

1. Risk Assessment – Covid-19 (Spring Term 2021)	2. 6 January 2021	3. Princess Helena College, Hitchin
Responsible Person	Mrs Sarah Davis, Head	
Other Persons Involved	Senior Deputy Head, Bursar, Head of Science, Head of PE, Head of Art, Heads of Key Stage, House-parents, Facilities Manager, IT Manager, Staff representatives	
Guidance Material Considered	<ul style="list-style-type: none"> • Cabinet Office – National Lockdown: Stay at home (6 January 2021) • DfE – Guidance for Full Opening – Schools (7 January 2021) • DfE – Coronavirus (COVID-19): home test kits for schools and FE providers (14 December 2020) • DfE – Face Coverings in Education (8 January 2021) • DfE – Coronavirus (covid-19) contingency framework for education and childcare settings (7 January 2021) • DfE – Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (7 January 2021) • DfE – Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (5 November 2020) • DfE – Coronavirus (COVID-19): guidance for residential educational settings with international students under the age of 18 (8 January 2021) • DfE – Coronavirus (COVID-19): guidance for boarding schools with international students (6 November 2020) • NHS – Test and Trace – How it works (14 December 2020) • BEIS – Working safely during coronavirus (COVID-19) (7 January 2021) 	

Details	
<p>Covering staff and student health and safety, and completion of key compliance tasks during the Covid-19 pandemic, for the National Lockdown (January 2021), the reopening of schools in Spring 2021 and for those staff who will continue to work from home.</p> <p>To minimise the risk of infection to all persons, the following system of controls has been applied by the school for those staff working in the school environment:</p> <ol style="list-style-type: none"> 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (Covid-19) symptoms, or who have someone in their household who does, do not attend school; 2. Clean hands thoroughly more often than usual; 3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach; 4. Face coverings in school will now be required for all staff, students, visitors and contractors.; 5. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach; 6. Minimise contact between individuals and maintain social distancing wherever possible; 7. Where necessary, wear appropriate personal protective equipment (PPE); 8. Engage with the NHS Test and Trace process; 9. Manage confirmed cases of coronavirus (Covid-19) amongst the school community; 10. Contain any outbreak by following local health protection team advice. 11. Engage with the schools Testing Programme in readiness for the return to school. <ul style="list-style-type: none"> • Numbers 1 to 5 are in place in all the time. • Number 6 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment. • Numbers 7 and 11 apply only in specific circumstances. 	<p>Are Control Measures (Y, N, N/A)?</p>

- Numbers 8 to 10 are followed in every case where they are relevant.

Hazard	Who is at Risk	How Can the Hazards Cause Harm	Control Measures Currently in Place	In Place?	Residual Risk Acceptable?
Infection Control (people)	Staff, Students, Visitors	Staff contracting Covid-19	<ul style="list-style-type: none"> • Any staff who are not required in school and can continue to work from home will continue to do so. • Health screening of staff carried out weekly via online form (are you unwell, is anyone in your household unwell) with records held on employee file. • Any staff member with symptoms of Covid-19 is sent home to self-isolate for 10 days and instructed to undertake a Covid-19 test. Their household members are required to self-isolate for 14 days. • To support the testing process, the school have been provided with a supply of home testing kits to assist those who are unable to avail of a test locally. • If the test is positive: <ul style="list-style-type: none"> ○ The staff member remains off for 10 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. ○ The staff member must engage with the NHS Test and Trace programme. ○ The staff member must notify the school immediately. ○ The school contact their local Health Protection Team for advice on any further action required in school. ○ The school will review the case against the Group guidance on <i>Covid-19 and ARMS</i> to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any Covid-19 related symptoms. 	Yes	Yes
		Students contracting Covid-19	<ul style="list-style-type: none"> • Any student with symptoms of Covid-19 should not attend school for 10 days and is expected to undertake a test under the NHS Test and Trace programme. The student/parents are instructed to notify the school immediately if a positive result is obtained. • To support the testing process, the school have been provided with a supply of home testing kits to assist those who are unable to avail of a test locally. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the student can return to school. • Where a student indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the student can return to school if they do not have any Covid-19 related symptoms. 	Yes	Yes

