



The Hall Risk Assessment - School Reopening During the Coronavirus (COVID-19) Pandemic

The risk assessment applies to the Wilf Slack Playing Fields, Senior, Middle, Junior and Reception class teaching and learning provision alongside the operation of these facilities.

School Name: **The Hall School Charitable Trust**

Site Details: **23 Crossfield Road, London NW3 4NU**

Risk Assessor's Names: **Donal Grant-Stevenson**

Risk Assessment Date: **05/11/2020**

From the week commencing 1 September 2020 at the earliest, the government are asking that in England: nurseries and other early years settings, primary schools, secondary schools and colleges to open to all students. The Government guidance can be found at

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The government initiated a second national lockdown from Thursday 5th November and the Hall School has reviewed this risk assessment in light of the updated guidance. <https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020>

This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School in line with the government guidance. The period of closure of the premises has been for a period of two months.

Description of Hazard	Who could be harmed and how?	Control Measures
<p>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p>Clinically vulnerable and clinically extremely vulnerable staff.</p>	<ul style="list-style-type: none"> • Review personnel records to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable. • Issue formal communication to staff to request that they urgently complete the return to work questionnaire • Those staff identified as being clinically extremely vulnerable advised that government guidance has changed and they are encouraged to work from home during the lockdown. • Those staff identified as being clinically vulnerable advised that government guidance has changed and they are encouraged to return to work.
<p>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p>	<p>Clinically vulnerable and clinically extremely vulnerable pupils.</p>	<ul style="list-style-type: none"> • Review pupil health records to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. Families should ask their GP to confirm if there is a need to continue shielding and then advise the school. • Parents of pupils identified as being clinically vulnerable or extremely vulnerable advised that government guidance has changed and they are encouraged to return to school. Matrons are aware of specific pupil conditions and will monitor and advise pupils and families.
<p>Lack of staff available to operate safe staff: pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site due to having an underlying health condition that results in them being clinically extremely vulnerable, or clinically vulnerable; or as a result of either themselves or a member of their household developing symptoms of COVID-19.</p>	<p>All</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<ul style="list-style-type: none"> • Complete review of key staff and agree on minimum service requirements. • Develop contingency plans where appropriate. • Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible.
<p>Suspected/ confirmed case of COVID-19 on site.</p>	<p>All</p>	

<p>Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</p>	<p>Potential spread of COVID-19 to other staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Regularly brief staff and pupils on the symptoms of COVID-19 by internal school email. • Display posters informing of symptoms in prominent locations. • Inform pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they are displaying any symptoms of COVID-19 and to follow the stay at home guidance. • See written procedure outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site (including procedures for recording, tracking and tracing) and ensure that this is communicated to all staff. • Provide communication to staff, pupils and parents/carers following a confirmed case at the school, and responsible person for coordinating this. • Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. Written paper sheet for visitors and email to suppliers in advance of visits. • Isolation area located outside on Senior school terrace and in designated isolated area of Junior school playground. • Review movements of suspected case(s) and ensure that suitable cleaning is undertaken in line with the government guidance COVID-19: cleaning in non-healthcare settings. • Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013. • Public Health England (PHE)/Public Health Wales (PHW) advice to be followed in relation to any suspected/ confirmed cases.
<p>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Agree cohorting of staff and pupils based on the general principles that they should only mix in a small, consistent class group (POD) and that this small group stays away from other people and groups. • Ensure that wherever possible, pupils use the same classroom or area of a setting as much as possible, with a thorough cleaning of the rooms as detailed within the separate assessments for cleaning. Class groups to remain static in form rooms. Teaching staff to go to form rooms to teach specialist subjects. • Decide which activities will be delivered, how and when (e.g. delivering a full or part-time timetable, delivering PE, accessing remote learning). See separate time table document. • Allocate teaching and support staff and refresh the timetable as guidelines change or activities are developed. • Desks/ workstations to be spaced as far apart as possible- ideally 2m as a minimum for adults. Pupils will follow 1 metre plus control measures. • Seat pupils at the same desk each day if they attend on consecutive days. • Ensure that staff, pupils, and parents/ carers are briefed on social distancing procedures.

