



## ***Queenswood School - Risk Assessment - School Opening During the Coronavirus (COVID-19) Pandemic (PUBLIC DOCUMENT)***

***See Separate Specific Risk Assessments for the following areas:***

- ***Boarding including Quarantine Arrival & Infection Control (PUBLIC DOCUMENT)***
- ***Transport***
- ***Medical***
- ***Individual Teaching Department Environments***
- ***Space Risk Assessments***
- ***Catering Risk Assessment***
- ***Test & Trace Risk Assessment – Routine & Serial Testing***

***School Name:***

***Queenswood School***

***Site Details:***

***Shepherds Way, Brookmans Park, Hatfield, Hertfordshire AL9 6NS***

***Risk Assessor's Names:***

***Jo Cameron - Principal , Ian Williams – Bursar & Paul Keen – Health & Safety Officer***

Risk Assessment Date:

1<sup>st</sup> September 2021

*This risk assessment is undertaken in compliance with the Management of Health and Safety at Work Regulations 1999 to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the School from March 2021 in line with the government guidance. (Updated August 2021)*

### Assessment

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<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>	<b>Clinically vulnerable and clinically extremely vulnerable staff.</b>  <b>Severe illness or death as a result of contracting COVID-19 whilst at work.</b>	<b>From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</b> <ul style="list-style-type: none"><li><b>Review of personnel records to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable.</b></li><li><b>Those living with someone who is CEV can still attend work and should ensure they maintain good prevention practice in the workplace and home settings.</b></li><li><b>Staff who are clinically vulnerable CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission. Staff who live with those who are CV can attend the workplace but should ensure they maintain good prevention practice in the workplace and at home.</b></li><li><b>Pregnancy - Pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that</b></li></ul>	<b>Yes</b>	<b>Q1</b>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<p><i>mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</i></p> <ul style="list-style-type: none"> <li>• <i>A guide for women of childbearing age, pregnant or breastfeeding contains vaccination advice, and is freely available via HR Department at Queenswood.</i></li> <li>• <i>Staff controls in accordance with ISBA advice 29<sup>th</sup> Oct 2020 produced by Harrison Clark Rickerbys &amp; RCOG &amp; Government website guidance. Includes data outlined within Green Book Document 14a and advice on coronavirus (COVID-19) and pregnancy from the Royal College of Gynecologists.</i></li> <li>• <i>To be monitored regularly, and may be subject to changes, depending on Government advice / increased restrictions.</i></li> <li>• <i>Communication of plans for new academic year providing staff the opportunity to discuss concerns with Line Managers / SLT.</i></li> <li>• <i>Asymptomatic testing is encouraged for all pupils and staff working at Queenswood.</i></li> <li>• <i>Staff can discuss concerns with line managers and HR. Drop in sessions for questions allocated as part of the September INSET to address ant staff concerns.</i></li> </ul>		
<p><i>Staff who may otherwise be at increased risk from coronavirus (COVID-19) that may put them at increased or very high risk of severe illness</i></p>	<p><i>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</i></p>	<p><i>Staff who may otherwise be at increased risk from coronavirus (COVID-19) Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</i></p>	<p><b>Yes</b></p>	<p><b>Q1(a)</b></p>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
	<i>Severe illness or death as a result of contracting COVID-19 whilst at work</i>	<ul style="list-style-type: none"> <li>• <i>See bullet points in Section Q1 above.</i></li> </ul>		
<i>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).</i>	<p><i>Clinically vulnerable and clinically extremely vulnerable pupils.</i></p> <p><i>Severe illness or death as a result of contracting COVID-19 whilst at school.</i></p>	<p><i>All CEV children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their GP or clinician not to attend.</i></p> <ul style="list-style-type: none"> <li>• <i>If any pupil falls into above category, Queenswood provides remote education with records maintained, along with pastoral support</i></li> <li>• <i>Engagement with parents to ascertain advice from clinician where appropriate.</i></li> <li>• <i>Review of responses and agreed an individual plan for each pupil / family unit in this category</i></li> <li>• <i>Support pupils with pastoral care, as many will have high levels of anxiety when they eventually return.</i></li> </ul>	Yes	Q2
<p><i>Lack of staff available to operate safe staff: pupil ratios and/or operate site.</i></p> <p><i>Staff may not be able to work on site due to having an underlying</i></p>	<p><i>All.</i></p> <p><i>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</i></p>	<ul style="list-style-type: none"> <li>• <i>Complete review of key staff and agree on minimum service requirements. Reviewed recently with existing staff having been contacted, who have agreed to support in different roles should the need arise.</i></li> <li>• <i>Contingency framework plan details outline situations in event of additional controls measures with staff resource a consideration.</i></li> </ul>	Yes	Q3

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<p><i>health condition that results in them being clinically extremely vulnerable, or clinically vulnerable; or as a result of either themselves or a member of their household developing symptoms of COVID-19.</i></p> <p><i>Being notified to self-isolate by NHS Test &amp; Trace; and/or</i></p> <p><i>Having an underlying health condition that results in them being clinically extremely vulnerable.</i></p>		<ul style="list-style-type: none"> <li>• <i>Some staff following consultation involved in the initial lateral flow testing providing 2 tests for pupils. Risk assessment and controls outlined under a separate risk lateral Flow Testing Risk Assessment, the facility is operational, based on the strict NHS guidelines and controls for operating such a facility.</i></li> <li>• <i>Consultation with existing staff and additional work to assist in other areas of the school offered in order to provide suitable staffing provision. This is conducted with full Safeguarding controls.</i></li> <li>• <i>Develop contingency plans where appropriate.</i></li> <li>• <i>SLT have discussed key staffing scenarios that may trigger closure or partial closure of the school and have outline contingencies to mitigate these where possible.</i></li> <li>• <i>Operate in line with Government guidance which is subject to change.</i></li> </ul>		
<p><i>Suspected/ confirmed case of COVID-19 on site.</i></p> <p><i>Staff, pupils, contractors, and/or visitors may display</i></p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 to other staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> <li>• <i>Regularly brief staff and pupils on the symptoms of COVID-19.</i></li> <li>• <i>Display posters informing of symptoms in prominent locations.</i></li> <li>• <i>Pupils, staff and other adults should follow public health advice on <a href="#">when to self-isolate and what to do</a>. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to</i></li> </ul>	<p>Yes</p>	<p><b>Q4</b></p>

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<p><i>symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.</i></p>		<p><i>the risk of them passing on COVID-19 (for example, they are required to quarantine).</i></p> <p><b><u>Tracing close contacts and Isolation</u></b></p> <ul style="list-style-type: none"> <li>• <i>Close contacts will now be identified via NHS Test and Trace and education settings are no longer expected to undertake contact tracing.</i></li> <li>• <i>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</i></li> <li>• <i>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</i></li> </ul>		