		Visitors contracting COVID-19	<ul style="list-style-type: none"> • The school shall operate as a Clean School where possible, with parent meetings and other meetings held online and visitors restricted to essential visitors only. • All individual visitors and contractors to site are carefully managed and will be asked to read and sign a welcome letter to remind them of the government guidance and confirm their identification details, which will be recorded and held for 21 days to support the Test and Trace process if called upon. • Details of local procedures communicated to all visitors and contractors before they come to site. • Contractors attending while school is operational to be notified that the school is operational and their access requirements reviewed on a case by case basis. • Potential students attending to sit entrance exams will bring their own personal items, e.g. water bottles, pens and pencils. Refreshments will not be served. • Parents / guardians bringing potential students to the school for exams will be asked to remain in their cars to wait. Refreshments will not be served. • School will operate a no handshakes policy in line with the new visitors' procedures. 	Yes	Yes
Suspected / confirmed case in school	Staff, Students.	Potential contamination of surfaces and for person to person spread	<ul style="list-style-type: none"> • Students who feel unwell with Covid-19 symptoms at school, inform their class teacher at which point the surgery will be contacted. Student will be isolated in secure area in the Prain Room if awaiting collection in line with government guidelines. • Staff who feel unwell with Covid-19 symptoms at school, inform the Head and Cover Manager and go home, or isolate in secure area in the Prain Room if awaiting collection in line with government guidelines. • Day student/staff member sent home and instructed to order a test under the NHS Test and Trace programme. Individual provided with a test by the school if supplies allow and where the school believe providing a testing kit may increase the likelihood of a test being completed. • Staff and students who were with the affected party should wash their hands thoroughly but do not need to go home unless symptomatic. • A small quantity of PPE, i.e. disposable face masks, visors, gloves, and apron and suitable waste streams will be required for handling suspected cases where 2m separation cannot be maintained. This is available from Reception, the Duty Room and the Staff Workroom. • Cleaning and disinfection will be carried out by cleaning staff, and other staff where necessary, in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings. Items which could potentially be infected shall be securely bagged with the waste PPE, and held in the outdoor swimming pool changing rooms for at least 72 hours before being disposed of in line with standard waste disposal procedures. • The Boarding House is considered a Household in line with Government advice and any cases are managed cases in line with the DfE guidance, Coronavirus (COVID-19): guidance on isolation for residential educational settings • Any boarder who develops symptoms of coronavirus immediately self-isolate in an allocated room with nominated bathroom facilities. Boarder to remain at school (self-isolating) or return home or to guardian according to parents' wishes. Travel home is in accordance with DfE guidance. • Any staff member who develops symptoms of coronavirus, or has someone in their household who has developed symptoms, should cease working on site immediately, self-isolate and contact their line manager to make arrangements. Each case will be managed on an individual basis. • Where possible, the Boarding House operate a consistent staff rota to minimise the risk of transmission. • Waste from the isolation room (Prain Room) or any room with a boarder self-isolating is treated in accordance with current government guidelines, and shall be securely bagged with the waste PPE, and 	Yes	Yes

			<p>held in the outdoor swimming pool changing rooms for at least 72 hours before being disposed of in line with standard waste disposal procedures.</p> <ul style="list-style-type: none"> Laundry from isolating students shall be securely bagged and held in the outdoor swimming pool changing rooms for at least 72 hours before being brought the laundry room to be laundered in line with the government guidelines. 		
Infection Control (practices)	Staff, Students, Visitors	Operational practices in place to minimise the risk of the spread of infection	<p><u>Good Hand and Respiratory Hygiene (key principles to be applied)</u></p> <ul style="list-style-type: none"> Soap and running water or 70% alcohol-based hand sanitiser is readily available. Hands cleaned by all students, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before and after eating (at a minimum). Practices built into school behaviour culture. Catch-it, bin-it, kill-it, promoted throughout school through posters, form time, classrooms. In line with updated DfE guidance, face coverings in school will now be required for all staff, students, visitors and contractors. Face coverings are also required for those using school transport and social distancing will be encouraged on all school transport where possible (see below). Students will be encouraged to bring their own water bottles to school and carry them with them throughout the day. The following toilets are allocated: <ul style="list-style-type: none"> Key Stage 3 – PA Hall Key Stage 4 – Laundry toilets Key Stage 5 – 6th form toilets Staff (unisex) – Cottage, ground floor Authorised Visitors & Staff (F) – Whitehall Authorised Visitors & Staff (M) – Reception The following water fountains are allocated: <ul style="list-style-type: none"> Key Stage 3 – PA Hall Key Stage 4 - Teaching block, ground floor and Arches Key Stage 5 – Little Venice (outside Dining Hall) 		Yes

