

COVID-19 – RISK ASSESSMENT Windlesham School

Version: 1.5 Date: 29/5/2020

Rationale

The purpose of this note is to make sure that if the school opens on 1 June (for a limited number of year groups) in accordance with the Government's guidelines it is able to satisfy its duty of care to ensure the safety and well being of those that visit the school including governors, staff, parents, pupils and visitors in light of COVID-19. **Actions for parents or sections of particular importance to parents are highlighted in blue.**

A. Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Updates with Date
1.	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding Policy updated by DSL	Clinically vulnerable staff and those living with extremely clinically vulnerable family members will work from home or remain on furlough. Maximum pupil bubble group size of 15	
2.	Government advice not being regularly accessed, assessed, recorded and applied.	Daily Govt advice reviewed by SLT (Deputy Head summarises for team) on a daily basis.		
3.	Unions not consulted over plans.	Consult staff on Union membership	Staff invited to share the Risk Assessment with others if they wish	Notified staff of this 20/5/20
4.	Changes not regularly communicated to staff, pupils, parents and governors	Initial RA to be signed off by Governors then shared with staff and published on website and Engage Portal	Updates to RA to be signed off by the Chair of Governors and published when made with all amendments highlighted	RA shared with: Govs 22/5/20 Staff 27/5/20 Public 29/5/20
5.	Changes to assessments, procedures and other important matters not reviewed by Governors	New working practices and curriculum plans shared with Governors at meeting 18/5/20	Any significant revisions to be shared with Governors	

6.	Insurers not consulted with Schools re-opening and / or amended plans	Insurers to be provided with necessary info by Bursar	Bursar communicated with insurers 29/5/20	
7.	Suspended services and subscriptions not re-set.	Suspended services reinstated by Bursar for commencement prior to re-opening on 1 st June (not including the pool).		Cleaners instructed 21/5/20 Bins instructed 29/5/20
8.	Access to School not controlled effectively and visitor (if allowed) details not recorded.	Only authorised visitors (usually Contractors) to be permitted access to school this will not include parents. Contact details of all new external visitors to be obtained before entry.	All visitors will be required to sanitise hands and then practise social distancing – Visitor badge security system continues to operate. SLT to prior authorise any visitors	
9.	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	SD rules to be re-communicated to staff, pupils and parents prior to reopening and actively taught and reiterated regularly in class assemblies, circle time etc. All pupils and staff to wash hands on arrival at school before entering classrooms or staffroom or other communal spaces. Message to be reinforced by parents/carers at home	Difficult to apply to Early Years (EY). Separate Risk Assessment and plan prepared for Early years	
10.	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff to be vigilant to any deviation from hygiene and SD rules and remind people on the spot. Regular handwashing sessions to be included in timetable. Behaviour policy to be updated to make reference to COVID-19 situation and disciplinary action taken if rules	Any refusal to comply with SD and hygiene rules to be reported to SLT for action.	

		broken. Bins to be provided in every classroom and emptied by Site manager during day. "Catch it, bin it, kill it" mantra to be reinforced. Waste to be double bagged. Posters to be placed in every classroom, toilets, reception and at school gates etc.		
11.	Insufficient supplies of hygiene materials and not being suitably placed.	Soap, Hand sanitiser and surface cleaners available across the school	Staff asked to report shortages to Site Manager who will refill supplies,. Site Manager to order new stock as needed via Bursar	If supplies are unavailable may necessitate School closure
12.	Insufficient or unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Cleaning company Avanti instructed to pay particular attention to these points.	Mid day cleaning of surfaces in shared areas will take place.	
13.	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Teachers to be issued with their own equipment. Teachers to be advised not to take pupils' books home to mark. School library facilities to be closed. Pupils to be told not to share their equipment eg pens etc. Parents to re-inforce the message	Instruct teachers and pupils not to share items. EY separate RA	
14.	High risk areas not being regularly monitored for hygiene.	Site Manager to check these areas regularly during the day	High risk areas included: Toilets – taps etc, stairs (handrails), bins, door handles etc First Aid room	
15.	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Staff fully able to access MS emails and Teams IT. Parents communication via Engage system	Remind parents/carers to notify School if contact details change	

		mailmerge		
16.	All hazards identified properly mitigated and regularly re-assessed?	SLT to revisit RA whenever new hazards identified, hazards change, and Govt information changes	Weekly review of RA diarised and amendments made and communicated more frequently if needed.	Laetst review: 29/5/20

