

# Risk assessment for maintaining School operations during Covid-19 Pandemic



School /Department:	Harrogate Ladies' College, Highfield Prep & Highfield Pre-School
Risk Assessment Date:	4 January 2022
Activity:	Maintaining School Operations during Coronavirus Covid-19 Pandemic

This risk assessment has been undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of school operations in line with government guidance.

## Background

### March 2020

On 20 March 2020, the UK Government, in response to the coronavirus pandemic, introduced a lockdown of the working population (except for persons identified as key workers) as a medical control measure to reduce the spread of the virus, to protect the NHS and save lives. During this lockdown, the School remained open only to provide care for the children of designated key workers and those children identified as vulnerable, with all other pupils being taught remotely from home. This partial use of the premises continued until 31 May 2020.

### June 2020

As the situation improved, the Government began to consider how more children and young people could be brought back into schools and, from the week commencing 1 June 2020, the Government in England asked nurseries and early years settings to open to all children and for primary schools to welcome back pupils into Reception, Year 1 and Year 6. Secondary schools and colleges were also asked to offer some face-to-face support for children and young people in Years 10 and 12 from 15 June 2020 to supplement their remote education. Subsequent to this, the Government further advised that any primary schools able to safely do so, could also invite pupils in Years 2 to 5 for some face-to-face learning before the end of the academic year. The HLC family of schools welcomed all the aforementioned groups into school in line with government guidance.

### Autumn Term 2020

The Government advised that all pupils in all year groups were to return to school full time from the beginning of the Autumn Term 2020 with all schools required to follow the published guidance for re-opening. This included the requirement for staff and secondary age pupils to wear face coverings in communal areas and the creation of year group bubbles to avoid the transmission of Covid-19 between year groups as much as possible.

Schools were required to have a role in working with health protection teams in relation to confirmed cases in school (contact tracing), sending home those people who had been in close contact with the positive case and advising them to self-isolate in line with Government guidance.

On 31 October 2020, the Prime Minister announced new national restrictions, which came into force on 5 November 2020 until 2 December 2020, to control the spread of Covid-19. The Government announced that they would not be closing early years settings or schools during this time.

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### Spring Term 2021

In December 2020, the Government announced that from January 2021, teachers and secondary school pupils would have access to rapid testing to help keep schools open throughout the Spring Term. However, on the evening of 4 January 2021, the Government announced a third national lockdown. Whilst early years settings were able to remain open, primary and secondary schools were shut to all pupils except vulnerable pupils and the children of keyworkers from 5 January 2021 until further notice. The Government also subsequently announced that any boarding pupils who were already on site or in transit to the school site were able to stay in School during the national lockdown. The Government asked all secondary schools to operate an on-site programme of lateral flow testing for any secondary aged pupils and staff on the school site during the lockdown.

On 22 February 2021, the Government published a four-step roadmap to ease restrictions across England and provide a route back to a more normal way of life, starting with the return of schools on 8 March 2021. Secondary schools were required to ensure all pupils could be tested on-site before they resumed face-to-face lessons, thereafter moving to twice weekly home testing. The Government also asked schools to test all staff once in school in the week prior to 8 March 2021, thereafter moving to twice weekly home testing.

All staff and pupils of secondary school age continued to be required to wear face coverings in communal areas but, in addition, all secondary school age pupils were required to wear masks in classrooms. Year group bubbles were also continued to minimise contacts and mixing. Schools were still required to work with health protection teams in relation to contact tracing.

### Summer Term 2021

Schools remained open for all pupils for the duration of the Summer Term and, in line with Government guidance, secondary age pupils and all staff continued to test twice a week at home. Schools were asked to continue to keep a small testing provision available for those pupils who are unable to carry out home testing. The guidance in relation to face coverings, year group bubbles and contact tracing was unchanged.

### Autumn Term 2021

The Government moved to Step 4 of the roadmap on 19 July 2021. This marked a new phase in the Government's response to the pandemic, moving away from stringent restrictions on day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. The Government made the following changes to its previous guidance for schools effective from the start of the Autumn Term 2021:

- The Government no longer recommended that it was necessary to keep children in year group bubbles.
- Schools were no longer required to do contact tracing. Close contacts would now be identified via NHS Test and Trace. However, schools continued to have a role in working with health protection teams in the case of a local outbreak.

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- Individuals were no longer required to self-isolate if they lived in the same household as someone with Covid-19, or were a close contact of someone with Covid-19, if they were fully vaccinated, below the age of 18 years 6 months or not able to get vaccinated for medical reasons. The Government advised such individuals to take a PCR test.
- The Government no longer advised face coverings for pupils, staff or visitors in classrooms or communal areas. However, pupils, staff or visitors were welcome to still wear a face covering if they wished to.

In November 2021, cases of Covid-19 began to increase and, in line with NYCC guidance, the School recommended the re-introduction of face coverings for pupils and staff in communal areas and when moving around school. In addition, NYCC asked schools to reduce the risk of transmission of Covid-19 between groups who would not frequently mix as part of mainstream education, avoiding where possible events that would cause wider mixing such as whole school assemblies. NYCC guidance also recommended schools limit parent events and visitors. Towards the end of November 2021, in response to the emergence of a new variant, Omicron, the Government announced the temporary introduction of the following new measures for schools:

- Face coverings were recommended in communal areas for adults and pupils from Year 7 onwards.
- Close contacts of confirmed Omicron cases were required to isolate for 10 days even if they had been fully vaccinated.
- Anyone arriving into the UK needed to isolate and take a PCR test by 'day two' after arrival.
- Schools were recommended to consider whether to go ahead with planned international educational visits, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK.

