

## COVID-19 Risk Assessment for Amesbury School

### COVID-19 – A RISK ASSESSMENT FOR UK SCHOOLS

#### Introduction

The UK is preparing to return to the workplace. The circumstances may now be different but the core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated. (17.5.20)

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload. However unlike other sectors such as leisure and retail, education and childcare settings have been open to priority groups throughout the lockdown period. (17.5.20)

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website. However there is no requirement to publish any existing risk assessments that do not directly address risks associated with COVID-19. (17.5.20)

#### Advice and Guidance

ISBA's role in this crisis is to supply up to the minute advice and guidance to the independent schools community through the bursar and their staff. There is no monopoly on good ideas and practice. Key is generating confidence across the school community and having all the resources to ensure the safety of all. Therefore do please email any comments and suggestions to [office@theisba.org.uk](mailto:office@theisba.org.uk) so as to support others and develop best practice. The feedback we have received has been hugely useful.

From this edition (17.5.20) the emphasis of this document has been changed to match best practice HSE terminology. So now the “risk” column has been re-titled “hazard” so rather than posing a question it helps to identify the control measures to prevent identified hazards.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments (and there may be a number for different age groups, buildings etc) must be dynamic and be updated whenever advice,

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circumstances, or any of the assessed risk factors are seen to have changed. Note there is an ISBA planning guide that runs in parallel to this Risk Assessment and is regularly updated (and dated) to reflect changes. Do please check the bulletin (currently issued on a Tuesday and Thursday mid-afternoon) for additions and updates.

Reference documents are available in ISBA's bulletins and have been removed from this edition.

### Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents, pupils and visitors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?". For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

### The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

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1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors or trips.
3. Open T In transition: some teaching in school and some remotely. – Amesbury School
4. Open B In transition: with boarders and Open K (below).
5. Open K Key staff and vulnerable children in school. All other teaching remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.

### Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe (16.5.20).
- B. Is government advice being regularly accessed, assessed, recorded and applied?
- C. Unions should be regularly consulted on plans for re-opening and any changes to operation (17.5.20).
- D. Are changes regularly communicated to staff, pupils, parents and governors?
- E. Are changes reviewed by governors?
- F. Are insurers consulted before schools re-open and / or amended their plans (16.5.20)
- G. Are suspended services and subscriptions re-set. (16.5.20)
- H. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- I. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- J. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- K. Is there sufficient supplies of hygiene materials and are they well placed?
- L. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas?
- M. What precautions are being used to keep shared teaching equipment (e.g. keyboards, pens, musical instruments) hygienic?
- N. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- O. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?

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P. Are all the hazards identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- Q. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- R. Currently the Government does not recommend wearing a face covering or face mask in schools or other education settings. Dependent on the risk assessment the school may decided to equip staff and pupils with PPE? (17.5.20) If so range the of PPE may include:
- masks;
  - gloves;
  - shields (for face or lecterns, desk separators, staff desks);
  - sanitisers (gel and tissues).
- S. Regular Cleaning to: (17.5.20)
- Toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces.
  - Keyboards, pens, copiers, kettles, biscuits tins etc.
  - Clothes, school uniform, aprons, towels (if used) cloths, mops etc
  - Note: remove where possible soft toys, furnishings and items that are hard to clean.
- T. Contact and mixing are minimised by: (17.5.20)
- Using using outdoor space.
  - Altering classroom layout with desks spaced 2m apart.
  - Changing timetables so drop-off, assemblies, breaks, lunch, playtime, pick-up times are staggered.
  - Small consistent groups (bubbles) of pupils (no more than 15 at the time of writing).
  - Pupils to remain in "bubbles" at all times during the day.
  - "Bubbles" stay away from other people and groups.
  - Spaces such as halls and dining areas are used at half capacity and groups are staggered through these spaces.
- U. Medical. Who has:
- Pre-existing medical conditions and are they fully declared?
  - Have all vulnerable pupils, parents and staff been identified and recorded?
  - Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
  - Come into contact with anyone tested positive to COVID-19?

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- e. Travelled where: other than home and school? (via app or written diary).
- f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- V. Have all adhered to the external socialising rules set by the school such as:
  - a. shopping;
  - b. parties;
  - c. games and play;
  - d. travel (other than home to school and return).
- W. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the hazards, control measures and outcomes, is at Annex A.

### Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents and visitors / contractors (if allowed).

The leadership team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and we, at ISBA, hope to be able to bring the right information at the right time to schools to allow informed decisions and changes that reflect a safe and secure school environment. Generating confidence in governors, staff, parents and pupils is paramount to the process of full re-opening.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence ought to be recorded). (17.5.20)

One last note of caution: do consult your insurance company or brokers once you have decided upon your transition plan to full opening. Your risk assessment will be a critical part of this decision-making process and may be sought as evidence of the school's approach to risk.

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Annex A to  
ISBA COVID-19  
Risk Assessment

### Overall Risk Assessment in the COVID-19 Environment

|   | Hazard   | Control measures  | Outcome  | Remarks / Re-assessment |
|---|--|---|--|-------------------------|
| A | Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe. (16.5.20) | Safeguarding committee and DSL review regularly policy and procedures   | Latest Safeguarding committee 14 <sup>th</sup> May 2020<br><br>DSL reviewing on a daily basis.   |                         |
| B | Government advice not being regularly accessed, assessed, recorded and applied.                      | Government advice is updated daily (via school email) and reviewed by SLT. Any changes are recorded and discussed at SLT and COVID 19 Task Team.<br><br>ISBA and ISI advice and guidance is also reviewed daily and updated with the latest Government advice | All policies and practices are updated daily or as soon as practical by the Government advice.<br><br>COVID 19 Task Team of SLT plus AA/KLD/SH/KA informed of any changes. |                         |
| C | Unions not consulted over plans. (17.5.20)   | No Unions recognised at Amesbury  | N/A  |                         |
| D | Changes not regularly communicated to staff, pupils, parents and governors (16.5.20)                 | Any changes are communicated via the SLT, usually the Headmistress. All letters are circulated to Governors and Staff.  | Heads PA keeps all letters and correspondance and circulates to all concerned.<br>Filed also in staff handbook.  |                         |
| E | Changes to assessments, procedures and other important matters not reviewed by Governors             | SLT must be consulted and aware of all changes to assessments and procedures.   | All changes to policies, procedures and risk assessments must be approved by SLT and communicated  |                         |

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|   |  |   | to the Amesbury community by the Heads PA.<br>Governor sign off 19 June for whole school return.  |  |
| F | Insurers not consulted with school's re-opening and / or amended plans (16.5.20)           | Insurers kept informed of opening plans.  | Bursar informed insurers that school will partially open on 1 <sup>st</sup> June 2020.<br><br>Confirmation received 21/05/20<br><br>Confirmation checked and received again 16/06/20                        |  |
| G | Suspended services and subscriptions not re-set. (16.5.20)                                 | Finance Office deal and log all subscriptions and services.   | Finance office keeping abreast of all such services.  |  |
| H | Access to school not controlled effectively and visitor (if allowed) details not recorded. | Office Manager in charge of reception and control of access to site by visitors and parents. At present no visitors (except PP's) are allowed and no parents are on site.<br><br>Prospective parents (PP's) are accompanied at all times. | Plan to drop off and collect children at car park gates.<br><br>PP's are met and managed by Admissions Manager  |  |
| I | Social Distancing (SD) and other hygiene rules not communicated, understood and applied.   | SD and Hygiene rules have been communicated to the Amesbury community- staff, pupils and parents. Teachers reinforce daily.   | School signs reminding SD and Hygiene rules. Marking of 2m distancing in corridors and one way routes. Regular cleaning of classrooms and areas of use at break and lunchtimes and before and after school. |  |

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|   |   |   | Training held for staff on site- 22/5 and 18/6. Staff info sheet in Staff Handbook                 |  |
| J | Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.   | SLT and H and S team ensuring rules are maintained.   | Staff relaying to children on daily basis.<br><br>Regular Comms reminders from matron to staff.    |  |
| K | Insufficient supplies of hygiene materials and not being suitably placed.   | Current suppliers have available stock. Cleaning supervisor checks daily stock and usage.   | School stocks of cleaning materials reviewed weekly to ensure sufficient.                          |  |
| L | Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. (16.5.20) | Cleaning Supervisor reviews daily with Facilities manager to assess quality and quantity of cleaning rotas.                         | All cleaning staff unfurloughed where possible. Use of agency staff increased.                     |  |
| M | No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.5.20)  | Where possible no sharing of equipment. Any equipment which is shared is identified for cleaning.                                   | Stationary for Year 6 brought from home. Individual pots used for Year 1 and trays for Reception.  |  |
| N | High risk areas not being regularly monitored (including boarding areas) for hygiene.   | Cleaning Supervisor and Facilities Manager identified high risk areas for cleaning. Reviewed daily.                                 | Log and Monitoring of all areas for cleaning   |  |
| O | No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.   | SLT daily meeting to change or alter plans as required.<br>Communication channels via email, text and website to staff and parents. | Managed by Headmistress and SLT.<br><br>COVID 19 Task Team to discuss practical and future issues. |  |

