



## RA-047 COVID-19 Risk Assessment – Change to In Transition Status (T) – Rev 05

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

	Risk	Control Measures	Outcome	Remarks / Re-sessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	Updates received by Headmistress, Bursar, Compliance Officer and School Secretary.	Headmistress and Bursar take relevant information to SLT or Governors	<p>Whilst the Compliance Officer was furloughed (1<sup>st</sup> April – 22<sup>nd</sup> May), emails were forward to School Secretary who passed them onto the Headmistress and Bursar to ensure nothing was missed.</p> <p>Compliance Officer now off Furlough.</p> <p>Government advice has now allowed the School to bring back other year groups as long as group sizes do not exceed 15. We are able to do this from 22<sup>nd</sup> June.</p> <p>All class groups are now back. There were some initial issues with timetabling of breaks and cover for Nursery staff but this has now been addressed.</p>
B	Are changes regularly communicated to staff, pupils, parents and governors?	Communications made via staff meetings, Governors meetings and emails, weekly newsletter, Parent Mail and assemblies	Minutes circulated to those not able to attend meetings	Once pupils return to school, any changes to previous instructions will be advised to pupils on arrival on site or by class teacher.



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				<p>Phase 2 reopening annex to the phased return handbook has been produced and will be circulated to Governors, staff and parents.</p> <p>Site staff who have returned after a period of absence have been reminded about lifting and handling procedures.</p>
C	<p>Are changes reviewed by governors?</p>	<p>Working Party of Governors meets every two weeks. Changes reviewed at these meetings.</p> <p>There are monthly interim meetings for the full Governing Body. When this is not possible, briefing papers from the Chair of Governors, Chair of Finance Committee and Headmistress are circulated.</p>	<p>Governors are kept updated of changes and have the chance to make suggestions ahead of policy implementation</p>	<p>Reviewed version of this RA is circulated to Governors for comment and information.</p> <p>Governors review all changes and ultimately agree for phase 2 to take place.</p> <p>Governors were updated at their meeting on 24<sup>th</sup> June.</p>
D	<p>Is access to school controlled effectively and are visitor (if allowed) details recorded?</p>	<p>Children and adults assigned entrance and exit points. No parents allowed in the building. Visitors met outside</p> <p>Essential maintenance contractors are asked to complete a Coronavirus Visitor form.</p>	<p>Visitors to the School are incredibly limited. Any essential visitors are recorded in the signing in book</p>	<p>The School will be open to prospective parents on Saturday mornings from 13<sup>th</sup> June. This will be limited to one family at a time. Hand washing / sanitizing will take place when they arrive and leave. Only the Headmistress will be available to meet them but she will follow the lone working guidelines. The Headmistress will clean all areas touched by visitors when they leave. Each tour will be limited to 20mins. Families will be sent a Coronavirus visitor form to complete prior to arrival.</p>



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				<p>With increased numbers, drop off and pick up times have been ammended accordingly.</p> <p>Drop off and pick up is working effectively. We are able to meet parents at a social distance (2m+) in the Friends’ Hall if required to discuss the needs of their children that are more confidential and cannot be discussed at the gate.</p>
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	Handbook for phased re-opening in place. SD, hygiene and other rules are clearly laid out. Handbook sent to all parents and staff	All adults in the School Community understand the hygiene and SD rules and can help teach these to children.	
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>It is the responsibility of all adults to regularly remind children about the rules. Laminated sheets summarising handbook requirements re hand washing etc are on display in each classroom.</p> <p>Staff are reminded of hygiene and SD rules via weekly briefings, emails and ParentMail communications.</p>	Staff and pupils adhere to rules and challenge those who aren’t.	Laminated sheets are not currently in all classrooms but individual teachers ensure that the children are aware of what to do.
G	Are there sufficient supplies of hygiene materials and are they well placed?	Sprays and paper towels available in each classroom. Cleaning cupbaords fully stocked. Hand sanitizer available at each door Children will either wash their hands on arrival at school or use hand sanitizer. Hand Sanitizer is available at all entry points and in all classrooms.	Good hygiene habits are kept, thus minimising risk of spreading the virus. Temperature of hot water monitored to ensure it is in recommended boundaries.	Additional sanitizing cannisters have been purchased for the School Hall should we be able to have parents at Prize Giving.



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H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Cleaning schedule adjusted dramatically for 1 <sup>st</sup> June onwards. All cleaners off furlough except one who is in the vulnerable category. More regular cleaning of classrooms and communal areas .	Cleaning rota in place. This will need review on a regular basis.	Classroom staff provided with cleaning materials so they can act immediately to clean up after any coughs and sneezes not caught by tissues.  Cleaning rota has been updated in light of additional children in School.  <b>All cleaning staff back off furlough from 22<sup>nd</sup> June. A limited amount of flexi furloughing from 1<sup>st</sup> July</b>  <b>Temporary short term sickness of cleaning staff has resulted in some lesser used rooms not being cleaned i.e. computer suite. All classrooms and toilets cleaned twice daily.</b>
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Classrooms where more than one teacher is working (job shares) have stripped classrooms of all but the most essential items. All soft furnishings have been removed. All sides are easy to wipe down.	No shared equipment such as musical instruments. On the rare occasion there is shared equipment e.g. laptop in kindergarten it is thoroughly cleaned before handover day.	Music lessons have not yet resumed. Pupils bring all their own stationery items and are instructed not to share at the present time. Computer equipment may be brought in from home as there may be insufficient resource in school for all pupils to have their own iPad/laptop.
J	Are high risk areas being regularly monitored for hygiene?	All classrooms and toilets are cleaned twice a day. Particular attention is taken to clean toilets and to wipe down door handles, light switches and touchable surfaces.	Areas are clean and good hygiene standards are maintained.	Many lights have PIR sensors and no lightswitches.  <b>Teachers report to Bursar or to individual cleaners direct if a greater hygiene care routine is required.</b>



