

CHANNING SCHOOL - COVID-19 RISK ASSESSMENT
SENIOR SCHOOL - updated 3 June 2021

This document is reviewed regularly and will be updated prior to any major changes in provisions/guidance

Environment/General

RISK	MEASURES TO CONTROL RISK	ACTION BY	TIME SCALE	NOTES
Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none"> ● Government website checked ● ISBA, GSA, ISC and ASCL websites checked ● In addition the school also checks daily DFE briefings and updates in relation to test and Trace testing 	SLT/JSSMT RHi/CH	Daily Daily	
Are changes regularly communicated to staff, pupils, parents and governors?	<ul style="list-style-type: none"> ● Inform parents in writing within 24 hours or as soon as is practicable ● Email governors and staff 	LH/DH/RHi	ongoing	
Is access to school controlled effectively and are visitor (if allowed) details recorded?	<ul style="list-style-type: none"> ● Strict control measures to be in place ● Deliveries to be received by caretakers outside of the school 	RHi CH/Amc	Ongoing Ongoing Ongoing	

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	<ul style="list-style-type: none"> ● Parent meetings/external visitors by invitation only and only if it is considered essential and urgent. ● Visitors are logged ● Use of Remote meetings with external agencies to continue ● Protocol for Governors Meetings to be kept under review. Currently all are remote 	LH/DH/DU		
Is there sufficient supplies of hygiene materials and are they well placed?	<ul style="list-style-type: none"> ● School to continue to source sanitiser and other PPE ● Hand sanitisers to be placed in each of the classrooms and in reception areas and staff areas ● Anti-bacterial wipes to be placed near computers ● Cleaners to check there is enough liquid soap regularly 	RHi/CH	ongoing	Cleaners are replenishing supplies in each classroom before re-opening on 8 March.
Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<ul style="list-style-type: none"> ● Routine for cleaners to include: classrooms/work rooms/corridors/toilets/medical room SS/Isolation Room, door handles, light switches, handrails. ● Additional day cleaners recruited 	CH	4 x daily	New timetable needed for breaktimes/lunchtimes/changes of classroom use

	<ul style="list-style-type: none"> • Deep clean to be put in place before school reopens • Adjustments made during period of closure to ensure that Critical Worker Classrooms and facilities cleaned regularly along with Testing facilities 			
What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<ul style="list-style-type: none"> • Staff to wipe equipment used in between usage where sharing is unavoidable • Staff to be briefed • Avoid using same resources wherever possible • Specific RA's being prepared for Music, Drama, PE and ART 	DU/Heads of PE/Music/Art	Ongoing	
Are contingency plans in place in case of a local lockdown and full opening cannot take place on 8 March?	<ul style="list-style-type: none"> • Liaison with local health protection team • School has a new Virtual Learning Policy for both Senior School and Junior School 	LH/DU/JN School Nurse	Ongoing	
What happens in the event of a fire?	<ul style="list-style-type: none"> • Update Fire Notices and Assembly Points • Fire drill 15 June 2021 • Check fire escape routes • Check evacuation groups whether it be Schoolbase or InVentry • Overarching principle is that Fire Safety has primacy over COVID 19 	RHi/CH/DU CH/RHi/DU CH/caretakers RHi/CH/PW/CM/ JC	Complete	Fire drill agreed for 15.6.21

	<p>in the event of an emergency and this must be emphasised in any briefing</p> <ul style="list-style-type: none"> Local arrangements to be put in place during period of school closure 			
Are risks identified properly mitigated and regularly re-assessed?	<ul style="list-style-type: none"> Check RA regularly and update in line with Government changes Checklists completed 	RHi/CH	ongoing	Staff will be asked to provide feedback on procedures
School catering considerations	<ul style="list-style-type: none"> Safety of kitchen staff Cleaning of shared equipment Social distancing Protective screen at servery Staggered lunchtimes for year groups in dining hall Cleaning of tables between groups of children Taking food to classrooms/outdoor space in recyclable containers if required Catering to continue in the event of a local lockdown for staff and critical worker pupils in school. Staff to be reminded of the need to socially distance at mealtimes. Pupils to eat lunches in their year groups Separate RA for kitchen Staff on duty 	RHi/JH/CH/DU	ongoing	Advice prepared with support from ISCC Planning meetings held Menu will continue to be developed to reflect restrictions in place.
Reducing the Risk of Asymptomatic pupils	<ul style="list-style-type: none"> Asymptomatic Testing in School 	RHi/TF/CH/	Ongoing	Separate RA completed