On 8 December 2021, the Government announced that Plan B was being enacted. Facemasks became compulsory in most public venues and people were asked to work from home if they could.

### **Current Guidance for the Spring Term 2022**

**Face Coverings** - In line with government guidance, it is recommended that face coverings should continue to be worn in communal areas and when moving around the school site by all staff and pupils in Year 7 and above. This includes the communal areas of the boarding houses. In addition, in line with government guidance, it is also recommended that pupils in Year 7 and above wear face coverings in classrooms. This does not apply in situations where a face covering would impact on the ability to take part in exercise or other strenuous activity. Teaching staff are not expected to wear a face covering in the classroom but may do so if they wish to.

Pupils must also continue to wear face coverings on school minibuses and the School will also require pupils and staff who visit the Wellness Centre to wear a face covering in line with government guidance for medical facilities.

**Mixing and bubbles** - The Government do not recommend that is necessary to keep children in consistent groups or bubbles. This means that bubbles will not need to be used in College or Highfield. However, it may become necessary to reintroduce bubbles for a temporary period to reduce mixing between year groups in the event of a local outbreak. Any decision to reintroduce bubbles would not be taken lightly.

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**Tracing close contacts and isolation** - Close contacts will continue to be identified by NHS Test and Trace and schools will not be expected to undertake contact tracing but may be contacted in exceptional cases to help identify close contacts. From 14 December 2021, adults who are fully vaccinated (including those who are not able to get vaccinated for medical reasons) and all children between 5 and 18 years and 6 months identified as a close contact of someone with Covid-19 are strongly advised to take a Lateral Flow Test (LFD) every day for 7 days and continue to attend the setting as normal, unless they have a positive test. Children under the age of 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

The School will continue to have a role in working with the health protection teams in case of a local outbreak.

**Stepping measures up and down** - The School has contingency plans in place which outline what the School would do if pupils or staff test positive for Covid-19 or how the School would operate if it was advised to take extra measures to help break chains of transmission. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools will only be considered as a last resort and for the shortest amount of time possible. Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

The Government have published a contingency framework to help schools decide on what circumstances might lead schools to consider taking additional action. The contingency framework can be found at the following link:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1011704/20210817\\_Contingency\\_Framework\\_FINAL.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf)

### Managing the risk of Covid-19 within school

Whilst Covid-19 remains in the community, the School must make judgements about how to balance minimising any risks from Covid-19 by maximising control measures with providing as full an educational experience as possible for pupils. In their operational guidance for schools during the coronavirus pandemic, the Government refer to a system of controls. The guidance can be found at the following link:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

The main elements of the system of controls are:

- Ensure good hygiene for everyone;
- Maintain appropriate cleaning regimes;
- Keep occupied spaces well ventilated;
- Follow public health advice on testing, self-isolation and managing confirmed cases

All elements of the system of controls are essential but schools are able to implement these controls in different ways based on their individual circumstances.

This risk assessment identifies what work activity or situations might cause transmission of Covid-19, who could be at risk and what actions the School is taking to mitigate this risk.

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Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
<p><b>Failure to implement and adhere to the latest government advice/guidance</b></p>	<p>All.  Failure to adhere to government advice/guidance could result in increased risk of transmission.</p>	<ul style="list-style-type: none"> <li>• The School has established a Coronavirus Contingency Planning team (CCPT) to manage the School's operational response during the Covid-19 crisis. The Crisis Leader (Sylvia Brett) and Incident Manager (Chris Briscoe) are responsible for reading, reviewing and assessing government, DfE and PHE guidance, as well as ISBA, BSA and ISC bulletins. Relevant documents are then circulated to the CCPT team with key issues highlighted, reviewed and actioned at CCPT meetings.</li> <li>• The CCPT has met regularly during the pandemic and from 1 September 2021 will meet every three weeks or more frequently if required.</li> <li>• This risk assessment and any related procedures are reviewed and updated in line with any changes to the government, DfE and PHE guidance and any changes are communicated to staff and, where relevant, parents and pupils.</li> <li>• The Director of Finance consults with school insurers for advice when necessary and when the School is considering any potential variations away from government guidance.</li> </ul>	<p><b>Yes</b></p>	<p><b>AR01</b></p>
<p><b>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment &amp; associated policies and procedures</b></p>	<p>All.  Failure to gain approval for and failure to adhere to the contents of this risk assessment and any related policies/procedures could result in an increased risk of the spread of Covid-19 on site and possibility of</p>	<ul style="list-style-type: none"> <li>• This Covid-19 risk assessment is reviewed and approved by the Chair of Governors.</li> <li>• Chair of Governors sits on CCPT and H&amp;S Committee Governor is acting as Reporting Governor for Covid-19 issues to ensure Governing Body has adequate input and oversight.</li> <li>• Estates and Health and Safety Manager has been appointed to take responsibility for the implementation and monitoring of the Covid-19 risk assessment and related procedures. Checklists have been developed to monitor compliance of key procedures e.g. Daily Cleaning checklist.</li> <li>• CCPT hold regular meetings to plan and manage the School's Covid-19 response and periodically monitor implementation of risk assessment.</li> <li>• This risk assessment and related policies/procedures are communicated to staff and, where relevant, parents and pupils, and this risk assessment is published on the school website to ensure staff, parents and pupils can access it at any time.</li> </ul>	<p><b>Yes</b></p>	<p><b>AR02</b></p>

