

<u>Likelihood</u>	Consequences	Rating	
1 - Very Unlikely	1 - Insignificant	1 - 4 Acceptable	
2 - Unlikely	2 - Minor	5 - 9 Adequate	
3 - Fairly Likely	3 - Moderate	10 - 16 Tolerable	
4 – Likely	4 - Major	17 - 25 Unacceptable	

5 - Catastrophic

5 - Very Likely

The Elms - Covid RA01

Risk Assessment Form

A	Assessor's Name:	Suzy Brandwood/SLT	Covid19 – So	chool Operating Procedures		Date: 2 nd November	2020
	Hazard or	Who might be harmed &	Initial Risk	Current Biol. Controls	Residual	Additional Risk	New

Hazard or Hazardous Activity	Who might be harmed & how	Initial Risk Rating L x C = R	Current Risk Controls		Residual rating	Additional Risk Controls	New Rating
			1 – 4 Acceptable	<mark>5 - 9 Adequate</mark>	10 – 16	Tolerable 17 – 25 l	Jnacceptable

	Hazard or Hazardous Activity	Who might be harmed & how	Rati	al Risk ng C = R	Current Risk Controls 1 – 4 Acceptable 5 - 9 Adequate	ra	esidi ting		Additional Risk Controls Tolerable 17 – 25	Rat	ing
1	Infection through close contact and indirect transmission	Pupils, staff, parents Risk of illness: unnoticeable for some, mild for others, serious for others, and fatal for a small proportion especially if elderly or vulnerable with pre-existing health conditions. Overall 'consequences' judged to be 'major'.	5 4	20	Individuals who have or suspect symptoms of Covid19 or someone in their household informed not to enter the school. As from 6.10.20 all pupils and staff members not to be temperature tested at drop off time. Sick pupils during day time to be temperature tested as required. No parents allowed on site apart from drop off/pick up or by arrangement with the school. Anthony Rendall to remind parents on this communication week of Nov 2 nd 20. Pupils numbers minimised in dining room to allow for social distancing. Staff to wear face masks whilst serving food and to wash hands and sanitize before serving food Year group 4 ,5 and 8 day pupils allowed to occasionally board as from 5/10/20. Other day pupils not allowed to board until next review. Only flexi and full boarders allowed to stay overnight in year group bubbles or more than one year group if numbers are not feasible. Transport drivers to wear masks and gloves on school runs. Buses to be cleaned by drivers prior to use with 'fogger'. Pupils to remain seated on bus. Front seats to be kept free of pupils. Vulnerable individuals informed not to enter the school. BSA advising boarders not to return to families or guardians during exeats. School to look at program for them to remain at school. Other precautions – see below.	3		12	Tolerable 17 – 25		2

	Hazard or Hazardous Activity	Who might be harmed & how	Ra	atin	Risk g = R	Current Risk Controls	ra	esid ting		Additional Risk Controls	New Rating
2	Pupils and staff not washing their hands thoroughly	Pupils and staff: risk of transmission	4	4	16	NHS Handwashing guidance shared with staff and pupils listing when hands should be washed (on arrival, before and after eating, after sneezing, coughing, visiting the toilet). Antibacterial soap provided in all toilets and basins. Handwashing posters on display. Hand sanitizer available in all classrooms, dormitories ,public areas and toilets. Hand towels/rubbish to be removed several times a day to secure location. Supply of hand towels to be replenished when required. Domestic team to audit levels of stocks weekly of hand towels, hand sanitizer, PPE, and anti bac wipes to avoid stock running low and possible long reorder times.	3	4	12	Tolerable 17 – 25 U	nacceptable
3	Ineffective respiratory hygiene	Pupils andstaff: risk of transmission	4	4	16	Promote 'catch it, bin it, kill it' approach by instructing pupils and staff and posters. Boxes of tissues available to pupils and staff. Bins emptied several times a day.	3	4	12		

	Hazard or Hazardous Activity	Who might be harmed & how	Ra	ting	Risk g = R	Current Risk Controls		esid iting		Additional Risk Controls	New Rating	3
						1 – 4 Acceptable 5 - 9 Adequate		1	0 – 16	Tolerable 17 – 25 U	naccepta	able
4	Infection passed through indirect transmission (via touching contaminated surfaces)	Pupils and staff: risk of transmission	4	4	16	Touched surfaces cleaned frequently using antibacterial products. All classrooms to be supplied with cleaning materials (antibacterial spray and disposable cloths) Some toys, soft furnishings, books, other classroom equipment to be removed that cannot be cleaned effectively and stored securely where possible. Unessential furniture and classroom equipment to be removed where possible. In case of known infection of pupil/ staff member, classroom to be closed and deep cleaned. Labs to be used (years 5-8) for teaching. Work benches to be cleaned by staff in between different year group bubbles.	2	4	8			

