



Glendower Preparatory School

COVID-19 – RISK ASSESSMENT

Effective 24.01.22

Introduction

An Update for all Education and Childcare Settings Following the Prime Minister's Announcement of the End of Plan B

On 20 January 2022, the Prime Minister announced that all Plan B measures will be removed in England, with a full return to Plan A by Thursday 27 January.

In education and childcare settings, this means:

From Thursday 20 January, face coverings are no longer recommended in classrooms and teaching spaces for staff, and pupils and students in year 7 and above. They were introduced in classrooms at the start of the spring term as a temporary measure.

From Thursday 27 January, face coverings are no longer recommended in communal areas for staff, and pupils and students in year 7 and above.

This decision comes in response to national infection data showing the prevalence of COVID-19 to be on a downward trajectory. Whilst there are some groups where cases are likely to continue rising, it is likely that the Omicron wave has now peaked nationally. There remains significant pressure on the NHS but hospital admissions have stabilised, and the number of patients in Intensive Care Units (ICU) remain low and are falling.

This means it is right we remove the most stringent restrictions around wearing face coverings from education, but the virus is still with us, and continuing with proportionate protective measures remains vital to protect education.

Local directors of public health are able to recommend the use of face coverings in communal areas, across their area only, where DfE and public health experts judge the measure to be proportionate due to specific health concerns. This is a temporary measure. Directors of public health will continue to advise individual settings experiencing outbreaks. Any local introduction of face coverings will be subject to routine review and removed at the earliest opportunity.

Ofsted's deferral policy has provided reassurance to schools, colleges and early years settings that have been significantly impacted by staff absence in recent weeks. That policy remains in place and Ofsted will continue to remind providers about it for the remainder of this half-term.

At the start of this term, Ofsted temporarily halted the use of part time inspectors who are also front-line leaders. They will now invite those who are able to inspect again to do so from Monday 31 January. As has always been the case, it will be for leaders to decide whether to offer their services to Ofsted.

From Thursday 27 January, venues and events will no longer be required by law to use the NHS COVID Pass. The pass can be used on a voluntary basis as was previously the case in Plan A.

The Government is no longer asking people to work from home. Staff should speak to their employers about arrangements for returning to the office, and should follow the working safely during COVID-19 guidance.

The DfE has updated the guidance for [schools](#), [further education settings](#), [special schools](#) and [out-of-school settings](#) to reflect these changes.

Source: DfE

Gov.uk has pledged to keep schools open so as to provide 'a full educational experience for children'. The core obligation to ensure 'so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors' remains, as does the obligation to risk assess and implement relevant control measures. All pupils should attend school.

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website.

COVID testing for staff and pupils from 24.01.22

- Primary Schools:
 - Staff in primary schools carry out lateral flow tests at home twice a week.
 - There is no testing for primary age pupils at present.

The School relies on guidance from the Government, and Educational bodies such as ISC, GSA, IAPS and ISBA. This Risk Assessment has been compiled using the ISBA template and will be reviewed and updated weekly following the SLT meeting and with reference to any new guidance.

Rationale

The School acknowledges its 'duty of care' towards the whole community: governors, staff, parents, visitors and pupils. A 'duty of care' means a legal obligation to ensure the safety and well-being of others.

The School – States of Operation

For the purposes of this risk assessment: the School is fully open with no restriction on pupil interactions, travel or trip restrictions.

Running the School - Assessing the Risk

.There is a legal requirement for schools to revisit and update their risk assessments, building on their current control measures and practices, UK.Gov 'refreshed guidance' and the system of controls. Some risk assessments may require daily revision and should include but not be limited to answering questions relating to:

- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe . Policy updated and staff asked about concerns at weekly briefing.
- B. Is government advice being regularly accessed, assessed, recorded and applied? (Daily)
- C. Are changes regularly communicated to staff, pupils, parents and governors? Yes
- D. Are changes and the testing training, process and details reviewed by governors? Yes
- E. Are changes and the testing training, process and details shared with insurers? Yes
- F. Is it understood that the Secretary of State has a statutory power to order schools remain open? Yes
- G. Is there active engagement with the Local Health Protection team? Yes
- H. Is the advice of HPT sought and implemented? Yes
- I. Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures? To the extent advised, as no longer the responsibility of the School.

