

HAILEYBURY TURNFORD

COVID-19 RISK ASSESSMENT FROM AUGUST 2021: **UPDATED 3/11/21**

- This risk assessment is based on the expectations set out in the school coronavirus (COVID-19) operational guidance July 2021 (applies from Step 4, after 19th July)
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>
This document gives a clear narrative on the specific controls being put in place within our school to manage the risk from coronavirus (COVID-19).

As with other areas of risk, school employers and leaders are required to reduce risk as far as is reasonably practicable, recognising that it is not possible to completely eliminate the risk of coronavirus.

- During this evolving situation we will monitor and follow government guidance. Further reviews and updates to the school's control measures and risk assessment documentation will be made following any significant updates.
- This risk assessment has been completed by Mr R Newman, Principal, and the Senior Leadership Team in consultation with staff.
- Consultation has taken place with Union local representatives as part of the risk assessment process.
- This risk assessment has been scrutinised and approved by Haileybury Academy Trust's governing body and will be kept under review at the governors' Finance & Resources Committee meetings during the autumn term.
- This documentation is shared with all staff, including temporary staff, peripatetic and supply teachers, and staff have been briefed on our expectations on managing risk.
- This documentation, and our COVID-19 contingency control measure documentation is published on our website to provide a clear transparent approach to our approach to managing COVID-19. Regular communication will also take place to reinforce aspects of the school's COVID-19 control measures as necessary.

Monitoring and review

The school will continue to review how staff and students adopt to the school's control measures. The risk assessment and control measures will be kept under review, which will be done formally every 3 weeks by the Principal, Vice Principal and Business Manager throughout the autumn term.

This update (v2) follows the guidance to all schools from Hertfordshire County Council on 3/11/21 – changes are shown in yellow.

Changes to risk management arrangements and control measures following any review will be communicated to all stakeholders and specific risk management documents and assessments will be updated accordingly. Any significant strategic changes to risk management arrangements can only be made by the governing body.

November 2021

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| RISK ASSESSMENT FOR: Haileybury Turnford school activities during COVID 19 outbreak – After July 19 th 2021 (for Autumn Term 2021 from 3/11/21) | |  |
| Establishment: Haileybury Turnford, Cheshunt | Assessment by: Miss J Howard, Business Manager | Date: November 2021 |
| Risk assessment number/ref: Version 2 (November 2021) | Manager Approval: Mr R Newman, Principal | Date: November 2021 |

Document revised to reflect move to Step 4 from July 19th and Schools Operational Guidance [Actions for schools during the coronavirus outbreak - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/actions-for-schools-during-the-coronavirus-outbreak)

10/8/21 link to Herts Music Service updated, new edition of CIBSE ventilation guidance referenced

| What are the hazards? | Who might be harmed and how? | What are you already doing? | What further action is necessary? | Action by who? | Action by when? | Done |
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| Individual risk factors meaning staff/students more vulnerable to COVID-19 Clinically extremely vulnerable (CEV) students and staff Shielding for CEV individuals paused on 1st April 2021 | Staff, students, wider contacts Spread of COVID-19 | Students Those CEV students unable to attend school because they are under specialist care and following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending school) will be provided with remote education (there were none as of July 2021). Existing individual health care plans in place for students/students to be reviewed. Clear message sent to parents that students should not be sent into school if unwell for both COVID-19 and any other illnesses/symptoms. Staff Individuals classed as clinically extremely vulnerable to have a risk assessment undertaken on their role. School to discuss arrangements/concerns with individuals and provide assurance of controls in place (i.e. hand washing, enhanced cleaning, ventilation, managing confirmed/suspected cases, lateral flow device testing) | Update student records and respond as necessary with appropriate remote education provision. Further reviews at start of autumn term. Further messages sent at start of autumn term. From 1 st April CEV staff were able to return to the workplace. Individual risk assessments for CEV staff to all be updated at the start of the autumn term. | DNE LNE MGO JJA | Start of term (if applicable) Start of term Start of term Start of term | |