	Hazard or Hazardous Activity	Who might be harmed & how	R	atin	Risk g = R	Current Risk Controls		esid ting		Additional Risk Controls	Nev Rat	w ting
						1 – 4 Acceptable 5 - 9 Adequate Creating 'bubbles' – groups of children		1	0 – 16	Tolerable 17 – 25 Ur	nacce	eptable
						within the school supervised by dedicated staff member, using the same classroom throughout.						
	Contact and	Pupils and staff: risk of				Pupils to stay in their small groups all day. Different groups are not mixed during the day.						
5	mixing of pupils and staff	transmission	4	4	16	Timetable staggered to separate lunch and play times	3	4	12			
						Pupils are allocated the same desk each day.						
						Allocated toilets for each group and limited number of pupils allowed at any time.						
						Water bottles to be provided by parents for each pupil which are taken home and cleaned by parents.						
	Provision of food	Pupils and staff: risk of transmission	4	4	16	Pupils and staff to wash hands before and after eating. Staff to wear masks whilst serving food during meal times. At break times biscuits & fruit to be handed out to pupils by staff and will not be available to have any further snacks/fruit without supervision throughout the day. Pupils to remain at their tables, no movement at meal times. All food to be delivered and served at the tables	1	4	4			
						All hard Surfaces cleaned after eating.						

	Hazard or Hazardous Activity	Who might be harmed & how	R	atin	Risk g = R	Current Risk Controls		esid ting		Additional Risk Controls	New Rating
6	Poor Hygiene and cleaning routines	Pupils and staff: risk of transmission	3	4	12	All domestic staff to wear aprons and gloves as required. Domestic team given - and give other staff - clear guidance on products to be used and lists of areas to be cleaned. Timing of cleaning in toilets and classrooms to be recorded daily. Special attention to be given to door handles, chairs, desks, light switches, sinks and toilets. Cleaning to be carried out in conjunction with government guidance.	3	4	12	Tolerable 17 – 25 Ur	nacceptable
7	Cleaning materials and waste from possible cases of Covid19 not disposed of properly.	Pupils and staff: risk of transmission	3	4	12	Domestic Team to have read and understood the guidance – COVID19 Cleaning in non health care setting and have signed their agreement.	2	4	8		
8	Personal care of a pupil	Pupils and staff: risk of transmission	4	4	16	Gloves (and mask/apron if child ill) to be worn by staff if assisting with personal care of a pupil. If pupil has Covid-19 symptoms, staff to be isolated for 14 days. Pupils to be isolated and returned home as soon as possible.	3	4	12		

	Hazard or Hazardous Activity	Who might be harmed & how	R	atin	Risk g = R	Current Risk Controls	ra	esid ting		Additional Risk Controls	New Ratin	ıg
						1 – 4 Acceptable 5 - 9 Adequate		1	0 – 16	Tolerable 17 – 25 Ur	naccept	table
9	Child is classed as clinically extremely vulnerable due to pre existing medical conditions.	Pupil: serious risk from transmission	4	5	20	School has requested that they are informed (that) if pupils have pre-existing conditions and they are asked to stay at home. Medical records updated with parental response.	2	4	8			
10	Staff member is classed as clinically extremely vulnerable due to pre existing medical conditions.	Staff member: serious risk from transmission	4	5	20	Staff in this position are advised not to attend school but may work remotely from home. Staff to advise Bursar & Headmaster as soon as possible. Staff member encouraged to rigorously follow shielding measures in order to keep themselves safe.	2	5	10			
11	Pupil lives with someone who is clinically extremely vulnerable	Serious risk for lived-with vulnerable person	4	5	20	If pupil lives with someone who is clinically vulnerable then they need to inform the school and may attend school subject to Government guidance. Pupil only to attend school if stringent social distancing is adhered to and they are able to understand and follow these instructions. If not possible, pupils should be kept at home and taught remotely.	2	5	10			
12	Staff member lives with someone who is clinically extremely vulnerable	Serious risk for lived-with vulnerable person	4	5	20	Staff member to inform school. Staff member to work from school premises only provided that stringent social distancing is in place, with positive hygiene measures including respiratory hygiene. If social distancing not possible staff member may be able to work from home.	2	5	10			