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Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
	criminal prosecution and/or civil litigation.	<ul style="list-style-type: none"> <li>Staff, parents and pupils are invited to raise any issues they may have relating to this risk assessment and associated policies and procedures by contacting the school at <a href="mailto:Covid19@hlc.org.uk">Covid19@hlc.org.uk</a></li> </ul>		
<p><b>Staff with underlying health conditions that may put them at increased or very high risk of severe illness from Covid-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</b></p>	<p>Clinically vulnerable and clinically extremely vulnerable staff.</p> <p>Severe illness or death as a result of contracting Covid-19.</p>	<ul style="list-style-type: none"> <li>Following expert clinical advice and the successful rollout of the Covid-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow the guidance contained in:  <a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</a></li> <li>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, the School will discuss any concerns that people previously considered CEV may have.</li> <li>The School will follow specific guidance for pregnant employees and will conduct a risk assessment for pregnant staff in line with the Management of Health and Safety at Work Regulations 1999, taking into account any new risks that have arisen. The School will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. The School is aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch Covid-19.</li> <li>The School has requested that staff with underlying health conditions that previously caused them to be classed as clinically vulnerable or clinically extremely vulnerable, or they live in a household with a person who is classed as clinically extremely vulnerable, inform the HR Manager.</li> <li>The HR Manager has completed a vulnerable persons' risk assessment where appropriate.</li> </ul>	<p>Yes</p>	<p>AR03</p>

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Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
		<ul style="list-style-type: none"> <li>• Staff have been trained in the system of controls in place to minimise the risk of transmission.</li> <li>• The testing of College pupils and staff in line with government guidance should reduce the risk of contracting the virus for clinically vulnerable and clinically extremely vulnerable staff.</li> <li>• The School has communicated to all staff that if they are concerned about Covid-19, they should contact the HR Manager or the Estates and Health and Safety Manager.</li> </ul>		
<p><b>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</b></p>	<p>Clinically vulnerable and clinically extremely vulnerable pupils.</p> <p>Severe illness or death as a result of contracting COVID-19.</p>	<ul style="list-style-type: none"> <li>• Following expert clinical advice and the successful rollout of the Covid-19 vaccine programme, children and young people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.</li> <li>• Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in: <a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</a></li> <li>• Pupils previously considered CEV should attend school and should follow the same Covid-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</li> <li>• The School has contacted parents to request that they contact the School if their child has an underlying health condition that causes them to be at increased risk from severe illness from Covid-19 or they live in a household with a person who is classed as clinically extremely vulnerable.</li> <li>• The DSL will liaise with the parents to discuss any additional appropriate measures required.</li> <li>• Pupils have been notified of the system of controls in place to minimise the risk of transmission.</li> </ul>	<p><b>Yes</b></p>	<p><b>AR04</b></p>

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		<ul style="list-style-type: none"> <li>The testing of College pupils and staff in line with government guidance should reduce the risk of contracting the virus for those who are at increased risk of severe illness from Covid-19.</li> </ul>		
<p><b>An individual who is infected with Covid-19 attends the School site.</b></p>	<p>All.  Potential transmission of Covid-19 to other staff, pupils and others on site.</p>	<ul style="list-style-type: none"> <li>The School has communicated to staff, parents and pupils (and will communicate to any visitors or contractors on arrival) that they should not come into school if they have Covid-19 symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on Covid-19 (for example, they are required to quarantine).</li> <li>Signage is in place informing staff, pupils, parents, visitors and contractors of the above.</li> <li>The School has developed a Covid-19 policy which has been made available to all staff, pupils and parents and which includes a written procedure outlining the steps to be followed should a member of staff, pupil (including boarders), visitor or contractor display symptoms of Covid-19 whilst on site, including procedures for isolation. Anyone displaying symptoms of Covid-19 whilst on site will be sent home (or to their boarding house if they are a boarding pupil) and advised to follow the government's stay at home guidance. If their life is at risk or if they are seriously ill, then a member of staff should call 999.</li> <li>Posters are on display in prominent locations around the school site, including the boarding houses, informing pupils and staff of symptoms.</li> <li>The Covid-19 policy details the steps the School will take to clean any areas where a person displaying symptoms has been.</li> <li>The testing of College pupils and staff in accordance with government guidance should reduce the risk of asymptomatic individuals attending the school site.</li> <li>If an unintended incident at work has led to someone's possible or actual exposure to Covid-19, the School will report this to the HSE under RIDDOR 2013 as a dangerous occurrence. Further information is available from the HSE.</li> </ul>	<p><b>Yes</b></p>	<p><b>AR05</b></p>
<p><b>Lack of knowledge on whom has been tested (positive or otherwise) for</b></p>	<p>All.  Potential spread of Covid-19 to</p>	<ul style="list-style-type: none"> <li>The Covid-19 policy details the procedures symptomatic persons should follow once they have received the result of their Covid-19 test. This policy states that they should inform the School regardless of the result.</li> </ul>	<p><b>Yes</b></p>	<p><b>AR06</b></p>



