Principal: Jo Storey

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| RISK ASSESSMENT (UK only) | School opening following COVID-19 closure | |  |  |
| **Establishment:**  Quinton House School | **Assessment by:**  Paul Lindsay (School Business Manager) | **Date:**  22/05/2020 |  |
| **Review Date: 30/05/2020**  **Weekly** | **Approved by: J Storey** | **Date:30052020** |

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| Hazard / Risk | **Who is at Risk?** | Initial Risk Rating | **Normal Control Measures**  *(Brief description and/or reference to source of information).* | **Are Control Measures** *Y/N/NA* | | **Additional Control Measures**  *(to take account of local /individual circumstances).* | **Residual Risk Rating** |
| **In Place** | **Adequate** |
| **Person(s) Displaying Symptoms** | Students  Staff  Visitors  Contractors | Medium | * Parents or member of staff to telephone school office. * Confirmed case or having received notification via Track and Trace service will self-isolate for 14 days and 14 days for rest of household. The remainder of that class including teaching staff will not be able to come to school for 14 days. Testing for Students and staff with close contact available from the government testing regime for those who are showing symptoms – staff are encouraged to be tested. * Anyone displaying symptoms, should not come to school. In such circumstances, they must follow the government guidance on self-isolation. * If a member of staff develops symptoms whilst at work, they should make certain their line manager is informed and return home immediately * Continual monitoring of Government Guidance is advised to confirm adherence. | Y | Y | * Whole school staff on rota to provide cover * Staff requested to isolate with any symptoms * Medical room identified within the Prep building | Low |
| **Child or Staff Member Becoming Unwell at School** | Students  Staff | Medium | * Everyone to follow agreed protocol if a pupil or member of staff becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room (L26) * Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. * Continual monitoring of Government Guidance for changes. | Y | Y | * *Medical room set up in Prep building – room L26* * *Full PPE kit on site – visors, masks, apron, gloves and suit* | Low |
| **Medical Room/Isolation Space**  **Hygiene Standards** | Students  Staff  Visitors | Low | * Isolation room/area established. * Good hygiene measures in place – medical room/isolation space to be cleaned after every use. * Suitable and sufficient last resort PPE in place, recommended with suspected cases member of staff treating pupil should wear mask, visor, apron and gloves (and pupil should wear mask). * Procedures established for pro-actively ordering PPE and medical supplies. * Only trained staff permitted to provide medical and first aid support. | Y | Y | * *Full PPE kit on site – visors, masks, apron, gloves, suit.* * *Frequent cleaning regime*   *in place* | Low |
| **Accident, Injury or Harm and Medical Needs** | Students  Staff Visitors | Medium-Low | * First Aid contact procedures are known by all staff, with adequate first aid provisions provided by trained staff. First aid training qualification reviewed in line with HSE extension period * First Aid should initially be administered in the area of the incident * First Aiders providing treatment in the medical room will be required to wear PPE – visor, mask, gloves and apron * Cleaning regime established and followed to maintain hygiene standards. * First Aid kits checked and fully stocked by FA coordinator or another nominated person if not at school. | Y | Y | * First aiders included in rota and list posted in prominent places | Low |
| **General Cleaning** | Students  Staff  Visitors  Contractors | Low | * Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor. * Full deep clean of premises to be arranged in the event of confirmed Coronavirus case(s) * COSHH assessments for existing and new cleaning products reviewed and in place * Increased cleaning to frequently touched surfaces such as handrails, handles, toilets, washing areas, telephones and all equipment. * Bins for tissues emptied during day. | Y | Y | * Areas of the school not in use during this period will be locked/shut to reduce the number of areas to be cleaned. * Additional day cleaner on site * Deep clean prior to reopening, and each weekend. * Intensive clean each evening | Low |