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| | | <p>and through the risk assessment process determine if any additional measures are required. This should consider if these staff are able to work from home or in areas/roles where limiting close contact is easier.</p> <p>See https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Protect vulnerable workers - Working safely during the coronavirus (COVID-19) pandemic (hse.gov.uk)</p> <p>Nationally every adult has been offered a first vaccine and the opportunity for two doses by mid-September and over 50s to be offered a booster dose 6 months after second dose.</p> <p>Asymptomatic testing (Lateral flow device testing) Testing remains voluntary but strongly encouraged.</p> <p>Over autumn half-term staff and secondary age students have continued to test regularly (twice weekly). This will continue throughout November and December.</p> | <p>In the event of an individual following specific clinical advice (e.g. a letter from their consultant/GP stating they should refrain from attending the workplace) the school will contact HfL HR Advisor for further guidance.</p> <p>COVID-19 booster vaccines to the most vulnerable, starting from September 2021.</p> <p>Encourage asymptomatic testing and vaccine take up (both doses). And booster dose where appropriate.</p> | JJA (if required) | Start of term | |
| School occupants coming into contact with those with COVID-19 symptoms | <p>Staff, students, wider contacts</p> <p>Spread of COVID 19</p> | <p>School community clear on symptoms of coronavirus: a high temperature, a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These expectations have been communicated to all.</p> <p>Arrangements in place to ensure symptomatic staff/students do not return until isolation period has passed or negative PCR test result confirmed.</p> <p>No symptomatic individuals to be present on site.</p> <p>In the event of a suspected case whilst working on site Ensure Principal/SLT are notified.</p> <p>Individual goes home immediately (if awaiting collection by their parent, isolate child outside medical room in open air, in a room behind a closed door, or an area away from others (2m), open a window for ventilation if waiting indoors) and self-isolate.</p> | Remind all stakeholders of arrangements at the start of term. | RNE, MGO | Start of term | |

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| | | <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers. Kits are not be given directly to children, only to adults over the age of 18 or a child's parent or carer.</p> <p>Positive case in school setting Those affected self-isolate and do not return to school until the end of self-isolation period. See case reporting protocol/flowchart for schools https://thegrid.org.uk/covid-19/key-documents-for-schools COVID.EYSEducation@hertfordshire.gov.uk From 19th July, NHS Test & Trace will undertake contact tracing.</p> <p>Asymptomatic testing (lateral flow device testing) Testing remains voluntary but strongly encouraged.</p> <p>Retain an asymptomatic testing centre on site.</p> <p>All secondary students to be offered 2 lateral flow tests 3-5 days apart on their return in September.</p> <p>Able to commence testing from 3 working days before the start of term.</p> <p>Students continue twice weekly lateral flow device testing until end of the autumn term when this will be reviewed by DfE.</p> <p>School staff should keep on testing twice a week even if fully vaccinated.</p> <p>See separate Lateral flow device testing risk assessment documentation.</p> | <p>From 16th August 2021 all under 18s and those adults who have been fully vaccinated will be exempt from self-isolation if a contact of a positive case.</p> <p>Close contacts should take a PCR test and only need to isolate if they test positive or develop symptoms themselves.</p> <p>Letter to all families with arrangements prior to start of term testing.</p> <p>Letter from HCC on 3/11/21.</p> | <p>RNE to remind stakeholders of guidance change</p> <p>RNE letter to families and consent form</p> | <p>Start of term and periodically during the autumn term</p> <p>EAL to follow-up consent forms prior to testing</p> | |
| General transmission of COVID-19 | Staff, students, wider contacts | Hand Hygiene Welfare facilities are provided which contain suitable levels of soap and paper towels. | Regular checks of all welfare facilities. | LLO and cleaning team | Ongoing | |

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| Ineffective hygiene protocols | Spread of COVID-19 | <p>All persons to wash hands with soap and water regularly and thoroughly, for at least 20 seconds. Hand washing technique to be adopted as directed by NHS guidance posters in place to reinforce this.</p> <p>Alcohol hand sanitiser used in addition where required. Review existing levels/location of hand sanitiser stations. Provided at reception/entrance/exit points/Dining Hall. Additional hand sanitiser in circulation spaces/classrooms where required.</p> <p>Build use into routines staff and student routines e.g. on arrival, when returning from breaks, when changing rooms, before/after eating.</p> <p>Cleaning staff to regularly clean the hand washing facilities and check consumables. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>Catch it, kill it, bin it message is reinforced. Staff/students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands (lidded bins in key locations for disposal of tissues and other waste).</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> | <p>Ensure posters remain in place.</p> <p>Ensure sanitiser stations are in place, and routines are reinforced with staff and students</p> <p>Ensure cleaning schedules and messaging are in place from the start of term.</p> | JHO JHO LLO, JHO | Start of term Start of term Start of term | |
| General transmission of COVID-19 Ineffective cleaning High contact touch points | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>Documented cleaning schedule in place, regular cleaning implemented.</p> <p>Ensure that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, tables/desktops, bannisters, telephones, keyboards etc. are cleaned and disinfected regularly.</p> <p>Cleaning materials (e.g. disinfectant spray/wipes) available to staff. Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>Only cleaning products supplied by the school/contract cleaners are to be used. School to obtain and ensure risk assessment from contract cleaning staff in place for cleaning the school site.</p> | <p>Ensure cleaning schedules are in place and monitored carefully; in place from the start of term.</p> | LLO, JHO | Start of term | |