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K	<p>Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?</p>	<p>Nursery, Kindergarten (Reception), Lower Transition (Yr1) and Form One (Yr 6) will be taught in ‘pods’. Staffing has been carefully arranged to ensure year groups and staff remain in their ‘pods’ to prevent cross contamination as much as possible. ‘Pods’ have their own entrance in to School, learning and play environments. ‘Pods’ should, wherever possible, not come into contact with one another. Nursery B and Kindergarten Pods share the same toilet facilities with clearly marked toilets and handbasins for each year group.</p> <p>Opening to further classes will be challenging due to classroom and toilet spaces available in School. Higher Prep, Middle Prep and Upper Trans year groups are classes of 15. Lower Prep is a class of 17. Splitting and covering the class in two is going to be difficult, as is providing adequate break times and lunch times.</p> <p>Form One (Year 6) have been split into one group of 11 and one group of 10 from 1<sup>st</sup> June (2 pupils self isolating). This is only possible because both Deputy Heads work full time. There will be no, or very little, specialist science lessons to years 4 (MP) and 5 (HP). Year 6 (Form One) will be taught on a rotational basis alternating between the Deputy Head Academic and</p>	<p>Current plans could potentially be extended to include other classes. There may be a need for part time rather than full day opening.</p>	<p><del>SLT are currently discussing the possibility of wider re-opening prior to the Summer Holidays.</del></p> <p>Where possible, staff remain in ‘pods’ with the children. However, there are some staff who are required to work across multiple pods in order to facilitate cover for break times, to support teaching and learning, and to teach PE. Where a member of staff works across pods, staff should strictly adhere to 2m distancing rules and will wash hands when moving from pod to pod. Staff who work across pods should not support children with personal care. This should be carried out by those adults working exclusively in the pod. PE staff work outside with the children.</p> <p>Key Worker children in the classes that have returned to School may, on occasion, need to stay later than 3.30pm. If this is the case they can be accommodated in the Key Worker pod in MP but they would need be accommodated at one side of the classroom, well away from the other children. They will be required to wash their hands when entering and exiting the classroom.</p> <p>The Two Deputy Heads are using their SLT non contact time to enable them to teach a full week.</p>



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		<p>Deputy Head Pastoral on a two week on/ two week off basis.</p> <p>The three-day-a-week KG teacher is self isolating and will teach the class via Zoom whilst pupils are in School. To assist there will be two Teaching Assistants in the classroom to supervise and assist with SD.</p>		<p>From the 1<sup>st</sup> June, the time available for them to perform their Deputy Head duties will be severely limited.</p> <p>EYFS class pods can now have a maximum size of 16. From 17<sup>th</sup> July 2020, there will no longer be a maximum number of pupils per pod providing pupils remain in their year group.</p>
L	Are all the risks identified properly mitigated and regularly re-assessed?	Risk assessment written in collaboration with SLT and Compliance Officer. Assessment then shared with Governors and Staff	The Risk assessment will be reviewed weekly in the first instance by the Headmistress and Bursar	Risk Assessments made available to staff and parents via school website. Feedback will be carefully considered.



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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Email is the primary method of communication with staff. With parents, ParentMail is used effectively. There has been a weekly newsletter throughout the lockdown period. Zoom is the primary method of communication for meetings	Positive responses on methods and means of communication	
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Emails are responded to in a timely manner (within 24hrs where possible). Where relevant, pupils have now been assigned email addresses and are making use of these.	Robust systems are in place and in use.	Weekly staff meetings carried out via Zoom at 4pm each Thursday.
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	The Headmistress and Bursar regularly communicate with the Chair of Governors on Zoom and by email.  The Governors Work Group meeting fortnightly via Zoom to discuss Covid-19 matters.	The Headmistress and Bursar regularly feedback to the SLT, and staff where relevant, on the outcomes of these meetings	
4	Is there a system to communicate with parents and staff that have not returned to	Home learning has been taking place throughout lockdown. This will continue following phased re-opening. For classes that have returned, the offer may look slightly different.	Clearly communicate with parents who are keeping children at home the differences in home learning after phased return.	