| **Vulnerable Persons** | Students  Staff  Visitors  Contractors | Medium | * Shielded and clinically extremely vulnerable children and young people are not expected to attend school and will be supported at home as much as possible. Clinically vulnerable children are those considered to be at a higher risk of severe illness from Coronavirus (Covid-19), parents should follow medical advice regarding returning to school * Staff must inform Mrs Jo Storey (Principal) if they are considered to be within a vulnerable group due to pre-existing health condition or age. Staff who are clinically extremely vulnerable are not be expected to attend school. Staff who are clinically vulnerable or expectant mothers will be supported to provide remote education from home or offer on-site safe roles and assessed individually. Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Covid-19, should stringently follow the guidance on social distancing and minimise contact outside the home. * Care Plans and RAs continually reviewed and monitored for additional information to assure this is resourced and considered. * Continual monitoring to make certain working practices consider changing Government Guidance. * Staff reminded during SLT and staff updates, to report any concerns. |  |  | * Online teaching to continue to support students who are unable to return to school. * Continued monitoring of wellbeing for all students and staff * Any staff or students considered in within high risk group (as defined by Government) to remain isolated. * Staff to update Mrs Jo Storey (Principle) of present situation * Key worker children – revised that both parents must be key workers if requiring their child to return to school when school reopens | low |
| **Intimate Care and Toileting** | Students  Staff | Low | * Existing Intimate Care Policy standards applied. * Additional last resort PPE (visor, mask, apron and gloves) made available within the area of use. * Waste management controlled. |  |  | * *PPE equipment available* * *Additional cleaning frequency in place.* | Low |
| **Unplanned visitors (including postal deliveries)** | Students  Staff  Visitors  Contractors | Medium | * No visitors to be allowed in school during this period unless approved by member of Senior Leadership Team; visitor will then be signed in, escorted and supervised. Visitors should have a pre-arranged appointment. * Access and egress of visitors controlled and managed by authorised staff only. * Access control systems installed and remain active. Clear procedure for receiving deliveries, and post arrangements. * Enhanced DBS checks in place for all authorised staff. * Visitor waiting areas configured including screens on reception desks, barriers, one-way systems. * Compulsory use of hand sanitiser before entering school. * Building contractors adhering to all social distancing rules. Entry of contractors prior to 7.30am. Exit after 4.15pm. | Y | Y | * *Signage clearly posted clarifying Covid-19 rules for visitors* * *All members of public made aware of restrictions on site.* * *All admin staff made aware of protocols* | Low |
| **Access/Egress (Security and Safeguarding)** | Students  Staff  Contractors  Visitors | Low | * Signing in and out procedures established. * Suitable supervision arrangements will be made in line with number of children and any associated needs. * Registration taken twice daily (am and pm) as a minimum. * Student handover procedure controlled and to the known parent, guardian – in line with School Policy. Online registration for those at home. * Fire evacuation and emergency planning considered within any altered access or egress routes. * All usual safeguarding procedures to be followed in line with current safeguarding policies. * A member of the Senior Leadership Team will be on site each day. | Y | Y | * Procedures for drop off and collection reviewed, to include   + Staggered Entry and exit points to reduce overlap   + One-way systems   + Marshalling at all gates and car park   + Call system when parents available to collect – individual students supervised off site * Guidance issued to parents to minimise to 1 nominated guardian/ parent: no gatherings at gates etc. * Signage clearly displayed clarifying amended procedures. | Low |
| **Emergency Procedures Including Fire and Lockdown** | Students  Staff  Visitors | Low | * In the event of an incident/emergency evacuation, usual procedures will be followed. * PEEPS reviewed if staff listed are no longer available. * Lockdown procedures – usual procedures will be followed | Y | Y | * *Review of FRA risk assessment to incorporate reduced staffing levels to make sure sufficient levels of key roles such as fire wardens* * *Mediation for fire alarm during reopening* | Low |
| **Travel and Transport**  **(where applicable)** | Students  Staff | Low | * Communication with routine delivery companies to establish suitable delivery arrangements. * Third Party transport providers risk management aligned to school standards. * Transportation of Students and Staff Risk Assessment reviewed and shared to encompass Covid-19 guidance. | Y | Y | * *Deliveries on site – to be coordinated by Admin team.* * *No transport being used until September* | Low |