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<b>Covid-19 for elimination purposes.</b>	other staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• If the School does not hear from a person who has shown symptoms whilst on the school site, the Wellness Centre nurses will follow up with that person.</li> <li>• A Covid-19 test register has been produced and Wellness Centre nurses have responsibility for logging any Covid-19 tests the School is advised of. The Principal and HR Manager will be advised of any staff or pupils who test positive so they can then liaise accordingly with relevant members of staff.</li> </ul>		
<b>Provision of first aid/ medical treatment to asymptomatic or symptomatic individuals.</b>	<p>Staff administering first aid/medical treatment.</p> <p>Staff administering first aid/medical treatment could contract Covid-19 from the individual being treated.</p>	<ul style="list-style-type: none"> <li>• The Covid-19 Policy sets out the procedures the School will follow if a pupil presents with Covid-19 recognised symptoms whilst on the School site.</li> <li>• There are two school nurses who work on a duty rota so there is adequate cover in place. The School is also registered with a local GP surgery for medical care of boarders.</li> <li>• Both school nurses have been 'Barrier Trained'.</li> <li>• The School has ensured that first aiders and the Wellness Centre nurses are briefed on the first aid procedures and PPE required in line with the government guidance document for the provision of first aid during the pandemic.</li> <li>• All pupils and staff are required to wear a face covering whilst attending the Wellness Centre.</li> <li>• The School has reviewed its supplies of PPE to ensure that suitable supplies are available for those staff who may be required to care for symptomatic individuals (i.e. fluid-resistant surgical face coverings, disposable gloves, disposable aprons, and splash proof eye protection if there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting).</li> </ul>	Yes	AR07
<b>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</b>	<p>All.</p> <p>Potential spread of Covid-19 between staff, pupils and others on site.</p>	<ul style="list-style-type: none"> <li>• The Covid-19 Policy details the hygiene procedures individuals must abide by in order to reduce the risk of transmission of the Covid-19 virus.</li> <li>• Staff have been briefed on these procedures and have been briefed to help and oversee younger children and those children with special educational needs and disabilities implement the hygiene rules.</li> <li>• Pupils, parents and staff have been provided with the Covid-19 Policy and letters summarising the hygiene measures have been sent to parents at regular intervals.</li> <li>• Pupils have been trained on the hygiene measures at whole school assemblies.</li> </ul>	Yes	AR08

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		<ul style="list-style-type: none"> <li>• The School will risk assess whole school meetings or large gatherings such as assemblies, Chapel services, parent events and staff meetings in case of an increase in positive cases within the School. Gatherings such as those listed may be cancelled or moved to Zoom.</li> <li>• In accordance with the School's Contingency Plan, in the event of positive case numbers rising above the government threshold for Covid-19 cases, the School will look to implement appropriate additional measures such as reducing large gatherings; and asking groups of pupils to learn from home.</li> <li>• The School will ensure that visitors and contractors are briefed on the hygiene measures set out in the Covid-19 Policy on arrival.</li> <li>• Staff, pupils in Year 7 and above and visitors will be required to wear a face covering whilst in communal areas. Pupils in Year 7 and above will be required to wear a face covering in classrooms.</li> <li>• Where a sink is not nearby, the School has provided hand sanitiser in or next to classrooms and other learning environments as well as Reception areas, staff rooms, meeting rooms and other prominent locations to ensure that staff, pupils, contractors and visitors have access to suitable hand washing facilities.</li> <li>• The School has implemented procedures to ensure that handwashing facilities are checked and cleaned regularly by the cleaning team and that supplies of hand soap, alcohol hand rub/sanitiser and paper towels are checked and topped up where necessary.</li> <li>• In order to ensure good respiratory hygiene, the School has provided tissues in classrooms and other key areas to support the 'catch it, bin, it, kill it' approach. Tissue boxes are checked and replaced regularly.</li> <li>• The School has displayed posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices. Posters on general hand hygiene can be found on the eBug and Public Health England website.</li> <li>• Breaches of the Covid-19 Policy will be taken very seriously and may be dealt with under the School's Disciplinary Policy for staff and the School's Behavioural Policies for pupils.</li> </ul>		
<b>Lack of adequate cleaning leading to indirect</b>	All.	<ul style="list-style-type: none"> <li>• The Covid-19 Policy details the enhanced cleaning measures that the School has introduced to reduce the risk of transmission of the Covid-19 virus.</li> </ul>	<b>Yes</b>	<b>AR09</b>