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	school for fear of infection?	The Headmistress and Bursar communicate with furloughed staff or those working from home to ensure they feel supported. A Mental Health First Aid training session was held at the end of April.	Parents of vulnerable children who remain at home are telephoned daily.  Staff sent a Mental Health survey monkey	
5	Who has travelled where: other than home and school? (via app or written diary).	Staff are aware they must inform the Headmistress of Bursar if they believe they have come into close contact with someone who has coronavirus.  It is not believed that any pupils or staff travel to school via public transport, the majority travelling in privately owned cars with the remainder on foot or by bicycle.		
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	The general principle is wash your hands before and after every activity and before moving into the next space. Staff who do not move locations (e.g. Office Staff) are to wash their hands every 2 hours at least. Teachers and assistants are wiping down areas regularly (at least every 2 hours) with anti-bacterial spray. Cleaning of classrooms and toilets is taking place twice daily. School has already discontinued practice of staff shaking hands with pupils when they are leaving for the day.	All areas are monitored by the bursarial department for cleanliness. Teachers report back to Headmistress about hand hygiene. Children with any symptoms are immediately sent home. If this is not possible, they will be isolated in the Medical Room, or will remain outside the School Office on a bench if weather permits, until parents have collected them.	





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7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	This is clearly laid out in the handbook to staff and parents. It is discussed at staff meetings and in assemblies.	Posters have been updated and will be displayed around School.	
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	The School minibuses are not being used and the morning minibus route cancelled.  The Deputy Bursar regularly drives the minibuses from his home to School to ensure there are no problems.	Once the Site Manager returns from furlough on the 26 <sup>th</sup> May the Deputy Bursar will collect Minibus A from beside the Lodge on a Sunday evening and take it for a drive to ensure functionality. He will then leave it in front of the School. Minibus B will be moved from in front of the School and parked beside the Lodge. This ensures there is a 72 hour period from the Site Manager possibly driving the minibus, which is parked in front of the School, before it is taken on a test drive by the Deputy Bursar.	Site Manager is now off furlough.  Assistant Site Manager off furlough from Monday 22 <sup>nd</sup> June
9	How is registration throughout the day managed including temperature / health checks?	Temperatures taken on arrival at School using infra-red device (requiring no physical contact) Registers taken and held in the classroom. Teacher to email office with children who are absent that day.	Class teachers take a register and email office with absentees. In the event of a fire drill / alarm, the class teacher takes their copy of the register out with them. The	Taking of temperatures to be reviewed regularly to ensure it is still relevant and necessary



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		In the event the thermometers do not work outside due to adverse weather conditions, the School Secretary will take the temperatures of the children in the classrooms as follows: Middle Prep to Form One: 08.30 KG to Lower Prep: 08.45 Nursery: 09.00	School office will bring their copy too.	
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Corridors clearly marked with 2M spaces. Surplus chairs to be removed from staff room.  Parents are not allowed in School and should drop their children off at either the five bar gate or small gate near the tennis courts. If they have to come into School for any reason, they must use the intercom and wait outside until the School Secretary arrives. The School Secretary will wipe down the intercom and door handle after each use by parents and visitors	SD should be possible in all communal areas.	Parents are generally observing 2m distancing whilst awaiting their children at pick-up.
11	Are learning and games spaces configured to SD rules?	Classes use 'spots' on the floor to indicate where children should sit to play.  All desks and work areas have been distanced.	Monitor the practical implementation of this policy via feedback from staff.	



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		The carpeted area in the Lower Transition classroom is a designated 'safe zone'. Children are not allowed to enter the carpeted area.		
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	School day is longer for older children. Teachers have the use of outdoor space to 'break up' the day if needed. PE timetabled at least 3x per week for all classes.	Monitor the impact of the length of day on the different age groups and on staff wellbeing.	Two children (LF & JS) need to be dropped off at 7.45am on a Friday morning. Both children have parents who are both key workers and have clinics to attend. Parents are happy for LF & JS to be dropped off and stay at the tennis courts unsupervised until an adult arrives.
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<p>Pastoral Deputy on site. Class teachers have been monitoring pastoral issues and these have been discussed at the weekly staff briefing so that everyone is informed and can support as needed.</p> <p>When children need comfort if they are crying, suggested method is to stand behind the child and touch their back, use words of comfort and reassurance. Wash hands. Remind pupils to not offer comfort by hugging one another.</p>	<p>Monitor behaviour / anxiety of children returning to School.</p> <p>Remain in contact with pupils being educated off-site especially where some classes are split between onsite and offsite education.</p>	<p>Should there be a need for physical restraint, this must be advised to SLT immediately and should only be used in compliance with existing school behaviour policy. It should not be used to ensure SD between children.</p> <p>Deputy Head (Pastoral) has completed Bereavement Training via Rainbows Charity.</p> <p>Main School will close at lunchtime on a Friday to allow staff time to plan, mark and prepare.</p>



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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code or practice, and staff handbook policies been updated, regularly reviewed and shared?	COVID-19 annex to the Safeguarding Policy has been in place since lockdown. The phased return handbook acts as an appendix to the main staff handbook. These have been shared with all staff and Governors.	Regularly review policies.	
2	Is the DSL and DDSL easily contacted and their contact information known to all?	Yes. This has always formed part of the staff handbook. It is clear who is DSL each day and who is SLT on duty.	Continue to be clear about who DSL and DDSLs are after phased return	
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Not at present. The 'Return to Onsite Learning' handbook is very descriptive.		P38 Health & Safety Policy being updated to add Appendix for control of infectious diseases. This is currently being worked on by the Compliance Officer.
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	No new staff have joined the school and no-one has moved into a Leadership/Head of Department role. No further recruitment is anticipated.  New pupils have joined the School remotely this term. There has been close communication between the class	Think about how to manage Nursery tasters while numbers are limited.  Remote tours have been conducted for prospective parents.	A new pupil joined the School on 8 <sup>th</sup> June. Induction has been smooth and parents are happy.  A new member of staff has started and her induction is in the process of being completed.



