



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 July 21
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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>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. With suspected symptoms overseas boarding pupil/s to move into 'Nightingale' dormitory with specified staff.</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>Full boarders allowed to board as from 8th March 2021. Flexi boarders allowed to board as from 15th March 21. Day pupils allowed to board as from 22nd March More than one year group to board in dormitories if required for pupil welfare.</p> <p>Transport drivers to wear masks and gloves on school runs. Buses to be cleaned by drivers regularly each week with antiseptic cleaner and 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>Other precautions – see below.</p>	3	4	12						

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2	Pupils and staff not washing their hands thoroughly	Pupils and staff: risk of transmission	4	4	16	<p>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.</p> <p>Handwashing posters on display.</p> <p>Hand sanitizer available in all classrooms, dormitories, public areas and toilets.</p> <p>Hand towels/rubbish to be removed several times a day to secure location. Supply of hand towels to be replenished when required.</p> <p>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.</p>	3	4	12				
3	Ineffective respiratory hygiene	Pupils and staff: risk of transmission	4	4	16	<p>Promote 'catch it, bin it, kill it' approach by instructing pupils and staff and posters.</p> <p>Boxes of tissues available to pupils and staff.</p> <p>Bins emptied several times a day.</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) All Staff on school site to be Covid tested twice a week with Lateral Flow Tests onsite week of 8 th March and at home thereafter. Year 7&8 to be tested 3 times in the first week onsite and twice a week thereafter at home with lateral flow tests. In case of known positive infection of pupil/ staff member by lateral flow test, to be followed up PCR test and to remain at home until test result is negative or to isolate for 10 days. Immediate contacts to be sent home until results of PCR obtained. Only need to inform anyone who was in close contact the member of staff within the last 48 hours this is stipulated as follows: “been within one metre for one minute or longer without face-to-face contact or been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)” If Positive PCR result obtained school to be closed and deep cleaned. If cleaning regime to last longer than 48 hours then timetable of online teaching to resume.	2	4	8						

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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				
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.	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				

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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				
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. All visitors to wear masks on site.	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			

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23	Prospective parent visits	Pupils, staff ,visitors: risk of transmission	4	3	12	Prospective parents allowed on site but following Covid19 protocols with masks and social distancing.			
24	Leavers Play	Pupils, staff ,visitors: risk of transmission	4	3	12	All year groups to see Leavers play but split into 2 performances and socially spaced in Theatre in their year groups			
25	Prospective pupils/team building day 25.6.21	Pupils, staff ,visitors: risk of transmission	4	3	12	Prospective pupils informed not to attend if feeling unwell, been in contact with anyone with covid and to inform school if feel unwell afterwards or have positive covid test. Parents to drop off at designated places and not to come onto school site.			

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27	Pupil events	Pupils, parents and staff; risk of transmission	4	3	12	Early Years Sports day parents invited but limited to one parent per pupil and socially distanced. Parents advised not to attend if feeling unwell. Year 8 pupils and staff to have Lateral Flow test before leaving for Outposts trip. A limit of 2 Year 8 parents invited per pupil for the Prize giving event on Saturday 3 rd July. Parents and pupils to be socially distanced and no refreshments provided. Sibling children to be supervised in alternative area.					

Signature: Chris Hattam	Next Review		
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13

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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 at all times and applied regularly following the NGB regulations. Hand towels/rubbish to be removed several times a day to secure location. Supply of hand towels to be replenished when required.	3	4	12				
3	Infection passed through indirect transmission (via touching contaminated surfaces)	Pupils and staff: risk of transmission	4	4	16	Equipment will be cleaned frequently using antibacterial products. At a minimum this will happen between innings and at the start and end of every game/session. Equipment not to be shared unless unavoidable. If shared it will be thoroughly cleaned between uses. Hands will be sanitised regularly and according to the specific NGB regulations. All Staff on school site to be Covid tested twice a week with Lateral Flow Tests onsite week of 8 th March and at home thereafter. Year 7&8 to be tested 3 times in the first week onsite and twice a week thereafter at home. In case of known infection of pupil/ staff member, school to be closed and deep cleaned. If cleaning regime to last longer than 48 hours then timetable of online teaching to resume.	2	4	8				
4	Contact and mixing of pupils and staff	Pupils and staff: risk of transmission	4	4	16	The Elms School is in a whole school bubble. Staff to wear masks when moving around the indoor areas of the school site. Home and opposition teams will be kept separate at all times when not playing. There will be no formal match teas and no hand shaking at the end of matches.	3	4	12				

Signature: Suzy Brandwood Bursar	Date: 2 nd July 21		
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