

COVID-19 Risk Assessment

Risk assessor(s)	Nick Rudston		Date Assessed:	13 January 2022	
Type of risk assessment	<input type="checkbox"/> Area	<input type="checkbox"/> Activity	<input type="checkbox"/> Event	<input type="checkbox"/> Educational Visit	<input checked="" type="checkbox"/> Other Please specify: General Pandemic risk
What does this risk assessment cover?	COVID-19		Location(s)	All locations	

What are the hazards?	Who might be harmed and how?	What are you already doing to reduce the risk (i.e. existing control measures)?	Risk level (i.e. H, M, or L)?	What further action is necessary (i.e. are any further control measures required)?
1. People with COVID19 being in school and spreading infection	Anyone in school	<ul style="list-style-type: none"> Government guidelines to be strictly adhered to at all times. Additional processes implemented where appropriate. Ongoing communication to parents. Parents told not to bring a child who is displaying symptoms to school. Anyone displaying symptoms whilst in school will be isolated and a carer contacted to collect asap. Matron will be in charge of this process. Visitors not allowed to enter buildings unless absolutely necessary. Signs to this effect on display. Visitors who do enter buildings to be masked. 	M	Ongoing monitoring of government guidelines so that adjustments to processes can be made where necessary.
2. Infection spreading through an individual's hands.	Anyone in school	<ul style="list-style-type: none"> Pupils and staff to be told to wash hands frequently. Staff to monitor compliance. 	M	None

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		<ul style="list-style-type: none"> • Notices to this effect to be displayed around school. • Free-standing and wall mounted hand sanitising stations are located around the school. • With this many stations around school as well as toilet facilities, there should not be any crowding around them –staff will support this, dispersing children to other stations as necessary. • Younger children (Pre-Prep) to be monitored whilst doing this. • Numbers of pupils using the toilets to be restricted. Knock and call signs on doors. 		
3. Infection spreading through coughs and sneezes	Anyone in school	<ul style="list-style-type: none"> • Signs around school reminding people to “catch it, bin it, kill it” and reminded to use the elbow. • Emphasise “Hands, Face, Space” guideline. • Every classroom to be supplied with a box of tissues and pedal bin with clinical waste bags • Matron to hold stocks of additional PPE which might be required such as aprons, gloves, masks and stocks of sanitiser to refill units • Toilets to be stocked with paper towels and pedal bins. • Masks: Staff: to be worn at all times whilst indoors. • Masks: Pupils: Form 5 – 6 to be worn at all times whilst moving around the school. 	M	None

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4. Infection spreading through frequently touched surfaces not being cleaned regularly.	Anyone in school	<ul style="list-style-type: none"> Cleaning routines adjusted to ensure that frequently touched surfaces are regularly wiped down and a thorough clean at the end of the day. All classrooms to be provided with wipes for staff to clean down frequently touched surfaces between groups. 	M	None
5. Higher risk individuals becoming infected with covid-19	Individuals classified as being at higher risk if infected	<ul style="list-style-type: none"> A list of individuals at risk is maintained by matron. These individuals to be consulted on any additional control measures that may be appropriate such as PPE in the form of face masks. 	L	None
6. Failure to manage a confirmed case appropriately	Anyone in school	<ul style="list-style-type: none"> Staff / pupils confirmed as positive to isolate for 10 days. This can be reduced to 5 days with negative tests on day 5 and 6. 	L	None
7. Failure to control an outbreak	Anyone in school	<ul style="list-style-type: none"> Staff kept informed of confirmed cases. Compliance with isolation rules monitored by matron. 	M	None
8. Infection spreading through large gatherings	Anyone in school	<ul style="list-style-type: none"> Staff meetings will be through Zoom Due consideration given to type and size of events, including assemblies, social gatherings (eg bonfire night) and sports events. Each event to be individually considered. 	M	None
9. Infection spreading directly between	Anyone in school	<ul style="list-style-type: none"> Classrooms to be arranged forward facing wherever possible. 	M	None

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individuals in classrooms		<ul style="list-style-type: none"> Pupils in Forms 5 and 6 will be required to wear face masks / covering when moving between classes. One way systems in place in corridors where practical. Routine cleaning throughout the day. Windows and doors open for ventilation where possible. Signage to be put up and maintained. 		
10. Infection spreading in changing rooms and during games sessions	Anyone in school	<ul style="list-style-type: none"> All children will have a designated changing area for games. Times for changing will be staggered so that different year groups are not changing at the same time. 	L	None
11. Infection spreading through classrooms with shared resources such as Art/DT/Food Tech/IT/Science	Anyone in school	<ul style="list-style-type: none"> Lessons will be planned so as to minimise the use of shared resources. Desks and counter tops to be frequently wiped down. 	M	None
12. Infection spreading in class music lessons	Anyone in school	<ul style="list-style-type: none"> Lessons to be planned so as to minimise singing and the use of shared resources. If singing is planned in a music lesson it will be planned to be outside if possible, pupils side by side, or in a well ventilated space and only singing quietly. 	M	None