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						1 – 4 Acceptable 5 - 9 Adequate		1	0 – 16	Tolerable 17 – 25 Ui	nacceptable
13	Lack of social distancing in the corridors	Pupils and staff: risk of transmission	3	4	12	Pupils given instruction on social distancing when moving about the school and told to walk quietly. Pupils and staff to stay within allocated classrooms where possible and access from outside where possible. Corridors to operate on a one way system marked with signage where possible.	2	4	8		
14	Shared resources spreading Covid19 by indirect transmission	Pupils and staff: risk of transmission	3	4	12	Resources not shared unless unavoidable and kept within classrooms. Limited resources allowed to go to and from home and school. Shared materials and surfaces to be cleaned and disinfected more frequently and in between uses.	3	4	12		
15	Lack of social distancing during playtime and lunchtimes	Pupils and staff: risk of transmission	4	4	16	Staggered break and lunch times. Allocated play areas for each group. Farm, rural studies, astroturf areas out of bounds. Pupils educated on social distancing rules and supervised by staff.	3	4	12		
16	Parents and pupils spreading Covid 19 on drop off and pick up	Pupils and staff: risk of transmission	4	4	16	Parents informed of drop off and pick up points. No parent allowed out of vehicle. If Pupil presents with a temperature then no admission to school. All pupils to use hand sanitizer on arrival. All communication with the school and parents via email or telephone.	2	4	8		

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		T	1	ı	1	1 – 4 Acceptable 5 - 9 Adequate)	1	0 – 16	S Tolerable 17 – 25 U	nacceptable
17	First Aid Required by a pupil	Pupils and staff: risk of transmission	4	4	16	All pupils encouraged not to run on site. First aid Matron on site to oversee First Aid. Use PPE. Pupil sent home if required. Tissues and cleaning materials to be disposed of in line with cleaning guidance.	3	4	12		
18	Member of staff or Pupil shows Covid19 symptoms	Pupils and staff: risk of transmission	3	4	12	Adult or Pupil removed from pupils immediately and sent home for self isolation. Staff and pupils in that group to be sent home and advised to follow COVID19 guidance for households with possible coronavirus infection. (Isolate 14 days.) Classroom deep cleaned. Test to be taken by staff member or pupil and can return to school if negative.	3	4	12		
19	Emotional Distress of pupil , parents or staff member	Pupils and staff: risk of transmission	3	3	9	Pupils to have regular staff member supervising them. Virtual staff/ parent meetings to discuss pupil issues or concerns. Careful and relevant communications to parents. Email or telephone access to teaching staff/ SLT. 1 member of SLT on site to share concerns or email/phone concerns as arise. Time allocated for lesson planning, preparation and marking. Governor support for all members of staff.	2	3	6		

	Hazard or Hazardous Activity	Who might be harmed & how	R	atin	Risk g = R	Current Risk Controls	ra	esid ting		Additional Risk Controls	New Rating
20	Safeguarding disclosure made or concern raised	Pupils: safeguarding problem not addressed	4	3	12	1 – 4 Acceptable 5 - 9 Adequate Child Protection Policy procedures followed. A member of SLT on site during the school day but accessible by email or telephone if required. DSL and DDSL available by email or	1	3	<u>0 – 16</u>	Tolerable 17 – 25 Ur	nacceptable
21	Unplanned visitor arrives at the school	Pupils and staff: risk of transmission	4	3	12	telephone Front office / staff on site will not allow unplanned visitors on site. Any authorized companies performing necessary repairs or H&S will do so in isolated areas, have permission from the Bursar, and be accompanied when required.	2	4	8		
22	Health & Safety Protocols not followed.	Pupils and staff: risk of transmission	2	4	8	All routine H&S checks maintained on regular basis and records updated. Staff training updated as required.	2	4	8	Fire Drill carried out on 12.9.20 for all pupils and staff on site. Each 'bubble' maintained social distancing	
23	Prospective parent visits	Pupils, staff ,visitors: risk of transmission	4	3	12	Prospective parents not allowed on site as from 5 th November (new lock down) until Government review on December 2 nd .	0	0	O		

	Hazard or Hazardous Activity	Who might be harmed & how	Initial Risk Rating L x C = R		9	Current Risk Controls		Residual rating		Additional Risk Controls	New Rating
24		1 .	Lx	C		T - 4 Acceptable No sports fixtures. Equipment and site where possible cleaned before and after use. Equipment locked away at end of session. Pupils supervised in changing rooms. Hands washed thoroughly by pupils and teacher before and after activity. Water bottles and sunscreen supplied and applied by individual. Pupils and teacher arrive in sports clothes, no changing rooms to be used. Social distancing to be maintained where possible. Advice from Sport Governing bodies to be followed. RFU advises no contact in training. www. Englandrugby.com/participation/running-your-club/coronavirus	ra	iting		Controls	nacceptable
						Further advice to be confirmed regarding use of swimming pool/ swimming lessons. Current advice allows lessons for pupils at Elms but not outside swimming groups					