



Likelihood

- 1 - Very Unlikely
- 2 - Unlikely
- 3 - Fairly Likely
- 4 - Likely
- 5 - Very Likely

Consequences

- 1 - Insignificant
- 2 - Minor
- 3 - Moderate
- 4 - Major
- 5 - Catastrophic

Rating

- 1 - 4 Acceptable
- 5 - 9 Adequate
- 10 - 16 Tolerable
- 17 - 25 Unacceptable



The Elms - Covid RA01

Risk Assessment Form

Assessor's Name: Suzy Brandwood/SLT	Covid19 – School Operating Procedures	Date: 2 nd November 2020
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	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	5 - 9 Adequate	10 – 16 Tolerable	17 – 25 Unacceptable

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1	Infection through close contact and indirect transmission	<p>Pupils, staff, parents</p> <p>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. <u>Overall</u> ‘consequences’ judged to be ‘major’.</p>	5	4	20	<p>Individuals who have or suspect symptoms of Covid19 or someone in their household informed not to enter the school.</p> <p>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 2nd 20.</p> <p>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</p> <p>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.</p> <p>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.</p> <p>Vulnerable individuals informed not to enter the school.</p> <p>BSA advising boarders not to return to families or guardians during exeats. School to look at program for them to remain at school.</p> <p>Other precautions – see below.</p>	3	4	12				

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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				

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5	Contact and mixing of pupils and staff	Pupils and staff: risk of transmission	4	4	16	<p>Creating 'bubbles' – groups of children within the school supervised by dedicated staff member, using the same classroom throughout.</p> <p>Pupils to stay in their small groups all day. Different groups are not mixed during the day.</p> <p>Timetable staggered to separate lunch and play times</p> <p>Pupils are allocated the same desk each day.</p> <p>Allocated toilets for each group and limited number of pupils allowed at any time.</p>	3	4	12				
	Provision of food	Pupils and staff: risk of transmission	4	4	16	<p>Water bottles to be provided by parents for each pupil which are taken home and cleaned by parents.</p> <p>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</p> <p>All hard Surfaces cleaned after eating.</p>	1	4	4				

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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		
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		

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20	Safeguarding disclosure made or concern raised	Pupils: safeguarding problem not addressed	4	3	12	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 telephone	1	3	3				
21	Unplanned visitor arrives at the school	Pupils and staff: risk of transmission	4	3	12	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	0				

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24	Sporting activities (hockey, cricket, football)	Pupil and staff; risk of transmission	4	3	12	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 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			2	4	8			

Signature: Suzy Brandwood	Date: 5 th October		
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