		<p><u>Grouping (key principles)</u></p> <ul style="list-style-type: none"> • The aim of grouping is to reduce contact between staff and students where possible whilst still delivering the curriculum. • Groups are kept apart as much as possible with staff reminding students to move on as necessary. • In shared environments/equipment increase cleaning frequencies. • KS4 and KS5 encouraged to keep distance where possible in their groups. • To enable the tracing process to work effectively, a comprehensive record of group/bubble composition and records of any close contact that takes place between children and staff in different groups is maintained via online Forms. Close contact is defined as, <ul style="list-style-type: none"> ○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ○ travelling in a small vehicle, like a car, with an infected person • Students are grouped by year group for years 7 to 11 and in a single group for the 6th form in years 12 & 13. • Specific areas of the school are identified for the different Key Stages: <ul style="list-style-type: none"> ○ Key Stage 3 – Class block, ground floor ○ Key Stage 4 – Class block, upper floor; enter via stairs by IT3 ○ Key Stage 5 – Main building • Year group classes are taught in the following locations, wherever possible: <ul style="list-style-type: none"> ○ 7C – English 1 ○ 7I – English 1 ○ 8S – English 2 ○ 8R – English 2 ○ 9I – Maths 1 ○ 9W – Maths 1 ○ 10MS - Geography ○ 10D – Spanish ○ 11P – Business ○ 12B - Terrace ○ 13F – Library • The students leave their main classroom to attend lessons for: science, PE, art, dance, drama, music, computer science and any other specific lesson where an alternative location has been identified. <ul style="list-style-type: none"> • Departmental areas are identified as: <ul style="list-style-type: none"> ○ Art 1 – KS3 ○ Art 2 - KS4 and KS5 ○ IT3 – KS3 ○ IT1 – KS4 ○ Media – 6th form (KS5) ○ Science Block ○ PA Hall and Changing Rooms 	Yes	Yes
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| | | | <ul style="list-style-type: none">• All staff can operate across multiple classes and year groups but should practise distancing, and 2m where possible.• Mixing in wider groups for specialist subjects or on transport is permitted but should practise distancing, and 2m where possible. | | |
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		<p><u>Measures within Classrooms – (key principles)</u></p> <ul style="list-style-type: none"> • Staff remain distanced from students, at the front of the class, away from colleagues, and 2m from all parties where possible. Floor markings will be placed in classrooms to serve as a reminder for all. • All teaching staff will be provided with a Grab Bag containing a face visor, anti-bacterial wipes and hand sanitiser for use as appropriate during lessons. • Students sitting side by side and facing forwards where possible. • Staff and students avoid face to face contact where possible. For subjects where this is not possible disposable face masks will be made available for staff. • Staff limit time spent within 1m of anyone. • SEN support to be provided as normal and floor markings applied in the SEN classroom and the Cottage where the classroom is now located. • Students will be asked to have their own lab coats for Science and aprons for art which will be stored by year group. • Peripatetic teaching <ul style="list-style-type: none"> ○ Peripatetic teachers can come to PHC. They should ensure they minimise contact and maintain as much distance as possible from other staff. ○ Keyboard and drum lessons take place in the drum room, large practice room and the Recital Room. ○ Singing and woodwind lessons take place in Recital Room or drum room, where social distancing of 3m can take place. 	Yes	Yes
		<p><u>Measures Elsewhere (key principles applied)</u></p> <ul style="list-style-type: none"> • Groups to be kept apart where possible. • Assemblies take place one group at a time. • Timetable and room allocation to keep groups apart and minimise movement around the site as much as possible. • One-way systems in place with floor and door marking to mark out walkways and distancing: • Teaching block <ul style="list-style-type: none"> ○ Access DOWN to first floor – stairs by IT3 ○ Exit UP from first floor – stairs next to EAL room • Main school <ul style="list-style-type: none"> ○ Laundry doors – IN only ○ Arches door – OUT only • Staff workroom and common room shall be reconfigured to support individual work spaces and encourage distancing. • Regular and thorough handwashing or use of alcohol-based sanitiser to be carried out by all students and staff members including: <ul style="list-style-type: none"> ○ On arrival and before departure ○ Before break ○ When groups change areas ○ After using the bathroom 	Yes	Yes

