

Coronavirus Risk Assessment for Full School Opening



September 2020

<p>Context</p>	<p>The government is promoting the return of all school pupils from 1st September 2020. The government updated guidance for schools ((28th August 2020) on full opening provides more advice on risk management, in particular:</p> <ul style="list-style-type: none"> • provides clarification on the age requirements related to face coverings on public transport • a revised guidance on cleaning • more information about pupils with education, health and care plans • more information about managing contractors and other visitors to schools, including immunisation programmes • clarifies some details of the Test and Trace process • provides additional advice on staff who are clinically vulnerable and clinically extremely vulnerable • expands on use of space and ventilation • a link to the recorded webinar on mental health and wellbeing, clarify resources available from https://www.minded.org.uk 	
<p>References</p> <p>Document reference: RA19.08.20/FULL</p>	<p>This risk assessment has been written in collaboration with and reference to latest DfE advice and guidance, as at 28th August 2020.</p> <p>This risk assessment replaces all previous versions. It should be read in conjunction with the school's COVID-19 policy</p>	
<p>Location: NLGS School, single site, 1 building</p>	<p>Date assessed: 28/08/2020</p>	<p>Assessed by: SLT</p>

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Risk/Priority Indicator Key

Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

RISK / PRIORITY INDICATOR MATRIX

LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within the next three to six months
1-5	Low	Whenever viable to do so

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Activity (1)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional control measures required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
<p>General: Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils</p>	<p>Staff and pupil concerns not taken into account. Concerns about return to work and school</p>	<p>Staff and pupils</p>	<p>The following government advice was published on 28th August. https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>The government states that the risk to pupils themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health and safeguarding impacts from being out of school. The Office of National Statistics suggests that staff in educational settings tend not to be at any greater risk from the disease than many other occupations. Furthermore, the government states that there is no evidence that pupils transmit the disease any more than adults.</p> <p>Following best practice, risk assessments are also shared with parents and published on the school's website.</p> <p>Mental Health support accessed at https://www.minded.org.uk</p>	4	5	20	<p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p> <p>Undertake NLGS COVID-19 Daily Management and Daily Cleaning Checklists.</p> <p>Updated Risk Assessments and associated guidance, will be provided to staff prior to school opening, including new procedures for arrival to work. 'Staying COVID-19 Secure in 2020' poster to be displayed at entrances. https://assets.publishing.service.gov.uk/media/5ef36e3d86650c1293836d65/staying-covid-19-secure-accessible.pdf</p> 	2	4	8

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				L	S	RR		L	S	RR
Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and pupils	<p>To minimise risk, all elements of the system of control measures in this risk assessment have been put in place and will remain until the pandemic ceases. Regular checks are made for updates.</p> <p>Whilst governors and the school's leadership team will ensure systems are implemented, all staff have a responsibility to ensure the measures are adhered to and that pupil behaviours supervised to reduce and eliminate risk, that control measures are followed and any breaches recorded.</p> <p>'Near miss' incidents regarding breaches of our control measures must be communicated to SLT so that control measures are continually reviewed and adjusted accordingly, using the email:</p> <p>covidsafe@northlondongrammar.com</p> <p>Staff can use this email to also make suggestions on changes to control measures. Staff are regularly informed of the school's plans (for example safety measures, timetable changes, staggered arrival and departure times) and consulted for any concerns.</p> <p>Active communication between staff on concerns is encouraged and all staff are required to read all communications.</p> <p>The school's Trustees will continue to be involved in overseeing this risk assessment and its implementation.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p>	1	5	5

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and pupils	<p>Staff to support pupil wellbeing and direct pupils and their parents to further information and support. The Department for Education hosted a free webinar on 9th July for staff on how to support returning pupils and staff are encouraged to access the recording.</p> <p>Heads of Department have been asked to review the curriculum focus on wellbeing and facilitate time in the timetable for pupils to share their concerns.</p>	5	5	25	<p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p> <p>Staff are encouraged to access the recording online, - see DfE - Supporting pupil and student mental wellbeing for further details.</p>	1	5	5
Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and pupils	Teachers of new Year 5 and 6 pupils and Form Teachers for Year 7 to make additional checks to identify potential concerns with younger students who may have concerns returning to school/about the current situation.	5	5	25	Two metre social distancing should remain in place until otherwise advised. https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings	1	5	5