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<b>transmission of the virus through contact with contaminated surfaces/equipment.</b>	Potential spread of Covid-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• The School has reviewed the suitability of existing cleaning products with suppliers with a view to improving the intensity and effectiveness of cleaning</li> <li>• The School has ensured that COSHH assessments have been completed for any new cleaning substances introduced.</li> <li>• The School has reviewed its stocks of cleaning substances, equipment, and PPE and purchased additional stocks as required.</li> <li>• The School has ensured that cleaning staff have been provided with suitable PPE.</li> <li>• The School has provided training to the cleaning staff on changes to the cleaning regime, including any new cleaning substances/equipment and/or PPE.</li> </ul>		
<b>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. an isolation room used to house a suspected case) leading to indirect transmission of the virus through contract with contaminated surfaces or equipment.</b>	All.  Potential spread of Covid-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>• PHE have issued guidance for cleaning non-healthcare settings when there is a suspected case of Covid-19 and the School has included this advice in its cleaning procedures and in the Covid-19 Policy.</li> <li>• The School regularly reviews this guidance.</li> <li>• Covid-19 training has been provided to all cleaning staff on the cleaning procedures required when there is a suspected case of Covid-19.</li> <li>• The School has reviewed the suitability of existing cleaning substances, equipment and PPE for use on areas known or suspected to be contaminated in line with the PHE guidance.</li> <li>• The School has ensure that COSHH assessments are completed for any new cleaning substances introduced.</li> <li>• The School has reviewed stocks of cleaning substances, equipment and PPE, and purchased additional stocks as required.</li> </ul>	<b>Yes</b>	<b>AR10</b>
<b>Staff who are administering onsite testing to College pupils have increased risk of catching Covid-19 from asymptomatic individuals who test positive.</b>	The testing team  Potential spread of Covid-19 by asymptomatic individuals who are being tested	<ul style="list-style-type: none"> <li>• The testing team have been trained in their specific roles on how to keep themselves safe during the testing process.</li> <li>• PPE is provided to all members of the testing team appropriate to their role.</li> <li>• Screens have been erected at the registration desk and at the testing bays to protect those involved in testing.</li> <li>• Individuals being tested are socially distanced from the testing team.</li> <li>• Individuals being tested are asked to sanitise their before and after testing.</li> </ul>	<b>No</b>	

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		<ul style="list-style-type: none"> <li>The testing bays are cleaned between each test.</li> <li>A detailed risk assessment for the asymptomatic testing site is included within the Quality Assurance document adopted by the School.</li> </ul>		
<b>College pupils have increased risk of catching Covid-19 from asymptomatic individuals during the testing process</b>	College pupils  Potential spread of Covid-19 by asymptomatic individuals who are being tested	<ul style="list-style-type: none"> <li>Detailed information about testing has been sent to parents, pupils and staff.</li> <li>Parents, pupils and staff have been informed that the testing is only for individuals who do not have any symptoms of Covid-19.</li> <li>Individuals being tested are socially distanced from the testing team and other individuals being tested.</li> <li>Individuals being tested are asked to sanitise their hands before and after testing.</li> <li>The testing bays are cleaned between each test.</li> <li>College pupils will be instructed clearly on safe practice by the testing team.</li> <li>Pupils are allocated a time slot for testing to reduce the number of individuals in the testing site at any one time.</li> <li>Anyone who tests positive on the school site will be isolated and required to leave the school site as soon as possible.</li> <li>A detailed risk assessment for the asymptomatic testing site is included within the Quality Assurance document adopted by the School.</li> </ul>	<b>No</b>	
<b>Hazards associated with the catering provision</b>	All  Potential spread of Covid-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>The School has reviewed the catering risk assessment produced by Harrison's and has approved it.</li> <li>The catering risk assessment has been produced in line with the government guidance document for food businesses on Covid-19.</li> <li>The catering staff have received training on the changes to working practices including hygiene.</li> <li>The School has increased cleaning regimes for areas where food is prepared and consumed.</li> <li>Staff and pupils will be regularly reminded of the need to wash their hands thoroughly before and after meals.</li> </ul>	<b>Yes</b>	<b>AR11</b>
<b>Staff and pupils contracting the virus through direct/indirect transmission</b>	All.	<ul style="list-style-type: none"> <li>The School minibuses will operate according to government guidance for dedicated school transport.</li> </ul>	<b>Yes</b>	<b>AR12</b>

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<b>when travelling to/from the school site on minibus services operated by the school</b>	Staff and pupils may be at risk of contracting the virus on minibus services operated by the school	<ul style="list-style-type: none"> <li>The School has produced a code of conduct for staff, parents and pupils using dedicated school transport detailing the procedures relating to Covid-19. These include hygiene measures such as the requirement for all pupils and the driver to wear a face covering, the sanitising of hands at the start and end of each journey, the need for ventilation and the need to minimise the risk of overcrowding.</li> <li>The School will ensure that the minibuses are cleaned daily and high-touch areas are cleaned between each journey with anti-bacterial wipes or spray.</li> <li>Parents and pupils have been informed that pupils must not board a minibus if they have symptoms of Covid-19.</li> </ul>		
<b>Staff and pupils contract the virus through offsite trips/educational visits</b>	All.  Travelling against FCO/government advice.	<ul style="list-style-type: none"> <li>The School has reviewed the government guidance relating to travel guidance for educational settings.</li> <li>Schools are able to resume all types of educational visits including international trips but must carefully consider the implications of international trips.</li> <li>Any educational visits will be conducted in line with relevant Covid-19 secure guidelines and regulations in place at that time. The School will undertake a thorough risk assessment, including a review of Covid-19 protocols, in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</li> </ul>	<b>Yes</b>	<b>AR13</b>
<b>Contractors /visitors bring the virus onto the School site</b>	All.  Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> <li>The School will ensure that guidance on hygiene is explained to visitors on or before arrival.</li> <li>All visitors are required to sign in at reception and are requested to complete a Coronavirus self-declaration form to confirm they are not displaying and coronavirus symptoms and have not been requested to self-isolate.</li> <li>A record will be kept of all visitors.</li> <li>Visitors will be encouraged to take an LFD test prior to entering the School.</li> <li>The School has installed additional hand washing facilities and hand sanitiser at entry points and will ask all visitors to wash their hands/sanitise when they enter the School.</li> </ul>	<b>Yes</b>	<b>AR14</b>