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		teacher and parents. Relevant paperwork has been completed.		An urgent transition from ‘volunteer’ status to ‘teaching role’ had to be undertaken in order to provide teaching for Form One B due to unplanned staff absence resulting in slight delays to some safer recruitment checks being carried out. Risk assessment completed by SLT showed exceptionally low risk factors.
5	Are sporting, play and SD rules clear to staff and pupils?	<p>Children are encouraged to Social Distance during breaktimes. This is challenging. Children must wash their hands before going to break and when they return to the classroom. One child only on the rope swing. Each play zone is being used by a class for a whole week. (Weekend breaks allow virus spores to have died before the following Monday morning) Children using the adventure playground must wash their hands before and after each visit.</p> <p>Washable items such as balls and relay batons used for PE are being washed between lessons. Each class has its own box of non-washable PE equipment. Children wash their hands before and after use of these items. Weekend breaks allow virus spores to have died before used the following Monday morning.</p>	Children to be reminded about SD at breaktimes.	Additional PE equipment is being lent to us by Prior’s Field to negate the need for washing equipment between lessons.
6	Are drama, dance and music activities applying SD rules?	Drama lessons are continuing. Where possible these will take place outside. If the weather does not allow for	SLT to monitor Social Distancing in drama lessons. There will be no use of shared costumes or shared props. Any costumes used will be	Drama lessons have had to take place with two pods in the same room. (Form One) However, both pods were kept well apart. There is a necessity for this to happen again on Friday 26 <sup>th</sup>



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		<p>this, lessons will take place in the hall and SD will be adhered to.</p>	<p>for one child to use and must be laundered before use by others.</p>	<p>June for Sex Education. One pod will sit at 2m gaps on the tiered seating in the hall and one pod will sit on the floor. All doors and windows will remain open. The two pods will enter the room from different doors.</p> <p>Form One “The Show Must Go On” performances were pre-recorded using suitable SD measurements. 1 parent per child was able to accompany their child to watch the pre-recorded session sat at least 2metres apart and wearing face masks. Other parents and siblings were able to watch the session at home via Zoom.</p>
7	<p>How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?</p>	<p>Staff meetings all take place remotely via zoom. The staff room is limited to 8 people at one time. Staff must wash hands on entering the staff room and wash hands when they leave. Staff to bring their own food and drink to school. Staff should only use their own drinks containers. Used mugs should be placed in the dishwasher at the end of each day or taken home to wash.</p> <p>Hand sanitizer is also available in the staff room.</p> <p>Hand sanitiser to be used after using photocopier and wipes must be used to clean the copier.</p>	<p>SLT to monitor the use of communal spaces.</p>	



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8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	This is part of our usual maintenance schedule.  Door entry codes changed ready for 1 <sup>st</sup> June.		Codes to all doors and padlocks have now been changed.
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Our handbook clearly states the arrangement for drop off and pick up. Outside of drop off and pick up times, parents will only be allowed in the car park area if they are dropping off something later in the day. They may buzz at the door but must wait outside.	Arrangements to be reviewed at the end of each week and any adjustments communicated to parents.	Non-teaching staff may be posted outside at peak periods initially to help everyone get used to new rules.
10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Corridors are marked with crosses every 2m. Lining up spaces are also marked every 2m. Playground spaces are zoned and used by the same children each day for a week. Staff on duty will encourage SD. Where this does not impact Fire Safety, doors will be propped open to limit the number of common touch points.	The Headmistress and Bursar to monitor SD at playtimes.	
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Classroom desks are 2m apart. Natural 'barriers' are used to help children show their work to the teacher without having to be too close to her. Each classroom is cleaned twice daily and wiped down at least every 2 hours.	PPE is available to staff who wish to use it.	
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	At present we have indicated that there will be a cautious start to the half term in relation to what children who are at home when their class are in School are receiving. It is the intention for the education of	Teachers to report back to SLT at the end of week one about how they are managing those working from home.	



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		those at home to emulate as closely as possible the education of those in School.		
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	<p>There are no onsite catering facilities. Lunches are eaten in the classroom by pupils and classrooms, staffroom or offices by staff. Surfaces are wiped down before and after eating. Children and staff wash their hands.</p> <p>Teacher/TA to check that lunches are nut free. If nuts are found, items must be safely removed by Teacher/TA, school office notified via email and parents contacted. Staff should not offer up any of their own lunch to replace any nut related items.</p>	<p>Staff and children are bringing in lunches and drinks from home. There are no facilities to keep lunches cool. It is suggested to parents cool blocks are kept in their child's lunch box.</p> <p>Nut-free reminder sent to all.</p>	We have introduced an additional outdoor play space to allow all classes to stay for lunch.