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Risk assessment and consultation with staff and the provision of wellbeing support to staff and pupils (continued)	Risk of Covid-19 transmission through concerns not being taken into account	Staff and pupils	<p>As required in the most DfE Guidance (28th August), the school will:</p> <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring those who have (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) where recommended, the use of face coverings in school in common places. Headteachers to have the discretion to decide whether to pupils, staff or visitors are to wear face coverings in communal areas. 3) clean hands thoroughly more often than usual 4) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 6) minimise contact between individuals and maintain social distancing wherever possible. <p>Response to any infection:</p> <ol style="list-style-type: none"> 7) where necessary, wear appropriate personal protective equipment (PPE) 	5	5	25	<p>Staff to familiarise themselves with DfE guidance on reopening of schools</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	1	5	5

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			8) engage with the NHS Test and Trace process							
			9) manage confirmed cases of coronavirus amongst the school community							
			10) contain any outbreak by following local health protection team advice.							

Activity (2)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
Guidance for control measures 1,2,8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically	Risk of Covid-19 transmission	Staff and pupils	<p>The return of pupils/staff who are shielding or self-isolating</p> <p>The majority of pupils are expected to return to school in September. All staff have returned to school, with 2 exceptions due to non Covid reasons. Shielding advice for all adults and pupils who are extremely clinically vulnerable paused on 1 August, subject to a continued decline in the rates of community transmission (R rate) of COVID-19. We will consider this on a case by case basis, using the current advice on shielding (updated 10-8-20).</p> <p>We will conduct a personal risk assessment for all pregnant staff as women from 28 weeks' gestation or with underlying health conditions such as pre-eclampsia, are at greater risk if they catch Covid-19. Strict social distancing and hygiene controls must be applied. Pregnant staff must follow 2m distancing at all times.</p> <p>Staff returning from abroad</p> <p>Staff who have returned from foreign travel should quarantine themselves, if returning from a country specified in current government guidance as subject to quarantine,</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p> <p>We will consult the advice from the Royal College of Paediatrics COVID-19 - 'shielding' guidance for pupils and young people. Where a pupil is unable to attend school because they are complying with clinical advice, we will continue to offer them access to remote education.</p> <p>Government Travel Corridors guidance to be checked regularly</p>	1	4	4

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			even if they do not show any symptoms. All staff on site have adhered to this requirement and are in a position to return to school.				for updates: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors			
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Activity (2)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
Guidance for control measures 1, 2, 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographic-ally (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>If rates of the disease rise in our local geographical areathat results in lockdown, following the most recent DfE guidance, it may be necessary to send the whole floor bubble/year group bubble home, if there is a confirmed case.</p> <p>Those pupils who have to stay home will be supported with online learning.</p> <p><u>Arrangements for those with symptoms</u> Staff and pupilsmustnot attend if they have Symptoms of Covid-19 or are self-isolating due to confirmed cases in their household. Parents will be reminded to strictly adhere to this. Symptoms include a high temperature, new continuous cough and loss of taste or sense of smell.</p> <p>If someone develops symptoms at school they will be isolated in a separate room and sent home immediately to begin self-isolation and must get tested within 5 days of symptoms appearing. The person with symptoms must follow the stay at home guidance. They must self isolate for 10 days. Other members of their household, including their siblings should isolate for 14 days from when the symptomatic person first had symptoms.</p>	5	5	25	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p>	1	4	4

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			<p>Arrangements are in place for how and where those with symptoms will be isolated from the rest of the school whilst awaiting the transport/lift home. The school will be providing 1 isolation room (ground floor meeting room 2), which meets the requirements of good ventilation, a closing door and minimal furnishings to allow for ease of cleaning. If the symptomatic person needs to go to the bathroom, while waiting to be collected, they need to go to the designated toilet on the ground floor in the reception zone, near to the isolation room. This toilet has been set aside for this purpose only and will not be used by anyone else at any time. The toilet will be cleaned and disinfected after it has been used.</p>							
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<p>Guidance for control measures 1, 2, 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p>	Risk of Covid-19 transmission	Staff and pupils	<p>Staff who closely help the pupil/staff member displaying symptoms, must wear PPE if breaking social distancing but they do not need to self-isolate unless they develop symptoms themselves. They must wash their hands thoroughly for 20 seconds after contact with the unwell person and follow the government's decontamination cleaning advice for the room.</p> <p>Additionally, any student or member of staff who has been in contact with the symptomatic person, does not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>Anyone in contact with someone who is unwell must wash their hands thoroughly for 20 seconds after</p>	5	5	25	<p>DfE guidance and recommendations with regard to full opening:</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	1	4	4