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		<ul style="list-style-type: none"> <li>• <i>they are fully vaccinated</i></li> <li>• <i>they are below the age of 18 years and 6 months</i></li> <li>• <i>they have taken part in or are currently part of an approved COVID-19 vaccine trial</i></li> <li>• <i>they are not able to get vaccinated for medical reasons</i></li> </ul> <ul style="list-style-type: none"> <li>• <i>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so.</i></li> <li>• <i>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</i></li> <li>• <i>18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.</i></li> </ul>		

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		<ul style="list-style-type: none"> <li>• <i>An interaction through a Perspex (or equivalent) screen with someone who has tested positive for COVID-19 is not usually considered to be a contact, as long as there has been no other contact such as defined in the guidance.</i></li> <li>• <i>Isolation room located in the medical centre for persons who display symptoms whilst attending site. External access available, ventilated area with en-suite bathroom facilities.</i></li> <li>• <i>Suitable cleaning is undertaken in line with the government guidance (please refer to the cleaning sections of this template risk assessment for further information).</i></li> <li>• <i>Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE).</i></li> <li>• <i>Coronavirus communication Plan is updated &amp; posted on the Queenswood website.</i></li> </ul>		
<b>Asymptomatic Testing</b>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> <li>• <i>Promotion and engagement in asymptomatic testing at Queenswood.</i></li> <li>• <i>Consent process completed for both staff and pupils</i></li> <li>• <i>Asymptomatic testing Coronavirus (COVID-19) asymptomatic testing in schools Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to</i></li> </ul>	Yes	Q85

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<p><i>identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.</i></p> <ul style="list-style-type: none"> <li>• <i>Home test kits will be available for all staff on return. Staff to test ahead of the return on 1<sup>st</sup> September. Staff who have been attending site throughout the Summer break have been encouraged to continue with the twice weekly asymptomatic testing and log their results both on the NHS site and the internal Queenswood database. Home testing is being reviewed by Government at the end of September.</i></li> <li>• <i>Pupils to undertake a lateral flow test at home on Sunday 5 September 2021. This will help to ensure that any positive cases do not come into the school.</i></li> <li>• <i>Secondary school testing on-site through the Asymptomatic Testing Site (ATS) at Queenswood will offer pupils testing at an on-site ATS in accordance with Government guidance.</i></li> <li>• <i>Once pupils have been tested twice at school, week commencing 6<sup>th</sup> September, they will be provided with home test kits for regular testing. Home testing is being reviewed by Government at the end of September.</i></li> <li>• <i>Testing remains voluntary but strongly encouraged.</i></li> </ul>		

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		<ul style="list-style-type: none"> <li>• <i>Pupils not undergoing testing to attend school in line with return arrangements. Testing is voluntary.</i></li> <li>• <i>Pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>. Whilst awaiting the PCR result, the individual should continue to self-isolate.</i></li> <li>• <i>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</i></li> <li>• <i>Queenswood will retain a small on-site ATS on site in accordance with Government guidelines.</i></li> <li>• <i>Separate Risk Assessment in place for the operation of Queenswood ATS facility in accordance with the Government &amp; NHS Guidance. All staff working in the ATS have been fully trained using the NHS training facilities.</i></li> </ul>		
<b>Failure to implement suitable social distancing measures – classrooms and other teaching spaces</b>	<b>All</b>  <b>Potential spread of COVID-19 between</b>	<b>From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</b>	<b>Yes</b>	<b>Q5</b>

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	<i>staff, pupils and others on site.</i>	<ul style="list-style-type: none"> <li>• <i>Ensure classroom seating plans are maintained in order to assist with NHS Test &amp; Trace in the event of a case being suspected / confirmed.</i></li> </ul>		
<i>Failure to implement suitable social distancing measures – common areas such as access paths, corridors, dining areas, playgrounds, toilets etc.</i>	<i>All  Potential spread of COVID-19 between staff, pupils and others on site.</i>	<p><i>From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</i></p> <ul style="list-style-type: none"> <li>• <i>No whole school Chapel. See Chapel Risk Assessments for controls.</i></li> <li>• <i>No whole school events to be undertaken.</i></li> <li>• <i>Class seating plans in place.</i></li> <li>• <i>Pupils / staff requested to carry face masks</i></li> <li>• <i>Face coverings mandatory on school transport and for fixtures, otherwise at the individuals own discretion depending on the circumstances presenting.</i></li> <li>• <i>Break and lunch to return to normal, with entrance along Crush corridor and exit via Trew main entrance.</i></li> <li>• <i>Additional support for scrapping plates after dining to reduce congestion.</i></li> <li>• <i>Staff hot lunch provision reinstated.</i></li> <li>• <i>Hartley staff room brought back into use.</i></li> <li>• <i>Pupils to wear school uniform - Change in Leach.</i></li> <li>• <i>Lockers – Now in use (Leach) along with changing facilities.</i></li> <li>• <i>For Boarding – Refer to separate Risk Assessments.</i></li> </ul>	<i>Yes</i>	<i>Q6</i>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<b>Failure to implement suitable social distancing measures – staff offices, meetings rooms and staff rooms/ rest areas</b>	<b>All</b>  <b>Potential spread of COVID-19 between staff, pupils and others on site.</b>	<b>From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</b>  <ul style="list-style-type: none"> <li><b>Plexiglas barriers for areas where staff may be required to closely interact with multiple persons. In place at main reception, and within the lateral flow testing area.</b></li> <li><b>Parents meetings continue to be remote as well as offering more day to day meetings with parents via Google Meet.</b></li> <li><b>Where larger meetings are facilitated, implement some means of social distanced seating to avoid crowding. (For example, occupy every other seat. Each event to be subject to separate considerations and risk assessments)</b></li> </ul>	<b>Yes</b>	<b>Q7</b>
<b>Failure to implement suitable social distancing measures – contractors and visitors</b>	<b>All</b>  <b>Potential spread of COVID-19 between staff, pupils and others on site.</b>	<b>From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.</b>  <ul style="list-style-type: none"> <li><b>Events where visitors will attend to be advertised with clear guidance that they are not distanced and attendees should consider their vaccination status and wearing of a face covering.</b></li> </ul>	<b>Yes</b>	<b>Q8</b>
<b>Offsite trips/ educational visits.</b>	<b>All.</b>	<ul style="list-style-type: none"> <li><b>School is flowing the Government advice and if the advice changes the risk assessment will be reviewed at the appropriate</b></li> </ul>	<b>Yes</b>	<b>Q9</b>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
	<i>Travelling against FCO/ government advice.</i>	<p><i>stage Each individual trip to be separately risk assessed with suitable control measures being adopted.</i></p> <ul style="list-style-type: none"> <li>• <i>Staff responsible for planning and organising educational visits to be instructed to follow the national guidance available in the OEAPNG document 4.4k Coronavirus</i></li> <li>• <i>Addendum to Educational Visits Policy to consider the additional risks posed by COVID-19 and set out the specific procedures for Visit Leaders and others to follow and ensure that this is adequately communicated to staff.</i></li> <li>• <i>Trips to fulfil legal obligations can be considered subject to specific individual risk assessments and confirmation that these are allowable under the guidance applicable at the time. Any trip requires authorisation from SLT, prior to commencing.</i></li> <li>• <i>Extra-curricular provision provided outside of school hours.</i></li> <li>• <i>UK residential and day trips are now permitted in accordance with Government guidelines.</i></li> <li>• <i>Overseas trips can go ahead in line with Government guidelines, with particular attention paid to destination aligned to Travel Policy Red / Amber / Green systems. Currently due to the ever changing data and the potential risks of Amber locations moving to Red international trips will remain suspended. This aspect will be reviewed on a regular basis.</i></li> </ul>		
<i>Staff and pupils contracting the virus through direct/ indirect transmission when</i>	<i>All Staff and pupils may be at risk of</i>	<ul style="list-style-type: none"> <li>• <i>Ask staff who cannot commute to and from work without using public transport to follow current Government guidelines when using these facilities.</i></li> </ul>	Yes	Q10