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| | | <p>In the event of a suspected case/confirmed positive case on site For disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice COVID-19: cleaning of non-healthcare settings guidance if an alternative non-chlorine based disinfectant is used ensure that it is effective against enveloped viruses i.e. a product to BS EN14476.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wear a fluid resistant surgical mask (Type IIR) if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> | <p>Cleaning team to manage as required.</p> | <p>LLO, JHO</p> | <p>As required</p> | |
| <p>Poorly ventilated spaces</p> | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>Occupied rooms to be kept as well ventilated as possible (by opening external windows/doors) or via mechanical ventilation systems if available.</p> <p>Where mechanical ventilation is present that removes and circulates air to multiple rooms, increase ventilation rate and recirculation should be turned off adjust these to full fresh air where possible.</p> <p>There is no need to adjust systems that serve only individual rooms or portable units as these operate on 100% recirculation. See HSE guidance and CIBSE COVID-19 ventilation guidance (v5 July 21)</p> <p>In cooler weather open windows just enough to provide constant background ventilation, open windows more fully between lessons, during breaks etc. to purge the air in the space.</p> <p>Use heating/additional layers of clothing to maintain comfortable temperatures.</p> <p>Ensure key fire doors are not being compromised/wedged open, specifically, those protected stairwells, cross corridor, on single directional routes etc.)</p> | <p>Identify any poorly ventilated areas and take steps to improve. A CO₂ monitor can help identify if the space is poorly ventilated (CO₂ levels of between 800-1000ppm are indicative of a well-ventilated room).</p> <p>Use high level windows where available to minimise drafts.</p> <p>Where lower level windows are being opened out onto play areas then ensure these don't create a risk of students running into the edge of an open window.</p> | <p>RNE, JHO</p> | <p>Start of term and regular reminders throughout the term</p> | |

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| General transmission of COVID-19 | Staff, students, wider contacts Spread of COVID-19 | <p>Meetings Hybrid approach to meetings/parents' evenings etc. with use of virtual platforms where appropriate</p> <p>Face coverings (masks) All individuals (staff, students, visitors) should wear a face covering at all times within the school setting except when:</p> <ul style="list-style-type: none"> - wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE, Dance or Music lessons - eating and drinking - Someone is exempt from wearing face coverings Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk) <p>Those wearing face coverings should clean hands before and after touching – including to remove or put them on – and store them in individual, sealable plastic bags between use. See guidance on face coverings in Education</p> <p>https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</p> <p>Face coverings (masks) should still be worn on public transport and dedicated transport to school.</p> | <p>School outbreak management plan includes possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups and for daily testing for 1 week at the point that a new outbreak is declared.</p> <p>Letter from HCC on 3/11/21.</p> | RNE to reinforce control measures | Start of term, and throughout the term | |
| General transmission of COVID-19 wider use of school by third parties/ beyond school day | Staff, students, wider contacts Spread of COVID-19 | <p>Hirers and lettings risk assessments on use required from provider.</p> <p>No set restrictions on indoor/outdoor capacity limits beyond what the school chooses to impose at any particular time during the autumn term, depending on circumstances.</p> <p>Supplementary conditions of hire in place for COVID-19 see https://thegrid.org.uk/health-and-safety-offsite-visits-premises/health-and-safety/premises-and-site-related</p> <p>Room layouts and areas able to be accessed agreed with hirer.</p> <p>Time of hire avoids any unnecessary mixing with members of the school community.</p> | <p>Hirers/lettings to be reviewed in line with national advice and relaxation of restrictions.</p> <p>See also Sport England FAQs on return of sport</p> <p>Regular meetings between the school and Schools Plus</p> | JHO, Schools Plus | Start of term, and regular review throughout term | |