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			<p>contact with the unwell person.</p> <p>Boarding If a boarding child shows symptoms, they should initially self-isolate in boarding accommodation.</p> <p><u>Test and Trace</u> The school will actively engage with the government's Test and Trace system and additionally, in an emergency call 999 if someone is seriously ill or injured or their life is at risk. To support Test and Trace, the school will hold records of visitors or parents who actually enter the school site for pick ups/drop offs, for 21 days. This reflects the incubation period for COVID-19 and allows time for testing and tracing. After 21 days, this information will be securely deleted.</p> <p>It is requirement that all staff members, pupils and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms and not attend school and let the school know the result of the test when known,immediately.We will not ask for should proof of a negative test. Actions we will take from test results are explained below.</p>					
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<p>Guidance for control measures 1, 2, 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographically (continued)</p>	Risk of Covid-19 transmission	Staff and pupils	<p>Any action to prevent further infection will be guided by our health protection team who will advise on who needs to self-isolate from the school by number of confirmed cases in the school. The school will protect the confidentiality of those tested positive. In some cases, a larger number of other students may be asked to self-isolate as a precaution.</p> <p>A negative test means that even if the child/staff member feels well, they must still self-isolate for a period of 10 days as symptoms could still develop. Other members of the household can stop self-isolating unless they develop symptoms themselves. If however household or class group members have needed a test because someone in their home/class was tested positive, and this comes in as negative, they must all continue to self-isolate for 14 days as symptoms could still develop. The household members of those sent home to self-isolate do not need to self-isolate themselves unless the person sent home to self-isolate develops symptoms or tests positive.</p> <p>A positive test requires rapid action to protect others. Those who are positive must inform the school immediately and follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste.</p> <p>Parents must inform the school in writing if their child is returning to school. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Where a pupil or staff member tests positive, the rest of the class will be required to self-isolate, get tested and stay at</p>	5	5	25	<p>Details of our local Health Protection Team:</p> <p>PHE North East and North Central London Health Protection Team, Ground Floor South Wing, Fleetbank House 2-6 Salisbury Square, London, EC4Y 8AE necl.team@phe.gov.uk</p> <p>Phone: 020 3837 7084 (option 1) Fax: 020 3837 7086</p> <p>Anyone showing symptoms should request to be tested under the NHS Test and Trace scheme (test guidance) within 5 days of symptoms starting.</p>	1	4	4

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			home for 14 days from when the first person in contact with them was symptomatic. The other household members of the first person who tests positive must also self-isolate for 14 days even if symptoms were not apparent in the first person in the household.						
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Activity (2)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
Guidance for control measures 1, 2, 8, 9 and 10: Measures for Prevention of spread & response to discovery of ill health in school or geographic-ally (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>The school will continue to work with the health protection team to find out who has had close contact i.e. face to face with an infected individual for any length of time within 1m, including being coughed on or skin to skin contact and other proximity contacts for more than 15 minutes. Anyone in shared transport will also be identified. We will follow the COVID-19: cleaning of non-healthcare settings guidance</p> <p>There will be enhanced cleaning of frequently touched surfaces such as doors, hand rails, toilet handles, chairs etc. The school will have extra cleaning regimes and appropriate cleaning products. This will take place twice daily as a minimum. Normal detergents and bleach will remove traces of Covid-19 virus. We will ensure sufficient supplies are kept in locked cleaners' cupboards.</p>	5	5	25	<p>Guidance and recommendations with regard to full opening</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Control measures will be considered daily after 2pm to check if an update has been released to the latest government guidance.</p>	1	4	4

Activity (2)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
Guidance for control measures 1, 2, 8, 9 and 10 (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>To improve hygiene between staff and students, the following control measures have been put into place:</p> <ul style="list-style-type: none"> Using signs and posters to build awareness of good handwashing technique, as well as the need to increase handwashing frequency, 	5	5	25	Control measures will be considered for revision daily after 2pm if an update has been released to the latest government	1	4	4

