



Queenswood School - Risk Assessment - School Reopening 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***

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:

6th January 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 September 2020 in line with the government guidance.

Assessment

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
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).	<p>Clinically vulnerable and clinically extremely vulnerable staff.</p> <p>Severe illness or death as a result of contracting COVID-19 whilst at work.</p>	<ul style="list-style-type: none"> Review personnel records to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable. Issue formal communication to staff to request that they urgently complete the return to work questionnaire Following receipt of questionnaire HR / Line Manger engagement to determine & agree a return to work in line with Government guidelines with strict monitoring or if individual circumstances dictate, the staff member to work from home with full support. All staff can continue to attend school in all three local restriction tiers. Under local restriction tier 4: Stay at Home, clinically extremely vulnerable staff, are to work from home and are not to attend site. Staff will be supported via the furlough scheme if their role cannot be conducted from home. In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace. 	Yes	Q1

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		<ul style="list-style-type: none"> <i>Pregnant staff controls in accordance with ISBA advice 29th Oct 2020 produced by Harrison Clark Rickerbys & RCOG via link on GOV UK website.</i> <i>To be monitored regularly, and may be subject to changes, depending on Government advice / Local Tier restrictions.</i> <i>Questionnaire previously issued to all staff reissued prior to National Lockdown to capture any updated information / new starters. The responses reviewed and consultations conducted involving HR where required.</i> <i>National Lockdown effective 6th January 2021.</i> <i>Under lockdown, individuals in this category are to work from home and not attend site</i> <i>Queenswood closed to pupils with full remote learning in place to educate the pupils.</i> <i>SLT / minimal workforce on site for essential purposes, H&S / essential maintenance actions. Essential staff where they can, to work from home.</i> 		
<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>	<i>Clinically vulnerable and clinically extremely vulnerable pupils.</i> <i>Severe illness or death as a</i>	<ul style="list-style-type: none"> <i>Review pupil health records to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable.</i> <i>Issue formal communication to parents to request that they complete a questionnaire to confirm if their child has an underlying health condition that causes them to be classed as clinically vulnerable or clinically extremely vulnerable; or they live in a household with a person who is classed as clinically extremely vulnerable. Under Tier 4 restrictions extremely clinically</i> 	Yes	Q2

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	<i>result of contracting COVID-19 whilst at school.</i>	<p><i>vulnerable pupils are not to physically attend school and continue their learning on a remote basis.</i></p> <ul style="list-style-type: none"> <i>• Review responses and agree an individual plan for each pupil / family unit in this category</i> <i>• Support pupils with pastoral care, as many will have high levels of anxiety upon return.</i> <i>• Pupils who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in accordance with current Government guidance</i> <i>• Monitor regularly. May be subject to changes, depending on Government advice, Tier level in force & Medical advice provided by the pupils GP.</i> <i>• Based on the guidance for the current restriction tier, (tier 2) all pupils and students should continue to attend education settings at local tiers unless they are one of the very small number of pupils or students under pediatric or other NHS care and have been advised by their GP or clinician not to attend an education setting. Children and young people whose parents or carers are clinically extremely vulnerable should also continue to go to school.</i> <i>• This is subject to change and any changes may alter the controls for extremely vulnerable children physically attending school. Subject to ongoing regular review.</i> <i>• National Lockdown effective 6th January 2021.</i> <i>• Under lockdown, no pupils on site apart from key worker pupils (2)</i> 		

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		<ul style="list-style-type: none"> Queenswood closed to all other pupils with full remote learning in place to educate the pupils. SLT / minimal workforce on site for essential purposes, H&S / essential maintenance actions. Essential staff where they can, to work from home. 		
<p>Lack of staff available to operate safe staff: pupil ratios and/or operate site.</p> <p>Staff may not be able to work on site due to having an underlying 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.</p> <p>Being notified to self-isolate by NHS Test & Trace; and/or</p>	<p>All.</p> <p>Various potential injuries as a result of lack of supervision, and/or lack of site staff.</p>	<ul style="list-style-type: none"> 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. 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. Develop contingency plans where appropriate. Identify key staffing scenarios that may trigger closure or partial closure of the school and take steps to mitigate these where possible. Operate in line with Government guidance on lockdowns working in accordance with the three tier system announced in the guidance update on 28th August 2020. Operate in accordance with new Government guidance announced 31st October 2020, on the new National Lockdown measures which are effective from 5th November 2020. 	Yes	Q3