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<i>travelling to/ from the school site using their own means</i>	<i>contracting the virus whilst travelling to/ from the school, especially if using public transport.</i>	<ul style="list-style-type: none"> <li><i>Parking facilities provided to enable more staff to drive into work.</i></li> <li><i>Provision of hand washing facilities or alcohol hand rub at entry points and instruct staff, pupils, contractors and visitors to thoroughly clean their hands when they enter the workplace.</i></li> </ul>		
<i>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</i>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> <li><i>Outdoor equipment not to be used unless it can be appropriately cleaned between groups of pupils using it.</i></li> <li><i>Standard school uniform to be worn</i></li> <li><i>Outdoor equipment must not be used simultaneously by multiple groups.</i></li> <li><i>Suitable handwashing facilities and procedures are in place to enable contractors and visitors to practice good hand and respiratory hygiene whilst on site. Additional sinks and sanitizer points installed.</i></li> <li><i>Electric air driers disabled and paper towels provided to dry hands.</i></li> <li><i>Stocks of hand soap, alcohol-based hand rub, and paper towels reviewed and adequate replenishment process continues to provide adequate stocks of the cleansing products. Continual review of this to ensure stocks are always available.</i></li> <li><i>Provision of alcohol-based hand rub in prominent places and ensure that staff are charged with topping these up regularly.</i></li> <li><i>Brief staff, pupils, contractors and visitors on the need to wash their hands regularly (and after using the toilet, before eating or</i></li> </ul>	Yes	Q11

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<p><i>handling food, and after blowing their nose/sneezing/coughing) and on the correct handwashing technique (NHS advice on handwashing, including a video, is available on NHS website).</i></p> <ul style="list-style-type: none"> <li>• <i>Brief staff, pupils, contractors and visitors on good respiratory hygiene practices (i.e. covering your mouth and nose with your bent elbow or tissue when you cough or sneeze, ‘catch it, bin it, kill it).</i></li> <li>• <i>Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth).</i></li> <li>• <i>Brief staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.).</i></li> <li>• <i>Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</i></li> </ul>		
<b>Non-essential contractors/ visitors attending site</b>	<p><b>All.</b></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> <li>• <i>Undertaken a review of persons expected to attend site and determine those that are non-essential (e.g. visitors, contractors, lettings etc.).</i></li> <li>• <i>ISI Inspections are deemed to be essential visits, and are permitted subject to the Covid-19 pre-visit and on site controls being adhered to.</i></li> <li>• <i>Utilise Google Meet platforms to engage with non-essential visitors.</i></li> <li>• <i>Entry to the site controlled via main reception - Trew.</i></li> <li>• <i>Questionnaire completed prior to arrival and second stage review at reception for any contractors/ visitors with regards</i></li> </ul>	Yes	Q12

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<p><i>risk rating prior to permitting them to enter the site. Visitor &amp; Contractor Induction Checklist.</i></p> <ul style="list-style-type: none"> <li>• <i>Review any lettings arranged with Government guidance</i></li> <li>• <i>Elite sport lettings continuing as still permitted under guidance.</i></li> <li>• <i>Separate joint Covid-19 risk assessments by QEL and Elite Sports are in place and reviewed.</i></li> <li>• <i>Elite Sport operating under the Elite sports guidelines</i></li> <li>• <i>Transitional, taster and open days each individually considered and subject to bespoke risk assessments in line with the main Covid-19 controls with bespoke risk assessments for each activity.</i></li> </ul>		
<b>Essential contractors/ visitors attending site.</b>	<p><b>All.</b></p> <p><i>Potential spread of COVID-19 to staff pupils and others from persons visiting site.</i></p>	<ul style="list-style-type: none"> <li>• <i>Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.</i></li> <li>• <i>Limit the number of contractors/ visitors on site at any one time.</i></li> <li>• <i>ISI Inspections are deemed to be essential visits, and are permitted subject to the Covid-19 pre-visit and on site controls being adhered to.</i></li> <li>• <i>Record to be kept of all contractors/ visitors attending site.</i></li> <li>• <i>Limit the areas of the workplace that contractors/ visitors are permitted to access.</i></li> <li>• <i>Obtain confirmation from contractors/ visitors that they and all members of their household do not have do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test &amp; Trace Prior to them attending site.</i></li> </ul>	Yes	Q13

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Food deliveries via Gate 1 intercom access with specified delivery point at rear of kitchens.</i></li> <li>• <i>Other deliveries to main GO - Trew House.</i></li> <li>• <i>Provide hand washing facilities or alcohol hand rub at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.</i></li> <li>• <i>Upon arrival at the site, staff to brief contractors/ visitors to:</i></li> <li>• <i>Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and after using the toilet, before eating or handling food, and after blowing their nose/ sneezing/ coughing), and prior to leaving the site;</i></li> <li>• <i>Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it');</i></li> <li>• <i>The need to avoid touching their face (and especially the eyes, nose and mouth).</i></li> <li>• <i>Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures.</i></li> <li>• <i>Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.</i></li> <li>• <i>Deep clean areas visitors have attended.</i></li> </ul>		
<b>Lack of adequate cleaning regime leading to indirect transmission</b>	<b>All.</b>	<ul style="list-style-type: none"> <li>• <i>Cleaning regime for general areas. All areas being used will be wiped clean with approved Coronavirus disinfectant during the</i></li> </ul>	Yes	Q14