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			<p>avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available;</p> <ul style="list-style-type: none"> • Providing regular reminders and signage to maintain personal hygiene standards; • Providing hand sanitiser in multiple locations in addition to washrooms; • Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible; • Introducing enhanced cleaning for busy areas; • Providing more waste facilities and more frequent rubbish collection; changes in photocopying procedures; • There will be hand drying facilities, including paper towels as an alternative to hand dryers in handwashing facilities; • Staff have been advised on how to manage the classroom environment to improve hygiene; • We have allocated two extra staff rooms. These will be in addition to the existing staffroom. • Staff should use the staff room nearest to the classroom that they are teaching at before breaks. • Enhanced equipment has been purchased (Foggers); • Individual student and teacher equipment; • Additional cleaners will be employed during school time. 				<p>guidance.</p> <p>Those staff asked to clean will be provided with training to do so, prior to school reopening.</p> <p>All staff will be provided with their own sanitisers on a lanyard. At the end of the day, these can be refilled from a central source.</p>		
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Activity (2)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
Guidance for control measures 1, 7, 8 and 9 (continued)	Risk of Covid-19 transmission	Staff and pupils	<p>Face masks</p> <ul style="list-style-type: none"> Face masks should be worn by students and adults in communal areas where social distancing cannot be maintained If students wish to wear a face mask in class too, they will need to provide a letter from parents to this effect Staff can choose to wear a face mask or not during lessons. Visors will be provided for staff, if they wish to use in class If a member of staff or pupil forgets to bring their face mask to school, the school will provide a face mask. These will be dispensed from class Face masks must be worn on public transport and on the school minibus. <p>Safe removal of face masks:</p> <ul style="list-style-type: none"> Form tutors will be responsible for informing students of the safe removal of face masks. <p>We will look to reduce contact with others by:</p> <ul style="list-style-type: none"> Designating floors to the use of specific year groups and classes Using safe outside areas for breaks; Creating additional space by using other parts of the workplace or building that have been freed up by remote working; Installing screens to protect staff in reception or similar areas; Reconfiguring seating to 'exam style' to maintain spacing and reduce face-to-face interactions; Floor markings in classroom indicating 2m from front row desk and teacher's desk; In rooms with large tables, limiting to 2 pupils 	5	5	25	<p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p> <p>Named boxes will be made available for all staff to use for personal items.</p>	1	4	4
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Activity (3)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
			<ul style="list-style-type: none"> per table; Encouraging staff to remain on-site and, when not possible, maintain social distancing while off-site; Encouraging storage of personal items and clothing in personal storage spaces, for example desk drawers; Encouraging remote visits and meetings using Microsoft Teams, where this is an option; Limit movement of students between lessons; students will be designated classrooms for their use for the most part (unless specialist equipment required) and teachers will move from room to room One way system throughout the school; Entrance only and exit only external doors. 							
Guidance for control measures 3, 4 and 5. Hand and respiratory hygiene. Washing facilities and provision of hand hygiene products. Enhanced cleaning.	Risk of Covid-19 transmission	Staff, pupils, visitors and contractors	<p>All adults and pupils will be reminded to frequently wash their hands with soap and water for 20 seconds and dry with paper towels or hand dryers thoroughly. This will be highlighted in a number of ways, including displays in toilets and around the school, providing guidance on hand hygiene.</p> <p>All students must wash their hands on arrival to school. They must use the sanitiser provided inside the classrooms before entering a new room. After break and before lunch, students must sanitise their hands.</p> <p>We will use the NHS guidance on hand hygiene which states the importance of clean hands on arrival at the school, before and after eating, and after sneezing or coughing.</p> <p>Students will be encouraged not to touch their mouth, eyes and nose and use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). Tissues will be provided in classrooms as well as</p>	4	5	20	<p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p> <p>Guidance and recommendations with regard to full opening</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Posters displayed around</p>	2	4	8

