



COVID-19: risk assessment for staff, pupils, parents & visitors to the school premises

<p>Assessment conducted jointly by:</p> <p>Dr Tracy Johnson Mrs Helen Wallis Mr Philip Robinson Mrs Diane White Mrs Carol Bartle Mrs Karen Titman Mrs Lesley Wood</p>	<p>Job title:</p> <p>Head Head of Prep Operations Manager School Nurse Head of Early Years Deputy Head of High School Head of Safeguarding</p>	<p>Persons covered by this assessment:</p> <p>Staff Peripatetic staff Visiting coaches / instructors Pupils Essential contractors Parents Prospective parents Prospective pupils</p>
<p>Date of assessment: 10.08.20</p>	<p>Last updated: 20.1.21</p>	<p>Next review: 27.1.21</p>

This risk assessment is written for the transition from 'Open' only to 'Open K/EYFS' status with the status definitions being as follows:

- Fully Open Business as usual: no travel or trip restrictions.
- Open Business as usual: with caveats – limited visitors and day trips only.
- Open T In transition: some teaching in school and some remotely.
- Open K/EYFS Key staff, children of Critical Workers, vulnerable children, Nursery & Pre-Reception children in school. All other teaching remote.
- Open R Teaching is all achieved remotely.
- Fully Closed No one on site except security and maintenance staff.

Related documents

- Gateways School Reopening Policy
- [Gateways School Health and Safety Policy](#)
- [Gateways School First Aid Policy](#)
- [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations \(RIDDOR\) 2013](#)
- [The Health Protection \(Notification\) Regulations 2010](#)
- [Public Health England \(PHE\) \(2017\) 'Health protection in schools and other childcare facilities'](#)
- [DfE 28/8/2020 'Guidance for full opening: schools'](#)

Risk rating		Likelihood of Occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major physical injury, harm or ill-health.	High (H)	H	Medium (M)
	Severe Causes physical injury or illness requiring first aid.	H	M	Low (L)
	Minor Causes physical or emotional discomfort.	M	L	L

In writing this risk assessment, the risk of the unmitigated spread of COVID-19 through the school community has been designated as Medium (M). This is based on the scientific evidence which shows that most people who contract COVID-19 experience a mild illness. Therefore the Likely Impact is assessed as Minor, with the Likelihood of Occurrence being assessed as Probable due to an assumed lack of control measures. The grid above combines these to produce an overall assessment of risk of Medium in those circumstances.

The aim of this assessment is to control the risk in order to achieve an overall risk assessment of Low by reducing the Likelihood of Occurrence to Remote.

This risk assessment will be regularly reviewed and updated in the light of changes to the guidance and experience within the school environment.

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Regulatory matters	M	<ul style="list-style-type: none"> Governors' approval is given for the partial reopening of the school in light of this risk assessment Insurers are consulted regarding the partial reopening of the school in light of this risk assessment. 	<ul style="list-style-type: none"> Yes Yes 	Chair of Governors Finance Director	04.01.21 04.01.21	L
Policies and procedures	M	<ul style="list-style-type: none"> All persons covered by this assessment are made aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy; First Aid Policy; Reopening Policy. These policies are made available on our website, via the Parent Portal or by request where necessary. All staff are made aware of their responsibilities under relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; The Health Protection (Notification) Regulations 2010; Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'; DfE and PHE (2020) 'COVID-19: guidance for educational settings'. The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. The School Nurse will deliver this training. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <u>Department for Education</u> 	<ul style="list-style-type: none"> Yes Yes Yes Yes 	Head & Head of Prep	04.01.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> - <u>NHS</u> - <u>Department of Health and Social Care</u> - <u>Public Health England</u> - <u>West Yorkshire HPT</u> • Staff are made aware of the school's infection control procedures in relation to COVID-19. • Parents are made aware of the school's infection control procedures in relation to COVID-19 via email and the parent portal – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to COVID-19. • Pupils are made aware of the school's infection control procedures in relation to COVID-19 via their form tutors and are informed that they must tell a member of staff if they begin to feel unwell. • Only essential visitors / contractors are permitted to attend the school site and all will be required to scan in using the NHS Test and Trace app. • Essential visitors / contractors are made aware of the school's infection control procedures verbally and on a printed sheet when they attend the school site. • Prospective parents may not visit the school at this time. • Privacy is maintained at all times - this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of COVID-19. 	<ul style="list-style-type: none"> • Yes 			
Hygiene practice	M	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils and staff to wash their hands frequently throughout the school day. • Posters are displayed in the immediate vicinity of handwashing stations reminding pupils and staff to wash 	<ul style="list-style-type: none"> • Yes • Yes 		04.01.21	L