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|   |  |   | Nursery opening week 2 and plan for further year groups as and when Government advises.<br><br>All year groups 22/06/20 |  |
| P | All hazards identified properly mitigated and regularly re-assessed? | All school risk assessments reviewed and any additional hazards identified and addressed to the Bursar. | SLT to reassess daily or weekly as appropriate.   |  |

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

|   | <b>Hazard</b>  | <b>Control Measures</b>  | <b>Outcome</b>   | <b>Remarks / Re-assessment</b> |
|---|--|--|--|--------------------------------|
| 1 | Communication channels not working and not being reviewed. (Email, text, facebook etc).  | IT back up procedures in place and 24 hour cover available.<br>Communication managers monitoring daily channels and working with SLT.  | Mobile phones and walky talkies available. Mobile numbers known to all.<br><br>Schoolbase contains all staff and parent contact details. |                                |
| 2 | Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors                                       | All communication is via the headmistress and PA to the Head.<br>Governor drop in sessions have been set up via teams.<br><br>School base contains all contact and emergency info on all staff, governors, parents and pupils. | Communication is working effectively at present.   |                                |
| 3 | No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call. | Headmistress responsible and SLT daily meetings re COVID 19.<br>COVID 19 Task team set up.   | Responsibility known and contact details shared.<br><br>Mark Toms H and S Governor sign off at each stage.                               |                                |

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|   |   | All contact details are known and are on schoolbase, website and hard copies at school.  |   |  |
| 4 | No system to communicate with parents and staff that have not returned to school for fear of infection.             | Heads PA responsible for list of infected or possible infected pupils, parents and staff. Liaison and notification to SLT daily. Self isolating rules checked.   | Communication system in place.  |  |
| 5 | Lack of knowledge of where pupils / staff have travelled from (other than home and school).                         | Now lockdown in place no overseas travel is possible at present. Stay at home policy.  | Government guidelines reduced risk.   |  |
| 6 | Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards | SD and Hygiene rules have been communicated to the Amesbury community- staff, pupils and parents. Teachers reinforce daily.<br><br>H and S committee to spot check and discuss with community on site. | School signs reminding SD and Hygiene rules. Marking of 2m distancing in corridors and one way routes. Regular cleaning of classrooms and areas of use at break and lunchtimes and before and after school.<br><br>Separate toilets for each bubble |  |
| 7 | Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?              | Regular communication from Medical centre and Head reminding staff and updating on current procedures. Discussed at staff meetings. Staff handbook section contains guidance.                          | All staff aware and trained.  |  |

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| 8  | School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.   | No School Transport at present   | N/A  |                                       |
| 9  | At drop-off and pick-up parents remain in vehicles where possible and SD outside gates and entrances. (17.5.20)                       | Procedures in place and communicated to parents, pupils and staff. School staff on site to ensure rules are adhered to. Signs and banners on site in car park to remind parents. | Observed by Bursar and facilities manager when open- all working well. | Smooth process and no issues to date. |
| 10 | Insufficient registration throughout the day including lack of temperature / health checks.   | Registration and assessment of wellness in bubbles on arrival. Matron to assess any pupil or staff who feels unwell. No person on site with symptoms                             | Matron on site   |                                       |
| 11 | Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.                     | SLT and H and S committee to review before site cleared for opening. Marking of all areas for SD and one way use. Playgrounds for individual bubble use only and marked as such. | All SD signes and one way system in place.                             |                                       |
| 12 | Learning and recreational spaces not configured to SD rules.  | All areas to be used are configured to SD rules.   | O/s to assess once open  | All working correctly                 |
| 13 | Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups. | All age groups are maintaining SD bubbles and will not mix. Timetables have been amended for Year 6, Year 1 and reception  | O/s to assess once open  | No issues to date                     |