## Risk assessment for maintaining School operations during Covid-19 Pandemic

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
<b>New fire hazards as a result of implementing control measures for Covid-19.</b>	All.  Increased risk of fire, and/or delays in persons evacuating from the building results in harm to individuals.	<ul style="list-style-type: none"> <li>The fire assembly points have been relocated to the sports field with designated zones for Highfield and College.</li> <li>Fire procedures have been reviewed and updated to reflect any changes required as a result of implementing control measures for Covid-19.</li> <li>The School has ensured that any Personal Emergency Evacuation Plans (PEEPs) have been reviewed and updated where necessary.</li> </ul>	<b>Yes</b>	<b>AR15</b>
<b>Poor ventilation</b>	All.  Poor levels of ventilation leading to an increased risk of the spread of Covid-19.	<ul style="list-style-type: none"> <li>The Covid-19 policy details the measures the School will implement in relation to ventilation.</li> <li>Staff have been advised to open windows where possible and safe to do so to increase natural ventilation.</li> <li>Staff have been advised that any doors which are propped open to improve ventilation must be unpropped when the classroom is vacated. Only fire doors with a Doorguard unit fitted may be propped open.</li> <li>Service and Maintenance contract regime in place for all mechanical ventilation plant with inspections taking place as required.</li> <li>Operation of the air conditioning plant in the Assembly Hall and swimming pool has been reviewed against current government guidance.</li> <li>CO2 monitors have been installed to enable staff to quickly identify any areas of poor ventilation.</li> </ul>	<b>Yes</b>	<b>AR16</b>
<b>Fear/anxiety caused by being in school whilst the pandemic is on-going.</b>	Staff, pupils, and parents/carers.  Staff, pupils, and/or parents/carers may suffer negative mental health effects as a result of	<ul style="list-style-type: none"> <li>The School has provided staff, pupils and parents with details of the measures that the School is taking to minimise the risk of contracting the virus at school.</li> <li>A Covid-19 Policy has been produced which details the new measures and which is published on the school website <a href="https://www.hlc.org.uk/school-policies/">https://www.hlc.org.uk/school-policies/</a></li> <li>The School has informed parents and pupils that they are able to raise any concerns via a dedicated Covid-19 e-mail address (<a href="mailto:Covid19@hlc.org.uk">Covid19@hlc.org.uk</a>).</li> <li>The School has issued guidance to all staff about who they should contact for additional support, with principal contacts being the HR Manager, Line Managers and the Oakdale Centre (external counselling support).</li> </ul>	<b>Yes</b>	<b>AR17</b>

## Risk assessment for maintaining School operations during Covid-19 Pandemic

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
	fear/anxiety about being in school during the pandemic.	<ul style="list-style-type: none"> <li>The School has communicated with parents and pupils to share any concerns they may have with the School.</li> </ul>		
<b>Risk of complacency in relation to prevention measures by those staff who have received a Covid vaccination</b>	All  Increased risk of spread of Covid-19 between staff, pupils and others on site if individuals don't rigorously follow the spread prevention measures	<ul style="list-style-type: none"> <li>Staff, parents and pupils are regularly reminded of the need for everyone (including those who have been vaccinated) to adhere to the hygiene measures detailed in the Covid-19 Policy.</li> </ul>	<b>No</b>	
<b>Risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing for those pupils learning at home during self-isolation or shielding.</b>	Pupils.  Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.	<ul style="list-style-type: none"> <li>The School has provided pupils with guidance on how to safely learn at home and will continue to provide guidance for those pupils who are required to learn remotely.</li> <li>The School has and will continue to provide pupils learning from home with information on who they can speak to if they need help or support.</li> <li>The School has established communication channels for academic and pastoral support staff to ensure regular communication is maintained with pupils.</li> </ul>	<b>Yes</b>	<b>AR18</b>
<b>Risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing for those staff working from home during self-isolation.</b>	Staff.  Fear and anxiety caused by difficulty in completing work, and lack of social	<ul style="list-style-type: none"> <li>The School has provided staff with an updated Homeworking Policy including guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing whilst working from home.</li> <li>Staff working from home have been requested to complete a home worker risk assessment and any reasonable issues identified have been addressed, including the provision of additional IT or work equipment where necessary.</li> </ul>	<b>Yes</b>	<b>AR19</b>



