19 from the individual being treated.	<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	All. Poor levels of ventilation leading to an increased risk of the spread of COVID-19.	<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 an increased fire, safeguarding or security risk, staff have been advised that this is temporarily acceptable. However, external fire doors must remain shut and internal doors closed when rooms are not in use. 	
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"> • This is 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. 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
Offsite trips/ educational visits/extra-curricular activities.	All. Travelling against FCO/ government advice.	<ul style="list-style-type: none"> • All sporting fixtures have been cancelled during the Spring Term along with swimming lessons at the University of Birmingham. • No educational visits will be undertaken in the Spring Term. • No residential visits will be undertaken. • No visits requiring lengthy travel time will be undertaken. • A very limited number of after-school activities will take place during the Spring 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-owned equipment used in the home.	<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.). • 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	Pupils.		

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
<p>Equipment (DSE) and mental health/emotional wellbeing. Loss of vital learning experiences.</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> <p>Pupils fall behind in their studies.</p>	<ul style="list-style-type: none"> • Should the school close or groups of pupils be required to isolate, the remote learning programme will be reintroduced and pupils will follow a formal timetable based on the Google Classroom platform. • Where individual pupils are required to self-isolate as a result of COVID-19 the remote learning platform will not be reintroduced but pupils will be sent curriculum work home which will be marked by the school when returned. Support will be offered via the Class Dojo, email and telephone. • Should the remote learning provision be reinstated, technical support, pastoral and educational support and contact will be a feature of the provision. The timetable of activities will be designed so as to allow pupils an opportunity to undertake work away from the computer screen during the day. • Additional Zoom calls will be arranged for any of those pupils struggling educationally or emotionally, to provide additional support, where needed. Additional support will also be made available to SEND pupils. • Where pupils who are self-isolating fall within the definition of 'vulnerable', the DSL or one of her deputies will maintain contact with the family. Where a pupil of legal school age does not engage with the remote learning programme and loses contact with the school, the DSL will liaise with the parents. 'Courtesy contact' will be maintained with parents of children within the 1 – 4 age group. • The school's safeguarding policy has been updated with measures for keeping children safe when learning remotely introduced. The school has introduced the GoGuardian software to assist with the filtering and monitoring process. • The statutory guidance Keeping Children Safe in Education includes a collection of resources which includes support for: safe remote education, virtual lessons, live streaming, information to share with parents and carers to support them in keeping their children safe online. The school will follow and act upon this guidance. 	
<p>Fear/ anxiety caused by returning to school.</p>	<p>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</p>	<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). 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> 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), Deputy DSL or other key safeguarding staff	<p>All</p> <p>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting</p>	<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?). 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	<p>Staff and pupils</p> <p>Various potential child protection/ safeguarding issues</p>	<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 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> ○ 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. ● 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. 	
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	<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. 	
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.	<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/ ○ COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus ○ Stay at home: guidance for households with possible coronavirus (COVID-19) infection ○ Planning guide for primary schools ○ Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 	

Description of Hazard	Who could be harmed and how?	Current Control Measures	Additional Action
		<ul style="list-style-type: none"> ○ Safeguarding and remote education during coronavirus (COVID-19) ○ COVID-19: cleaning in non-healthcare settings ○ Coronavirus (COVID-19): safer travel guidance for passengers ○ Coronavirus (COVID-19): safer transport guidance for operators ○ Independent Schools' Bursars Association (ISBA) ○ Independent Schools Council (ISC) ○ https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#tests-for-covid-19 ○ https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works ○ https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus 	
<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. 	