



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 Kate Davison</p>	<p>Job title:</p> <p>Head Head of Prep Operations Manager School Nurse Head of Early Years Deputy Head of High School Bursar & DSL</p>	<p>Persons covered by this assessment:</p> <p>Staff Peripatetic staff Visiting coaches / instructors Pupils Contractors Parents Prospective parents Prospective pupils</p>
<p>Date of assessment: 1.09.21</p>	<p>Last reviewed: 16.2.22</p>	<p>Next review: 3.3.22</p>

This risk assessment is written for a school status of Fully Open 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 and pre-Reception children in school. All other teaching remote.
Open K	Key staff and vulnerable 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 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'](#)
- [Schools COVID-19 operational guidance, Updated 5th January 2022](#)

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 together with the availability of vaccines which have been proven to be effective in reducing the seriousness of the illness if contracted. Therefore the Likely Impact is assessed as Minor, with the Likelihood of Occurrence being assessed as Probable due to the relaxation of control measures in the general public. The grid above combines these to produce an overall assessment of risk of Medium in those circumstances.

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 full reopening of the school in light of this risk assessment Insurers are consulted regarding the full reopening of the school in light of this risk assessment. 	<ul style="list-style-type: none"> Yes Yes 	Chair of Governors Bursar	08.09.21 08.09.21	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; 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 have received the necessary training to help minimise the spread of infection, e.g. infection control training. The School Nurse has delivered this training. The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> Department for Education NHS Department of Health and Social Care Public Health England West Yorkshire HPT 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 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes 	Head & Head of Prep	08.09.21	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
		<p>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.</p> <ul style="list-style-type: none"> • 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. • 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, by appointment, visit the school. During any such visits, there will be limited contact with staff / pupils within the school. Contact will be conducted at 2m separation and only with those staff / pupils considered essential to the visit. Upon arrival visitors will be asked various health questions, their temperatures will be taken and they will be asked to ‘check in’ using the NHS Test and Trace app and to wash their hands before proceeding on the visit. They will also be required to wear a face covering during their visit. Visits will be conducted on quiet days and towards the end of the day to minimise the number of potential contacts. • Pupils registered to join the school in the near future will be invited to take part in a short induction visit. During this visit, they will be required to follow the same guidelines as our current pupils. • 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 • Yes • Yes • Yes • 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 their hands using detergent and warm water for at least 20 seconds. 	<ul style="list-style-type: none"> • Yes • Yes 		08.09.21	L

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		<ul style="list-style-type: none"> • Posters are displayed around the school reminding pupils and staff to practice good respiratory hygiene practices when coughing / sneezing. • Hygiene trays will be placed in all areas. These 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. - 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 held centrally for the refilling of the smaller pump dispensers. • Large alcohol-based sanitiser (containing >60% alcohol) dispensers are located at the entrance to all school buildings. Pupils and staff are encouraged to use these when entering and leaving the buildings. • 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. • Cleaners are employed by the school to carry out daily, thorough cleaning and waste disposal routines that follow 	<ul style="list-style-type: none"> • Yes 	<p style="text-align: center;">Head & Head of Prep</p>		

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		national guidance and are commensurate with robust infection control processes.	<ul style="list-style-type: none"> • Yes • Yes 			
Social distancing	M	<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. • Staff will be advised to maintain a social distance between themselves and the pupils of 2m whenever possible. • Posters will be displayed around the school reminding everyone of this. • Desks within classrooms will be spaced as far apart as possible whilst accommodating the class group. Desks will face forward. • Classrooms will be well ventilated throughout the day. • The Dining Room will be well ventilated throughout the day. • The outside space available to us will be utilised as much as possible for the purposes of teaching. • Pupils will be expected to be outdoors at Break and Lunchtime except on days when "Wet Break" has been declared. • If using the school transport to and from school the following measures will be implemented: <ul style="list-style-type: none"> ○ All persons using the school bus service will be required to carry out a Lateral Flow Test daily; ○ All persons over the age of 11 will be required to wear a face covering whilst on the minibus; ○ All pupils will be required to hand sanitise prior to boarding the minibus and again prior to departing the minibus; ○ The minibuses will be subject to enhanced cleaning prior to all journeys. • Wraparound care will operate as normal. • Peripatetic music lessons will operate but teaching staff may wear face visors and may teach side on to the pupil maintaining a separation of at least 1m. The separation will maintained at 2m for singing and wind instrument lessons. 	<ul style="list-style-type: none"> • Yes 	Head & Head of Prep	08.09.21	M