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and staff transmitting the virus	<p>(AT) is available in school if required..</p> <ul style="list-style-type: none"> • Full mass Testing to be introduced prior to full return to school on 8/3 • Pupils to be lateral flow tested prior to return to school and then twice during the first week. • Home test kits are sent home with pupils at regular intervals. Pupils to test on Sunday and Weds evenings • Teachers and support staff to test at home twice per week from 7 March • School advised by DFE/NHS • Further reduces risk of spread of virus in school 	RHi/CH/TF	<p>complete</p> <p>complete</p> <p>ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Home test kits have replaced AT at school</p> <p>Home test kits are distributed to year groups</p> <p>Staff collect home test kits from the Resources Office.</p>
PUPILS,PARENTS, STAFF RISK ASSESSMENT				
RISK	MEASURES TO CONTROL RISK	ACTION BY	TIME SCALE	NOTES
Are communication channels working and being reviewed? Email, text, facebook, Twitter etc	<ul style="list-style-type: none"> • Yes - All communication channels other than face to face remain in place 	LH/DU/RHi	Ongoing	
Is there a robust feedback and reply system to ensure best practice and	<ul style="list-style-type: none"> • To be reviewed prior to the start of term 	LH/DU/RHi	Ongoing	

<p>two-way communications for pupils, parents, staff and governors?</p>	<ul style="list-style-type: none"> ● Feedback questionnaires will be introduced for staff when the school returns fully. ● Questionnaires been issued to students - Feb 2021 ● Accessible SLT/SPMT/SAMT 			
<p>If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?</p>	<ul style="list-style-type: none"> ● Head Teacher and Bursar ● The Chairman of Governors is in regular contact with the Head and the Bursar. ● F+GP to review opening risk assessments and comment as necessary 	LH/RHi	Ongoing	
<p>Is there a system to communicate with parents and staff that have not returned to school for fear of infection?</p>	<ul style="list-style-type: none"> ● Reassure parents about measures we have put in place and how we intend to manage the school premises. To be included in communication strategy ● Encourage parents need to discuss any concerns with the school if their child isn't returning 	LH/DU/Office	Ongoing	
<p>Who has travelled where: other than home and school? (via app or written diary).</p>	<ul style="list-style-type: none"> ● Quarantine reporting to be kept under review all term. 	LH/DU/RHi/Office	ongoing	

	<ul style="list-style-type: none"> ● Parents need to be briefed to keep the school informed of up to date information and travel abroad ● When the school reopens this will be important as a number of pupils currently accessing virtual learning from overseas. 			
Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<ul style="list-style-type: none"> ● Separate SD and handwashing protocol prepared. ● Staff to distance from each other - ideally 2m ● Teachers to teach from the front of the classroom ideally 2m in front of the pupils ● Pupils are not required to wear face masks in classrooms or communal areas from 17 May. ● Teachers are not required to wear face masks in classrooms from 17 May ● Face visors available for teachers if required. ● All staff recommended to wear face coverings inside in transit and communal areas from 17 May. 	LH/DU/RHi	<p>Staff to be briefed prior to full return to school.</p> <p>17.5.21</p> <p>17.5.21</p> <p>17.5.21</p>	<p>Face coverings are not required outside</p>

Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<ul style="list-style-type: none"> • Messages to be reinforced • Posters and screens • PSHE • Messages Home to Parents and Pupils • Mask video also prepared • To remain in place whilst school closed 	LH/DU/RHi/HOY S/class teachers	ongoing	
Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<ul style="list-style-type: none"> • Daily Updates and briefings to staff from the Head/Bursar/DH/HOFS each day to keep them abreast of changes • INSET training by Nurses 	LH/DU/RHi/Nurse	ongoing	
How is registration throughout the day managed?	<ul style="list-style-type: none"> • Years 7,8,9 10 and 11 registered in classroom • Year 12 and 13 sign in using InVentry • All year groups to progress to use InVentry system • During Virtual Learning all pupils will be registered on line at the start of the day and in lessons 	RHi/JN/CH	ongoing	Sixth form students using InVentry signing-in system from the start of September '20. To be resumed from 8.3.21
Transport - how will staff/pupils get to	<ul style="list-style-type: none"> • Recommend walk/cycle 	LH/DU/RHi	8 March	