		<ul style="list-style-type: none"> • Use of signage showing routes and desk marking showing desks that can be used. Floor markings & signage highlighting social distancing and one way systems around buildings. Photographic evidence
<p>Failure to implement suitable social distancing measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets etc.</p>	<p>All</p> <p>Potential spread of Covid-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Agree cohorting of staff and pupils based on the general principles that they should only mix in a small, consistent group and that small group stays away from other people and groups. • One-way systems with signage for external access paths, corridors and staircases, use of wall markings in halls, dining areas, corridors and playgrounds. • Floor markings to denote distancing supported by signage. • Aim to create 2m distancing, however this is not always attainable. If Staff & Pupils are required to be less than 2m apart they will be actively encouraged to wear face coverings of agreed specification to minimize risks (masks will be provided by the school). Particular thought given to when moving around site and if social distancing is not otherwise achievable. • Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. Where appropriate pupils remain within existing classroom and teaching staff move between rooms to reduce movement at lesson changes. (Brief transitory contact, such as passing in a corridor is advised by the government, as a low risk). • Assembly and larger gathers via video conferencing. • Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time. • Staff lunch time available over 1.5 hour period to reduce numbers of staff moving around the school at the same time. Designated eating area for staff away from pupils (staff room) class tutors will eat with their pod in the designated classroom. • Pupil lunches to be packed lunches eaten in their designated classroom, intended to reduce movement around buildings and risks associated with normal school lunch provision. • Pupils dropped off by single parent or guardian at the school pavement at the scheduled time slot. See flow diagram. • Minimal adult to adult contact with social distancing observed. Preferably parents stay inside their vehicles. • Pupil drop off point areas managed by staff member to ensure flow and social distancing observed. • Pupils access buildings via designated entrances in their pod class groupings. Hand hygiene practiced using sanitiser. • (When available) Track and trace app to register symptoms in accordance with Government advice. • Late arrivals, pupils report to Matron . • Outdoor equipment not to be used unless it can be appropriately cleaned between groups of pupils using it.

		<ul style="list-style-type: none"> • Outdoor equipment must not be used simultaneously by multiple groups. • School Halls (Wathen, Cooper, Middle/Junior school to be used by 1 year group only at a time. • End of school collections monitored by staff, same social distancing controls apply as morning arrivals in respect of staff / pupils and parents collecting pupils.
Failure to implement suitable social distancing measures – staff offices, meetings rooms and staff rooms/ rest areas	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Staff that can work from home will continue to work from home to limit the number of staff on site. • As staff numbers increase consider grouping staff on site and allocating offices, staff rooms/ rest areas and toilets according to groups. • Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy. • Review office layouts and processes to allow staff to work further apart from each other. Use floor tape or paint to mark areas to help staff keep to a 2m distance. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart, using screens to separate people from each other. • Consider the installation of barriers for areas where staff may be required to closely interact with multiple persons (e.g. reception). • Hold staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors. Where this is not possible, meetings to be held in a large, well ventilated room with suitable social distancing measures in place (i.e. delegates spaced >2m apart). Number of individuals to be kept to a minimum, and meeting to be kept as short as possible. (N.B. For areas where regular meetings take place such as meeting rooms, use floor signage and/or other signage to help people maintain social distancing). • Display signage
Failure to implement suitable social distancing measures – contractors and visitors	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<p>(See controls under Social distancing / Control of visitors and contractors in other sections of this document)</p>
Offsite trips/ educational visits.	<p>All</p> <p>Travelling against FCO/ government advice.</p>	<p>School is following the Government advice and if the advice changes the risk assessment will be reviewed at the appropriate stage</p>
Staff and pupils contracting the virus through direct/ indirect transmission when travelling to/ from the school site using their own means.	<p>All</p> <p>Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school.</p>	<ul style="list-style-type: none"> • Ensure staff, pupils and parents/ carers are aware of recommendations on transport to and from the school (including avoiding peak times) as outlined in Coronavirus (COVID-19): safer travel guidance for passengers. • Provide parking facilities where possible to enable staff commuting long distances to drive into work.