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			<p>lidded bins for disposal of tissues. Bins for tissues will be emptied throughout the day.</p> <p>Lidded bins will be double bagged. These will be white bags. To support identification and determine disposal measures, bins in the 2 medical/isolation rooms will have yellow bin liners.</p> <p>Bins will be emptied at least twice daily during school hours and again at the end of the day.</p>				<p>the school.</p> <p>Hand washing: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf</p> 			
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Activity (3)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
<p>Guidance for control measures 2, 3 and 4.</p> <p>Hand and respiratory hygiene.</p> <p>Washing facilities and provision of hand hygiene products.</p> <p>Enhanced cleaning (continued)</p>	Risk of Covid-19 transmission	Staff, pupils, visitors and contractors	<p>Where possible, all spaces will be well ventilated using natural ventilation (opening windows) or ventilation units.</p> <p>Doors will be propped open, where safe to do so (bearing in mind fire safety), to limit use of door handles and aid ventilation. Pupils will be encouraged to use their elbows to open doors, if necessary.</p> <p>Normal personal hygiene and washing of clothes following a day in school is sufficient. Students will be required to wear school uniform. Flexible and appropriate staff dress code will be implemented.</p> <p>Pupils will be asked to wear face coverings in corridors and communal areas. If they wish, they may wear them in class too.</p> <p>Pupils wearing face coverings will be told not to touch the front of their face covering when removing it and wash</p>	4	5	20	<p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p> <p>On days when students are having PE, they will be allowed to remain in their PE kit all day.</p>	2	4	8

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			<p>their hands.</p> <p>Staff will be permitted to wear face coverings in lessons, if they wish.</p> <p>Lidded bins will be provided at the entrances for disposable face coverings and students with re-useable face coverings will be reminded to put them in plastic bags to take home to wash every evening.</p> <p>There will be additional support for SEND students, if needed, to adhere to these requirements.</p> <p>Enhanced cleaning will be in place, including increased frequency of cleaning.</p> <p>No students are permitted to be in the school building at break and lunch to facilitate cleaning.</p> <p>Cleaning will take place during breaks, lunch time and straight after school. Teachers are required to vacate their room as soon as the cleaners arrive.</p>						
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Activity (4)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR
Guidance for control measure 6. Contact between individuals	Risk of Covid-19 transmission	Staff and pupils	<p>To minimise contact between individuals and maintain social distancing we have introduced a number of measures:</p> <p>The school will be organised through the use of floor and year 'bubbles' to maintain the distance between individuals.</p> <p>Staff desks will be at least 2m from the students. Where teachers need to move closer to students to communicate, they should avoid face to face contact and try to minimise time spent within 1m of anyone, however, this will be avoided, if possible.</p> <p>Classroom desks will be forward-facing. This may mean removing</p>	5	5	25	<p>Floor markings</p> <p>More one-way flow throughout the school buildings introduced.</p> <p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government</p>	2	3	6

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		<p>unnecessary furniture from the room or using a larger room/hall spaces. Interaction of groups in shared areas such as dining halls and assemblies to be avoided.</p> <p>'Keep left' instructions will be in place to keep groups that are passing, apart.</p> <p>Other measures to reduce contact includes:</p> <ul style="list-style-type: none"> • Reducing movement by discouraging non-essential trips within the school building/between floors; • There will be no whole school assemblies; form tutors will be able to run form assemblies and PowerPoints will be distributed to support this via the assembly rota; • Reducing maximum occupancy for the school lift to 1 adult, providing hand sanitiser for the operation of the lift and encouraging the use of stairs wherever possible; • Number of pupils allowed in each room to be displayed outside the room; • Student lockers will not be in operation; • Regulating the use of high-traffic areas, including corridors, the lift, stairs and walkways, to maintain social distancing. <p>Measures for arriving and leaving school:</p> <p>Secondary Morning drop off The school gates will open at 8:00am. Secondary students and their parents should not arrive earlier than this time.</p> <p>Secondary students will congregate in their floor bubbles. All students will be informed of their floor bubble prior to starting school. The member of staff on duty will be responsible for ensuring that students stay in their bubbles. Bubble lists will be displayed in the allocated zone. Staff on duty will direct students to their classes from 8:10-8:15am, one bubble group at a time. The school gate will close promptly at 8:20 am. Late students are to go to the front reception area, as usual. Hand sanitisers will be available for students to use on entry into the building.</p> <p>Floor 1 bubble-in MUGA Floor 2 bubble-near canteen, near water fountain Floor 3 bubble- outside wall of staffroom</p>				guidance.		
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			<p>Dismissal KS3 KS3 students that are not using the school bus will be dismissed at 3pm and must leave the building immediately, without loitering or going to any other part of the school building. Staff will be on duty to ensure compliance. If they are using the school bus, they will go to a homework club, in a designated area.</p> <p>Dismissal KS4 Year 10 students will be dismissed at 4pm. Year 11 students will be dismissed at 4pm, however, there will be intervention for some students. Those students identified for intervention will leave at 5pm.</p> <p>Prep Morning drop off Prep students should arrive at school no earlier than 8.45am. Parents should drop their children off at the gate and not come into the main playground. Teachers will collect the children in the playground. There will be a designated area in which children can line up in the playground.</p> <p>Prep Pick Up Pick up is from the playground at 3.15 pm and only one parent is permitted to pick up their child/children. Parents are expected to social distance at all times.</p> <p>All parents are not permitted to:</p> <ol style="list-style-type: none"> 1. Gather at the school gates 2. Come onto site without an appointment 3. Come out of their cars at drop off and pick up times. 						
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Activity (4)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR



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<p>Guidance for control measure 6. Contact between individuals (continued)</p>	<p>Risk of transmission from shared equipment</p>	<p>Pupils and staff</p>	<p>The use of shared resources such as books that are taken home will be limited.</p> <p>Students will be asked to limit bringing items to school such as stationery. They should come prepared to use their own pens and pencils and other equipment, which should be kept in their own pencil case.</p> <p>As is the case currently, mobile phones must be kept away in bags and not used in school time. Students will be asked to bring their own water bottles.</p> <p>The sharing of stationery and other equipment by staff and students will be prevented, where possible. Shared staff materials and surfaces, such as files, photocopier keypads and entry buttons, will be cleaned and disinfected more frequently.</p> <p>Sign-in procedures will be carried out by front office staff.</p> <p>Internal doors in corridors to be propped open;</p> <p>Students and staff to use elbows to open doors when they are closed;</p> <p>Curriculum activities such as music (singing), playing wind instruments and physical activity where breathing expels more air will be planned for socially distancing if indoors with maximum numbers of 15 pupils.</p> <p>In music, instruments will be thoroughly cleaned between each group use.</p> <p>Practical lessons may go ahead (depending on staff discretion, taking into account social distancing requirements). If so, sessions may start a little later if equipment is to be cleaned thoroughly between each group or for handwashing. In most cases, alternative rooms will be used to allow for cleaning.</p> <p>In Art, students will be given their own equipment.</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Physical activity however will preferably take place outdoors, weather permitting.</p> <p>No contact sport to be allowed.</p> <p>Staff to be provided with lidded boxes for their own personal equipment.</p>	<p>2</p>	<p>3</p>	<p>6</p>
<p>Activity (4)</p>	<p>Nature of hazard and potential injuries</p>	<p>Persons at risk</p>	<p>Control measures in place</p>	<p>Risk rating before implementing control measures</p>			<p>Additional controls required</p>	<p>Revised risk rating after implementing control measures</p>		
				<p>L</p>	<p>S</p>	<p>RR</p>				

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<p>Guidance for control measure 6. Contact between individuals (continued)</p>	<p>Risk of Covid-19 transmission from visitors and parents</p>	<p>Staff and pupils in contact with visitors and parents</p>	<p>We will look to reduce contact with others by:</p> <ul style="list-style-type: none"> • Encouraging remote visits using Microsoft Teams where this is an option; • Where site visits are required, explaining site guidance on social distancing and hygiene to visitors on or before arrival; • Limiting the number of visitors at any one time; • Limiting visitor times to a specific time window and restricting access to required visitors only; • Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people; • Maintaining a record of all visitors; • Revising visitor arrangements to ensure social distancing and hygiene, for example removing physically signing in with the same pen in receptions; • Providing clear guidance on social distancing and hygiene to people on arrival (for example, signage or visual aids) and before arrival (for example, by phone, on the website or by email); and • Reviewing entry and exit routes for visitors and contractors to minimise contact with other people • Visitors and contractors are by appointment only, and only allowed into the building for essential services. • Contractor visits will be planned so they do not overlap with other contractors working in the same area. • Preference will be to have works carried out when staff and students are not in school. 	5	5	25	<p>Guidance and recommended risk control measures to be sourced directly from Gov.uk website.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p> <p>Visitor passes will be eliminated and stickers used instead.</p>	2	3	6
<p>Guidance for control measure 6.</p>	<p>Use of supply teachers or specialist travelling teachers</p>	<p>Staff and pupils in contact with visiting teachers</p>	<ul style="list-style-type: none"> • Supply teachers, visiting teachers and/or other temporary staff will be briefed on the control measures. Where possible, we will retain the same supply teacher in the same 'bubble'. • Specialists, therapists and other support staff for pupils with SEND will continue to provide interventions as usual. 	5	5	25	<p>Control measures will be considered for revision daily after 2pm</p>	2	3	6