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

	Hazard	Control Measures	Outcome	Updates with Date
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Constant monitoring by SLT	Staff and parents asked to notify Bursar if they spot any malfunctions	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	All Stakeholders to be invited to communicate any issues and hazards in person, via phone or email.		
3	No Governor and / or SLT member for School / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Mr Ingrassia and Mr Rowlands Hempel leading COVID –19 planning	All staff have SLT contact details.SLT have governors contact details. SLT on call on a rota published to staff on Outlook Calendar	
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	Use Engage mailmerge for all parents comms.		
5	Lack of knowledge of where pupils / staff have travelled from (other than home and School). (via app or written diary?)	Instruct staff & parents/carers to email school prior to arrival if they will be coming to school from a different household than their normal household.	This wil enable ST to assess whether access to School is permitted or prevented.	
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Rules/procedures in place, reminders on posters around		

		school.		
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff training sessions to be provided and kept available prior to re-opening	Update training sessions and meetings online via MS Teams. Provide additional training on 1 st June for non-opening year groups.	
8	At drop-off and pick-up parents/carers SD outside gates and entrances.	Staggered arrival and departure times to be enforced. Markings on school path for SD. All visitors instructed to visit school quickly for minimum amount of time and not to pause to chat in and around school area.	Put up notices and include in preparation to come back to school email. Prepare floor markings to indicate SD requirements and movement flows. SLT to monitor pick up and drop off.	
9	Insufficient registration throughout the day including lack of temperature / health checks.	Staff trained to look for symptoms. Parents instructed not to send child to school if they or any of their household show CV-19 symptoms.	Thermometer gun to be made available.	29/5/20 waiting for delivery of a thermometer gun.
10	Transit spaces (corridors), social zones (common rooms, playgrounds) not being configured to SD rules.	All shared areas to be marked up according to SD regs.	Corridors quite narrow so children instructed to walk quickly and not to talk when in transit. Movement arrows and lanes to be marked out where necessary. Playgrounds segregated for different bubbles.	26/5/20 Playground to be divided with a volleyball net
11	Learning and recreational spaces not configured to SD rules.	Number of children in rooms reduced to meet SD regs. Rooms arranged for SD and marked with floor tape.	Complete 28/5/20	
12	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Timetable planned to allow for appropriate levels for all age groups. Shared spaces also		

		timetabled to prevent mixing of year groups and bubbles. Staggered break times for pupils and staff.		
13	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	SENCO and Deputy Head. Circle time and PSHE lessons to create opportunities to discuss experience of lockdown, current anxieties etc. Opportunities for staff to discuss their worries about reopening.	Brief SENCO and Deputy	
14	If a pupil has unknowingly come into contact with a person later found to be infected with COVID 19, they may infect others.	Pupils whose parents have been contacted by the NHS under the Track and Trace system, must inform the school immediately and isolate as required.	This will ensure that the bubble which the pupil is part of is more closely monitored and the guidance offered by NHS adhered to.	

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

	Hazard	Control Measures	Outcome	Updates with Date
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	DSL updating and communicating Safeguarding policy and practice. Bursar updating and communicating Staff Handbook.	Other policies to be updated according to priority/urgency	
2	DSL and ADSL not easily contacted and their contact information not known to all.	Mrs Fox DSL and Mr Ingrassia ADSL contactable via email by all	Publish Safeguarding email address to parents Safeguarding@windleshamschool.co.uk	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Update First Aid policy to include CV-19. Publish CV-19 policy	CV-19 Operations plan to be written and published to staff.	29/5/20 WIP

4	Fire drills, routes and assembly points not rehearsed.	Health & Safety Co-ordinator to review Fire Policy with Bursar and to communicate any changes to normal practise. Arrange a fire drill rehearsal on first day.	26/5/20 Bursar met H&S co-ordinator to agree on re-write details	29/5/20 New Fire Evacuation plan issued to staff
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	SLT have planned for bubbles with maximum bubble/class size of 15 in dedicated teaching space and minimum use of communal indoor spaces. Toilets and wash facilities to be allocated to each bubble. Dedicated staff team to each bubble. Staff not to move between bubbles.	Minimum of 2 dedicated staff for each bubble. All other subjects taught remotely with pupils attending the lessons together online in class. Only exception is PE taught outside with SD rules applied. Ruling bodies for each sport consulted on whether sport can be undertaken with SD regs.	26/5/20 Guidance from Sport ruling bodies has been consulted. Deputy Head and Head of Sport continually monitoring situation
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	SLT agreeing Timetable and Plan with consideration to each age group	Early Years' Co-ordinator constructing Plan and RA for that age group. Plan for marking books safely devised. Reception and Year 1 teachers will be marking with gloves on. Same with Year 6 if physical marking is necessary. All other work should be completed digitally and feedback offered the same way. Also no reading books to go home.	29/5/20 Plan and RA complete for EY
7	Staff not having sufficient down time / rest during the working day / week?	Bubble teaching teams organised to provide for this.	Where sufficient staff dedicated to a single bubble are not available hours of school attendance for that bubble will be reduced. This may be more frequent as weeks	