		<ul style="list-style-type: none"> • Provide hand washing facilities or alcohol hand rub at entry points and instruct staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace.
<p>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Pupils dropped off by single parent or guardian at the school pavement at the scheduled time slot. • Minimal adult to adult contact with social distancing observed. Preferably parents stay inside their vehicles. • Pupil drop off point areas managed by staff member to ensure flow and social distancing observed. • Pupils access buildings via designated entrances in their pod class groupings. Hand hygiene practiced using sanitiser. • (When available) Track and trace app to register symptoms in accordance with Government advice. • Late arrivals, pupils report to Matron . • Outdoor equipment not to be used unless it can be appropriately cleaned between groups of pupils using it. Separate group specific equipment is preferred. • Outdoor equipment must not be used simultaneously by multiple groups. • School Halls (Wathen, Cooper, Middle/Junior school to operate at half capacity • End of school collections monitored by staff, same social distancing controls apply as morning arrivals in respect of staff / pupils and parents collecting pupils. • School uniform washed daily. If PE part of curriculum then PE kit worn to school to avoid changing. • Suitable handwashing facilities and procedures are in place to enable contractors and visitors to practice good hand and respiratory hygiene whilst on site. Additional sanitizer points installed. Locations identified on plans. • Stocks of hand soap, alcohol-based hand rub, and paper towels reviewed and adequate replenishment process continues to provide adequate stocks of the cleansing products. Continual review of this to ensure stocks are always available. • Provision of alcohol-based hand rub in prominent places and ensure that staff are charged with topping these up regularly. • Brief staff, pupils, contractors and visitors on the need to wash their hands regularly (and after using the toilet , before eating or handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique • Brief staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, ‘catch it, bin it, kill it’). • Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth). • Brief staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.).

		<ul style="list-style-type: none"> • Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.
Non-essential contractors/ visitors attending site	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Undertaken a review of persons expected to attend site and determine those that are non-essential (e.g. visitors, contractors, lettings etc.). • Informed non-essential persons that they must not attend the site until further notice. • Entry to the site controlled via school reception, whereby any non-essential persons can be denied access. • Ensure Visitors & Contractors are met and recorded on system in line with visitor policy. • Signage on school entrance gates, reception etc. to advise on who is permitted to access the site • Review any lettings arranged and notify hirers of cancellation as appropriate.
Essential contractors/ visitors attending site.	<p>All</p> <p>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</p>	<ul style="list-style-type: none"> • Hold meetings with, would be visitors remotely (i.e. video-calls/ conferencing) where possible. • Limit the number of contractors/ visitors on site at any one time. • Record to be kept of all contractors/ visitors attending site. • Limit the areas of the workplace that contractors/ visitors are permitted to access. • Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils. • Obtain confirmation from contractors/ visitors that they do not have symptoms of COVID-19, or other cold/ flu symptoms prior to them attending site. • Arrange for deliveries to be left in a designated area, at the entrance to prevent the need for couriers to enter further into the school buildings. Designated area assigned as Senior school hall way. • Provide hand washing facilities or alcohol hand rub at entry points and insist that contractors/ visitors thoroughly clean their hands before entering. • Upon arrival at the site, staff to brief contractors/ visitors to: <ul style="list-style-type: none"> • Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and after using the toilet, before eating or handling food, and after blowing their nose/ sneezing/ coughing), and prior to leaving the site; • Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it'); • The need to avoid touching their face (and especially the eyes, nose and mouth). • The need to follow the social distancing guidance whilst on site (instruct them on one way systems to follow etc.). • Staff to maintain social distancing when escorting contractors/ visitors. • Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures. • Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.

<p>Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Cleaning regime for general areas. All areas being used will be wiped clean with approved Coronavirus disinfectant during the course of the day. This will be set initially and reviewed once numbers and usage of areas is fully established. • Disinfectant is approved to kill the Covid-19 Virus. Use combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. • Sanitising wipes to be provided in areas to clean multi-touch items (e.g. books, pens, desks, chairs, IT equipment, musical instruments etc.) to ensure that suitable cleaning and disinfection methods are employed between uses. • Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere. • Staff and pupils allocated desks/ tables. Hot desking to be avoided. Desks/ tables to be appropriately cleaned prior to each new user. Cleaning team cleaning first thing in the morning and throughout the day. • COSHH assessments will be reviewed and updated if new cleaning products are introduced. • Stock levels currently good on face masks, eye protection, disposable gloves and aprons and multiple sources to replenish stocks identified. • Routine cleaning and disinfection of frequently touched objects and surfaces carried out by catering team during the school day (e.g. door handles, handrails, tables etc.). • Disinfectant wipes distributed throughout the school. • Cleaning staff to be provided with suitable PPE for the role. This will include - face masks, eye protection, disposable gloves & aprons. • Staff training practices on new cleaning procedures will take place when staff arrive back. • Cleaning schedules to be adjusted in accordance with latest guidance and site requirements.
<p>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. an isolation room used to house a suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</p>	<p>All Potential spread of COVID-19 between staff, pupils and others on site</p>	<ul style="list-style-type: none"> • Review conducted as to the suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document COVID-19: cleaning in non-healthcare settings. • COSHH assessments are completed for any new cleaning substances introduced as a result of your review. • Adequate stocks of cleaning substances, equipment, and PPE, and additional stocks to replenish available from multiple sources. • Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly. • Staff to follow the latest government guidance on COVID-19: cleaning in non-healthcare settings, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required. • Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the warmest water setting and items dried completely.