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|    |  | as appropriate. Length of school day amended for Year 6 to 4pm  |  |   |
| 14 | No system in place to deal with bereavements, trauma, anxiety, behavioural issues. | Pastoral system in place with year group leaders and tutors as normal. Deputy Head to lead with assistance from Well being Lead (Carrie Munday).<br><br>Communication between parents and school via email, phone as usual to cope with any issues. | Current pastoral system in place will be used. | MA monitoring and assessing any issues. |

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

|   | Hazard  | Control Measures  | Outcome   | Remarks / Re-assessment |
|---|---|---|---|-------------------------|
| 1 | Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies. | All policies and practices are updated to cope with any COVID 19 additional issues. | An Addendum to the safeguarding policy has been written, shared with staff and the Safeguarding governor. It is also available on the school website. Staff have been asked to confirm that they have read and understood the policy. |                         |

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| 2 | DSL and ADSL not easily contacted and their contact information not known to all.  | Contact information known to all via website, credit card details, signs, policies and guidelines.  | No change to DSL – Staff aware that Michael Armitage is DSL who will be onsite everyday from June 1 <sup>st</sup> . Julie Watts – DDSL also on site. Policy on website states this as do signs around he building. |  |
| 3 | No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.    | Guidelines written for staff, parents and pupils. Disctributed via email, letter and on staff handbook.<br><br>Video to explain guidelines produced and emailed to all.   | New guidelines written.  |  |
| 4 | Fire drills, routes and assembly points not rehearsed. (16.5.20)   | Fire drill to be tested on 1 <sup>st</sup> June 2020, opening day. Bubbles to remain and SD rules to apply.<br><br>Fire drills to continue once open as normal and reviewed by H and S committee to ensure adequate.  | Fire drill performed on 1 <sup>st</sup> June – no issues noted.<br><br>Drill on 18/6/20- again no issues   |  |
| 5 | Class sizes not reduced and kept together in their “bubble” (minimising contact with others) or properly supervised. (14.5.20) | All year groups to be taught in bubbles of less than 15 and specific classroom to be used. Same teachers allocated to bubbles. Toilets allocated to bubbles. Break and lunchtimes allocated seperatly to bubbles and location.<br><br>Year 7 and 8 Bubbles have rotation of teachers in accordance with | O/s to assess once open<br><br>To assess once Year 7 and 8 back  | All working well and processes adhering to government guidelines<br><br>Working outside where possible |

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|    |   | government guidelines. 2m SD rules applied.  |                                |  |
| 6  | Needs of each age group and class not considered separately in terms of support, activities and facilities. (14.5.20) | Lead teachers assessing age groups for each year group returning. Curriculum and procedures accessed by Heads of Year.   | O/s to assess once open        | All working well and processes adhering to government guidelines |
| 7  | Staff not having sufficient down time / rest during the working day / week? (14.5.20)                                 | Two or three members of staff allocated to each bubble to ensure rest time if possible. Cover for break and lunchtimes used when outside.                                | O/s to assess once open        | No issues at present   |
| 8  | Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.               | No new staff or pupils to date.<br>Recruitment process to be adapted per ISBA guidance.  | N/A                            |  |
| 9  | SCR and required documents not properly verified or recorded. (16.5.20)   | SCR managed by the bursar and upto date. Reviewed by a Governor for compliance.  | SCR is upto date and accurate. |  |
| 10 | Plans to working and learning outside not fully considered (17.5.20)  | All year group plans have where possible used outside learning and play. All outside areas risk assessed.<br><br>Gazebos used to enable outside play as much as possible | O/s to assess once open        | No Issues to date  |

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| 11 | Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered (17.5.20)                            | Non contact sport – Athletics and tennis is planned as is play in school grounds.  | O/s to assess once open                 | No issues to date                       |
| 12 | Sporting, play and SD rules unclear to staff, pupils, parents and visitors.  | All rules have been assessed and planned. Any areas where rules are unclear, then the activity will not take place or confusion is resolved by SLT member.     | No unclear rules to be operated.        | No issues to date                       |
| 13 | Drama, dance and music activities not applying SD or hygiene rules   | To be provided via remote learning still or managed by bubble staff. Staff to ensure pupils keep to rules.   | O/s to assess once open                 | No issues to date                       |
| 14 | Risk assessment for sport, play, drama, dance and music activities not properly formulated. (17.5.20)  | Risk assessments reviewed by HOD's to ensure updated for COVID 19 procedures.  | All risk assessments are upto date.     |   |
| 15 | Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose. | Staff meetings held virtually online. Staff room etiquette and SD rules are outlined in communication to returning staff and regularly reviewed and instilled. | O/s to assess once open                 | No issues to date                       |
| 16 | Security and access systems not regularly checked, updated and (where necessary) re-coded.   | All Access codes amended termly and checked by Maintenance Manager weekly.   | Security to site controlled adequately. |   |
| 17 | Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.               | Drop off and pick up procedures communicated to staff and parents.   | O/s to assess once open                 | All working well at all entry locations |