			<p>Catering arrangements, managed in partnership with Chartwells Independent</p> <ul style="list-style-type: none"> • Morning break (and afternoon tea) shall be served to year groups in own rooms. • Lunch times in the dining hall are staggered and groups sit in zoned area within dining room and zoned areas cleaned between groups. • Limited menu choice will be offered for all meals but hot and cold options – with the exception of hot desserts no longer being available. Salads etc shall be pre-portioned. Limited menu to be reviewed in October half term. • All meals served for all courses at one time on a tray with no self-service. • Cutlery shall be individually rolled for students to collect with main meal and students will use own water bottles. • Tables will be cleared by year group bubble and students will exit through Fire Escape stairwell. • Meals for any boarding students or boarding staff who are self-isolating will be served to, and collected from, their rooms by staff wearing necessary PPE. 		
			<p><u>Arrival and Departure (key principles applied)</u></p> <ul style="list-style-type: none"> • A record of students' usual way of commuting to school shall be recorded each term to support Track and Trace if necessary. • Parents or family members will not be permitted to enter the school, except by prior arrangement in line with new visitor's procedures noted above. <p><i>Arrival:</i></p> <ul style="list-style-type: none"> • On arrival students' clean hands using sanitiser or soap and water (in designated facility) and proceed directly to the classroom for registration. <p><i>Departure:</i></p> <ul style="list-style-type: none"> • Students being collected by parents, wait in year group bubbles in Arches and outside Science Block. <p><u>Students arriving / departing by minibus (see also Dedicated School Transport section below)</u></p> <p><i>Arrival:</i></p> <ul style="list-style-type: none"> • Students arriving by bus should be wearing face coverings and should continue to wear these across the school site, other than when seated in classrooms, common rooms or the Dining Hall. • Those wishing to dispose of face coverings (if disposable) should do so in one of the yellow bins in Reception, Teaching Block (ground floor) or Arches and put on a new covering. • All students to clean hands either by washing (preferable) or hand sanitiser before going to class. <p><i>Departure:</i></p> <ul style="list-style-type: none"> • Students travelling home by bus or public transport to wear their face covering for the duration of the bus journey home. 	Yes	Yes