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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal medical staff?	<p>A large number of staff have had first aid training, including Mental Health First Aid Training.</p> <p>Each 'Pod' will have their own fully stocked first aid kit with accident book.</p> <p>Class teachers and Teaching Assistants will be responsible to for delivering all first aid and completing the accident book. Any Pod which does not have at least two members of staff and no telephone in the classroom, will use either their mobile phone or School walkie talkie to contact the School Office or member of SLT in the event of an emergency.</p> <p>It is anticipated that there will be enough staff to manage.</p> <p><del>No PEEPs are currently in place.</del> One PEEP is in place from Thursday 9<sup>th</sup> July 2020 for a Form One A group pupil who has an ankle injury but is mobile with the assistance of crutches.</p>	.	
2	Are there sufficient medical staff to deal with temperature	Two members of staff are allocated each day to test the temperatures of pupils on arrival.		



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	testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<p>We have a sick bay to isolate those with a suspected case. The area is then thoroughly cleaned before being used again following guidelines.</p> <p>If the weather is nice, children who have a high temperature or showing other Covid 19 symptoms, will be directed to sit on a bench in the outside fenced area outside the School Office, rather than sick by, until parents are able to collect them.</p> <p>In either location they will be supervised by a member of office staff.</p>		
3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<p>The School's First Aid Policy is reviewed annually. Return to School Policy has been created to cover all COVID-19 related policy changes rather than modifying individual policies (with the exception of Safeguarding and Child Protection Policy)</p> <p>Pupils must immediately tell a member of staff if they begin to feel unwell. Any medication given to pupils to ease the unwell individual's symptoms must be recorded in writing and given to the parents.</p>		Any pupil taken to the School Office because they are feeling unwell will have their temperature checked as a matter of course.
4	Is the medical room(s) properly equipped?	<p>There is an isolation space with a sink and toilet. Staff have access to gloves, plastic aprons and masks if required.</p>		There is a potential issue where more than one pupil at a time is feeling unwell and outside space cannot be used. Potential solution of the



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		Weather permitting, the fenced area outside the School Office will be used to isolate children until parents are able to collect them. They will be supervised by a member of staff.		least unwell patient to sit in the Staff Resource Room whilst recovering or awaiting collection by parents, depending on injury/illness and age of pupil.
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	As per current Government guidelines, we are not advising the use of PPE as part of the normal School day other than for cleaners or those helping with personal care of Nursery children. These staff will have gloves and plastic aprons.	Staff and pupils may choose to wear PPE providing they understand how to put it on and take it off safely.  PPE training posters are displayed in the staff room	Some pupils are choosing to wear masks. They wear these throughout the day apart from when eating. If they take their masks on and off throughout the day, they are told to remove them.
6	Is the school aware of all pre-existing medical conditions?	Yes. One member of staff reports as having chronic asthma. She will continue to work from home. One member of staff has a history of pneumonia and is in the process of deciding whether she is able to teach in School or not.  Other pupils and members of staff are sheilding. If they are able to do so, they are all working from home otherwise they have been furloughed.	Parents and staff will be reminded that they should declare any change in their medical condition which might impact their situation.	The member of staff with asthma feels the risk is low enough for her to return to School from Monday 22 <sup>nd</sup> June. She will require full time TA support so that she can remain at the front of the class at a safe distance from the children.  There are currently three members of staff on furlough who we are awaiting a response from regarding return to School on 22 <sup>nd</sup> June.



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		<p>The School will uphold its responsibility to keep individual’s medical information private as much as possible whilst balancing this with the need to protect the whole school community.</p> <p>Children who have displayed symptoms of COVID-19 must self-isolate for 14 days before returning to School.</p>		
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	No-one in School to date has tested positive for COVID-19		<p>Parents to be reminded in the newsletter of 12<sup>th</sup> June about the rules regarding keeping children at home whilst waiting for the results of a COVID-19 test and of symptoms of COVID-19 including the newly identified symptom of loss of taste.</p> <p>One teacher (HH) is part of a study for Imperial College and has tested positive for COVID-19 antibodies. She was off sick at the start of lockdown (20<sup>th</sup> March) and self isolated at the time. She has no ongoing issues.</p>
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	We have had one child with a parent who had a positive test. The child was in School when we found out that the parent had tested positive. The child was immediately isolated and sent home. Public Health England were called. The area the child had been in was cleaned and the room	<p>Parents and staff to be communicated to prior to 1<sup>st</sup> June to be very clear about the rules regarding symptoms and whether to stay away from School.</p> <p>If the School has any concerns about someone who has, or potentially has, come into contact with COVID-19, the</p>	



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		isolated for 72 hours. Parents were informed to monitor their children for symptoms for one week.	School will contact Public Health England for immediate advice.	
9	Who has been sent home with COVID-19 symptoms (a cough, high temperature, loss of taste or shortness of breath)?	A number of members of staff. Some self isolated for two weeks (prior to testing being available) Some have had tests. So far, all have been negative.	If the School has any concerns about someone who has, or potentially has, come into contact with COVID-19, the School will contact Public Health England for immediate advice.	
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Yes. Headmistress and/or Bursar keeps in contact.		
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<p>Temperature testing takes place outside the building (children) or in the staff room (staff). Staffroom is cleaned regularly. Hands washed before and after using thermometer.</p> <p>In the event the therometers do not work outside due to adverse weather conditions, the School Secretary will take the temperatures of the children in the classrooms as follows:                      Middle Prep to Form One: 08.30                      KG to Lower Prep: 08.45                      Nursery: 09.00</p>		