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|    |   | <p>Video to explain areas for each year group.</p> <p>Training given to staff- 22/5/20 and 19/06/20</p> <p>Monitored and enforced by SLT and maintenance staff in situ.</p> <p>No contractors or visitors on site except Prospective parents and cleaning subcontractors.</p>   | <p>Issues with sibling collection and drops but new communication to clarify procedures sent</p> <p>PP's accompanied by Admissions Manager at all times</p>                     |                  |
| 18 | Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules. | <p>All spaces in use are configured to SD rules with markings and signs except the following:</p> <p>Four classrooms in academic block are not able to lay children tables out to 2m SD guidelines. Therefore we have allocated these classrooms to year 3 and 4 children who are smaller and younger and kept the bubbles in these rooms to lower numbers.</p> | <p>Achieved SD configurations.</p> <p>Parents informed and made aware of issue. Children can stay at home and receive remote learning if not comfortable with arrangements.</p> |                  |
| 19 | Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.                    | <p>Classrooms laid out for 2m SD rules with desks (except 4 rooms as above). Soft furnishings removed where possible.</p> <p>NO PPE or Screening required.</p>  | O/s to assess once open   | All working well |

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|    |   | Cleaning before day, break time, lunchtime and after school of all areas and any shared equipment.  |                         |                                   |
| 20 | Minimising contact and mixing not effective in the classroom and during breaks. (17.5.20)                                   | <p>Rules for SD and remaining in bubbles outlined to all pupils and staff. Re enforced by discipline system.</p> <p>Reception and year 1 bubbles due to age, may find 2m distancing more difficult but where possible will be applied. Additional hand washing and sanitising rules will be followed.</p> | O/s to assess once open | No Issues to date                 |
| 21 | No regular breaks for handwashing during the school day. (17.5.20)  | Every pupil bubble will be required to break for regular hand washing throughout the day. All classrooms or toilets used have hand washing facilities. Disinfectant and hand wipes are available in all rooms.  | O/s to assess once open | All operating effectively         |
| 22 | Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc (16.5.20) | Hand sanitisers have been placed at all areas of use and in corridors. On entering the site hands will be washed or sanitised. Regular reminders from staff to pupils throughout the day.   | O/s to assess once open | Readily available and all stocked |

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| 23 | Hygiene stations not stocked, checked and cleaned regularly. (16.5.20)                                  | Cleaning Supervisor and cleaning staff to check daily and throughout the day as they clean.   | O/s to assess once open                        | Readily available and all stocked |
| 24 | Unnecessary items not removed from classrooms and other learning environments. (14.5.20)                | Classrooms cleared of soft furnishings and other unnecessary items to allow for maximum SD.   | To assess in daily walk rounds before opening. | No issues to date                 |
| 25 | Soft furnishings, soft toys and items that are hard to clean not removed and stored securely. (14.5.20) | All Soft furnishings, soft toys and items that are hard to clean to be removed.   | O/s to assess once open                        | All removed                       |
| 26 | Staff unable to manage, whilst in the transition phase, both in school and remote learning.             | <p>Year 6 – to continue remote learning lessons on site in their bubble.</p> <p>Year 1 – ML continue with remote learning resources whilst other teachers are teaching on site</p> <p>Reception- where possible will try to manage both and have additional TA support.</p> <p>Remote learning suspended from 22 June when whoel school return starts. Certain teachers allocated those at home for shielding or other reasons and setting remote work on a one to one basis.</p> | O/s to assess once open                        | No issues to date                 |