		<ul style="list-style-type: none"> • Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the government guidance. • Cleaning staff to be provided with suitable PPE for the role. This will include - face masks, eye protection, disposable gloves & aprons. • Provide cleaning staff with training on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance (N.B. all training should be recorded). • Cleaning staff provided with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded).
<p>Hazards associated with the catering provision</p>	<p>All</p> <p>Potential spread of COVID-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> • Reopening catering provision that is managed in-house - review the guidance documents Guidance for food businesses on coronavirus (COVID-19) and Working safely during COVID-19 in restaurants offering takeaway or delivery and ensure that a risk assessment outlining how the guidance will be implemented is compiled. • Increase hand wash & sanitizer provision • Increase cleaning regimes • Work in teams with 2m social distancing where possible – Floor markings / signs / one-way systems • Restrict access to essential staff only. • Work back to back / side to side where possible • PPE – Face masks and disposable gloves. Training and change regularly and observe cross contamination prevention in respect of PPE • Social distancing at food servery positions • Social distancing – staff Locker room. • Kitchen whites to be changed daily and sent for laundry. • Control access to walk in pantries / fridges / freezers – One member of staff at a time • Ensure that procedures are updated where necessary, and that staff receive training on any changes (N.B. any training should be recorded). • Review and identify multi-touch points. Provision of sanitiser wipes for items after use (e.g. fridge doors) • Keep kitchen well ventilated • Ensure that cleaning schedules are updated where necessary. • Review and increase cleaning regimes for areas where food is prepared and consumed. Ensure that cleaning schedules are updated where necessary. • No provision of refreshments at meetings on site. • Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.

		<ul style="list-style-type: none"> • Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques. • If you need to hire in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms. • If purchasing pre packed sandwiches , wraps and salads , ensure that a full allergen risk assessment is undertaken and recorded and the products clearly marked , along with staffing controls to ensure that pupils with food allergies are not exposed in anyway whatsoever. • Pupil lunch staggered by year group and on 3 days packed lunches are eaten in their form rooms with teacher supervision. 2 days a week a hot lunch is provided in the Dining Hall. Hand sanitiser available in rooms and pupils reminded to wash hands. • All food for staff to be served and consumed in the designated staff rooms or designated form rooms. • Layout and operation test to be conducted by staff as part of inset to ensure systems work and gives chance to make necessary changes if required. • Staff lunches including admin staff to be taken in designated areas at set times to reduce number of users and manage cross contamination.
Lack of adequate trained fire personnel.	All Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.	<ul style="list-style-type: none"> • Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?). • Identify further key persons required, together with deputies/ cover, and provide training • Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required
New fire hazards as a result of implementing control measures for COVID-19.	All Increased risk of fire, and/or delays in persons evacuating from the building.	<ul style="list-style-type: none"> • Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas). • Ensure that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points. (Fire evacuation test has been carried out in all buildings). • Ensure that pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.). • Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such a propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated. • Fire procedures have been reviewed and updated to consider any changes required (Covid fire evacuation update has been provided or all staff).