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<p><i>of the virus through contact with contaminated surfaces/ equipment.</i></p>	<p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<p><i>course of the day. This will be set initially and reviewed once numbers and usage of areas is fully established.</i></p> <ul style="list-style-type: none"> <li>• <i>Disinfectant is approved by Diversy to kill the Covid-19 Virus.</i></li> <li>• <i>Sanitizing wipes to be provided in all areas to clean multi-touch items (e.g. books, pens, desks, chairs, DSE equipment, musical instruments etc.) to ensure that suitable cleaning and disinfection methods are employed between uses.</i></li> <li>• <i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</i></li> <li>• <i>Staff and pupils allocated desks/ tables. Hot desking to be avoided. Desks/ tables to be appropriately cleaned prior to each new user. Cleaning team cleaning first thing in the morning and in accordance with the cleaning regime. See separate document.</i></li> <li>• <i>COSHH assessments will be reviewed and updated if new cleaning products are introduced.</i></li> <li>• <i>Stock levels currently good on face masks, overshoes, eye protection, disposable gloves and aprons and multiple sources to replenish stocks identified.</i></li> <li>• <i>Routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.).</i></li> <li>• <i>Disinfectant wipes distributed throughout the school.</i></li> <li>• <i>Cleaning staff to be provided with suitable PPE for the role. This will include - face masks, overshoes, eye protection, disposable gloves &amp; aprons.</i></li> </ul>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Staff training practices on new cleaning procedures will take place when staff arrive back and recorded. All staff have completed IHASCO online infection control training.</i></li> <li>• <i>Cleaning schedules in place</i></li> <li>• <i>Use of fogging/ electrostatic cleaning disinfection systems – See cleaning schedules</i></li> <li>• <i>Daily fogging by caretaking team recorded.</i></li> <li>• <i>Fogging by BA staff recorded.</i></li> <li>• <i>Staff to have docking stations to place own device, Clean docking station sanitiser wipe, place machine in, lock in, remove, clean with sanitizer wipe.</i></li> <li>• <i>Microsoft Teams introduction has taken place which reduced numbers of desk telephones with communication undertaken using their own personal devices, thus reducing contact points. If desk phone is used this is cleaned using a sanitising wipe before / after use.</i></li> </ul>		
<p><i>Lack of adequate cleaning regime for areas known or suspected to be contaminated (e.g. a boarding house used to quarantine suspected/ confirmed cases of COVID-19, isolation room used to house a</i></p>	<p><i>All.</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> <li>• <i>Review conducted as to the suitability of existing cleaning substances, equipment, and PPE for use on areas known or suspected to be contaminated against the government guidance document COVID-19: cleaning in non-healthcare settings.</i></li> <li>• <i>COSHH assessments are completed for any new cleaning substances introduced as a result of your review.</i></li> <li>• <i>Adequate stocks of cleaning substances, equipment, and PPE, and additional stocks to replenish available from multiple sources.</i></li> </ul>	<p>Yes</p>	<p>Q15</p>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<p><i>suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</i></p>		<ul style="list-style-type: none"> <li>• <i>Close and secure the contaminated room/area where possible to restrict access until cleaning has been undertaken. Where possible, leave the area/room closed and wait for 72hrs before cleaning as the amount of virus living on surfaces will have reduced significantly.</i></li> <li>• <i>Staff to follow the latest government guidance on COVID-19: cleaning in non-healthcare settings, including completion of a risk assessment of the setting prior to cleaning to determine the level of PPE required.</i></li> <li>• <i>Potentially contaminated laundry items to be washed in accordance with the manufacturer’s instructions using the warmest water setting and items dried completely. New colour-coded laundry bags introduced to use solely for contaminated laundry. Separate laundry risk assessment in place)</i></li> <li>• <i>Waste from possible cases and cleaning of areas where possible cases have been (including any disposable cloths and tissues) to be double bagged and stored/disposed of in line with the government guidance.</i></li> <li>• <i>Provide cleaning staff with suitable PPE (Disposable gloves, aprons, overshoes, eye protection &amp; face masks. with use of protection for the eyes, mouth and nose for heavily contaminated areas such as where unwell individuals have slept in a boarding room/ dormitory, or there is visible contamination with bodily fluids).</i></li> <li>• <i>Provide cleaning staff with training on the latest government guidance and ensure that this is refreshed in line with any changes to the guidance.</i></li> </ul>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Cleaning staff provided with training on any new cleaning substances, equipment and/or PPE (All training recorded).</i></li> <li>• <i>Use of fogging/ electrostatic cleaning disinfection systems – See schedule of cleaning pre-opening and new cleaning regimes for Covid-19 enhanced cleaning.</i></li> </ul>		
<b>Hazards associated with the catering provision</b>	<p><i>All</i></p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> <li>• <i>(See also Dedicated Risk Assessments &amp; Controls created by Stephanie Hall – Catering Manager) Currently Managed by Emma Hall - Catering Manager.</i></li> <li>• <i>All employees must sign in to work each day having read the COVID-19 Employee declaration</i></li> <li>• <i>Increase hand wash &amp; sanitizer provision</i></li> <li>• <i>Increased cleaning regimes</i></li> <li>• <i>Kitchen whites to be changed daily and washed</i></li> <li>• <i>Ensure that procedures are updated where necessary, and that staff receive training on any changes (All training recorded).</i></li> <li>• <i>Review and identify multi-touch points. Provision of sanitiser wipes for items after use (e.g. fridge doors)</i></li> <li>• <i>Keep kitchen well ventilated</i></li> <li>• <i>Ensure that cleaning schedules are updated where necessary.</i></li> <li>• <i>Review and increase cleaning regimes for areas where food is prepared and consumed. Ensure that cleaning schedules are updated where necessary.</i></li> <li>• <i>Provision for refreshments at meetings on site.</i></li> <li>• <i>Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.</i></li> </ul>	Yes	Q16

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</i></li> <li>• <i>When engaging temporary agency staff to assist with catering provision, ensure that medical questionnaires include a line on the virus symptoms.</i></li> <li>• <i>If purchasing pre packed sandwiches, wraps and salads, ensure that a full allergen risk assessment is undertaken and recorded and the products clearly marked, along with staffing controls to ensure that pupils with food allergies are not exposed in anyway whatsoever. (Natasha’s Law review has been undertaken).</i></li> <li>• <i>Q provide a packed hot meal for staff. Eaten in main dining hall.</i></li> <li>• <i>Catering provision returned to standard provision with staff and pupils using the main servery and dining hall facilities.</i></li> <li>• <i>Additional support provided at plate clearing area to reduce congestion risks.</i></li> </ul>		
<b>Lack of adequate trained fire personnel.</b>	<p><b>All.</b></p> <p><i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</i></p>	<ul style="list-style-type: none"> <li>• <i>Reviewed list of managers and other staff with key roles in fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?).</i></li> <li>• <i>Identified further key persons required, together with deputies/cover, and provide training</i></li> <li>• <i>All staff are aware of their responsibilities during a fire evacuation and provided with refresher training where required</i></li> </ul>	Yes	Q17