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|----|---|--|---|-------------------|
| 27 | Assemblies, break times, drop-off and collection times not sufficiently well staggered. (14.5.20)                                     | Assemblies held via remote learning.<br><br>Break, lunch and drop off and pick up times all staggered so only one bubble in any location at any time.  | O/s to assess once open                               | No issues to date |
| 28 | Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment. | Sandwich lunch provided by school to be eaten outside in designated area for each bubble.<br><br>When wet sports hall and PAC used.  | O/s to assess once open                               | No issues to date |
| 29 | Hazards and risks of providing breakfast and after school clubs not understood. (14.5.20)   | No Breakfast and ASC in operation.   | N/A   |                   |
| 30 | Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home. (14.5.20)         | Matron to identify all vulnerable staff and children and to assess whether support is needed or not.<br><br>To be monitored weekly.  | Matron to raise any concerns with SLT / Headmistress. |                   |
| 31 | Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (14.5.20)        | Pastoral system in place for pupils with tutors and year groups leads. Deputy head in charge of staff wellbeing and Carrie Munday- Well Being Lead to assess any further staff requirements.<br><br>Governor staff liason holding 1 to 1 calls with staff as required. | A support system is in place for pupils and staff.    |                   |

## COVID-19 Risk Assessment for Amesbury School

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| 32 | Re-scheduling of activities not operating efficiently or safely due to SD rules and timings (14.5.20) | SLT and the H and S committee members will assess in situ the year groups returning and whether SD rules are being maintained. | Amendments will be immediately made if required. |  |
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### Medical Risk Assessment in the COVID-19 Environment

|   | Hazard  | Control Measures   | Outcome                                       | Remarks / Re-assessment |
|---|---|--|---|-------------------------|
| 1 | Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help. (14.5.20)     | Matron to help educate the staff and parents of the symptoms and to communicate this via the SLT and email.  | O/s to assess once open                       | No issues to date       |
| 2 | Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied. (14.5.20)  | Hygiene rules are outlined by teachers and displayed on posters throughout the school.<br><br>Pupils are reminded regularly what to do.                    | Hygiene rules are followed.                   |                         |
| 3 | No / insufficient staff supervising / supporting normal medical staff?  | Full time medical staff are at school daily and supported by an assistant when required.<br><br>First aid trained staff are available on site in addition. | System in place for supporting medical staff. |                         |
| 4 | Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues. | Staffing of medical team is as usual numbers for full school- 360 pupils.  |   |                         |

## COVID-19 Risk Assessment for Amesbury School

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|   |  | Additional resource will be used from trained first aid staff if isolating pupils or staff is required.  |  |                               |
| 5 | Insufficient First Aid trained personnel (ratio) for pupils in school (16.5.20)  | Matron to assess ratio of first aid trained persons to pupils and ensure adequate.   | To assess once back  | Assessed and all within ratio |
| 6 | No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. (14.5.20) | Only medically trained staff are to take temperatures.   | All staff who take temperatures are trained.   |                               |
| 7 | Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?   | Medical policies have been reviewed in the light of COVID 19 and are upto date. They are updated if new guidelines are received from DfE or medical council.<br><br>The H and S committee review any updates to medical policies.  | All medical policies are upto date.  |                               |
| 8 | Medical room(s) improperly equipped.   | The medical room was recently refurbished and is fully equipped.   | The medical room is properly equipped.   |                               |
| 9 | Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.            | Amesbury will follow advise of DfE:<br><br>Wearing a face covering or face mask in schools or other education settings is not recommended. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. | If staff would like to wear a mask or gloves, Amesbury has a supply on site for use. |                               |

## COVID-19 Risk Assessment for Amesbury School

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|    |   | if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. |  |                   |
| 10 | Sickness management rules and the "don't come to work if you are ill" not understood or observed. (14.5.20)       | Staff, pupils, parents and Governors are all aware of the rules that they must not come on site with any symptoms or if ill. This is reiterated in the return to school communication and everyone on site will be monitored. If anyone is unwell they will be sent home.  | O/s to assess once open                                  | No issues to date |
| 11 | Different age groups with different risk profiles for each group of staff and pupils not risk assessed? (14.5.20) | Each year group who is returning are reviewing the school risk assessments and updating policies where required.   | Risk assessments are being performed for very age group. |                   |