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12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Scanning thermometers in use. Brief face to face contact at less than 2m distance. Temperatures are not recorded. Tape markers showing 2m gaps along all fences.	Staff and parents of pupils who do not wish to have their temperatures taken do not need to do so. No record will be kept of temperatures taken.	Taking the temperature of small children at a 2m distance is impossible. Staff taking temperatures try to avoid face to face contact and make sure time spent in front of the child is minimal.
13	If emergency services are called is there a well understood procedure, RV and cleared routes in and out?	The Headmistress and/or Bursar would ensure all access routes into the School were completely clear to ensure the emergency services could quickly deal with the incident.		
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	The School is operating a system of 'Pods'. The Pods are completely separate from one another with different work areas, break times and recreational facilities.  All staff have been emailed / given a copy of the 'Return to Onsite Learning' handbook.		
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Contractors are asked to complete a Covid-19 visitors form. If necessary, and with appropriate permission, the School Secretaries have an infrared thermometer in the School Office and could take their temperatures if concerned about the answers given to the questions (on the visitors form). Guidance from the Headmistress /Bursar would be sought. The School continues to use contractors with which it has a long relationship.		Contractors have been in School and have completed the form. Completed contractor forms are kept by the School Office for a period of 2 weeks after their visit and then shredded.  Office staff have been reminded about taking temperatures.



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16	Do medical staff have the appropriate PPE, cleaning materials and training?	First aider has access to gloves, apron and mask if required.		
17	What is the policy on washing school clothes so as to prevent infection?	<p>Children are in PE kit each day. Nursery children are in their normal uniform (as this is easily washable).</p> <p>Staff dress code has been relaxed to ensure staff can wash their clothes at the end of each day.</p>	Parents are encouraged to wash clothes at the end of each day, or put clean clothes on their child each morning, to reduce risk of transmission.	



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### Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Support staff are included in all staff meetings. The minutes are circulated.		Part-time staff and/or those staff without regular access to school email are briefed by their Line Manager.
2	Do support staff have the appropriate PPE, cleaning materials and training?	The Government do not advise the wearing of specific Covid-19 related PPE equipment. However, gloves, masks and aprons are available should any staff wish to use them.		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	New regimes and timetables are in place. These are reviewed regularly (weekly at first). Wellbeing of housekeeping and all other staff to be closely monitored to ensure they do not become overwhelmed.	Due to number of teaching Pods it is impossible to allocate cleaners to individual pods.	School secretary to wipe down intercom and door handle on the front door when a visitor has arrived.
4	Are all security and access systems regularly checked, updated and re-coded?	Access codes are changed at the beginning of each term.  The Summer term code change is late due to the furloughing of both caretaking staff and the limited number of staff and key worker children on site. Codes will be updated as soon as possible from when the Site Manager returns on the 26 <sup>th</sup> May.		Codes and padlocks have all recently been changed.
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	All fire exits are clearly marked. All Class Pods are able to exit the School through their normal fire exit route.		





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		<p>There is no change to the normal fire muster point on the tennis courts. Staff will ensure line-up of class pods are adequately spaced to ensure SD using the spaces taped out.</p> <p>There will be one planned drill before the end of the Summer Term. Staff will be advised in advance of the planned date.</p> <p>In the event of a partial or full lockdown, Pods should remain in their designated classrooms, lock doors and close window blinds and follow normal lockdown procedures. Nursery B Pod should secure the door between the Dining Hall and Conservatory and the door between the kitchen annex and the corridor, and move children to an area in the Dining Hall which cannot be viewed by any of the windows.</p>		
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<p>The Bursar has conducted a paper exercise.</p> <p>Compliance Officer to walk exit routes to double check.</p>		Compliance Officer carried out a visual check of all fire exits and exit routes on Friday 29 <sup>th</sup> May to ensure they were clear prior to phased return of pupils on 1 <sup>st</sup> June. <b>This was repeated on Friday 19<sup>th</sup> June prior to all year groups returning.</b>



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### Holiday Clubs Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is government advice being regularly accessed, assessed, recorded and applied?	<p>Specific new guidance published on the 1<sup>st</sup> July 'Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak.</p> <p>This has been read in conjunction with the DfE guidance updated on the 15<sup>th</sup> June called 'Planning guide for primary schools'.</p>	<p>Section 4 of 'Planning guide for primary schools' released 15<sup>th</sup> June states that additional pupils can be invited back where there is capacity.</p> <p>'Protective measures for out-of-school settings during C19' released 1<sup>st</sup> July states:</p> <p>"If your setting opens before the end of the 2020 summer term, while schools are still open in your local area, you should ensure that you are:</p> <ul style="list-style-type: none"> <li>• only caring for children from the eligible groups (children in early years, Reception, Year 1 and Year 6) and priority groups (children of critical workers and vulnerable children)</li> <li>• only caring for children from one school or early years provider</li> <li>• working closely with the school or early years providers that their</li> </ul>	<p>The last day of term for Rydes Hill pupils is Friday 10<sup>th</sup> July whereas it is Wednesday 22<sup>nd</sup> July for state schools. During this interim period, we will offer a 9am to 5pm paid holiday club to pupils in KG, LT, F1 and key worker children. The clubs will run on</p> <ul style="list-style-type: none"> <li>• Tuesday 14<sup>th</sup> July</li> <li>• Wednesday 15<sup>th</sup> July</li> <li>• Thursday 16<sup>th</sup> July</li> <li>• Tuesday 21<sup>st</sup> July</li> <li>• Wednesday 22<sup>nd</sup> July</li> </ul> <p>One definition of critical workers is "Parents should not rely for childcare upon those who are advised to be in the stringent social distancing category such as grandparents, friends, or family members with underlying conditions."</p> <p>After a 48 hour early bird booking window has been open to pupils in KG, LT, F1 and those key worker children already in School, it will be offered to all children in UT, LP, MP and HP whose parents are reliant on grandparents for childcare.</p>