		<p><u>Other Considerations (key principles applied)</u></p> <ul style="list-style-type: none"> • Specific assessment for those with SEND needs to help with adjustments. • Peripatetic teachers can move between schools but minimise contact and distance as much as possible. • Contractors to be briefed on arrival by the Facilities Manager or Team Leader on local processes and asked to sign the visitors' procedures document. • A record is kept of all visitors in the sign-in book which shall be completed by School Receptionist. • Dual registered children can attend, but the two settings should liaise to agree controls. • Equipment – <ul style="list-style-type: none"> ○ Students to bring their own personal items, e.g. water bottles, pens and pencils ○ Students to bring a fresh face covering each day ○ Classroom resources – can be used freely within the bubble/group, but subject to regular cleaning. ○ Students will be asked to have their own lab coats for Science and aprons for Art which will be stored by year group. ○ Resources shared between groups will require frequent cleaning, i.e. always before being used by another group, or quarantined for 72 hours between use (72 hours for plastic items). ○ Students should limit the amount of equipment they bring to school, and all items should be brought home each evening in case remote learning is required at any point. ○ Resources can be taken home where it contributes to education and development and subject to the same rules re cleaning and rotation as above. 	Yes	Yes
		<p><u>Dedicated School Transport</u></p> <ul style="list-style-type: none"> • The school minibus service is not public transport and so 2m or 1m+ social distancing won't apply in Autumn term if not possible. • Students will sit with year group and where possible will ensure they are seated in individual rows. • Students wear face coverings whilst on the minibus. • Hand sanitiser to be used on boarding and disembarking. • Students board the minibus filling up from the back. 		
		<p><u>Boarding</u></p> <ul style="list-style-type: none"> • The school has signed up to the BSA COVID-SAFE Charter. • The school has completed the BSA Boarding House reopening checklist and implemented all actions arising from it. • Potential Flexiboarders shall be asked to confirm if they expect to use the service at that start of each half-term. An allocated bedroom shall be allocated to these boarders with items remaining in the room and items not carried to and from home where possible. • The Boarding House is zoned into Year group areas and a separate area is allocated for students who are required to self-isolate. • An isolated corridor with own bathroom and toilet is allocated for boarders who may be required to self-isolate in a bedroom. 	Yes	Yes

			<ul style="list-style-type: none"> • Cleaning and disinfection will be carried out by cleaning staff, and other staff where necessary, in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings. Items which could potentially be infected shall be securely bagged with the waste PPE, and held in the outdoor swimming pool changing rooms for at least 72 hours before being disposed of in line with standard waste disposal procedures. • Laundry from isolating students shall be securely bagged and held in the outdoor swimming pool changing rooms for at least 72 hours before being brought the laundry room to be laundered in line with the government guidelines. • Meals for any boarding students or boarding staff who are self-isolating will be served to, and collected from, their rooms by staff wearing necessary PPE. • Boarding weekend day trips take place in line with current government guidance. • Guardians and parents have been informed about the school's arrangements and permission shall be sought for the students to partake in external activities and trips. 		
Infection Control (premises)	Staff, Students, Visitors	Changes to or introduction of physical control measure to minimise the risk of the spread of infection	<ul style="list-style-type: none"> • Any unnecessary furniture removed to aid distancing between groups. Soft furnishing in communal waiting areas shall be removed and replaced where necessary with wipeable furniture. • One-way systems implemented in corridors and on stairwells where possible, particularly where adequate spacing is not possible. Floor and door markings used to promote directions. • Floor and door markings and yellow and black hazard tape and signage on the corridor floors to indicate 2m spacings. • The following outdoor areas have been allocated: <ul style="list-style-type: none"> ○ 6th Form – Rose garden and upper lawn ○ KS4 – The Patch & rear of PA Hall ○ KS3 – The Sunken Lawn • Demarcating staff rooms or other areas where adult may congregate, particularly around work stations and shared printers and photocopiers. • Shared printers and photocopiers have sanitising products available for staff and students to wipe down screens and handles after use. Hand sanitiser will also be available in such spaces. • The HVAC system in the music technology room will continue to be used. • Windows opened where possible, where temperature allows it, and without creating undue risks. • Non-fire doors propped open to remove need for hand contact • Outdoor sports equipment thoroughly cleaned between groups • Removal of soft furnishings that are hard to clean. The following furnishings are removed: <ul style="list-style-type: none"> ○ Staff common room sofas ○ Fiction library sofas ○ Reception • Where multiple staff have to occupy a single office and 2m separation is not possible: <ul style="list-style-type: none"> ○ Work back-to-back with floor markings around desk spaces. ○ Developing a rota so that staff don't have to work together • Prohibit shared workstations if robust cleaning cannot be ensured between users • Complete and display the <i>Covid-19 Secure in 2020</i> poster • Mobile devices are to be kept by the students throughout the day, rather than handed in. Devices should be turned off during lessons unless instructed otherwise by the teacher. 	Yes	Yes