## COVID-19 Risk Assessment for Amesbury School

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| 12 | School unaware of any staff and pupil pre-existing medical conditions.  | A medical questionnaire is maintained for every pupil and staff member. This is updated annually.   | School should be aware of all pupils and staff medical conditions.   |  |
| 13 | Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.5.20)              | All pupil, parents or staff have been requested to inform the Heads PA if they have tested positive or otherwise for COVID 19.<br><br>Anyone sent by the school for a test will be recorded at the school and held by the medical centre. | Matron / Head PA to keep records and assess  |  |
| 14 | Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned. | All pupil, parents or staff have been requested to inform the Heads PA if they have been in contact with anyone who has tested positive or otherwise for COVID 19.  | All pupil, parents or staff have been requested to inform the Heads PA if they have tested positive or otherwise for COVID 19. |  |
| 15 | Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).              | The medical centre keep a record of all staff and pupils who have been sent home with COVID 19 symptoms.  | Record is kept.  |  |
| 16 | Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.   | Any member of staff or the amesbury community who is unwell with COVID 19 is regularly contacted by their line manager,   | A support structure is on place for those self isolating.  |  |

## COVID-19 Risk Assessment for Amesbury School

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|    |  | SLT or another member of the common room.  |  |  |
| 17 | Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school. (14.5.20) | SLT is holding a log of staff who are shielding and who has a pre existing condition that precludes their attendance at school.<br><br>One for Pupils is also being held by medical centre | Information on who is shielding and who has a pre-existing medical condition if reported to Amesbury is known. |  |
| 18 | Insufficient proof of shielding and individual conditions? (14.5.20)   | Where possible the staff member or pupil will be asked to show evidence of the reason for shielding and individual conditions.   | Proof will be obtained where possible.   |  |
| 19 | No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?               | The medical centre has a separate isolation area for testing and holding staff and pupils. This will be expanded if required. Regularly cleaned throughout the day.                        | Amesbury has adequate areas for testing and isolating staff or pupils.   |  |
| 20 | Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.                                | All temperature testing will follow government guidelines and be recorded appropriately.   | Medical practices follow government guidelines   |  |
| 21 | Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.                                    | The usual procedures for access to the site by emergency vehicles is suitable and adequate   | Emergency vehicle access is known and clear.   |  |
| 22 | Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils (16.5.20)                               | All visits are undertaken by parents.  | N/A  |  |

## COVID-19 Risk Assessment for Amesbury School

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| 23 | No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)  | All staff and pupils within the medical centre will follow hygiene rules and Matron will supervise this.  | Supervision of hygiene rules in the medical centre exists at all times. |  |
| 24 | Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site. | No contractors on site.   | N/A   |  |
| 25 | Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.                                       | Medical staff and all required materials and PPE needed.  | System in place to replenish as required                                |  |
| 26 | Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.                               | Where necessary school clothes can be washed on site.<br><br>Pupils are to wear home clothes so that these can be washed daily.<br>Staff have been advised to change and clean clothes daily. | Washing of clothes has been communicated to staff and pupils.           |  |

### Boarding Risk Assessment in the COVID-19 Environment

No boarding at present.

### Support Staff Risk Assessment in the COVID-19 Environment

|   | Hazard  | Control Measures   | Outcome                    | Remarks / Re-assessment |
|---|---|--|----------------------------|-------------------------|
| 1 | Support staff not briefed on changes regularly. | Weekly briefing for support staff followed up by phone and letter communication if furloughed. | Support staff are briefed. |                         |

## COVID-19 Risk Assessment for Amesbury School

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| 2 | Support staff have insufficient/inappropriate PPE, cleaning materials and training.               | Amesbury will follow advise of DfE:<br><br>Wearing a face covering or face mask in schools or other education settings is not recommended. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings. if a pupil becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. | If support staff would like to wear a mask or gloves, Amesbury has a supply on site for use.<br><br>Blue gloves worn to distribute food at break and lunchtime. |  |
| 3 | Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules. | Cleaning Supervisor reviews daily with Facilities manager to assess quality and quantity of cleaning rotas.   | Cleaning regimes are updated for COVID 19 rules and regulations.  |  |
| 4 | Security and access systems not regularly checked, updated and re-coded.                          | All Access codes amended termly and checked by Maintenance Manager weekly.  | Security to site controlled adequately.   |  |
| 5 | Reconfigured areas, zones and routes hampering fire exits and routes.                             | All fire exits and routes are still in use and have not changed   | Fire exits and routes are unchanged   |  |