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<p>work safely</p>	<ul style="list-style-type: none"> ● Read “Safer Travel Guidance for Passengers” ● Use of face masks on public transport. ● Sanitise hands on arrival ● Dispose of disposable face mask in lidded bin or store safely if non-disposable in a plastic bag ● Communicate a process for safely removing face coverings to staff and pupils ● Pupils must be instructed not to touch the front of their face covering during use or when removing them. ● Hand sanitising before and after removing face coverings ● Parking around the school and public relations - need to reinforce protocols with parents 			
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<p>Are learning and games spaces configured to SD rules?</p>	<ul style="list-style-type: none"> • Classrooms set up with social distancing for teachers • Divide areas of playground plus split timetable • Doors left open in classrooms • Windows open in classrooms 	<p>CH/AMc CH/AMc CH/AMc Caretakers</p>	<p>ongoing Daily Daily</p>	
<p>Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups?</p>	<ul style="list-style-type: none"> • Staggered times for drop off/pick ups • Three points of entry and exit at SS • SLT/Pastoral Staff to meet pupils on arrival. • Late arrivals go straight to lessons 	<p>LH/JN/DU</p>	<p>ongoing</p>	<p>See new timetable</p>
<p>Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?</p>	<ul style="list-style-type: none"> • Ongoing support to pupils to advise them about who they can talk to. New School Counsellor in place 	<p>DU/DH</p>	<p>ongoing</p>	
<p>Pupil and Staff - Safety Risk Assessment</p>				
<p>RISK</p>	<p>MEASURES TO CONTROL RISK</p>	<p>ACTION BY</p>	<p>TIME SCALE</p>	<p>NOTES</p>

Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<ul style="list-style-type: none"> • Safeguarding Leads to manage • Update Policies • Policy to be updated in light of period of Virtual Learning 	LH/DU	8 March	
Is the DSL and ADSL easily contacted and their contact information known to all?	<ul style="list-style-type: none"> • As above 	DU/GBB/JT	Ongoing	
Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	<ul style="list-style-type: none"> • H&S Policy updated with Covid-19 Section • Communicate update to staff • Nursing Protocol in place 	CH/RHi LH/DU/RHi	1 Sept 8 March	
How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<ul style="list-style-type: none"> • All staff should be treated as new staff and inducted into the new processes and procedures on return. • New staff joining to be inducted both in on site safety protocols and also virtual learning procedures 	LH/DU/RHi	ongoing	
Are sporting, play and SD rules clear to staff and pupils?	<ul style="list-style-type: none"> • Staff Briefing • PE RA to cover sport 	DU/JN/SDP	Ongoing	

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<p>Are drama, dance and music activities applying SD rules?</p>	<ul style="list-style-type: none"> ● Risk Assessment complete for Drama ● Ensembles and groups possible with appropriate SD <p>Separate RA for Music and lessons.</p> <p>LAMDA and Music lessons both being undertaken remotely at present as school is closed</p>	<p>.DU/JN</p> <p>DU/JN/PB</p>	<p>Ongoing</p>	
<p>How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?</p> <p>This is a key one that needs a lot of thought. External coffee stations?</p>	<ul style="list-style-type: none"> ● Staff meetings - continue to undertake virtually or socially distanced ● Additional staff work rooms/coffee stations ● Copying to be kept to a minimum and for essential items only ● Tea/Coffee - staff use their individual cups with lids ● Seating to be reduced and spaced out to ensure social distancing in SCR. Additional areas eg Upper Library ● Arrangements to consider both support and teaching staff 	<p>LH/DU/JN/RHi</p>	<p>Ongoing</p>	<p>Separation have been installed in staff rooms</p> <p>Protocols to be agreed with staff for staff work rooms - also using part of library as staff work area</p> <p>Flexible arrangements for staff - allow them to work from home if not teaching</p> <p>Coffee/Tea etc to be considered as part of catering strategy</p>