			progress with any staff illness/absence	
8	Lack of new staff and pupils induction. Registration and recruitment processes not adapted or compliant.	All normal induction practices to be complied with. Method of training delivery may be altered in some cases EG. Online induction meetings for staff	Pupil induction plan to be reviewed if children join during this period.	
9	Insufficient staffing due to sickness absence	Place alternative staff into bubble or amend timetable or reduce teaching.		
10	SCR and required documents not properly verified or recorded.	Recruitment policy followed and SCR kept up to date by Bursar.	Chair of Governors to check SCR sent by Bursar on request	
11	Plans to working and learning outside not fully considered	SLT considered all current outdoor spaces. Climbing frames not to be used as per current SD regs.	Outside areas reviewed. Main playground divided into two sections with a net in between. Dyke Road Park field not to be used as not being maintained by BHCC. Brighton Open Air Theatre available for School's private use as additional outdoor space.	
12	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	SLT assessing opportunities for outdoor play and learning.	Staff to check any proposals for outdoor sessions with SLT.	
13	Sporting and play SD rules unclear to staff, pupils, parents and visitors.	Communicate Sporting and play SD rules to staff, pupils, parents and visitors.		
14	Drama, dance and music activities not applying SD or hygiene rules	Communicate Drama, dance and music SD & hygiene rules to staff, pupils, parents and visitors.	28/5/20 Drama RA complete	

15	Risk Assessment for sport, play, drama, dance and music activities not properly formulated.	Sport risk assesment to be prepared and published. Year 6 Drama Risk Assessment being prepared by GG.	Play, drama, dance, and music activites to be supervised by bubble staff in line with all teaching activities	
16	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff meetings to occur on Teams	Staff instructed to bring own food and eating utensils daily. Operational plan to include detail on wiping surfaces they touch EG taps.	
17	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Site manager continuing to check systems	Maintenance company to be called in out of hours if needed.	
18	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Record dates procedures shared	Office staff to monitor via CCTV and SLT to speak to people as neccesary regarding violations	
19	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	SLT and Site Manager to configure		
20	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	SLT and Site Manager to configure	SLT to monitor cleaning. Staff instructed not to alter layouts	
21	Minimising contact and mixing not effective in the classroom and during breaks.	Staff asked to monitor and report to SLT		
22	No regular breaks for handwashing during the school day.	Instruct pupils and staff		
23	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	SLT to assess what is needed and implement. Assesment carried out 28/05.		
24	Hygiene stations not stocked, checked and cleaned regularly.	Site Manager to monitor		
25	Unnecessary items not removed from classrooms and other learning environments.	Site Manager to prepare areas	Teachers to report additional items to be removed to Site Manager. Teachers to remove items themselves.	WIP 29/5/20

26	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Soft items removed from classes		Completed 22/5/20
27	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Staff allocated cover when needed to deliver remote learning. Most remote teaching delivered by staff who are not in bubbles	Important to review at end of week 1	
28	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Initial plan put in place	Important to review at end of week 1	
29	Hazards and risks of providing after school clubs not understood.	After School clubs not offered during this period		
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	School requesting full information from Parents/carers and Staff		
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Staff to monitor pupils and invited to speak to a member of SLT or colleague if they have concerns about their own mental health and well-being.		
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Initial activities organised with regard to all current factors	Important to review at end of week 1	
33	High-use items such as pencils, scissors, crayons shared between pupils or taken home and returned to school.	Every pupil is required to have their own individual set at or in their desk which cannot be shared with others. If School cannot supply sets, School will email parents.		

D. Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
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1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	SLT following Govt guidelines.	Continual review of changes to advice and information from Govt	29/5/20 Latest
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Posters on display around school	Children were trained on this	
3	No / insufficient staff supervising / supporting normal medical staff?	If insufficient staff would reduce hours/shifts		
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, normal medical issues.	Small number of children. Minimum of 2SLT staff always available.		
5	Insufficient First Aid trained personnel (ratio) for pupils in School	Minimum of 2 Level 3 first Aiders on site at all times Paedetric first aider to be available whenever possible.		
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	New thermometer gun training for all staff on opening		
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	First Aid policy reviewed and updated before 1 st June	First Aid Co-ordinator to update Policy	Bursar to check on 1/6/20
8	Medical room(s) improperly equipped.	Medical room relocated to enable isolation.	Equipped according to First Policy	Check on 1/6/20
9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Reference to Govt guidance	Provide disposable gloves aprons masks and eye protection for staff caring for someone with symptoms stored in staff room	
10	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Clear communication to staff and parents don't attend or send your child in if they are ill or during period of mandatory self-isolation.		
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Specific EY RA.		
12	School unaware of any staff and pupil pre-existing medical conditions.	School to compile list of vulnerable pupils and staff to be aware of who	List completed March 2020.	