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		<p>their hands using detergent and warm water for at least 20 seconds.</p> <ul style="list-style-type: none"> • Pupils and staff will be required to wash their hands upon arrival in the morning and before and after eating. They will also be required to sanitise their hands before entering / exiting a school building • Posters are displayed around the school reminding pupils and staff to practice good respiratory hygiene practices when coughing / sneezing. • Hygiene trays are available in all areas of the school which are in use. The hygiene trays will contain: <ul style="list-style-type: none"> - Small alcohol-based hand sanitiser (containing >60% alcohol) dispensers. Pupils and staff are encouraged to use these when handwashing is not possible. - Disinfectant spray dispensers for the cleaning of equipment and hard surfaces. These shall only be used by staff to spray the surfaces and the pupils will wipe with paper towels. - Alcohol (>60%) wipes for the cleaning of equipment and hard surfaces. - Large rolls of paper towels for the cleaning of equipment and hard surfaces. - A supply of biodegradable bags for the disposal of used tissues before disposal into lined bins. - Boxes of tissues for the "catch it, bin it, kill it" approach to good respiratory hygiene. • Large alcohol-based sanitiser (containing >60% alcohol) containers will be supplied to each area for the refilling of the smaller pump dispensers. • Large alcohol-based sanitiser (containing >60% alcohol) dispensers are located at the entrance to all school 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes • Yes • Yes 	<p>Head & Head of Prep</p>		

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		<p>buildings. Pupils and staff are encouraged to use these when entering and leaving the buildings.</p> <ul style="list-style-type: none"> • Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's <i>guidance</i>. • Sufficient amounts of liquid soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas. • Pupils, where necessary, are supervised by staff when washing their hands to ensure it is done correctly. • Pupils / staff do not share cutlery, cups or food. • Pupils do not share general equipment such as pencils, pens etc. • Any equipment that pupils need to share eg specialist scientific equipment is thoroughly cleaned between uses and pupils are required to wash their hands after using such equipment. • All soft furnishings, soft toys and items that are hard to clean will be removed and stored securely. • Cleaners are employed by the school to carry out daily, thorough cleaning and waste disposal routines that follow national guidance and are commensurate with robust infection control processes. • Cleaning checklists are displayed in relevant areas of the school indicating the time of day that the facility was last cleaned. 	<ul style="list-style-type: none"> • Yes 			
Social distancing	M	Guidance from the Department for Education acknowledges that social distancing is going to be difficult to maintain within a school environment, but Gateways understands and supports the notion of social distancing. Gateways further understands and accepts the Department for Education and Public Health England's advice that children under the age of 11 do not need		Head & Head of Prep	04.01.21	M

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		<p>to socially distance from one another but that they do need to socially distance from their teacher. Teachers must also socially distance from one another and from pupils unless the children they are working with are very young.</p> <ul style="list-style-type: none"> • All persons covered by this risk assessment will be reminded of the desirability of maintaining a social distance from others whenever reasonable to do so. • Posters will be displayed around the school reminding everyone of this. • Drop off and collection areas will be spread throughout the site to avoid congestion. • Year groups will be allocated specific arrival / departure doors to use in order to reduce congestion. • Visual indicators will be marked on the ground at 2m intervals outside the entrances to school buildings to show parents and pupils where they should wait during drop off / collection times. • Only 1 parent per family group will be allowed to attend the school site at any one drop off / collection time. • Should family travel arrangements be such that both parents must travel in the same car when dropping off or collecting their child / children, only 1 parent may leave the car to effect the drop off / collection of said child / children. • Year groups will form 'bubbles'. Pupils will remain in these bubbles for as much of the school day as possible. • A separate 'bubble' will be required for the children of Critical Workers. • Rooms will be well ventilated throughout the day. • Each class group will be allocated a zone within the grounds which is for their exclusive use at play and break times. 	<ul style="list-style-type: none"> • Yes 			