## Risk assessment for maintaining School operations during Covid-19 Pandemic

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
	interaction with friends.	<ul style="list-style-type: none"> <li>The School has and will continue to provide staff working from home with information on who they can speak to if they need help or support.</li> <li>Line Managers have been encouraged to communicate regularly with staff working from home to make sure that they are coping with their home working arrangements, their workload, and to answer any questions or concerns that they may have.</li> </ul>		
<b>Failure to update the child protection/safeguarding policy to reflect new procedures as a result of Covid-19</b>	Staff and pupils  Various potential child protection/safeguarding issues	<ul style="list-style-type: none"> <li>The DSL has reviewed and updated the School's Safeguarding Policy in line with the Government guidance and issued an addendum to ensure that it remains up to date and reflects the latest guidance.</li> <li>The addendum to the safeguarding policy has been issued to all staff who have been required to confirm they have read and understand the updated addenda to the policy.</li> <li>Copy of updated safeguarding policy has been made available publicly on the school's website.</li> <li>All staff undertook safeguarding training at the September 2021 INSET.</li> </ul>	<b>Yes</b>	<b>AR20</b>
<b>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</b>	Staff and pupils.  Various potential safeguarding issues.	<ul style="list-style-type: none"> <li>It is the School's expectation that all pupils and parents will sign the Remote Learning Protocols.</li> <li>The School has updated its safeguarding procedures to consider potential safeguarding issues with online teaching and learning.</li> <li>Staff have been provided with a copy of the updated safeguarding policy and addendum.</li> </ul>	<b>Yes</b>	<b>AR21</b>
<b>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</b>	All  Lack of suitable safeguarding staff could lead to issues with recording and reporting	<ul style="list-style-type: none"> <li>DSL/Deputy DSLs and other key safeguarding staff to keep the Principal informed if they fall ill or are required to self-isolate to ensure adequate safeguarding cover remains in place.</li> <li>The School will ensure that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key safeguarding staff</li> </ul>	<b>Yes</b>	<b>AR22</b>



## Risk assessment for maintaining School operations during Covid-19 Pandemic

Description of Hazard	Who could be harmed and how?	Existing Control Measures	Additional Action Required?	Action Ref. No.
<p><b>Lack of adequate communication related to Covid-19 procedures</b></p>	<p>All  Staff, pupils, parents, contractors and visitors not being made aware of procedures and increasing the risk of the spread of the virus</p>	<ul style="list-style-type: none"> <li>• The School has issued the Covid-19 policy and risk assessment to staff for them to review and confirm their understanding/agreement.</li> <li>• Parents have been advised that these documents can be viewed on the School website.</li> <li>• The School has trained all staff on the measures the School has taken in relation to Covid-19.</li> <li>• Detailed communications have been sent to staff, parents and pupils throughout the pandemic.</li> <li>• Communication is a standing item on the CCPT agenda.</li> <li>• <a href="mailto:Covid19@hlc.org.uk">Covid19@hlc.org.uk</a> email address has been set up and details sent out to all parents and staff enabling them to contact the CCPT directly.</li> <li>• A Covid-19 section has been created on the School's website detailing the current situation and how to contact the School.</li> <li>• The school policies section on the website has been updated to include a sub-section for Covid-19 related information including the Covid-19 policy and risk assessment.</li> <li>• Signage has been erected at main entrances advising anyone arriving at school not to enter the school setting if they and/or any members of their household are displaying any symptoms of coronavirus.</li> <li>• Posters and signage displayed around school to remind pupils and staff of their responsibilities in relation to hygiene.</li> </ul>	<p style="text-align: center;"><b>Yes</b></p>	<p style="text-align: center;"><b>AR23</b></p>

## Risk assessment for maintaining School operations during Covid-19 Pandemic

### Action Plan

Action Ref. No.	Action Required	Completion Deadline	Responsible Person(s)	Date Completed
AR01	CCPT to continue to meet regularly to review Covid-19 guidance updates and decide on any actions required. CCPT to continue to ensure this risk assessment and any related procedures are updated in line with any changes to the government guidance, and updates are communicated to staff, parents and pupils. Director of Finance to continue to consult with insurers where the school is considering any deviation from government guidance.	Ongoing	CCPT	Ongoing
AR02	Covid-19 risk assessment to continue to be reviewed by the Chair of Governors at significant updates and events. Estates and Health and Safety Manager to continue to implement and update risk assessment and related policies and procedures where necessary. Risk assessment and any related policies/procedures to be communicated to staff and where relevant, parents and pupils at significant updates or events.	Ongoing	CCPT, Estates and Health and Safety Manager, Chair of Governors, Director of Finance	Ongoing
AR03	The HR Manager to continue to liaise with staff previously classed as clinically vulnerable staff or extremely clinically vulnerable staff or those staff who live with clinically vulnerable and extremely clinically vulnerable people to ensure these staff feel supported and are fully briefed on the Government guidance and how to reduce the risk of transmission. The HR Manager to update the Vulnerable Persons' Risk Assessments as necessary.	Ongoing	HR Manager	Ongoing
AR04	The DSL to continue to liaise with those pupils at increased risk of severe illness from Covid-19 to ensure these pupils and the parents of these pupils feel supported and are fully briefed on how to reduce the risk of transmission.	Ongoing	Safeguarding Leads	Ongoing
AR05	When a person displays recognised symptoms of Covid-19 on the school site, the School will follow the procedures set out in the Covid-19 policy. The School will ensure that any new pupils and staff are provided with the Covid-19 policy and briefed on the main elements relevant to them. The School should report any unintended incidents at work which have led to someone's possible or actual exposure to Covid-19 to the HSE.	Following Covid-19 symptoms	CCPT; Wellness Centre	Ongoing
AR06	The School should follow up with any persons who have shown symptoms whilst on the School site. The Wellness Centre nurses to log the results of any Covid-19 tests the School is advised of and then to liaise with the relevant members of staff.		CCPT; Wellness Centre	
AR07	The Wellness Centre nurses to attend to any pupil presenting with Covid-19 symptoms whilst on the School site and follow the procedures set out in the Covid-19 policy.	Ongoing	CCPT; Wellness Centre, Estates	Ongoing