- J. Is there proper consideration of ways to improve ventilation? Yes
- K. Has the cleaning regime been regularly re-assessed and, if necessary, revised? Yes
- L. Are high risk areas being regularly monitored for hygiene? Janitor on daily patrol
- M. Are contract providers suspended or unable to attend school? No
- N. Is access to school controlled effectively and are visitor (if allowed) details recorded? Yes
- AA. Are there sufficient supplies of hygiene materials and are they well placed? Yes
- BB. Are all the hazards identified properly mitigated and regularly re-assessed? Yes as far as known

In addition to the above, the following have been considered for pupils, parents and staff:

- DD. Currently face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas. This is no longer required from 27 January 2022.
- EE. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities. PPE may include:
 - a. Face coverings.
 - b. Gloves.
 - c. Eye protection.
 - d. Aprons.
 - e. Shields where required (for lecterns, desk separators, staff desks, reception, servery).
 - f. Sanitisers (gel and tissues).
- FF. Enhanced cleaning arrangements to:
 - a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces.
 - b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers
 - c. Musical instruments, balls, bats, bails, batons etc
 - d. Kettles, biscuits tins, milk containers, Aprons, towels (if used) cloths, mops etc
 - e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.

- a. HH. Medical:
- Are all staff and pupils or those tested positive in the last 7 days staying at home? Yes, unless they have been able to exit isolation through Day 5 and Day 6 testing.
 - Are pre-existing medical conditions fully declared? Yes
 - Have all vulnerable pupils, parents and staff been identified and recorded? Yes
 - Are extremely clinically vulnerable and clinically vulnerable staff and pupils able to return to school? In most cases.
 - Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)? Yes
 - Who has come into contact with anyone tested positive to COVID-19? Parents and staff are informed.
 - Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)? Recorded by Office.
 - Have those who have been abroad self isolated /quarantined if required? Yes. Recorded by Office.

II.

Working / Schooling at Home

- XX. Are those working / schooling at home:
- provided sufficient information and training to work safely? Yes
 - Able to take regular breaks, stretching exercises, avoiding eye fatigue etc?
 - Completed a Display Screen Equipment (DSE) assessment? Only if at home for a long period
 - Kept in regular contact with the school and there is sufficient regard to their well-being? Yes
 - Advised on stress and mental health? Yes
 - Have an emergency point of contact and know how to gain help if needed? Yes

Lateral Flow Device (LFD) Testing

- YY. Are LFD Kits:
- Supplied and distributed to school in time? Yes, however the school has faced significant challenges in acquiring LFD test kits from approved sources.
 - Stored between 2 – 30°C? Yes
 - Distributed safely?
- ZZ. Are:
- Positive results reported? Yes to office
 - All results properly reported and recorded by the individual and the school? Yes
 - Incidents reported to help school identify emerging issues and these are reported to DfE / DHSC? Yes
 - The incident protocols and feedback loop understood and implemented?

A grid, to record the hazards, control measures and outcomes, is at Annex A.

System of Controls

DfE/PHE has a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and build on the hierarchy of protective measures. When implemented with a 'revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced'.

Schools should:

- ensure that all staff understand the system of controls and how they are applied in the setting - time should be taken for staff to review the actions in the system of controls and ask questions;
- ensure that parents and carers are aware of the system of controls, how this impacts them and their responsibilities.
- follow the [system of controls](#) to reduce risks and create an inherently safer environment.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Keep occupied spaces well ventilated.

In specific circumstances:

- 7) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary.
- 8) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 9) Promote and engage with the NHS Test and Trace process.
- 10) Manage and report confirmed cases of coronavirus (COVID-19) among the school community.
- 11) Contain any outbreak by following local health protection team advice.


Conclusion

Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents, visitors and contractors (if allowed). The leadership team will need to analyse and co-ordinate identified measures. Generating confidence in governors, staff, parents and pupils is paramount to the process of re-opening.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors and contractors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence ought to be recorded).

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	COVID Safeguarding Annex created 19.04.20; reviewed 6.9.21; 24.1.22	Hazard addressed	01.11.21
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT views daily guidance and attends webinars.	Hazard addressed	Ongoing
C	Staff and parents do not understand the system of controls (see above) and how they are applied	Staff and parents briefed in updates and via SchoolPost emails	Hazard addressed	
D	Changes not regularly communicated to staff, pupils, parents, visitiors, contractors and governors	Regular updates for school community at weekly staff briefings and via SchoolPost emails	Hazard addressed	Weekly update
E	Changes to assessments, procedures and other important matters not reviewed by Governors	New risk assessments and procedures sent to Governors 24.1.22	Hazard addressed	24.01.22
F	Insurers not updated with school's amended plans	Bursary staff have contacted insurers. RA , updated policy and plan sent 7.9.21/24.1.22	Hazard addressed	724.01.22
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open	SLT views daily guidance	Hazard addressed	ongoing
H	Insufficient liaison with local authority and health protection team	School has contact details and engages with LHPT via email and hosted webinars.	Hazard addressed	ongoing
I	Active engagement with NHS Test and Trace not implemented and the procedures not undertood by parents and staff	Staff made aware of prgramme at INSET. (contact for Track and Trace 0344 225 3861)	Hazard addressed	ongoing
J	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff made aware of prgramme at INSET. (contact for Track and Trace 0344 225 3861)	Hazard addressed	ongoing
N	The definitions of 'close contact' and the trigger for a pupil/staff to self-isolate not understood.	Emphasized at staff briefing and via SchoolPost emails	Hazard addressed	ongoing
P	Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.	Close Contact advise is led by NHS Track and Trace. School advises close contacts, as per guidance, to undertake daily LFD tests or 7 days if considered a close contact.	Hazard addressed	ongoing
Q	No contingency plans for self isolation of staff, pupils or parents	Procedure established and understood	Hazard addressed	ongoing
R	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	Parents, carers and staff are immediately informed via SchoolPost emails	Hazard addressed	ongoing