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<b><i>New fire hazards as a result of implementing control measures for COVID-19.</i></b>	<b><i>All.</i></b>  <b><i>Increased risk of fire, and/or delays in persons evacuating from the building.</i></b>	<ul style="list-style-type: none"> <li>• <b><i>Reviewed fire assembly points.</i></b></li> <li>• <b><i>Ensured that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points.</i></b></li> <li>• <b><i>Ensured that pupils learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.).</i></b></li> <li>• <b><i>Considered new fire hazards introduced as a result of implementing control measures for COVID-19 (such as open windows / doors to improve ventilation and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated.</i></b></li> <li>• <b><i>Fire procedures are reviewed and updated to consider any changes required.</i></b></li> <li>• <b><i>Personal Emergency Evacuation Plans (PEEPs) are reviewed and updated as a result of any changes to your fire procedures, and that all relevant persons (i.e. the person being assessed and any persons with roles in the PEEP) are notified of the changes.</i></b></li> <li>• <b><i>Changes to the fire risk assessment and/or written fire procedures are communicated to staff.</i></b></li> <li>• <b><i>Training provision – INSET Days</i></b></li> <li>• <b><i>Increased quantities of alcohol sanitiser 70% being stored. Storage facilities to be provided in accordance with quantities</i></b></li> </ul>	<b>Yes</b>	<b>Q18</b>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<i>involved. Bulk storage now in locked flammables vault within grounds storage garage which is well ventilated.</i>		
<b>Lack of risk assessments for any new/adapted teaching activities.</b>	<b>All.</b>  <i>Various injuries arising from teaching activities.</i>	<ul style="list-style-type: none"> <li>• <i>Staff to complete designated risk assessments for their areas of operation and submit for approval. (See separate risk assessments in this respect).</i></li> <li>• <i>Avoid sharing materials</i></li> <li>• <i>Try and avoid physical hand-outs, use electronic methods where possible</i></li> <li>• <i>Continue to mark work where possible in same manner as remote learning – electronically.</i></li> <li>• <i>If marking books – have them placed in a box and quarantine for 24 hours if paper / 3 days if plastic covered.</i></li> <li>• <i>Pupils to have their own dedicated text books</i></li> </ul>	Yes	Q19
<b>Security risks arising from unoccupied buildings and/or parts of the premises.</b>	<b>All.</b>  <i>Various injuries, damage to property and/or theft of property as a result of trespasser(s) gaining access.</i>  <i>Lack of insurance cover for</i>	<ul style="list-style-type: none"> <li>• <i>Site inspected on a daily basis by team of caretakers who live on site. Defects reported and actioned.</i></li> <li>• <i>Site maintenance and grounds activities have been operational throughout and the infrastructure maintained in accordance with normal standards.</i></li> <li>• <i>Principal, some SLT staff and many other staff also live on site</i></li> <li>• <i>Site manned 24/7 – 365 days</i></li> <li>• <i>Intruder alarms &amp; CCTV along with manned presence along with fenced and gated perimeter</i></li> </ul>	No	Q20

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
	<i>unoccupied buildings as a result of not meeting conditions and/or implementing measures required by your insurers.</i>	<ul style="list-style-type: none"> <li>• <i>Single unoccupied, empty structure being Lodge which has no mains services. Windows that were broken have been boarded to create a secure structure</i></li> <li>• <i>Other site structures not in full use or occupancy inspected daily alongside other fire / legionella testing regimes.</i></li> </ul>		
<i>Increase in staff lone/remote working whilst on site.</i>	<p><i>Staff.</i></p> <p><i>Various injuries arising from a lack of direct supervision.</i></p>	<ul style="list-style-type: none"> <li>• <i>Secondary GO cabin no longer in operation with both receptionists working from main GO in Trew.</i></li> </ul>	Yes	Q21
<i>Legionella risk arising from unused buildings and/or parts of the premises.</i>	<p><i>All.</i></p> <p><i>Exposure to legionella bacteria leading to serious illness or death.</i></p>	<ul style="list-style-type: none"> <li>• <i>Consultation with Estates/Facilities staff and water hygiene contractor to determine what steps (if any) need to be taken prior to reopening. Completed with full testing undertaken.</i></li> <li>• <i>Chlorine Dioxide dosing plant installed December 2020 and commissioned in January 2021 to additionally manage legionella risks alongside existing control measures. Efficacy of the new unit is subject to ongoing monitoring.</i></li> <li>• <i>During period of the closure the normal legionella control measures re water outlet testing and infrequently used outlets have been managed and recorded in the site legionella documentation</i></li> </ul>	Yes	Q22