		should not attend school.		
13	Insufficient information on which staff or pupil(s) have had contact with anyone who subsequently tested positive or with someone who is suspected of having COVID-19	Parents notified of their obligations to notify the School as in F below.		
14	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Keep accurate confidential records in Office/ on Engage. Notify to Public Health Engalnd as required	All parents to be notified if someone in the bubble has symptoms and all bubble members including pupils and staff to be sent home to isolate until test result is know.	
15	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Staff asked individually by SLT. Families asked to report on this.	List maintained and staff permitted to remain at home to continue shielding. Pupil attendance is not compulsory.	
16	Insufficient proof of shielding and individual conditions?	Bursar holds list of staff medical conditions. Pupil medical records are on Engage to inform response if there is a medical incident		
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Relocated Medical room provided for this.		22/5/20 Medical room ready
18	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature gun provided to enable SD temperature testing	Any records to be kept with regard to GDPR compliance	
19	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Maintain Fire Regulations as per published procedure – staff and Site Manager to check areas.		
20	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	All staff to be vigilant and speak to colleagues if breaches are noticed		
21	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Bursar to manage this.	Contractors to be girefed by telephone before they attend. To be asked to attend when School empty when possible. If not then	

			accompanied by Site Manger to ensure SD.	
22	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE to be available in Staff room.	First Aiders to be briefed on safe procedures	
23	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Staff and parents/carers (for pupils) advised to wear different clean clothes daily		

E. Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Updates with Date
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Site Manager check heating all functioning	All checked/OK	
2	Insufficient gas supply, venting and valves?	Site Manager check	All checked/OK	
3	Ventilation and extraction systems not checked.	In Pool only – Site Manager check	Pool closed but all OK	
4	Electrical tests not up-to-date including emergency lighting and PAT	Check all dates	All up to date	5 year electrical tests completed 29/5/20 PAT testing due July 2020
5	All electrical equipment brought in to school PAT tested?	Staff not permitted to bring own equipment	Instruct Staff in CV-19 plan	
6	Water testing for temperature, flow and legionella not in date for test.	Site Manager tests and flows supplies through weekly	All up to date	29/5/20
7	Water supply not tested for legionella on re-opening facilities.	Pool to be tested a week before re-opening		
8	Swimming Pool not secure or inspected regularly.	Pool tested daily and kept locked		
9	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	Pool closed		
10	Fire alarm panel, system and extinguishers not in date and not serviced.	Servicing up to date		
11	Dining rules not properly considered, inadequate or safe.	Pupils to eat in bubbles outside or		

		in their classroom		
12	Insufficient drinking supplies and hydration available	Children use own water bottles	Refill at taps available as usual.	
13	Suspended services not re-set.	All services reinstated by Bursar	Cleaning and refuse	Deep Cleaning undertaken 25- 29/5/20
14	Approach not agreed to any scheduled or ongoing building works	Building work is in separate area. No access to School where children/staff are present	Contractors have their own CV19 regulations and Risk Assessment	
15	Suppliers not following appropriate SD and hygiene measures	No contact with children or part of school occupied by staff and children		
16	Waste procedures not reviewed or sufficient.	Bursar/Site Manager reviewing	Staff to take home all lunch packaging as much as possible. Recycling of bottles suspended	22/5/20
17	Pest control services not recorded, deficiencies not identified or actioned.	No current problems- Site check by Site Manager		

F – Possible Scenarios (Parents to Read)

Event	Action
Pupil shows symptoms at gate	<ul style="list-style-type: none"> • No entry to school • Symptomatic pupil isolates for 7 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative: • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings • and • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
Symptoms show in pupil while at school	<ul style="list-style-type: none"> • Child taken to sick room by designated staff member with PPE • Parent called to collect pupil and take home. Symptomatic pupil SI (Self Isolates) for 7 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative: • https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings

Symptoms show in staff member while at school	<ul style="list-style-type: none"> • Staff member sent home and required to take test. • If test positive the rest of bubble then required to SI for 14 days.
Symptoms show in pupils at home	<ul style="list-style-type: none"> • Parent to notify school and pupil stays home • Symptomatic pupil SI for 7 days and pupil sibling/other members of household for 14 as per gov guidelines unless they test negative.
Symptoms in pupil's household but not in pupil	<ul style="list-style-type: none"> • Parents notify school. Pupil must SI for 14 days unless a negative test.
Test positive of pupil	<ul style="list-style-type: none"> • Parents notify school • Pupil does not come to school • All members of bubble must SI for 14 days.
Test positive of member of household	<ul style="list-style-type: none"> • Parents notify school • Pupil does not come to school • Household SI for 14 days
Test positive of staff	<ul style="list-style-type: none"> • Staff member does not come to school • All members of bubble SI for 14 days.