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| | | <p>Welfare facilities and adequate supplies of soap/water, paper towels, hand sanitiser etc. are provided.</p> <p>Consider how well ventilated the hired space is and if this can be improved, for example by opening windows/doors where appropriate. Provide additional signage, if required, for hired spaces to remind users on hand washing etc.</p> <p>All areas used, particularly touch surfaces are cleaned before/after use/before occupation by school.</p> <p>Record should be kept of all visitors/lead booker (maintained for 21 days) to aid track and trace. Or NHS QR code poster and check in function could be used for members of the public when premises are let to external providers. (this is not a legal requirement).</p> <p>Schools are not expected to create NHS QR code posters for their normal day to day operations.</p> <p>In the event of a subsequent positive case returned by a hirer/member of a third party group ensure there is a process in place to notify the school via Schools Plus</p> <p>Breakfast and afterschool clubs – risk assessments as appropriate in place (all activities provided by school staff). See protective measures for holiday and after school clubs, and other out of school settings</p> <p>Performances Audiences indoor/outdoor have been permitted since May 17th (see also performing Arts guidance). For all indoor spaces, maximise natural ventilation (through opening windows and doors or using air conditioning systems wherever possible-see ventilation and music).</p> | <p>Ensure organisers are aware of arrangements</p> | <p>JHO to alert organisers</p> | <p>In advance of specific events</p> | |
| <p>Access to & egress from site</p> | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>Visitors Ensure all visitors/building users are aware of school's expectations. They must follow hand washing/use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Volunteers, temporary/supply staff and other providers are briefed on school's arrangements for managing and minimising risk.</p> | <p>Visitor guidance reviewed, updated and shared with all visitors</p> | <p>MGO, LNE</p> | <p>Start of term</p> | |

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| | | <p>Where visits can happen outside of school hours, they should be briefed on school's arrangements for visits.</p> <p>No longer a requirement to collect contact details but this will support NHS Test and Trace.</p> <p>Signage in reception regarding good hygiene.</p> <p>Use of Perspex screens in school reception.</p> | | | | |
| <p>Curriculum activities</p> | | <p><u>PE/school sport</u> No restrictions on how many people can take part in sport indoors/outdoors. No set restrictions on activities – continue to follow relevant National Governing Body guidance. Since 29th March outdoor fixtures against other schools have been permissible (in line with restrictions on grassroots sport). Since 12th April indoor competition between different schools has been permissible. See guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England See advice and FAQ's from Association for Physical Education, AfPE have also published a model risk assessment for PE. https://www.afpe.org.uk/physical-education/coronavirus-guidance-support/</p> <p><u>Science/Design & Technology</u> For secondary science and DT see also CLEAPPS advice (GL343 & GL 344) for suggested considerations in undertaking practical work. CLEAPSS Home page</p> <p><u>Music (Singing and wind/brass instruments)</u> No limits on the number of people who can sing indoors or outdoors. However, there is Increased risk of aerosol transmission with volume and larger numbers of individuals within a confined space. Where using indoor spaces ensure good ventilation through the use of mechanical systems and/or opening windows and doors. Use larger rooms with high ceilings (School Hall or Dance Studio) for larger groups. Encouraging the use of outside space where practical.</p> | <p>Keep aware of all current, relevant guidance.</p> <p>LST and PE staff to ensure parents fully aware when students involved in fixtures.</p> <p>Keep up to date with guidance.</p> <p>Keep up to date with guidance.</p> | <p>LST</p> <p>SWI, SHI</p> <p>SNI</p> | <p>Ongoing throughout term</p> <p>Ongoing throughout term</p> <p>Ongoing throughout term</p> | |

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| | | <p>Additional guidance and supplementary risk assessment on music lessons in school has been produced by Herts Music service. https://www.hertsmusicservice.org.uk/schools-area/covid-guidance-for-schools-herts-music-service.aspx</p> <p>Offsite visits Offsite visits (day visits) able to be run since 12th April in line with the Government's roadmap. Domestic residential visits able to take place since 17th May. International visits able to commence from start of Autumn term. Off site visits risk assessment to be undertaken and include IPC measures.</p> | <p>All staff must plan any visits in consultation with NME (EVC).</p> <p>Travel list (and broader international travel policy) is subject to change, contingency plans required.</p> | NME | As required, as a visit is planned | |
| Dining Hall use – break and lunchtimes | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>Reinforce handwashing prior to eating food. Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Dining Hall use Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Payments should be taken by contactless methods only. (Risks from fingerprint contact payment considered low if handwashing / sanitizing is enforced).</p> | Reinforce control measures at start of term and daily through duty staff. | SLT, Duty staff | Ongoing | |
| Minibus use | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>Vehicle contact points (handles, keys, display and controls etc.) to be cleaned regularly (sanitiser/disinfectant wipes to be available on the vehicle). Use hand sanitizer on entering/leaving vehicle. Switch ventilation systems on and set to draw fresh air in, not recirculate air to improve ventilation. Windows to be open for ventilation (open partially if cold). Staff and students to wear face coverings (masks).</p> | Ensure users aware of control measures. | JHO, JJA | Start of term and with each staff user | |
| Contractors | <p>Contractors, staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>School and any on site contractors (Catering, cleaning, Morgan Sindall. others) to co-operate and share risk assessments. All contractors will read and comply with signs in reception regarding good hygiene. Staff and contractors are to maintain respectful distance between themselves and others (1M+ where practical). All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> | Ensure control measures and expectations communicated. | JHO, JJA | Start of term and with each contractor | |