| **H&S Training No Longer in Date or Expired** | Students  Staff | Low | * Specific training undertaken for staff with key roles. * Training matrix provided to clarify current training levels, and routinely monitored and updated. | Y | Y | * All training reviewed with effect 1st May 2020 | Low |
| **Cross Contamination** | Students  Staff  Visitors  Contractors | Medium | * Posters displayed in School to ensure staff follow guidance for themselves and Students regarding: Social distancing, handwashing, temperature monitoring, what to do if anyone displays symptoms in school * Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use. * Staff and Students reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. * Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal. * Hand Sanitizer – alcohol content 60% or above, non-alcoholic alternative for younger students. Located at entry and exit points and supervised areas only. No touch type to be installed * Hand sanitiser provided in classrooms where hand washing facilities are not close by * Groups are not mixed during day. * Same teacher and other staff assigned to each group. | Y | Y | * *All current posters are displayed frequently and monitoring in place to make sure staff, Students and visitors adhere.* * *Procedures are in place to confirm staff self-checks and parents are advised to check their child’s temperature prior to coming to school and follow guidance to not send child in if temperature is 37.8° or above.* * *Drinking water fountains to be taken out of use, bottled water* * *Establish alternative arrangements for children whose parents do not wish them to use hand sanitiser.* * *Cleaning stations established* * *All staff and contractors adhering to government guidelines outside of school* | Low |
| **Routine Facilities Related Maintenance** | Students  Staff  Contractors | Low | * Those pieces of equipment not serviced either have extension period granted or taken out of use. * H&S & Facilities compliance checks completed before opening as per facilities checklist which is available for staff | Y | Y | * *Review all Facilities Management inspection and monitoring regimes to confirm in date and no outstanding concerns.* | Low |
| **Adequate Supervision** | Students  Staff | Low | * Sufficient staff to be available to meet the requirements of children and to adhere to recommended staff/pupil ratios for each age group. * Staff have been given guidance as to suitable activities to undertake with children, including breaks and outside play. | Y | Y | * Other existing School Risk Assessments for specialist classrooms, outdoor play areas, PE activities etc. have been reviewed considering Covid-19 | Low |
| **Social Distancing is Difficult to Achieve** | Students  Staff  Visitors | Medium | * Safe working operations to encompass regulated minimum distance where possible. * Briefings to take place adopting the regulated social distancing ahead of any overlapping task to restrict the need for communication during the short duration close proximity working (and to prevent face to face working). * Lifts to not be used or if required controlled access given. * Where interaction is required for combined tasks, individual risk management: Elimination, Time, Distance and Shielding. | Y | Y | * Review of all work-related task RA’s to include: Manual handling tasks reviewed to seek alternatives, if not possible appropriate PPE must be worn. * Shared spaces where people congregate– limit numbers in these areas, stagger break times, use of markers or signage, furniture to be reduced, closure of cubicles in toilet areas, monitored one in one out system. * Sanitizer available in shared rooms such as meeting rooms where washing facilities not available. | Medium |
| **Use of suitable classrooms and areas including room layout, teaching equipment etc adhering to social distancing guidance for schools published by PHE/DFE** | Students  Staff | Low | * Student numbers per room limited to 8 per classroom. * Each key stage group located in a classroom that is suitable for that age group of children. * Minimised overcrowding in corridors with different timetable for different year groups, installation of barriers where appropriate, or floor markings, one-way circulations. * One entry and exit point for each class monitored by staff to make sure social distance is maintained. * Staircases with one-way circulation such as up and down staircases only, Students stay in classrooms for most of day to reduce need to move around vertically. * Visual inspection of classroom by staff prior to each daily use. * Good