S	Access to school not controlled effectively and visitor details not recorded.	Visitor sign in required, Staff and pupils, and their location, registered each morning and after lunch.	Hazard addressed	ongoing
T	Ventilation rules not sufficiently robust	Staff told to keep windows open where possible. Air conditioning adjusted to full fresh air.	Hazard addressed	ongoing
U	Staff and pupils not being reminded and checked to ensure they are complying with hygiene rules.	Weekly reminders for girls. 	Hazard addressed	ongoing
V	Insufficient supplies of hygiene materials and not being suitably placed.	Regular and scheduled hand washing built into school day.	Hazard addressed	ongoing

W	Unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Continuation of enhanced cleaning Each area has its own work sheet for daily completion. Full-time janitor in school sanitising door knobs, toilets, banisters etc	Hazard addressed	ongoing
X	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Hygiene pack in each classroom containing hand sanitiser, wipes and PPE. Keyboards and telephones cleaned regularly	Hazard addressed	ongoing
Y	High risk areas not being regularly monitored for hygiene.	Toilets, corridors, stairways regularly sanitised during the day. Cleaning worksheet on classroom doors which records daily cleaning tasks completed checked by Bursary staff	Hazard addressed	ongoing
Z	All hazards identified properly mitigated and regularly re-assessed?	This RA will be updated/monitored weekly by SLT	Hazard addressed	ongoing
B	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	School's normal protective measures will apply.	Hazard addressed	ongoing
C	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Confirmed.	Hazard addressed	ongoing
D	All hazards identified properly mitigated and regularly re-assessed?	Confirmed.	Hazard addressed	7.9.21


Risk Assessment for COVID-19 Test and Trace and Self-Testing



Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	external wash stations installed 01.09.20. Pupils and staff have allocated wash stations. Sanitiser throughout the school and on all teacher and staff desks.	Hazard addressed	ongoing
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Contractors usually visit only out of school hours.	hazard addressed	ongoing
3	If required, contractor health declaration and pre-work briefings not considered or implemented.	Enforced by Site Manager	Hazard addressed	ongoing
4	If required, contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Contractors are guided by the Site Manager and allocated specific toilets	Hazard addressed	ongoing

5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	System tested during week before opening.	Hazard addressed	ongoing
6	Insufficient gas supply, venting and valves?	System regularly serviced	Hazard addressed	ongoing
7	Air conditioning units, ducts not checked on re-occupying school facilities.	A/C units regularly serviced	Hazard addressed	ongoing
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	System recently improved and regularly serviced. Air conditioning adjusted to full fresh air.	Hazard addressed	ongoing
19	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	dedicated member of staff cleans vulnerable areas during the day and regular cleaners visit at the end of the school day	Hazard addressed	ongoing
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Cleaners fully briefed. Monitored by site manager; cleaning programme agreed with cleaning supervisor	Hazard addressed	ongoing

21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	New agreement made when the school reopened in September 2021	Hazard addressed	1.9.21
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	As above	Hazard addressed	1.9.21
24	Cleaning staff not equipped or using appropriate PPE, where recommended, including aprons, gloves, face coverings and their subsequent disposal.	Masks, gloves worn; regular handwashing..	Hazard addressed	1.9.21
25	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Cleaners re-set and other services re-started as required	Hazard addressed	1.9.21
26	Approach not agreed to any scheduled or ongoing building works.	Works only in holidays or weekends/after school	Hazard addressed	1.9.21
27	Suppliers not following appropriate SD and hygiene measures	Suppliers generally not allowed in school buildings during school day	Hazard addressed	1.9. 21
28	Waste procedures not reviewed or sufficient.	Recycled waste collected 2x a week; other rubbish daily ; general waste including potentially infectious waste bagged and kept securely	Hazard addressed	1.9.21
29	Pest control services not recorded, deficiencies not identified or actioned.	Regular visits by contractor	Hazard addressed	1.9.21
30	How often is this Risk Assessment reviewed	As guidance changes or termly  which ever is sooner	Hazard addressed	Ongoing