Activity (5)	Nature of hazard and potential injuries	Persons at risk	Control measures In place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR

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<p>Guidance for control measure 7: Use of PPE</p>	<p>Incorrect use of PPE putting user at risk of catching Covid-19</p>	<p>Staff, pupils with special needs</p>	<p>The majority of staff in schools will not require PPE unless it is recommended for a particular task such as to assist a student with medical care needs. A risk assessment for assisting these pupils will be carried out to identify PPE such as gloves, protective mask, goggles/visors and apron that will be required. The following PPE must be provided for first aiders who cannot socially distance from IPs: Goggles, face mask, apron and gloves.</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Videos on putting on and taking off PPE to be shared: Putting on – https://youtu.be/ozY50PPmsvE Taking off – https://youtu.be/ozY50PPmsvE Training for staff on PPE has been planned for September The poster guide to washing hands</p>	<p>2</p>	<p>4</p>	<p>8</p>
<p>Emergency arrangements for First Aid provision and CPR, Fire procedures</p>	<p>Close proximity and incorrect use of PPE putting user at risk of catching Covid-19</p>	<p>Staff and pupils</p>	<p>Two-metre social distancing is not applicable. First Aiders will be issued with PPE (goggles/visors, gloves, mask and apron). They will not be required to carry out mouth to mouth resuscitation, only chest compressions. See guidance from Resuscitation Council UK https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p>	<p>5</p>	<p>5</p>	<p>25</p>	<p>Our First Aid Needs Policy, available on the school website, has been updated to reflect COVID-19 considerations.</p>	<p>2</p>	<p>4</p>	<p>8</p>

Activity (5)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required			Revised risk rating after implementing control measures		
				L	S	RR				L	S	RR

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Emergency arrangements for First Aid provision and CPR, Fire procedures (continued)	Close proximity and incorrect use of PPE putting user at risk of catching Covid-19	Staff and pupils	<p>All emergency personnel will be practising good sanitation measures afterwards including washing hands.</p> <p>There will be a minimum number of first aiders on site daily in line with the first aid risk assessment and continual reviews undertaken based on occupancy and tasks.</p>	5	5	25	Guidance for first responders.	2	4	8
Use of public transport or use of school Mini bus	Risk of Covid-19 transmission	Pupils, accompanying staff and 3 rd party drivers of transport	<p>We will encourage staff and the parents with their children, to walk or cycle to school where possible and will implement staggered start and finish times to take account of peak travel and limits on number of passengers allowed on public transport.</p> <p>As recommended, we will play our part in reducing any unnecessary travel on public transport where possible.</p> <p>Applying the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Transport arrangements will cater for any changes to start and finish times and any transport provided by the school or 3rd parties will be Covid-safe, keeping groups of passengers in their usual 'bubbles'.</p> <p>Students will be advised to wear face coverings on school transport. However, we will avoid unnecessary school trips during this time.</p>	5	5	25	<p>Guidance and recommended risk control measures to be sourced directly from Gov.uk website.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.</p>	2	4	8

Activity (6)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR

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Behaviour policy and attendance expectations Anxiety about return to school.	Risk of Covid-19 transmission	Staff and pupils	<p>Behaviour policies have been updated to include the importance of not breaking the rules on Covid-19 controls and this will be communicated to parents. Examples are deliberately breaking respiratory hygiene by sneezing across the room, making deliberate contact with other pupils or not following one-way systems.</p> <p>Parents will be required to discuss the importance of the behaviour policy with their pupils.</p> <p>School attendance will be mandatory. All pupils are expected to return to school unless a medical professional has advised against this or if geographical lock downs or bubble group isolations occur, in which case the school will continue to support home working.</p> <ul style="list-style-type: none"> It is parent's duty to secure their child attends regularly We will record attendance and follow up absence, as usual We will issue sanctions, including fixed penalty notices, in line with the local authority's codes of conduct. 	4	4	16	<p>Guidance and recommended risk control measures to be sourced directly from Gov.uk website.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	1	4	4
Behaviour policy and attendance expectations Anxiety about return to school.	Risk of Covid-19 transmission	Staff and pupils	<p>We will discuss concerns of any staff or pupils who are anxious about the return to school (for example if previously shielded or from the BAME group).</p> <p>In the case of students, Form tutors will discuss this risk assessment and reassurances given that risk is as low as reasonably practicable.</p> <p>Line managers will discuss this with staff from BAME groups, who may have concerns. The school recognises this makes up the majority of school staff at NLGS. In addition, the NEU guidance has been followed by SLT and a separate document produced to demonstrate measures taken to safeguard staff. Further support can be sought from members of the SLT.</p> <p>The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p>	4	4	16	Control measures will be considered for revision daily after 2pm if an update has been released to the latest government guidance.	1	4	4