## COVID-19 Risk Assessment for Amesbury School

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| 6 | Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected. | Fire and emergency procedures are unchanged<br>SD rules will now apply and one way systems follow | Fire and emergency procedures are unchanged.<br>Frيره drills held regularly and on return to school. |  |
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### Facilities Management Risk Assessment in the COVID-19 Environment

|   | Hazard  | Control Measures  | Outcome | Remarks / Re-assessment |
|---|---|---|---------|-------------------------|
| 1 | Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable). (16.5.20) | No changes required to current practices. All adequate and upto date with testing and monitoring. | N/A     |                         |
| 2 | Insufficient gas supply, venting and valves?  | No changes required to current practices. All adequate and upto date with testing and monitoring. | N/A     |                         |
| 3 | Air conditioning units, ducts not checked on re-occupying school facilities. (17.5.20)                    | No changes required to current practices. All adequate and upto date with testing and monitoring. | N/A     |                         |
| 4 | Ventilation and extraction systems not checked. (16.5.20)   | No changes required to current practices. All adequate and upto date with testing and monitoring. | N/A     |                         |
| 5 | Electrical tests not up-to-date including emergency lighting and PAT                                      | No changes required to current practices. All adequate and upto date with testing and monitoring. | N/A     |                         |
| 6 | All electrical equipment bought in to school PAT tested? (16.5.20)  | Yes per policy  | N/A     |                         |
| 7 | Water testing for temperature, flow and legionella not in date for test.                                  | No changes required to current practices. All adequate and upto date with testing and monitoring. | N/A     |                         |

## COVID-19 Risk Assessment for Amesbury School

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| 8  | Water supply not tested for legionella on re-opening facilities. (16.5.20)  | No changes required to current practices. All adequate and upto date with testing and monitoring.   | N/A  |  |
| 9  | Swimming Pool not secure or inspected regularly. (16.5.20)  | N/A   | N/A  |  |
| 10 | Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.   | N/A   | N/A  |  |
| 11 | Fire alarm panel, system and extinguishers not in date and not serviced.  | No changes required to current practices. All adequate and upto date with testing and monitoring.   | N/A  |  |
| 12 | Kitchen not reconfigured, stocked and cleaned if closed over a long period. (16.5.20)   | Deep cleaning booked for 28/5/20 before opening. Re stock and reconfiguration on 28/5/20.   | All amended.   |  |
| 13 | Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene. (16.5.20)                           | Requirement for returning staff and pupils has been assessed and sufficient staff are available to maintain high standards of hygiene.  | No issues – packed lunch provided no full school dinners   |  |
| 14 | Servery and dining room rules not properly considered, inadequate or safe. (16.5.20)  | Staggered dining and lunchtimes arranged. Outside will be used where possible. Bubbles to eat in isolation. Sandwich lunch to be provided in bags. Pupils order sandwich at registration. | Lunch times have been organised and bubbles will eat at separate times and in a separate location, outside where possible. |  |
| 15 | Insufficient drinking supplies and hydration available in dining room. (16.5.20)  | Pupils to bring in own waterbottles. Each bubble location will have a water supply within easy access. Outside water fountains have been switched off.                                    | Drinking supplies will meet COVID 19 standards.<br>Additional water stations ordered.                                      |  |
| 16 | Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products. | Minimal need to washers and dryers although all in service.   | N/A  |  |

## COVID-19 Risk Assessment for Amesbury School

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|----|---|---|--|--|
| 17 | Approach not agreed to any scheduled or ongoing building works. (17.5.20)                                 | No Building works on site at present.   | N/A  |  |
| 18 | Suppliers not following appropriate SD and hygiene measures (17.5.20)                                     | Suppliers will be met at school gates and signs show SD rules. The facilities manager will monitor the regular suppliers for food and cleaning supplies and ensure hygiene and SD rules followed. | Suppliers will be instructed to follow SD and hygiene rules and enforced by Facilities manager |  |
| 19 | Waste procedures not reviewed or sufficient.  | Veolla collect rubbish and bin collection is through a separate bin area and outside the school gates. Maintenance Manager to oversee compliance to SD and hygiene rules.                         | Waste procedures will follow COVID 19 Standards  |  |
| 20 | Pest control services not recorded, deficiencies not identified or actioned.                              | No changes required to current practices. All adequate and upto date with testing and monitoring.   | N/A  |  |
| 21 | School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials. | No changes required to current practices. All adequate and upto date with testing and monitoring.   | N/A  |  |