## Risk assessment for maintaining School operations during Covid-19 Pandemic

	The Estates and Health and Safety Manager to arrange for PPE stocks to be checked and restocked regularly. CCPT to ensure that any changes to the guidance regarding first aid and the use of PPE are communicated to the Wellness Centre nurses and first aiders.		and Health and Safety Manager	
<b>AR08</b>	The School to provide all new pupils, staff, visitors and contractors with the Covid-19 Policy and to brief them on the required hygiene measures. The School to ensure it has adequate supplies of hand sanitiser and tissues at all times and keeps adequate stocks of these products at all times.	Ongoing	CCPT; Wellness Centre, School Office, Cleaning team	Ongoing
<b>AR09</b>	The School to ensure it has adequate supplies of suitable cleaning products at all times and keeps adequate stocks of these products at all times. The School to continue to ensure that COSHH assessments are carried out for any new cleaning products. The School should continue to review cleaning schedules to ensure that the requirements in the section 5 of the Covid-19 Policy are met.	Daily	Cleaning Manager and Cleaning team	Ongoing
<b>AR10</b>	The School to ensure it has adequate supplies of suitable cleaning products at all times and keeps adequate stocks of these products at all times. The School to continue to ensure that COSHH assessments are carried out for any new cleaning products. The School should continue to review PHE guidance for cleaning non-healthcare settings when there is a suspected case of Covid-19 and update procedures and the Covid-19 Policy as required.	Ongoing	CCPT, Cleaning Manager	Ongoing
<b>AR11</b>	The School should continue to liaise with Harrisons regarding risk assessments and procedures for the catering provision.	Ongoing	Catering Manager, Director of Finance, Estates and Health and Safety Manager	Ongoing
<b>AR12</b>	The School should continue to review government guidance on dedicated school transport and update procedures and the Covid-19 Policy as required. The School to ensure it has adequate supplies of suitable minibus cleaning products at all times and keeps adequate stocks of these products at all times.	Ongoing	Minibus Coordinator and Estates and Health and Safety Manager.	Ongoing
<b>AR13</b>	Planning of future educational visits to remain under review alongside government travel guidance.	Ongoing	Senior Master	Ongoing
<b>AR14</b>	School office/reception staff to meet all contractors and visitors and brief them on hygiene requirements.	Daily	School office & Cleaning team	Ongoing

## Risk assessment for maintaining School operations during Covid-19 Pandemic

	School office/reception staff to ensure all visitors and contractors complete a Covid-19 self-declaration form. The Cleaning Team to ensure hand sanitiser points are topped up as necessary.			
<b>AR15</b>	The School to ensure fire procedures continue to be reviewed and staff /pupils are updated on any changes required as a result of implementing control measures for Covid-19. The School to continue to ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required.	Ongoing	Estates and Health and Safety Manager	Ongoing
<b>AR16</b>	Staff to ensure that any propped open doors are closed when the room is vacated and no fire compartment doors to be propped open. Estates Team to continue to manage assembly hall & pool a/c system operation according to current guidance.	Daily	Staff, Caretakers, Estates Manager	Ongoing
<b>AR17</b>	Line managers and HR Manager to maintain regular contact with staff to check on welfare. Academic and pastoral staff to maintain regular contact with pupils to check on welfare. CCPT to respond to queries raised via <a href="mailto:Covid19@hlc.org.uk">Covid19@hlc.org.uk</a>	Ongoing	Line Managers, Academic & Pastoral staff, CCPT	Ongoing
<b>AR18</b>	The School to provide remote learning guidance to those pupils who are working from home with support if pupils need it. Academic and pastoral staff to maintain regular contact with those pupils learning remotely to check on welfare.	Ongoing	Academic & Pastoral staff	Ongoing
<b>AR19</b>	Line managers to maintain regular contact with those staff learning remotely to check on welfare.	Ongoing	Line Managers	Ongoing
<b>AR20</b>	The DSL should continue to review government guidance on safeguarding and update procedures and the Covid-19 Policy as required. The DSL should communicate any changes to the Safeguarding Policy and Addenda to the staff, pupils and parents.	Ongoing	DSL	Ongoing
<b>AR21</b>	Academic senior leaders to ensure relevant parents and pupils have signed their acceptance of the Remote Learning Protocols which includes safeguarding procedures for remote learning. DSL to continue to review safeguarding procedures for remote learning.	Ongoing	Academic senior leaders, DSL	Ongoing
<b>AR22</b>	DSL/Deputy DSLs and other key safeguarding staff to keep SLT informed if they fall ill or are required to self-isolate to ensure adequate safeguarding cover remains in place. School staff are kept up to date on any changes to key child protection/safeguarding staff.	Ongoing	Key safeguarding staff	Ongoing
<b>AR23</b>	Maintain communication plan for staff and parents for key information as situation develops. Marketing team to continue to update the website with any new Covid-19 related information. CCPT to respond to queries raised via <a href="mailto:Covid19@hlc.org.uk">Covid19@hlc.org.uk</a>	Ongoing	CCPT, Marketing Team	Ongoing

Next review due:

CCPT meetings and/or when there are any significant changes to the guidance or procedures detailed.