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Buildings / internal/ areas with low or no activities may include Pool after reopening. These are identified and the water testing regime is adjusted to reflect the status of these locations. Controlled with records held by maintenance department.</i></li> <li>• <i>All infrequently used outlets are flushed regularly weekly as a minimum.</i></li> <li>• <i>The legionella risk assessment and legionella written control scheme are updated in line with the above.</i></li> <li>• <i>Persons tasked with actions relating to the legionella written control scheme (e.g. Estates/Facilities/Maintenance staff or third party contractor etc.) are advised of any changes. Should they occur</i></li> </ul>		
<b>Poor ventilation</b>	<p><b>All.</b></p> <p><i>Poor levels of ventilation leading to an increased risk of the spread of COVID-19.</i></p>	<p><i>Federation of European Heating, Ventilation and Air Conditioning Associations in their guidance document entitled How to operate and use building services in order to prevent the spread of the coronavirus disease (COVID-19) virus (SARS-CoV-2) in workplaces which provides a summary of practical measures for building services operation including:</i></p> <ul style="list-style-type: none"> <li>• <i>Secure ventilation of spaces with outdoor air</i></li> <li>• <i>Ensure regular airing with windows (even in mechanically ventilated buildings);</i></li> <li>• <i>Opening high level windows in colder weather in preference to low level to reduce draughts</i></li> </ul>	<b>Yes</b>	<b>Q23</b>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused)</i></li> <li>• <i>Providing flexibility to allow additional, suitable indoor clothing</i></li> <li>• <i>Rearranging furniture where possible to avoid direct draughts</i></li> <li>• <i>WC's – If windows are the only means of ventilating the toilet block then they should be left open as long as reasonably possible, and windows in adjoining rooms should also be open.</i></li> <li>• <i>In internal toilet blocks with passive stack or mechanical exhaust systems, the principle of this ventilation system is that air will flow back into the toilet block as the door to the block is opened, this ensuring that contaminants and odour's are kept within the toilet block and do not enter adjacent rooms. Opening windows in toilet blocks with mechanical extract ventilation may reverse the air flow when doors open allowing contaminated air to flow from the toilet block to the adjacent room which is to be avoided.</i></li> <li>• <i>Windows to be closed and the ventilation timers on the fans increased to provide constant ventilation. G20 advised this data is likely to change shortly and this is an area to monitor.</i></li> <li>• <i>Avoid open windows in toilets to assure the right direction of ventilation;</i></li> <li>• <i>Instruct building occupants to flush toilets with closed lid</i></li> <li>• <i>Switch air handling units with recirculation to 100% outdoor air</i></li> <li>• <i>Inspect heat recovery equipment to be sure that leakages are under control;</i></li> </ul>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Switch fan coil fans off, use heater only and ventilate with external air.</i></li> <li>• <i>Do not change heating, cooling and possible humidification set points;</i></li> <li>• <i>Do not plan duct cleaning for this period</i></li> <li>• <i>Replace central outdoor air and extract air filters as usual, according to maintenance schedule;</i></li> <li>• <i>Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.</i></li> <li>• <i>Advise staff to open windows where possible and safe to do so.</i></li> <li>• <i>Ventilate by propping open doors, only if fire risk assessment deems safe to do so, with controls in place, and also only consider if this action does not compromise security / safeguarding</i></li> <li>• <i>Ensuring that building services operation is reviewed against the guidance provided by the Federation of European Heating, Ventilation and Air Conditioning Associations. Advice taken from Terry Coleman at G20 – Queenswood Heating &amp; Ventilation Contractors.</i></li> <li>• <i>Use of CO2 air quality monitor to ascertain levels and provide assurance that the ventilation controls in place are effective.</i></li> </ul> <p><u>Area Considerations &amp; Controls</u></p> <p><u>Art</u></p>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Fan coil units. Not to be used as ventilation cannot be controlled with minimal poor positioned windows and internal partitions blocking the required circulation for the fan coils to be safe to use. Use portable electric radiators, previously used in music. Isolate the fan coils by removing fuses from switched spurs.</i></li> </ul> <p><b><u>Theatre</u></b></p> <ul style="list-style-type: none"> <li>• <i>Supply &amp; extract system driven by belts and run 24/7. Belt inspection daily to ensure system is operating correctly. Spare belts to be kept on site.</i></li> <li>• <i>Low level extraction vents from boiler room. Upper vent – extract vent from this facility at safe height with minimal exposure risks.</i></li> <li>• <i>Fan coil heating in foyer has been isolated – Fuse removed from switched spur supply feed.</i></li> </ul> <p><b><u>Corridors / Classrooms</u></b></p> <p><i>Open selected windows in corridors to ventilate these areas Classroom doors to be ventilated when occupied with the doors closed, so not to discharge air into the common parts.</i></p> <p><b><u>Leach</u></b></p>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<p><i>Supply in and out system, inward air at low level, exit air at upper level in safe discharge area. Windows in changing rooms to be opened to create airflow. The WC ventilation systems to be run longer on timers with procedures to visit areas. Open external doors, where appropriate to create air-flow in the facility.</i></p> <p><b><u>Swimming Pool</u></b></p> <p><i>Supply in and out system. Air exits at high level. Fan on extract side has been repaired and is now fully operational. Windows to be kept closed and WC ventilation and door closure systems to be implemented. Rear extract is at ground level and is the self-contained plant room systems, and according to G20 poses no Covid-19 Risk</i></p> <p><i>Extraction systems to run 24/7</i></p> <p><i>Guidance mentioned changes to inverter drives, however Terry at G20 advised that these units are left unaltered as changing these settings will affect the pool water quality.</i></p> <p><b><u>Leith's Kitchen</u></b></p> <p><i>Open rear lower window opposite end to the rear door access, and use internal extraction systems. Keep classroom doors closed to maintain integrity of air in the corridors</i></p> <p><b><u>Main Kitchen</u></b></p>		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<ul style="list-style-type: none"> <li>• <i>In / out system. When preparing/ cooking ahead of serving, keep the doors / openings from kitchen to server closed / secure until food needs to be provided and served.</i></li> <li>• <i>Ventilate kitchen to create air flow</i></li> <li>• <i>Site WC controls to apply.</i></li> </ul> <p><b><u>Servery &amp; Dining Hall</u></b></p> <ul style="list-style-type: none"> <li>• <i>Use A/C systems fresh air settings not recirculating. Open windows rear corner of servery and windows and doors on opposite side to create airflow.</i></li> <li>• <i>Dishwasher area ventilation flow to be linked to corridor near the General Office. Air flow created by opening windows in the corridor allowing the air to move and not stagnate in the dishwasher area.</i></li> </ul> <p><b><u>Music Foyer</u></b></p> <p><i>Isolated fan coil heaters – Not be used.</i></p> <p><b><u>Q Hall</u></b></p>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<p><b><i>Fitness suite – A/C to be on fresh air supply only (not recirculating). Windows to be opened – window pole now provided for safe opening. Rear fire exit doors to be opened 10 minutes before session and the duration of the session and kept open 10 minutes after the session to assist with the ventilation. Strict protocols by sports staff controlling to secure the fire doors from a security perspective.</i></b></p> <p><b><i>Main Hall is air in and full extract out system. Fans connected to the lighting. Turn lights on and run fans all day, so fans continually operate. When hall is in use enhance the provision of the air flow by opening both sets of double leaf front fire exit doors. Leave these doors open for 10 minutes after any session, before securing to aid the air exchange. Doors must be secured by sports staff thereafter on security grounds.</i></b></p> <p><b><u>Q Hall Testing Area – Gallery Void</u></b></p> <p><b><i>Both doors left open at either end of the facility to aid air flow. Leave the air in and extract system in the main hall switched on and supplement with fresh air via the double leaf front fire exit doors. To assist air flow in the testing facility, electric fans to be placed diagonally in opposing corners to ensure airflow is circulated.</i></b></p> <p><b><i>Advice and guidance sought and risk assessment / controls devised on the advice provided by Terry Coleman at G20 (Contractors engaged by Queenswood) to maintain the systems on site. Conversation / meeting note 21<sup>st</sup> July 2020 outlines the scope of the site discussions.</i></b></p>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<b>Failure to complete adequate cleaning and checks prior to reopening the School</b>	<b>All</b>  <b>Various issues could arise as a result of not completing the necessary checks</b>	<ul style="list-style-type: none"> <li>• <b>Visual inspections of the buildings completed to determine levels of cleanliness and identify any damage or other concerns.</b></li> <li>• <b>Reviewed maintenance records to determine any inspections, tests and/or specialist cleaning that may have been missed during the initial lockdown period and/or that will be required prior to reopening.</b></li> <li>• <b>Competent person tested/ inspected all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening.</b></li> <li>• <b>Visual inspection of all ACMs prior to reopening conducted to confirm that there has been no damage during the lockdown period.</b></li> <li>• <b>Maintenance Manager to outline spreadsheet of works conducted to ensure that all necessary inspections, tests, and cleaning are in place prior to reopening.</b></li> </ul>	<b>Yes</b>	<b>Q24</b>
<b>Staff working from home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</b>	<b>Staff.</b>  <b>Aches and pains from adopting poor posture whilst using DSE.</b>  <b>Fear/anxiety/stress caused by difficulty</b>	<ul style="list-style-type: none"> <li>• <b>Provided employees working from home with guidance on the safe use of DSE and ways in which they can maintain physical and emotional wellbeing – See A Brief Guide for Employees – Working from Home.</b></li> <li>• <b>Off screen activity days introduced in order to provide staff a break from screen interaction on a daily basis</b></li> </ul>	<b>Yes</b>	<b>Q25</b>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
	<p><i>in completing work, and lack of social interaction.</i></p> <p><i>Lack of insurance cover for school-owned equipment used in the home.</i></p>	<ul style="list-style-type: none"> <li>• <i>Provided employees working from home with information on who they can speak to if they need help/support (e.g. Line Manager, HR, IT support etc.)</i></li> <li>• <i>Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.).</i></li> <li>• <i>Provided employees with laptops and working from home temporarily with inexpensive equipment to assist them in setting up an appropriate temporary workstation (e.g. wireless keyboard and mouse, laptop riser, etc.).</i></li> <li>• <i>Line Managers to communicate regularly with employees working from home (e.g. weekly check-ins as a minimum) 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.</i></li> <li>• <i>Line Managers to keep their teams up to date on any changes that may impact them.</i></li> <li>• <i>This is not a major feature from September, however controls above would be valid should a member of staff work from home for any reason.</i></li> </ul>		
<p><i>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</i></p>	<p><i>Pupils.</i></p> <p><i>Aches and pains from adopting poor posture whilst using DSE.</i></p>	<ul style="list-style-type: none"> <li>• <i>Provided pupils with guidance on how to safely learn at home. Guidance Document Students – Top tips for working at Home.</i></li> <li>• <i>Provided pupils learning from home with information on who they can speak to if they need help/support (e.g. teaching staff, personal tutor, IT support etc.).</i></li> </ul>	<p>Yes</p>	<p>Q26</p>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
	<i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</i>	<ul style="list-style-type: none"> <li>• <i>Off screen activity days introduced in order to provide pupils a break from screen interaction on a daily basis</i></li> <li>• <i>Review communication channels for academic and pastoral support.</i></li> <li>• <i>Pupils are now back in school, however the above criteria will apply to any pupil, for whatever reason who could not attend the Queenswood site.</i></li> </ul>		
<i>Fear/ anxiety caused by returning to school.</i>	<p><i>Staff, pupils, and parents/ carers.</i></p> <p><i>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a result of fear/ anxiety about returning to the school.</i></p>	<ul style="list-style-type: none"> <li>• <i>Communication with staff explaining the controls in place to address concerns about returning to the workplace.</i></li> <li>• <i>Provide staff, pupils and parents/ carers with details of the measures that are being implemented to minimise the risk of them contracting the virus at the school.</i></li> <li>• <i>Identify any specific concerns that employees, pupils, and/or parents/ carers have (e.g. certain activities or areas of the site) and address these concerns where possible.</i></li> <li>• <i>Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</i></li> <li>• <i>Reviewed and updated Bereavement Procedure.</i></li> </ul> <p><i>Queenswood has signed up to an Employee Assistance Program called RISE, it is provided through a company called BHSF. In summary it provides the following services:</i></p>	Yes	Q27