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			<p>children attend, to ensure that, as far as possible, children are kept in the same small consistent groups that they are in throughout the day, and otherwise maintain social distance</p>	<p>From Thursday 23<sup>rd</sup> July, i.e. the first day of summer holidays for Surrey state schools, the holiday day clubs will be available to all Rydes Hill pupils from Reception to Year 6 and where space permits, children of staff who are registered to attend local state schools.</p>
2	<p>Are adequate staffing numbers available to successfully run the clubs.</p>	<p>All holiday day clubs will be limited to 15 pupils per session. The clubs will be available from 8am to 5pm and will be staffed by two members of staff. A third member of staff will provide break and lunch-duty cover. Clubs will be run on:</p> <ul style="list-style-type: none"> <li>• Tuesday 14<sup>th</sup> July</li> <li>• Wednesday 15<sup>th</sup> July</li> <li>• Thursday 16<sup>th</sup> July</li> <li>• Tuesday 21<sup>st</sup> July</li> <li>• Wednesday 22<sup>nd</sup> July</li> <li>• Thursday 23<sup>rd</sup> July</li> <li>• Monday 27<sup>th</sup> July</li> <li>• Tuesday 28<sup>th</sup> July</li> <li>• Wednesday 29<sup>th</sup> July</li> <li>• Tuesday 4<sup>th</sup> August</li> <li>• Wednesday 5<sup>th</sup> August</li> <li>• Thursday 6<sup>th</sup> August</li> <li>• Tuesday 11<sup>th</sup> August</li> <li>• Wednesday 12<sup>th</sup> August</li> <li>• Thursday 13<sup>th</sup> August</li> </ul>	<p>Children will remain in a pod of 15. They will have access to a MP classroom, the Friends Hall, MP toilets and access to outside space not being used by All Year Round Nursery.</p>	



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		<ul style="list-style-type: none"> <li>• Tuesday 1<sup>st</sup> September</li> <li>• Wednesday 2<sup>nd</sup> September</li> <li>• Thursday 3<sup>rd</sup> September</li> </ul>		
3	Are there adequate resources to clean areas being used.	<p>The holiday club have specific areas they can access. These areas will be thoroughly once a day by Rydes Hill own cleaning staff.</p> <p>At frequent times throughout the day, and as per normal Covid-19 procedures, the staff running the holiday day clubs will regularly sanitize surfaces, door handles and light switches.</p> <p>Weather permitting, most activities will be outside based.</p>	<p>There will only be 1 pod of 15 children at all times.</p> <p>The holiday club pod will not mix with the All Year Round Nursery pod.</p> <p>Staff who move from one pod to the other to provide break and lunch cover, will follow normal Covid-19 procedures and wash their hands before entering a new pod. They will also remain a 2m distance from the children where possible. (See other sections of the risk assessment for further information).</p>	
4	Are staff adequately trained to run the clubs.	<p>All RH staff have received basic first aid training and H&amp;S in education training.</p> <p>Between the hours of 10am and 3pm the School Office is manned by higher level first aid qualified member of staff.</p>	<p>All staff are aware of the current Covid-19 safe operating procedures and regularly reminded via briefings, emails and ParentMail.</p>	



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		<p>All staff working in Nursery, have received full paediatric first aid training, as have many of the staff who will be supervising the holiday club. At all times, there will always be one member of staff on site who is paediatric first aid trained.</p> <p>A member of the SLT will either be on site or contactable by phone.</p> <p>There is a duty safeguarding officer either on site or available to discuss any issues on the phone.</p> <p>A rota is displayed in the staffroom and School Office which displays SLT contact details.</p>		
5	Drop off and pick up of children	<p>The same procedurs will be followed as for term time.</p> <p>Parents will drop their children off at the small gate near the tennis courts.</p>	<p>Following current Covid-19 procedures, all children will have their temperature taken when arriving on site. All staff are responsible for taking their own temperature.</p>	<p>A register will be taken every day and information uploaded to the Government portal by the duty School Secretary.</p>
6	Are holiday club activities configured to SD rules?	<p>Each day will have a multitude of craft themed and <b>outside outdoor</b> sporty activities. Regularly used equipment will either be wiped down at the end of the day or left for 3 days before being used again.</p>	<p>Holiday club staff are preparing their activity rotas and will discuss amongst themselves who will use which equipment and when, and therefore what additional sanitizing methods are required. All activities approved in advance by the Headmistress or Bursar.</p>	



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7	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	If the dedicated classroom is being used, the desks are pre-arranged at 2m apart. Natural 'barriers' are used as and when required. Holiday club indoor areas are thoroughly cleaned daily and and wiped down at least every 2 hours.	PPE is available to staff who wish to use it.	
8	Are meal times de-conflicted?	<p>There are no onsite catering facilities. Lunches are eaten in the classroom and surfaces are wiped down before and after eating. Children and staff wash their hands before and after handling food.</p> <p>In fine weather, lunches may be eaten outside. After eating, children wash their hands at the outside tap. Staff members need to remember to bring soap and paper towels outside with them.</p> <p>The holiday club supervisors will check that lunches are nut free. If nuts are found, items must be safely removed and School Office and parents contacted. Staff should not offer up any of their own lunch to replace any nut related items.</p>	Staff and children are bringing in lunches and drinks from home. There are no facilities to keep lunches cool. It is suggested to parents cool blocks are kept in their child's lunch box.	