Anxiety, stress and worry	Staff, students (parents indirectly)	Those coming back to work or school may be anxious, worried or stressed	<ul style="list-style-type: none"> Staff representatives have been involved in the development of this risk assessment and control measures. Personal return to work risk assessment will be completed by line managers for any staff in the high risk and vulnerable categories. The Risk Assessment is available for all staff on Teams. A letter outlining the school's systems and procedures will be sent to all families before school starts and will be available on the iSAMS parent portal and the school website. Heads of Key Stage will meet with all students on the first day of term to discuss the new procedures to try to allay any concerns or worries pupils may have. Staff will be available to meet with students on a one-to-one basis as necessary. Staff have access to the United Learning Group's occupational health and counselling service. 	Yes	Yes
Cleaning	Staff, Students, Visitors	General hygiene to interrupt transmission from contact surfaces	<ul style="list-style-type: none"> Cleaning frequency increased for areas used by multiple groups and hand-contact surfaces in line with normal procedures and cleaning risk assessment. No requirement for additional PPE to be worn. Shared classroom equipment cleaned by students after use under staff supervision. Classroom desks and chairs cleaned by students before leaving the room under staff supervision. Teachers equipment, resources, desks and chairs cleaned by staff before leaving the room. All teaching staff will be provided with a Grab Bag containing a face visor, anti-bacterial wipes and hand sanitiser for use as appropriate during lessons and to wipe down their space before vacating the room. All staff reminded to be mindful to minimise face contact and the need for regular handwashing. Staff to remind students to be mindful to minimise face contact and the need for regular handwashing. Cleaning following confirmed/suspected case in accordance with DfE guidance COVID-19: cleaning of non-healthcare settings Training on how to clean surface areas covered in INSET, form time and facilities team training. <p>Boarders' Laundry</p> <ul style="list-style-type: none"> In accordance with Government guidelines, items should be washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out. Laundry from isolating students shall be securely bagged and held in the outdoor swimming pool changing rooms for at least 72 hours before being brought to the laundry room to be laundered in line with the government guidelines. PPE is provided for staff working in the laundry. 	Yes	Yes
Delivery of 'higher risk' subjects	Staff, Students	Delivery of lessons such as science, D&T, Drama and PE require students and staff to work in close proximity thereby increasing the risk of infection	<ul style="list-style-type: none"> Subject leads to develop, and review with colleagues, their risk assessments for the planned activities and update accordingly. Risk assessments for higher risk subjects including Art, PE, Music, Dance and Science are reviewed in this with this risk assessment and specialist advisory bodies for latest guidance on required controls (CLEAPSS, AfPE). Consideration required for availability of support staff e.g. technicians and the capability of practical lessons to be delivered while maintaining social distancing. Visors and PPE available to staff as required. <p>Educational visits</p> <ul style="list-style-type: none"> Domestic, non-residential educational visits are permitted. Schools to refer to OEAP National Guidance when planning. 	Yes	Yes