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>General Support – including mental health, legal, financial, wellbeing, GP, counselling and carer support</i></li> <li>• <i>Emotional Support – counsellor support for matters such as stress, anxiety and relationship matters</i></li> <li>• <i>Drop in sessions via Google Meet &amp; INSET provided for staff to contact and raise concerns or ask questions.</i></li> </ul>		
<p><i>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 tuition, such as music lessons etc.</i></p>	<p><i>Staff and pupils.</i></p> <p><i>Various potential safeguarding issues.</i></p>	<ul style="list-style-type: none"> <li>• <i>Reviewed and updated written child protection/ safeguarding procedures against the government guidance documents Coronavirus (COVID-19): safeguarding in schools, colleges and other providers and Safeguarding and remote education during coronavirus (COVID-19) to consider potential issues with the shift towards virtual/online teaching and learning.</i></li> <li>• <i>Staff and volunteers provided with a copy of the updated child protection/ safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes.</i></li> <li>• <i>Copy of updated child protection/ safeguarding policy made available publicly (e.g. on the school's website).</i></li> <li>• <i>Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</i></li> <li>• <i>Updated Safeguarding training to staff at Sept 21 INSET.</i></li> </ul>	<p style="text-align: center;"><b>Yes</b></p>	<p style="text-align: center;"><b>Q28</b></p>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<b>Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff</b>	<b>All</b>  <b>Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting</b>	<ul style="list-style-type: none"> <li>• Reviewed DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation.</li> <li>• Consider liaising with other nearby schools to arrange sharing of DSL's where required.</li> <li>• Nominated senior leader who can take responsibility for coordinating safeguarding on site should the DSL or Deputy DSL be absent.</li> <li>• Ensured that school staff are kept up to date on any changes to the DSL, Deputy DSL or other key child protection/ safeguarding staff – i.e. they should be aware of who to contact should they have any concerns, and how they can contact them.</li> </ul>	<b>Yes</b>	<b>Q29</b>
<b>Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19</b>	<b>Staff and pupils</b>  <b>Various potential child protection/ safeguarding issues</b>	<ul style="list-style-type: none"> <li>• Staff and volunteers provided with a copy of the updated child protection/ safeguarding policy (e.g. via email, available on staff intranet etc.) and briefed on the key changes.</li> <li>• Copy of updated child protection/ safeguarding policy made available publicly (e.g. on the school's website).</li> <li>• Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</li> </ul>	<b>Yes</b>	<b>Q30</b>
<b>Lack of adequate communication related</b>	<b>All</b>	<ul style="list-style-type: none"> <li>• Communication plan to consider both internal and external communications.</li> </ul>	<b>Yes</b>	<b>Q31</b>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
<b>to COVID-19 procedures to staff, pupils, parents/carers, contractors and visitors</b>	<b>Staff, pupils, parents, contractors and visitors not being made aware of procedures</b>	<ul style="list-style-type: none"> <li>• <b>Liaison with contractors/in-house staff and suppliers (e.g. cleaning, catering, food supplies, hygiene supplies etc.) to ensure that they are aware of the school's controls (please also refer to the sections of this template risk assessment covering cleaning and catering).</b></li> <li>• <b>Compiled and issued formal communications to parents to advise them of key information</b></li> <li>• <b>Engaged with parents and pupils in relevant education resources</b></li> <li>• <b>Formal communications to staff to advise them of key information</b></li> <li>• <b>Staff meeting slots allocated specifically at certain stages of the Covid-19 journey specifically allocated to enable staff to raise and discuss any concerns.</b></li> <li>• <b>Staff engagement at INSET days.</b></li> <li>• <b>Training needs analysis to identify any additional staff training that will be required (e.g. cleaning staff, catering staff, first aiders/medical staff/boarding staff responding to a suspected case, changes in fire procedures etc.).</b></li> <li>• <b>Hygiene procedures</b></li> <li>• <b>Changes to fire or first aid procedures</b></li> </ul>		
<b>Failure to implement and adhere to the latest government advice/guidance</b>	<b>All. Failure to adhere to government</b>	<b>As the pandemic evolves together with scientific knowledge of the virus, advice is being issued and amended regularly. It is imperative that this risk assessment is based on the up to date the latest advice on COVID-19 available at websites such as:</b>	<b>Yes</b>	<b>Q32</b>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
	<i>advice/guidance resulting in increased risk of infection.</i>	<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19">https://www.nhs.uk/conditions/coronavirus-covid-19</a></li> <li>• <i>COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</i></li> <li>• <i>Stay at home: guidance for households with possible coronavirus (COVID-19) infection</i></li> <li>• <i>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</i></li> <li>• <i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i></li> <li>• <i>COVID-19: guidance for education settings</i></li> <li>• <i>Coronavirus (COVID-19): guidance on isolation for residential educational settings</i></li> <li>• <i>Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</i></li> <li>• <i>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</i></li> <li>• <i>Safeguarding and remote education during coronavirus (COVID-19)</i></li> <li>• <i>Coronavirus: travel guidance for educational settings</i></li> <li>• <i>COVID-19: cleaning in non-healthcare settings</i></li> <li>• <i>Coronavirus (COVID-19): safer travel guidance for passengers</i></li> <li>• <i>Coronavirus (COVID-19): safer transport guidance for operators</i></li> </ul>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Independent Schools' Bursars Association (ISBA)</i></li> <li>• <i>Association of School and College Leaders (ASCL)</i></li> <li>• <i>Boarding Schools' Association (BSA) latest COVID-19 updates</i></li> <li>• <i>Coronavirus (COVID-19) Winter Plan including regional Tier Guidance.</i></li> <li>• <i>Coronavirus (Covid-19) Test &amp; Trace</i></li> <li>• <i>Coronavirus (Covid-19) Test &amp; Release</i></li> <li>• <i>Coronavirus (Covid-19) International Travel</i></li> <li>• <i>Coronavirus (Covid-19) Travel Corridors</i></li> <li>• <i>Coronavirus (Covid-19) National Lockdown; Stay at Home</i></li> <li>• <i>Coronavirus (Covid-19) Spring Plan 2021</i></li> <li>• <i>Coronavirus (Covid-19) Rapid Testing in Schools &amp; Colleges 2021</i></li> <li>• <i>Coronavirus (Covid-19) How to quarantine when arriving in England</i></li> <li>• <i>Coronavirus (Covid-19) Red, Amber &amp; Green Rules for entering England</i></li> <li>• <i>Coronavirus (Covid-19) Spring Plan 2021</i></li> <li>• <i>Coronavirus (Covid-19) Schools Operational Guidance</i></li> <li>• <i>Coronavirus (Covid-19) Dedicated transport to schools &amp; colleges (Covid-19) operational guidance</i></li> <li>• <i>Coronavirus (Covid-19) Summer Plan 2021</i></li> <li>• <i>Coronavirus (Covid-19) Red List Quarantine Boarding Pupils 2021</i></li> <li>• <i>Coronavirus (Covid-19) Contingency Framework - Education &amp; Childcare Settings (August 2021)</i></li> </ul>		