	<ul style="list-style-type: none"> ● One Member of catering team to be responsible for managing space. 			
Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	<ul style="list-style-type: none"> ● All operational 	RHi/CH	Ongoing	
Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<ul style="list-style-type: none"> ● Fire Procedures updated. 	RHi/CH	Ongoing	
Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	<ul style="list-style-type: none"> ● Published and briefed to staff and pupils 	DU/JN	8 March	
Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	<ul style="list-style-type: none"> ● Additional staff rooms ● Additional tea/coffee stations ● External Walkways to be divided with tape/directional arrows ● No car park ● Masks to be worn by staff in all inside communal areas 	RHi CH/AMc	To be Resumed on 8 March	
Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	<ul style="list-style-type: none"> ● RHi/CH to arrange with Caretakers ● Perspex screens have been fitted in computer rooms, staff rooms and offices 	RHi/CH	Reviewed 3 March	All in place

	<ul style="list-style-type: none"> • New time-table for cleaners needed • Floor Markers used to mark 2 Metre distance 		ongoing	
Can staff manage, whilst in the transition phase, both in school and remote learning?(if applicable)	<ul style="list-style-type: none"> • Remote/Hybrid Learning Protocol, in place • Review of Staff ICT undertaken 		Ongoing	To be covered by Virtual Learning Policy
Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	<ul style="list-style-type: none"> • Catering strategy - separate RAs to be undertaken • Offer to reflect SD measures in place 	RHi/JH	Ongoing	

Medical Risk Assessment

RISK	MEASURES TO CONTROL RISK	ACTION BY	TIME SCALE	NOTES
Medical area/Isolation Room for suspected case of Covid-19	<ul style="list-style-type: none"> • Nurse on call - based in the SS • Isolation Room - former diner • PPE to be made available for nurse/staff attending to person/pupil with suspected Covid-19 - to be kept in Isolation 	School Nurse	ongoing	

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	<p>Room</p> <ul style="list-style-type: none"> ● Parent/carer to be called for child to be collected immediately ● Call 999 in emergency ● Full nursing protocol in place 	School Nurse/Office		
Have risk assessments been completed for individual staff at greater risk for eg. pregnant women, new mothers, older staff, disabled staff, Black/Asian staff?	<ul style="list-style-type: none"> ● Standard template to be prepared for RAs ● Impacted Staff have met with RHi - part of wider comms strategy with staff ● Staff who are Clinically Extremely Vulnerable now working from home - 1 November 2020 ● Specific discussions undertaken with Pregnant Staff. School continues to advise pregnant staff to work from home for the third Trimester ● Feedback encouraged on an ongoing basis and also via Health and Safety Committee 	RHi/TF	ongoing	Staff advised to contact RHi in first instance to arrange for RA.
Have risk assessments been completed for individual pupils identified as at a greater risk?	<ul style="list-style-type: none"> ● Standard template to be prepared for RAs ● Impacted Staff to be invited to meet with TF/RH 	DU/MG/TF	8 March	

Have parents been informed not to send their child to school if they are unwell?	<ul style="list-style-type: none"> • Parents to be reminded to ensure pupils are healthy before they come to school • Part of overall comms strategy. See separate document. 	LH/DU/RHi	ongoing	Letter to be sent to parents before 8 March with updated Gov advice
Is there anyone in addition supervising the normal medical staff?	<ul style="list-style-type: none"> • No 	RHi/DU	Ongoing	
Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	<ul style="list-style-type: none"> • Yes 	RHi	Ongoing	
Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"> • TF has been asked to keep under review 	RHi/TF	8 March	
Is the medical room(s) properly equipped?	<ul style="list-style-type: none"> • Yes • Isolation room has set of PPE 	RHi	ongoing	consultations need to be outside of inner office to allow for SD
What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<ul style="list-style-type: none"> • All staff are required to wear face coverings in transit and in common internal areas. • Teachers are not required to wear face coverings in the classroom. • Pupils are not required to wear face coverings in classrooms and communal areas following government recommendations from 17 May 	RHi/TF	17 May	