			<ul style="list-style-type: none"> • Visits shall be conducted in year group bubbles. 		
Failure to follow local rules	Staff, Students, Visitors	<p>Persons fail to follow local rules due to lack of awareness.</p> <p>Persons violate local rules</p>	<ul style="list-style-type: none"> • Risk Assessment shared during development with staff representatives and available to all staff and LGB. • Heads of Department review their own departmental risk assessments, including individual risk assessments for staff as necessary. • Parents receive guidance for students before term begins and in the event of any updates. • Staff are briefed and trained on new procedures during INSET, including PPE usage and classroom equipment cleaning procedure. • Staff deployed on first day back to provide direction to students arriving at school to maintain social distancing. • Students briefed and trained on the first day on new procedures that apply during the school day during extended registration. • Boarders are briefed and trained on new boarding house procedures on arrival by Houseparents. • Risk assessment reviewed by Local Governing Board prior to school reopening. • Compliance with this risk assessment and the associated procedures will be monitored via: <ul style="list-style-type: none"> ○ Observations: during arrival, breaks and transition times; ○ Review of minibus contractor procedures and cleaning schedules and records; ○ Audits of cleaning schedules. • Weekly formal review by SMT under Health & Safety. • Additional training provided as required for individuals not observing the guidance. • Persistent offenders will be managed through the school's normal behaviour and disciplinary policies. 	Yes	Yes
Maintaining a compliant premises	Staff, Students, Visitors	Loss of site staff and access to contractors resulting in PPM and other compliance checks lapsing.	<ul style="list-style-type: none"> • Premises compliance status to be reviewed by Facilities Manager prior to reopening and briefing provided to the Head and Bursar. • The school shall operate as a Clean School where possible, with contractor pre-work meetings and discussions held online where possible. • All individual visitors and contractors to site are carefully managed and will be asked to read and sign a welcome letter to remind them of the government guidance and confirm their identification details, which will be recorded and held for 21 days to support the Test and Trace process if called upon. • Details of local procedures communicated to all visitors and contractors before they come to site. • Contractor access to site for PPM/compliance inspections to be continued wherever possible. Legible record of all contractor details to be held by Facilities Manager for 21 days (to support Test and Trace process if necessary) • Any contractors to site to follow directions on infection control and distancing. 	Yes	Yes
The school lapses in following national/group guidelines and advice	Staff, Student, Visitors	Lack of awareness leads to potential contamination of the premises or an outbreak spreads rapidly through the school and wider community	<ul style="list-style-type: none"> • Central office to ensure that Coronavirus pages on the Hub are kept updated • Important updates/changes to be included in CEO's Heads Bulletins. • Important updates/changes for students to be included in regular communication with parents and at form time with students where necessary. • Head to ensure that all relevant guidance is followed and communicated regularly with staff and students including at INSET, form time, faculty meetings and assemblies. • SLT & SMT to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review this risk assessment accordingly 	Yes	Yes

			<ul style="list-style-type: none"> Information on the school website is updated. Main page has dedicated menu item for information relevant to parents. Parents/Students updated via classrooms/email/parent text as necessary. Any change in information to be shared with Chair of Governors and passed on to parents by Parentmail and staff by email. 			
Other Risk Assessments	Staff, Students	Other risk assessment that aren't updated and therefore become invalid	<ul style="list-style-type: none"> Extra-curricular provision subject to specific risk assessment developed with reference to DFE Guidance on Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak Fire risk assessment reviewed. The assembly point (The Patch) in the event of an evacuation allows for necessary social distancing. Staff CPD training scheduled is monitored by Heads of Departments and any slippage identified and recorded and rectified at the earliest opportunity. Key Premises Risk Assessments, Fire Risk Assessment, Manual Handling and COSHH reviewed to ensure they remain valid. 	Yes	Yes	
Display Screen Equipment (temporary home workers)	Staff	Staff working from home not having access to a workstation fully compliant DSE workstations giving rise to musculoskeletal issues.	<ul style="list-style-type: none"> Staff allowed to take home peripherals and chairs from office. Log held by IT Manager. Guidance on setting up a suitable workstation provided on UL Hub coronavirus pages. Additional equipment needs to be reviewed on a case-by-case basis. 	Yes	Yes	
First Aid (temporary home workers)	Staff	Staff suffering injury at home	<ul style="list-style-type: none"> Low-risk, office-style work. No specific controls required. Any accidents to be logged onto ARMS. 	Yes	Yes	
Wellbeing/ Stress (temporary home workers)	Staff	Social isolation leading to issues with wellbeing Unusual working environment arrangements contributing to stress	<ul style="list-style-type: none"> Guidance on wellbeing provided on Hub coronavirus pages – dedicated wellbeing section Guidance provided to managers on supporting their teams and reasonable expectations during this period. Managers to maintain regular contact with their employees, preferably by video link. 	Yes	Yes	
Details of any additional control measures for consideration			Target for completion	Date of completion	Completed By	
N/A			N/A	N/A	N/A	
Assessment completed by:	Sarah Davis, Head		Date:	06 January 2021	Date of next review:	12 February 2021