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
		<ul style="list-style-type: none"> <li>• <i>Covid-19 Committee as part of Health &amp; Safety Committee with meetings convened in accordance with changes to the Covid-19 situation and regular review dates. Members of SMT /SLT / Governors are members of H&amp;S Committee.</i></li> <li>• <i>SMT/SLT to review key points and decide on any actions required.</i></li> <li>• <i>Action plans with targets to implement any changes to school operations, with periodic monitoring by SLT.</i></li> <li>• <i>This risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and updates are communicated to staff and where relevant, parents and pupils.</i></li> </ul>		
<p><b>Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)</b></p>	<p><b>All.</b></p> <p><b>Failure to adhere to the content of this risk assessment and any related policies/ procedures leading to increased risk of the spread of COVID-19 on site and possibility of</b></p>	<ul style="list-style-type: none"> <li>• <i>Ensure that this risk assessment is reviewed and approved by one of the Board’s nominated Governors (Tim Garnham / Oonagh McGuinness reviewed previous versions). Current version posted on Queenswood Website providing board of Governors full access to the current version.</i></li> <li>• <i>SLT to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures.</i></li> <li>• <i>Procedures to monitor compliance, such as checklists / audits etc.</i></li> <li>• <i>Staff engagement meetings.</i></li> </ul>	<p>Yes</p>	<p>Q33</p>

<b>Description of Hazard</b>	<b>Who could be harmed and how?</b>	<b>Control Measures</b>	<b>Additional Action Required? (Yes / No)</b>	<b>Action Ref. No.</b>
	<i>criminal prosecution and/or civil litigation.</i>	<ul style="list-style-type: none"> <li>• <i>Action plans with targets to address any issues, with periodic monitoring by SLT.</i></li> <li>• <i>This risk assessment and any related policies/ procedures are reviewed and updated where required, (i.e. periodically, following any confirmed cases of Covid-19 amongst staff or pupil population, following any accidents / incidents/ near misses associated with measures implemented for Covid-19 and /or following any changes to the matters to which it relates). and that updates are communicated to staff and where relevant, parents and pupils.</i></li> </ul>		