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### Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	All boilers are either gas or electricity fired.		
2	Gas supply, venting and valves?	The Kitchen is currently not in use.  The Deputy Bursar has delegated responsibility for ensuring all routine H&S maintenance takes place when due. Wherever possible, this will be in the quieter holiday periods to keep visitors to the site to a minimum whilst maintaining appropriate service intervals.		
3	Have air conditioning ducts and units been checked and reviewed?	Annual service due July/August 2020.  School does not have A/C (except in IT Suite and server room), therefore the opening of windows will be encouraged to maximise air ventilation.		
4	Electrical tests up-to-date including emergency lighting and PAT?	Postponed April 2020 however, not due until April 2021.  The Deputy Bursar will rearrange for the summer break.		PAT Testing will take place 27 <sup>th</sup> , 28 <sup>th</sup> & 29 <sup>th</sup> July 2020.



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5	Water testing for temperature, flow and legionella in date for test?	<p>Weekly flushing, monthly and six monthly checks taking place as due. School has remained in constant use so no increased risk due to stagnant water.</p> <p>Exterior water fountains will not be available to pupils however will be run to maintain safety of supply. Staff should refill pupils' water bottles from those sinks in the classroom which are marked potable drinking water to avoid cross-contamination from bottle to tap to next bottle.</p>	<p>Classes will fill up their water bottles in the following places:                  Nursery A: Kitchen                  Nursery B: Kitchen Annex                  KG: Kitchen                  LT: Kitchen Annex                  Key Workers (MP): Outside tap near small gate beside tennis courts                  Form One A: Outside tap near small gate beside tennis courts.                  Form One B: Science Lab</p> <p>Water bottles should be filled up by a member of staff. Children should remove the lid of their bottle before it is filled up and resecure it. The member of staff should wash their hands before and after undertaking this exercise.</p>	<p>All kitchen equipment, including dishwashers, which has not been in use whilst Holroyd Howe Staff have been furloughed will be fully checked and recomissioned at the end of August prior to its return to use.</p>
6	What is the status of the swimming pool and are appropriate measures in force?	N/A		
7	Fire alarm panel, system and extinguishers in date and serviced?	<p>Fire Alarm panel serviced April 2020.                  Fire extinguishers annual service May 2020 (due April 2020).</p>		
8	Laundry washers and dryers serviceable, able	With no boarding facilities onsite, the washing machine and tumbledryer are mainly used by the		





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	to cope with demand, temperature requirements and have sufficient washing products?	housekeeping department. Existing capacity is expected to be sufficient.		
9	Have waste procedures been reviewed?	There is no kitchen waste on site. All other bins are emptied by cleaners, classroom staff or School Secretaries. Waste removal from school site has continued without interruption. PHP continue with regular scheduled visits.		
10	Are pest control services recorded, deficiencies identified and actioned?	Rentokil visit 21 <sup>st</sup> May 2020		
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Morning minibus route has been cancelled.  The Deputy Bursar regularly drives the minibuses from his home to School to ensure there are no problems.	Once the Site Manager returns from furloughed on the 26 <sup>th</sup> May, the Deputy Bursar will rotate the driving of the minibuses on a week by week basis to ensure there is a 72 hour period from dropping off Minibus A on a Friday evening until collecting Minibus B on the Monday evening.  From Monday 22 <sup>nd</sup> June both caretakers will be on site. They will each be responsible for one of the minibuses to ensure they are regularly driven and checked for defaults.	



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			They will each be responsible for purchasing any supplies required to do their job and should avoid, wherever possible, being in the same minibus at the same time.	
12	Ability to continue to work in event of internet service interruption considered	Fault on external BT line caused interruption to incoming/outgoing calls and internet connectivity. Lessons via Zoom impacted.	Parents advised. Alternative activities for those in school found. All classes have a 'back-up' activity in place. Remote working staff may have to pause work until service restored. Teachers who are providing Zoom lessons from home, have left spare workpacks in school for pupils to complete should the teacher lose their internet connection at home.	

**Attachments relevant to this risk assessment:**

- **Phased return to site handbook and Phase 2 Annex**
- **Cleaning Pods schedule**
- **Staff timetables and location of Pods**
- **Safeguarding Policy**
- **Online Protocols**



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**Date Approved by Governors: 28<sup>th</sup> May 2020**

**Rev 1 – Updated 10<sup>th</sup> June 2020**

**Rev 2 – Updates in purple from 16<sup>th</sup> June 2020**

**Rev 3 – Updates in blue from 18<sup>th</sup> June 2020**

**Rev 4 – Updates in green from 25<sup>th</sup> June 2020**

**Rev 5 – Updated in red from 9<sup>th</sup> July 2020**