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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. When there is known to be infection circulating within the school community or when it has been advised by the DfE and PHE, face coverings will be required by all pupils from Lower 3 upwards and all staff when moving around in corridors or communal spaces in High School. 	<ul style="list-style-type: none"> Yes Yes Yes 			L
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/coronavirus-covid-19/symptoms/ 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 of COVID-19. 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. 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 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes Yes 	Head & Head of Prep	08.09.21	L

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		<p>unwell pupil / member of staff and other pupils / members of staff.</p> <ul style="list-style-type: none"> • The parents of an unwell pupil will be informed as soon as possible of the pupil's symptoms by a relevant member of staff. • The parents will be expected to collect the pupil and remove them from the school site as soon as possible. • A member of staff who becomes ill during the course of the school day will be assisted to leave site as soon as possible. • If the pupil / member of staff displayed symptoms consistent with COVID-19 then they will be required to: <ul style="list-style-type: none"> ○ Pupils - Book an NHS test for COVID-19. ○ Staff – Book an NHS test for COVID-19. ○ Remain off school until the results of the test are known. ○ If the test is negative they may return to school when they feel better. ○ If the test is positive then they should remain off school for a period of at least 7 days. Lateral Flow Tests may be taken on days 5 and 6 and if both tests show a negative result, the period of isolation may end. If either of the tests show a positive result then they should continue to isolate for a further 3 days or 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' identified by the school or the HPT will be asked to undertake daily lateral flow tests for 7 days in line with current guidance. • 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. 	<ul style="list-style-type: none"> • Yes 			

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		<ul style="list-style-type: none"> 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 			
Minimising the spread of infection	M	<ul style="list-style-type: none"> Spillages of bodily fluids, e.g. respiratory and nasal discharges, will be cleaned up immediately using appropriate infection control procedures and PPE at all times. 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 All staff will be tested for COVID-19 prior to their first day back in school either by in-person testing or via the use of a home testing device. Testing will be via a lateral flow device. All staff will then be provided with home testing devices and will be expected to test themselves twice weekly thereafter. All pupils from L3 upwards who consent to testing will be tested once for COVID-19 upon return to school in January. 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes Yes Yes 	Head & Head of Prep	08.09.21	L

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		<ul style="list-style-type: none"> Once all pupils have been tested once on site, those pupils will be given home testing devices and will be expected to test themselves twice weekly from that point onwards. If a pupil or a member of staff tests positive for COVID-19 through a PCR / LFD test, the school will follow the guidance and adopt a “warn and inform” stance. Anyone believed to be a close contact of the positive case will be warned that we believe them to be a close contact and we will inform them that they should undertake daily lateral flow tests for the next 7 days. Pupils and staff are required to wear school uniform / business wear at school. During periods of colder weather, discrete additional layers will be permitted given the need to keep windows etc open as much as possible. Ideally these layers will be base layers worn under the official school uniform / games kit / business wear. Pupil mobile phones will be collected in from pupils in years 7 – 10. Pupils will place their phones into a Form box. The box will be taken to the Admin Office area. Once there, the box will be sealed until the end of the school day. There will be no access to these mobile phones during the course of the school day. Pupils are therefore asked to only bring a phone to school if they use a school or public bus service. 	<ul style="list-style-type: none"> Yes Yes Yes Yes Yes 			
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. 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	08.09.21	L

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Quality of communication	M	<ul style="list-style-type: none"> • All staff have a legal obligation to inform the Head if they need to self-isolate because of a positive PCR tests or close contact with a confirmed case in the absence of a double vaccine. • 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 • Yes • Yes 	Head & Head of Prep	08.09.21	L
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	08.09.21	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. • In the event of a person requiring first aid or there being a fire hazard which requires a close response, the desire to maintain a social distance will be disregarded. 	<ul style="list-style-type: none"> • Yes • Yes • Yes • Yes • Yes 	Head & Head of Prep	08.09.21	L