housekeeping maintained to reduce the risks of slips, trips and falls. * Maintained emergency escape routes and make sure always kept clear. * Students encouraged to be self-sufficient at their own desk every day * Limit shared resources that are taken home, if materials shared should be cleaned and disinfected more frequently. * Suitable supervision maintained * Regular cleaning programme established * Welfare facilities considerate of number of toilet areas, location and age group. * Ventilation – rooms should be well ventilated with natural ventilation (open windows). Air conditioning units to be switched off. * Doors are propped open where safe to do so (adhering to fire regulations) to reduce and limit use of touching door handles and aid ventilation. | Y | Y | * All Risk Assessments are completed and considerate of:   + Access/egress routes   + ‘Bubble’ groups established   + Maintained room usage (limit sharing)   + Suitable space between desks and Students to be spaced out (in line with updated regulations)   + Removal of soft furnishings, soft toys and toys that are hard to clean and unnecessary items to give more space in rooms   + Cleaning regimes   + No sharing of equipment   + Water bottles to be supplied   + No sharing of drinking cups | Low |
| **Activities, Trips, Practical lessons, Sport** | Staff  Students | Low | * NO TRIPS TO TAKE PLACE. * Outdoor space used for exercise and breaks only. * PE or sports lessons where possible if social distancing maintained. |  |  | * Wet weather alternatives prepared | Low |
| **Shared Areas i.e. Offices, Reception Area, Staff Welfare Areas** | Staff  Visitors | Low | * Tables, workstations and chairs repositioned so reflect the updated regulations regarding social distancing. * Sneeze guards installed on Reception desks with floor signage for visitors to reception to enable social distancing. * Limit on numbers in areas to maintain social distancing. * No hot desking – 1 workstation per person. * Doors left open to ease ventilation and no contact if possible. * Additional cleaning equipment provided for staff to use for frequently used equipment * Staff are encouraged to bring their own food and drinking vessel. * Posters and guidance to remind staff of safe practices. * Floor markings and signage installed. |  |  | * Admin staff return from furlough to support teaching staff * Sneeze guards installed in reception areas – distance signage in place * Separate office used where possible * Continue to use Teams meetings rather than face-to-face for staff meetings and any large gatherings. | Low |
| **Staff Wellbeing** | Staff | Medium | * SLT discuss with staff specific concerns and how to make them feel safe. * Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken * Provision of online resources via MyCognita to support staff wellbeing. Staff have employee helpline resource available via Care First. |  |  | * Visible measures in place to ensure staff concerns are heard and supported. | Low |
| **Dining Areas** | Students  Staff | Low | * Students and staff encouraged to promote excellent personal hygiene prior to and following food consumption * Regular routine cleaning regimes followed. * Separate cloths and cleaning agents used for different areas. * Secure storage of cleaning equipment when not in use. * Adequate time permitted between normal room use and dining requirements, to provide adequate/suitable cleaning regimes can be followed. * Considerate disposal of waste and bins emptied regularly. | Y | Y | * No dining areas will be used for eating. Students to eat within classroom setting * Parents and Staff requested to bring in packed lunches * Communicated by welcome back letter and notices on site. * Additional day time cleaning in place * Allergy awareness publicised and monitored | Low |
| **Information Sharing** | Students  Staff  Contractors | Low | * Reinforcement of information and guidance at regular staff meetings. * Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas. * Any training required to support staff has been provided. * Staff to report to Business Manager (H&S coordinator of any concerns). * RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all. * Regular reviews by SLT to ensure measures being followed. |  |  | * The School has shared this RA with all staff and 3rd party contractors, in addition to receiving any third party revised RA’s. * Daily and weekly meetings with SLT/Staff to continually monitor, reflect and review to continuously adapt to updated advice | Low |

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| **REVIEWS:** | | |
| **DATE OF REVIEW:**  **5th June 2020** | **REVIEWED BY:**  **SLT** | **COMMENTS:** |
| **DATE OF REVIEW:**  **12th June 2020** | **REVIEWED BY:**  **SLT** | **COMMENTS:** |