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| | | <p>Agree approach to scheduled/ongoing building works. Where works can be conducted outside of the school day they should be.</p> <p>School to seek confirmation of contractors' method statement/risk assessment.</p> | | | | |
| Provision of first aid | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>Students cannot take themselves to Medical Room; must be accompanied by a member of staff. Where reasonable physical contact should be kept to a minimum e.g. students apply cold pack, wipe, plaster where able to do so. Wash hands before/after treatment.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Where the injury was significant and thus required close care for an extended period then it would be reasonable to provide PPE. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aiders to be aware of advice on CPR from The Resuscitation Council Resuscitation Council UK Statement on COVID-19 in relation to CPR and resuscitation in first aid and community settings Resuscitation Council UK</p> | Communicate control measures to staff and students. | MGO, LNE | Start of term, regular intervals throughout term | |
| Provision of personal care | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask (type IIR) and if there is a risk of splashing to the eyes e.g. coughing, spitting, vomiting then eye protection (e.g. face shield/visor) should be worn). Face visors or shields should not be worn as an alternative to face coverings (masks). Ensure any reusable PPE such as face visors are cleaned after use.</p> <p>Where a child falls ill with COVID-19 symptoms whilst on site (new continuous cough, high temperature cough or a loss of, or change, in your normal sense of taste or smell.) then school staff supervising the child while they await collection should wear PPE (a fluid resistant surgical mask) if close contact is required.</p> <p>If direct care (such as for a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves. All PPE should be worn properly, and removed with care. Wash hands immediately and thoroughly before and after removing PPE.</p> | Reinforce control measures with medical staff | LNE | Start of term | |
| Premises safety | Staff, students | Ensure all 'normal' tasks/compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational. | Ensure full compliance and all statutory health and safety measures in place and up to date, with external checks | JHO, JJA | Start of term, and regularly | |

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| | Wider safeguarding/safety risks | <p>Legionella Any new 'seldomly' used water outlets to be flushed weekly. Post any lockdown/in the event of closure of any part of the building i.e. where weekly flushing of outlets has not taken place then chlorination/flushing of whole system should take place.</p> <p>Ensure key fire doors are not being compromised/wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> | from health and safety consultants | | throughout term | |
| Lack of awareness of Public Health England/school controls | <p>Staff, students, wider contacts</p> <p>Spread of COVID-19</p> | <p>All staff consulted on plans and risk assessment. Parents/carers and students informed of control measures in place to protect them Posters will be displayed in the reception, welfare areas and in suitable places around site. Regular guidance and reminders to students in assemblies and from tutors.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will be part of the school's weekly staff briefing and through other communication as necessary.</p> <p>Volunteers, peripatetic, temporary/supply staff and other providers are briefed on school's arrangements for managing and minimising risk.</p> | Coordination of regular communication with all stakeholders | RNE | Start of term, weekly throughout term | |
| Staffing levels | <p>Staff, students</p> <p>Spread of COVID-19</p> <p>Wider safeguarding/safety risks</p> | <p>Dynamic decisions on staffing levels made dependent on numbers/needs of students present in school.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with students and ensure key competencies (safeguarding, first aid, health and safety etc. maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p> | Local operational decisions on partial closure/closure to be made in event of insufficient available staff to supervise students. There would be an immediate move to remote learning (live lessons, using Microsoft Teams), in such circumstances for those students affected. | | | |

Relevant links

Guidance for educational settings

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>

Actions for schools COVID-19 operational guidance

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

Contingency Framework

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Protective measures for holiday and after-school clubs

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak#consider-group>

Face coverings in Education

<https://www.gov.uk/government/publications/face-coverings-in-education>

Cleaning after a positive/symptomatic case on site

Cleaning of non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

CPR on adults

<https://www.sja.org.uk/get-advice/first-aid-advice/unresponsive-casualty/how-to-do-cpr-on-an-adult/>

Therapeutic use of Hydrotherapy pools ATACP

<https://atacp.csp.org.uk/documents/atacp-recommendations-safe-aquatic-physiotherapy-practice-relation-covid-19-pandemic-0>

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Test and trace

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Face coverings

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

COVID-19 Risk Assessment – Haileybury Turnford (August 2021)

Return to Recreational team sport framework

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>

Guidance on shielding and protecting people who are extremely vulnerable from COVID-19

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#Clinically>

Pregnant employees

[Coronavirus \(COVID-19\): advice for pregnant employees - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)