		<ul style="list-style-type: none"> • Ensure that any Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to your fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes. • Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff. (Email with covid fire evacuation update sent to all staff each term). • Training provision – inset days • Increased quantities of alcohol sanitiser 70% being stored. Storage facilities to be provided in accordance with quantities involved.
Lack of risk assessments for any new/adapted teaching activities.	All	<ul style="list-style-type: none"> • Staff to complete designated risk assessments for their areas of operation and submit for approval.
Security risks arising from unoccupied buildings and/or parts of the premises.	All Various injuries, damage to property and/or theft of property as a result of trespasser(s) gaining access. Lack of insurance cover for unoccupied buildings as a result of not meeting conditions and/or implementing measures required by your insurers.	<ul style="list-style-type: none"> • Site inspected on a daily basis by school caretaker who lives on site. Defects reported and actioned. • Site maintenance and grounds activities have been operational during the period of closure and the infrastructure maintained in accordance with normal standards. • Headmaster and some staff live in school accommodation. • Intruder alarms & CCTV along with 24hr security call out service. • Other site structures not in full use or occupancy inspected daily alongside other fire / legionella testing regimes.
Legionella risk arising from unused buildings and/or parts of the premises.	All Exposure to legionella bacteria leading to serious illness or death.	<ul style="list-style-type: none"> • Consult with Estates/Facilities staff and water hygiene contractor to determine what steps (if any) need to be taken prior to reopening. Completed with full testing undertaken and disinfection and re-testing conducted. • During period of the closure the normal legionella control measures re water outlet testing and infrequently used outlets have been managed and recorded in the site legionella documentation • Buildings / internal/ areas with low or no activities may include the Halls, music rooms, Art rooms and Pavilion after reopening . These are identified and the water testing regime is adjusted to reflect the status of these locations. Controlled with records held by maintenance department. • All infrequently used outlets are flushed regularly weekly as a minimum. • The legionella risk assessment and legionella written control scheme are updated in line with the above. • Persons tasked with actions relating to the legionella written control scheme (e.g. Estates /Maintenance staff or third party contractor etc.) are advised of any changes. Should they occur
Poor ventilation	All	<ul style="list-style-type: none"> • Areas applicable - Cooper Hall and Wathen Hall– Staff Changing Rooms.

	<p>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</p>	<ul style="list-style-type: none"> • Federation of European Heating, Ventilation and Air Conditioning Associations in their guidance document entitled How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces which provides a summary of practical measures for building services operation including: • Secure ventilation of spaces with outdoor air • Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time; • At nights and weekends, do not switch ventilation off, but keep systems running at lower speed; • Ensure regular airing with windows (even in mechanically ventilated buildings); • Keep toilet ventilation 24/7 in operation; • Avoid open windows in toilets to assure the right direction of ventilation; • Instruct building occupants to flush toilets with closed lid • Switch air handling units with recirculation to 100% outdoor air • Do not plan duct cleaning for this period • Replace central outdoor air and extract air filters as usual, according to maintenance schedule. • Advise staff to open windows where possible and safe to do so. • Ventilate by propping open doors, only if fire risk assessment deems safe to do so, with controls in place, and also only consider if this action does not compromise security / safeguarding. • Ensuring that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations in How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces.
<p>Failure to complete adequate cleaning and checks prior to reopening the School</p>	<p>All Various issues could arise as a result of not completing the necessary checks</p>	<ul style="list-style-type: none"> • Visual inspections of the buildings completed to determine levels of cleanliness and identify any damage or other concerns. • Reviewed maintenance records to determine any inspections, tests and/or specialist cleaning that may have been missed during the initial lockdown period and/or that will be required prior to reopening. • Competent person tested/ inspected all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening. (Contractor inspection has been carried out). • Maintenance Supervisor to outline spreadsheet of works conducted to ensure that all necessary inspections, tests, and cleaning are in place or scheduled appropriately.
<p>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p>Staff Aches and pains from adopting poor posture whilst using DSE. Fear/anxiety/stress caused by difficulty in completing</p>	<ul style="list-style-type: none"> • Provide employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing – HSE Guidance on Working from Home– Working from Home. • Provide employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.) and provide details of any external resources they have access to (FireFly, TEAMS etc.).

	<p>work, and lack of social interaction.</p> <p>Lack of insurance cover for school-owned equipment used in the home.</p>	<ul style="list-style-type: none"> • For those staff working from home temporarily, we have issued a homeworker checklist to assist in identifying any individual issues • For those staff working on a more long term basis from home, issue checklist and conduct individual risk assessments. • Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.). • Provide employees with laptops and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.). • Line Managers to communicate regularly with employees working from home (e.g. fortnightly check-ins recommended) to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have. • Line Managers to keep their teams up to date on any changes that may impact them. • For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary.
<p>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</p>	<p>Pupils</p> <p>Aches and pains from adopting poor posture whilst using DSE.</p> <p>Fear/anxiety/stress caused by difficulty in completing work, and lack of social interaction.</p> <p>Lack of insurance cover for school-owned equipment used in the home.</p>	<ul style="list-style-type: none"> • Provide pupils with guidance on how to safely learn at home. • Provide pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.). • Review communication channels for academic and pastoral support. • Daily contact with Form Tutors to discuss academic and pastoral work
<p>Fear/ anxiety caused by returning to school.</p>	<p>Staff, pupils, and/or parents/ carers</p> <p>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</p>	<ul style="list-style-type: none"> • Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. • Provide staff, pupils and parents/ carers with details of the measures that are being implemented to minimise the risk of them contracting the virus at the school. • Identify any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible. • Make reasonable adjustments where possible to alleviate concerns on a case by case basis. • Review and update Bereavement Procedure.