	<ul style="list-style-type: none"> • Special consideration and separate RA needed for pupils with a hearing impairment • Teachers provided with face visors or masks if required • Training has been provided of safe use, wear, removal and disposal of face masks to pupils and staff • Training has been provided if full PPE needs to be worn for emergency i.e. its use, wear, removal and safe disposal - clinical waste bins and yellow bags have been provided 	RHi/TF/DU CH	8 March 8 March	
Is the school aware of all pre-existing medical conditions?	<ul style="list-style-type: none"> • Yes - if parents have told us and/or information is correct.. • Staff will continue to be advised to let Bursar or School Nurse know about concerns 	RHi/TF	Ongoing	
Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	<ul style="list-style-type: none"> • This information is not historically available but the school now collects this information on a daily basis with effect from 20 September 2020 as well as details of staff and pupils self isolating • The school has provided advice to parents on testing and will accept the results of NHS and private 	TF	Ongoing	<p>Testing requirements</p> <p>Both the sample collection kit and the COVID-19 test (that tests the sample) has a CE mark</p> <p>That the lab is accredited (i.e. via the UK Accreditation Service) and</p>

	testing subject to certain conditions. This has been confirmed by PHE and insurers.			That the laboratory is reporting the results to PHE (as it is a statutory notifiable disease).
Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	<ul style="list-style-type: none"> As above 	TF	ongoing	
Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath?)	<ul style="list-style-type: none"> This information is available 	TF	ongoing	
Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	<ul style="list-style-type: none"> This is in place. 	TF	ongoing	
If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	<ul style="list-style-type: none"> Included as part of Nursing Protocol 	TF	ongoing	
Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	<ul style="list-style-type: none"> School Nurse to arrange 	TF	ongoing	
If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	<ul style="list-style-type: none"> Yes 	TF	ongoing	
Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	<ul style="list-style-type: none"> This will need to be included at the start of each lesson for example to ensure SD 	DU/JN	Ongoing	

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	<ul style="list-style-type: none"> Reminders in FT and Assembly 			
If essential work is required on site are contractors properly registered, inducted and supervised?	<ul style="list-style-type: none"> Sign in sheet in Reception to include contact details Caretakers to supervise 	RHi/CH/AMc	ongoing	
Do medical staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> This is already available and additional masks have been received. Need for gowns and visors to be explored with nurses 	RHi/TF	Ongoing	
What is the policy on washing school clothes so as to prevent infection?	<ul style="list-style-type: none"> There is only limited school clothing in regular use. School Nurse to consider if additional items including disposable single use bedding is needed 	RHi TF	Ongoing	
Risks Associated with Asymptomatic Testing	<ul style="list-style-type: none"> The school will provide AT as advised by the DFE and also Test and Trace Separate risk Assessment will be published in line with that provided by the NHS/DFE Staff involved to all undertake relevant training 	RHi/TF/CH/SW RHi/CH	4 March	

Facilities Management Risk Assessment

Risk	Control Measures	Action By	Time Scale	Notes
Heating system including fuel levels sufficient?	<ul style="list-style-type: none"> Boilers serviced Feb 2021 	RHi/CH/AMc	Ongoing	Next service July '21
Gas supply, venting and valves?	<ul style="list-style-type: none"> As above 	RHi/CH/AMc	Ongoing	
Have air conditioning ducts and units been checked and reviewed?	<ul style="list-style-type: none"> As above 	RHi/CH/AMc	Ongoing	
Electrical tests up-to-date including emergency lighting and PAT?	<ul style="list-style-type: none"> Electrical tests up to date PAT testing carried out in July '20 	RHi/CH/AMc	Ongoing Review	Next PAT testing Jul '21
Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none"> Aqua Legion last visited school in May '21 and monitoring is monthly 	RHi/CH/AMc	Ongoing	
Fire alarm panel, system and extinguishers in date and serviced?	<ul style="list-style-type: none"> Yes checked in February '21 Next check scheduled for July 	RHi/CH/AMc	July/Ongoing	
Have waste procedures been reviewed?	<ul style="list-style-type: none"> Waste collections are back to normal 	RHi/CH/AMc	Ongoing	
Are pest control services recorded, deficiencies identified and actioned?	<ul style="list-style-type: none"> Records kept in Catering manager's office 	RHi/CH/AMc	Ongoing	
School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none"> Use of school vehicles will be minimal but if used this will need to be checked 	RHi/CH/AMc	Ongoing	

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