Activity (7)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures	Additional controls to reduce risk	Revised risk rating after implementing control measures
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				L	S	RR		L	S	RR
Communi- cation to parents	Risk of concerns from parents not being received. Risk of parents not receiving vital health and safety information to control risk of Covid-19 transmission	Pupils and staff	<p>Parents will be informed of their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact. Parents will be informed that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment).</p> <p>Parents and students will be reminded of the recommendations on transport to and from school. (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers</p> <p>Staff will be continually updated about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including whether training is needed. Briefings will continue.</p> <p>If any parent needs to attend the school during the day to administer medication to their child, they will be isolated from the other students. Any arrangements will need to be agreed beforehand.</p>	4	5	20	Surveys to parents will be conducted regularly to collect any potential concerns. An email address has been set up to facilitate the raising of concerns from students, staff and parents: covidsafe@northlondongrammar.com	1	4	4

Activity (8)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls to reduce risk	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR

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Incident reporting procedures	Risk of Covid-19 transmission during incidents where social distancing is not met by accident or deliberately	Staff and pupils	<p>Any incidents at the school where it is found that staff have become infected through contact with work colleagues, pupils or members of the public during the course of undertaking their job, will be reported to HSE as a RIDDOR. This will be in addition to the school's own recording of incidents.</p> <p>Any member of staff who thinks they may have been exposed to Covid-19 and is not themselves displaying any symptoms, should undertake a test and trace test within 5 days as per for government guidance and await the results before returning to school.</p> <p>School will inform parents of any contact-related incidents between students or between students and staff and parents will be asked to monitor their child for symptoms.</p> <p>Staff are to monitor their own health for symptoms.</p>	4	5	20	<p>Health and Safety Executive</p> <p>https://www.hse.gov.uk</p>	1	3	3
Activity (10) Skin checks	Risk of dry or cracked skin from repeated handwashing/application of gels	Staff and pupils	<p>Staff and students will be encouraged to check skin for dryness or cracking and report it.</p> <p>Staff are encouraged to use moisturisers frequently after hand washing.</p>	3	2	6	<p>NHS emollients advice</p> <p>https://www.nhs.uk/conditions/emollients/</p>	1	2	2

Activity (9)	Nature of hazard and potential injuries	Persons at risk	Control measures in place	Risk rating before implementing control measures			Additional controls required	Revised risk rating after implementing control measures		
				L	S	RR		L	S	RR

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<p>Re-opening classrooms/teaching areas</p>	<p>Risk of legionella in water systems, tanks and ventilation systems causing serious ill health or death Lifts not meeting LOLER requirements resulting in a serious injury or death. Risk of poor site welfare provision affecting staff and pupils' wellbeing</p>	<p>Staff, pupils, visitors and contractors</p>	<p>Arrangements for routine maintenance of the premises have been made, in particular for gas supply, water hygiene, kitchen equipment and fire-fighting equipment and warning systems.</p> <p>We will ensure any contractors visiting the school need to be Covid-19 Secure and we will ask for a copy of their Covid-19 risk assessment.</p> <p>Supplies have been established with cleaning and catering contractors and an enhanced cleaning regime is in place, which includes additional hours.</p> <p>All ventilation systems are to remain energised in normal operating mode. Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these will be switched off. Where possible, occupied room windows will be open.</p> <p>The Business Manager has responsibility for managing the premises.</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Catering Risk assessment has been carried out.</p> <p>School Premises Management Policy has been updated to reflect COVID-19 measures.</p> <p>Information on maintenance arrangements can be found in good estate management for schools, in the section on maintenance checks and testing</p>	<p>1</p>	<p>3</p>	<p>3</p>
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Review Record

Date of Review	Confirmed by	Comments
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North London Grammar School: Risk Assessment for Full Opening during Covid-19

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

Employee Name (Print)	Employee Signature	Date