<p>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</p>	<p>Staff and Pupils Various potential safeguarding issues.</p>	<ul style="list-style-type: none"> • Review and update written child protection/ safeguarding procedures against the government guidance documents Coronavirus (COVID-19): safeguarding in schools, colleges and other providers and Safeguarding and remote education during coronavirus (COVID-19) to consider potential issues with the shift towards virtual/online teaching and learning. • Staff and volunteers to be provided with a copy of the updated child protection/ safeguarding policy (e.g. via email, available on staff FireFly etc.) and briefed on the key changes. • Copy of updated child protection/ safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance. • Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation • Nominate a senior leader who can take responsibility for co-ordinating safeguarding on site should the DSL or Deputy DSL be absent. • Ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/ safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.
<p>Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19</p>	<p>Staff and Pupils Various potential child protection/ safeguarding issues</p>	<ul style="list-style-type: none"> • Staff and volunteers to be provided with a copy of the updated child protection/ safeguarding policy (e.g. via email, available on staff FireFly etc.) and briefed on the key changes. • Copy of updated child protection/ safeguarding policy to be made available publicly (e.g. on the school's website). • Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.
<p>Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors</p>	<p>All Staff, pupils, parents, contractors and visitors not being made aware of procedures</p>	<ul style="list-style-type: none"> • Communication plan to consider both internal and external communications. • Liaise with contractors/in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's needs upon reopening. • Issue formal communications to parents to advise them of key information. • Formal communications to staff to advise them of key information • Training needs analysis to identify any additional staff training that will be required (e.g. cleaning staff, catering staff, first aiders/medical staff responding to a suspected case, changes in fire procedures etc.). • Social distancing and hygiene procedures. • Changes to fire or first aid procedures.
<p>Failure to implement and adhere to the latest government advice/ guidance</p>	<p>All Failure to adhere to government advice/guidance</p>	<ul style="list-style-type: none"> • As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that this risk assessment is based on the up to date the latest advice on COVID-19 available at websites such as:

	<p>resulting in increased risk of infection.</p>	<p>https://www.gov.uk/coronavirus https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <ul style="list-style-type: none"> • COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus • Stay at home: guidance for households with possible coronavirus (COVID-19) infection • Actions for educational and childcare settings to prepare for wider opening from 1 June 2020 • Coronavirus (COVID-19): implementing protective measures in education and childcare settings • COVID-19: guidance for education settings • Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) • Coronavirus (COVID-19): safeguarding in schools, colleges and other providers • Safeguarding and remote education during coronavirus (COVID-19) • Coronavirus: travel guidance for educational settings • COVID-19: cleaning in non-healthcare settings • Coronavirus (COVID-19): safer travel guidance for passengers • Coronavirus (COVID-19): safer transport guidance for operators • Independent Schools’ Bursars Association (ISBA) • Association of School and College Leaders (ASCL) <ul style="list-style-type: none"> • Director of Operations to complete a daily/weekly review of the above and any other key information channels and feedback key points to SST/SLT. • SST/SLT to review key points weekly and decide on any actions required. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils.
<p>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</p>	<p>All Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of criminal prosecution and/or civil litigation.</p>	<ul style="list-style-type: none"> • Ensure that this risk assessment is reviewed and agreed by Headmaster and subsequently agreed at Board level. • Nominate a member of SST to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. • Procedures to monitor compliance, such as checklists etc. and task relevant staff with completing and reviewing them. • Hold regular meetings to discuss the school’s COVID-19 response (Extended SLT and Covid-19 group in place) • Action plans to address any issues, with periodic monitoring by SST. • Ensure that this risk assessment and any related policies/ procedures are reviewed and updated where required, and that updates are communicated to staff and where relevant, parents and pupils.