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		<ul style="list-style-type: none"> • A one way system will be implemented across the school site to minimise contact between different 'bubbles' of pupils. Where this is not possible, we will ensure that only one group of children are moving through an area at any one time. • The outside space available to us will be utilised as much as possible for the purposes of teaching as an appropriate social distance is easier to maintain in an outdoor environment. • In the case of very young children, parents will be asked to ensure that their child arrives at school having had a generous application of an all-day sun cream if the weather warrants it. In the case of older children, parents will be asked to send their child to school with a small bottle of sun cream which they can reapply themselves regularly throughout the day if necessary. • When not teaching, teaching staff can use the staff room which is set up to accommodate the required social distance. • Wraparound care will not operate at this time. • Peripatetic music lessons will continue but will be conducted remotely. • Peripatetic drama lessons will continue but will be conducted remotely. 	<ul style="list-style-type: none"> • Yes 			
PPE	M	<ul style="list-style-type: none"> • As per the guidance issued by the DfE, the wearing of PPE is not expected by pupils or staff in schools generally. • Appropriate PPE (medical grade masks, visors, plastic aprons, gloves) is available for anyone attending to someone with symptoms similar to those associated with COVID-19. 	<ul style="list-style-type: none"> • Yes • Yes • Yes 			L

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		<ul style="list-style-type: none"> Pupils (above the age of 11) and staff will wear face coverings when moving about the school site or when in communal areas of the school 				
Illness within the school community	M	<ul style="list-style-type: none"> Staff are informed of the symptoms of possible COVID-19 infection, e.g. loss of sense of taste / smell, a new and persistent cough, difficulty in breathing and high-grade fever, and are expected to keep themselves up-to-date with national guidance about the signs, symptoms and transmission of COVID-19 via https://www.nhs.uk/conditions/COVID-19-covid-19/ Parents are asked to check that their child displays none of these symptoms before leaving the house to come to school. By arriving at school, parents / pupils / staff are confirming that their child / they are not experiencing any of the recognised symptoms, nor have they knowingly come into contact with anyone suffering from any of the recognised symptoms during the last 14 days. Any pupil or member of staff who develops signs of being unwell during the course of the school day will be immediately removed to the designated isolation area (The Garden Room) and referred to the School Nurse who will attend to them in the isolation area wearing appropriate PPE. Where the School Nurse is unavailable, an alternative member of staff with First Aid Training will attend to the pupil / member of staff in the isolation area wearing appropriate PPE. The isolation area is properly ventilated and set-up to ensure that pupils / staff are a minimum of 2m apart at all times. 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes Yes Yes 	Head & Head of Prep	04.01.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • A toilet area is designated for use by these pupils / staff which is not used by other pupils / staff and which is geographically located to minimise the opportunity of contact between the unwell pupil / member of staff and other pupils / members of staff. • The parents of an unwell pupil will be informed as soon as possible of the pupil's symptoms by a relevant member of staff. • If the symptoms are commensurate with a possible case of COVID-19, arrangements will be made for the pupil to take an NHS PCR test as soon as possible. In the meantime, arrangements will be made for the pupil to be collected asap and they will be asked to self-isolate until the result of their PCR test is known. • If the symptoms are not immediately commensurate with COVID-19 the pupil will be tested using a lateral flow test provided by the government. The process will be as follows: <ul style="list-style-type: none"> ○ The pupil will take their own swab if aged over 11 ○ The School Nurse will take the swab for any child aged under 11 or older pupils who do not appear to be able to take their own swab correctly ○ The pupil will remain in isolation until the results of the lateral flow test are known ○ If the test is positive, the parents will be asked to collect their child immediately and take them to an NHS testing site to have the result confirmed via a PCR test ○ If the result is inconclusive the test will be repeated ○ If the test is negative and the pupil is well enough to remain in school, they will do so. Otherwise, a parent will be contacted to collect them asap 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes • Yes 			

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		<ul style="list-style-type: none"> • The same process as above will be applied to a member of staff who becomes ill during the course of the school day and if necessary they will be assisted to leave site as soon as possible. • If the pupil / member of staff has a PCR test which confirms that they have COVID-19 then they will be required to: <ul style="list-style-type: none"> ○ Remain off school for a period of at least 10 days and until they feel completely recovered, whichever is the longer. ○ In the event of a positive test, the local health protection team (HPT) will be notified and their advice followed. • Any 'close contacts' of the confirmed case will be expected to self-isolate for 10 days. • Areas used by unwell pupils / staff who need to go home will be thoroughly cleaned once vacated. • Any pupils who are off school for COVID-19 related reasons will be supported with academic work such that they do not fall behind in their studies. • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Administering Medications Policy. • In the event of multiple confirmed cases within the school community the instructions issued by the local HPT will be followed. 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes 			
	M	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately using 	<ul style="list-style-type: none"> • Yes 	Head & Head of Prep	04.01.21	L