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		<ul style="list-style-type: none"> Any shared resources used to be wiped down at the end of the lesson. 		
13. Infection spreading at breaktimes	Anyone in school	<ul style="list-style-type: none"> Children generally encouraged to play in large open spaces. 	L	None
14. Infection spreading during peripatetic music lessons	Anyone in school	<ul style="list-style-type: none"> Peripatetic staff will follow guidelines from musicians' unions appropriate to their instruments. Staff to leave doors open in lessons so as not to be alone behind a closed door without a window 	M	None
15. Parents spreading infection at drop off / collection	Anyone in school	<ul style="list-style-type: none"> Parents dropping off and collecting are not allowed to enter school buildings. Staff to wear masks if front of parents. Lift shares to be discouraged or as far as possible be bubble centric. 	L	None
16. Infection spreading in confined spaces at lunchtimes	Anyone in school	<ul style="list-style-type: none"> Staggered lunch times have been set up so that each year group can have its own dining room area. Extra dining room space in the Saloon is being used. Designated entrance and exit routes will be specified for each year group to avoid children passing each other. Teaching staff will serve the food and hand it to the children. Older children can do the serving under staff supervision. Staff will wear a face covering during service. Staff not eating with children will go in at either 12.00, 12.35 or 1.05 as appropriate. 	M	None

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		<ul style="list-style-type: none"> One way system in place for children and staff. Staff will wear a face covering when queuing for lunch and in the servery. 		
17. Infection spreading in confined spaces in the kitchens	Anyone in school	<ul style="list-style-type: none"> Catering staff to be briefed on maintaining 2m distance wherever possible. Masks to be made available for staff. Normal food hygiene measures to be reinforced plus cleaning materials and routines as per government guidelines (disposable cloths etc). 	M	None
18. Infection spreading in confined spaces in corridors	Anyone in school	<ul style="list-style-type: none"> One way systems to be set up wherever practical. Keep left systems in place throughout the school. 2m social distancing Corridors to be ventilated wherever possible. Routine cleaning of handrails, handles, doors etc. Staff will be required to wear face masks / coverings when moving between classrooms and offices. Pupils in Forms 5 and 6 will be required to wear face masks / covering when moving between classes. 	L	None
19. Infection spreading in confined spaces in toilet areas	Anyone in school	<ul style="list-style-type: none"> Signage on all doors stating “knock before entry” and identifying the max number allowed inside at a time. Regular cleaning routine of toilets after break times. Signage outside when cleaners in toilet. 	L	None

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20. Infection spreading in confined entrance to Pre-prep	Anyone in school	<ul style="list-style-type: none"> Pupils to enter and exit through the outside doors into their classrooms. One-way system in place. 	M	None
21. Picking up infections on school trips	Staff and children	<ul style="list-style-type: none"> Any day trips will be risk assessed on a case by case basis. 	M	None
22. Cleaning staff picking up infection due to the nature of their work	Cleaning staff	<ul style="list-style-type: none"> Appropriate PPE to be provided and used by cleaning staff as per guidelines. Staff to use the same equipment each day. Good personal hygiene practice to be followed by staff (as above). Clear guidance provided as to areas that have been occupied, which will be kept to a minimum. Day staff to work in areas where there are no children and staff as best possible. Clear guidance provided for handling of waste material. 	L	None
23. Visitors to site spreading or picking up the infection	Anyone in school	<ul style="list-style-type: none"> Signage at the front door indicates no entry until welcomed by the receptionist. Visitors reminded of the good hygiene practices as on the posters. Visitors asked only to go to areas of the school that they need to, and to be escorted as appropriate. Face masks to be worn by prospective parents and any outside visitors here for an educational purpose such as HOTP. Meetings with parents to take place on Zoom. 	L	None

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		<ul style="list-style-type: none"> Assessments of prospective pupils: separate Risk Assessment. Outside activities instructors for pre-prep to sign in and have screening. 		
24. Latest government guidelines not being followed	Anyone in school	<ul style="list-style-type: none"> Leadership Team to regularly check the latest government advice for schools and to ensure compliance . 	L	Ongoing review and awareness
25. Reduction in staff levels due to infection / isolation rendering the school non-operational	Staff and pupils	<ul style="list-style-type: none"> Cover plans in place. Online teaching remains an option. 	M	None
26. Future lockdowns due to case numbers surging and/or variants impacting teaching	Staff and pupils	<ul style="list-style-type: none"> Online teaching processes and tech are now well established. Transition from face to face learning to online learning is seamless. 	M	None

Risk Assessor Name	Nick Rudston	Date	13 January 2022
Approver Name		Date	

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