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Minimising the spread of infection		<p>appropriate infection control procedures and PPE at all times.</p> <ul style="list-style-type: none"> • Pupils / staff will be instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in small waste bags and then into lined bins. • Pupils / staff will be instructed to wash their hands after they have coughed or sneezed. • Parents will be informed via letter / email / this risk assessment not to bring their children to school or on the school premises if they show signs of being unwell and / or believe they have been exposed to COVID-19. • By sending their child / children to school each morning, parents are confirming that they have not displayed any of the following symptoms since they were last in school: <ul style="list-style-type: none"> • A loss of sense of taste or smell • A new and persistent cough • A higher than normal temperature • By sending their child / children to school each morning parents are also confirming that, to the best of their knowledge, nobody in their household has had contact with anyone confirmed or suspected of having COVID-19 within the last 14 days. • Appropriate social distancing will be maintained wherever possible on the school site. • Pupils and staff are not required to wear school uniform / formal work wear to school at this time. • The transfer of items from home to school and vice versa will be eliminated as much as possible. • The wearing of face coverings in communal areas and when moving around the school site is mandatory at this time. 	<ul style="list-style-type: none"> • Yes 			

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> All staff who are on site for any reason during the week will be asked to consent to a lateral flow test twice every week with the tests being conducted 3 or 4 days apart. Those who consent will be tested accordingly. Staff within the Prep School will be provided with home testing kits and they will be expected to test themselves twice weekly at home, ensuring 3 or 4 days gap in between their two tests. Results from the home test kits must be uploaded to the relevant government portal by the member of staff themselves and the result must also be reported to the school's designated COVID Coordinator (Head's PA) on the same day as the test is taken. 				
Management of infectious diseases	H	<ul style="list-style-type: none"> Staff are vigilant and report concerns about a pupil's / member of staff's symptoms to the School Nurse. The school is consistent in its approach to the management of suspected and confirmed cases of COVID-19. IT suites will only be used for timetabled lessons. The equipment will be sanitised regularly. Social distancing measures are implemented as much as possible and PPE is worn where possible. The Operations Manager will monitor the cleaning standards of the school's cleaning contractor and discusses any additional measures required with regards to managing the spread of COVID-19. Pupils and members of staff will be subject to the same control procedures in the event that they display any symptoms commensurate with COVID-19. 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes 	Head & Head of Prep	04.01.21	L
Quality of communication	M	<ul style="list-style-type: none"> All staff now have a legal obligation to inform the Head if they need to self-isolate because of self / household or other contact reasons. 	<ul style="list-style-type: none"> Yes Yes 	Head & Head of Prep	7.10.20	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
		<ul style="list-style-type: none"> • The School Nurse will report any cases of suspected COVID-19, immediately to the Head, or to another member of the Leadership Team in the event of the Head being unavailable. • The Head, or another member of the Leadership Team, will contact the Department for Education (DfE) on their helpline (0800 0468687) to report any confirmed cases of COVID-19 amongst the pupil or staff population. • The school will put in place any actions or precautions advised by the DfE. • The school will keep pupils, staff and parents adequately updated about any changes to infection control procedures as necessary. 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes 			
Condition of premises	M	<ul style="list-style-type: none"> • The Operations Manager will ensure that the school buildings are safe to return to before the school reopens to all pupils and staff. • In the event of the Operations manager being unavailable, the Head (or another member of the Leadership Team) will nominate an alternate to act in his absence. • Any hazards will be reported to the Head as soon as possible and issues will be resolved prior to the reopening of the school to all pupils and staff. • The Head will ensure that the school reopens only when it is safe and advisable to do so, in line with local and national advice and with the full support of the Board of Governors and the school's insurers. 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes 	Head, Head of Prep & Operations Manager	04.01.21	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Emergencies	M	<ul style="list-style-type: none"> • All emergency contact details for pupils and staff are known to be up-to-date, including alternative emergency contact details, where required. • Pupils' parents / guardians and staff members' next of kin will be contacted as soon as practicable in the event of an emergency. • Pupils' / staff members' alternative contacts are called where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. • All staff and pupils in school are made aware of their new fire evacuation routes if they are being accommodated in different parts of the school to usual. In the event of a fire, the nearest fire exit will be used regardless of the one way system as fire is the greater immediate risk. • In the event of a person requiring first aid or there being a fire hazard which requires a close response, the need to maintain a social distance will be disregarded. 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes • Yes • Yes 	Head & Head of Prep	04.01.21	L