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Having an underlying health condition that results in them being clinically extremely vulnerable.		<ul style="list-style-type: none"> • Operate in accordance with new Government guidance announced 26th November 2020, on The Winter Plan– Returning to a Regional tiered approach. • National Lockdown effective 6th January 2021. • Queenswood closed to pupils with full remote learning in place to educate the pupils. • SLT / minimal workforce on site for essential purposes, H&S / essential maintenance actions. Essential staff where they can, to work from home. 		
Suspected/ confirmed case of COVID-19 on site. Staff, pupils, contractors, and/or visitors may display symptoms of COVID-19 whilst on site and may subsequently test positive for COVID-19.	All. Potential spread of COVID-19 to other staff, pupils and others on site.	<ul style="list-style-type: none"> • Regularly brief staff and pupils on the symptoms of COVID-19. • Display posters informing of symptoms in prominent locations. • Inform pupils, parents/carers, visitors, such as suppliers, and contractors not to visit the school if they (or any members of their household) are displaying any symptoms of COVID-19, or if they have been advised to self-isolate by NHS Test and Trace, and follow the current stay at home guidance. <p><u>Response to any infection:</u></p> <p>Engage with the NHS Test and Trace process. Ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and 	Yes	Q4

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		<p><i>pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested if they have symptoms, including children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit</i></p> <ul style="list-style-type: none"> <i>• provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</i> <i>• self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19). Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</i> <i>• All schools have been sent a small supply test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these to arrange supplies.</i> 		

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		<ul style="list-style-type: none"> • <i>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.</i> • <i>If someone with symptoms tests negative for coronavirus (COVID-19), then they should stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 10 days from the date of that contact.</i> • • <i>If someone with symptoms tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should continue to self-isolate until their temperature returns to normal. Other members</i> 		

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		<p><i>of their household should all self-isolate for the full 10 days from the day after the individual tested positive.</i></p> <p><u>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</u></p> <ul style="list-style-type: none"> • <i>Take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School to contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.</i> • <i>The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. If, following triage, further expert advice is required the adviser will escalate the school's call to the PHE local health protection team.</i> 		

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		<ul style="list-style-type: none"> <i>The advice service (or PHE local health protection team if escalated) will work with schools to guide them through the actions they need to take. Based on their advice, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the individual tested positive.</i> <p><u><i>Close contact means:</i></u></p> <ul style="list-style-type: none"> <i>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</i> <i>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</i> <i>travelling in a small vehicle, like a car, with an infected person</i> <i>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups is maintained. This is based on a proportionate recording process</i> 		

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		<ul style="list-style-type: none"> • <i>Where individuals who are self-isolating and are within our definition of vulnerable, the school has systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</i> • <i>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10-days from the day after contact with the individual tested positive should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection.</i> <p><u><i>They should get a test, and:</i></u></p> <ul style="list-style-type: none"> • <i>if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</i> • <i>if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends</i> 		

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		<p><i>before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following guidance for households with possible or confirmed coronavirus (COVID-19) infection</i></p> <ul style="list-style-type: none"> <i>• Separate procedure outlining the steps to be followed should a member of staff, pupil, visitor or contractor display symptoms whilst on site (including procedures for recording, tracking and tracing) and ensure that this is communicated to all staff.</i> <i>• Communication to staff, pupils and parents/ carers following a confirmed case at the school, and responsible person for coordinating this.</i> <i>• Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures.</i> <i>• Isolation room located in the medical centre. External access available, ventilated area with en-suite bathroom facilities.</i> <i>• Review movements of suspected case(s) and ensure that 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> <i>• Ensure that cases of COVID-19 are reported to the enforcing authority where required under RIDDOR 2013 (as outlined by the HSE).</i> 		

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		<ul style="list-style-type: none"> Queenswood staff are defined as key workers and under the Covid-19 Employer Referral for Essential workers are entitled via the school, to arrange a test on a prioritised basis Coronavirus communication Plan is posted on the Queenswood website. National Lockdown effective 6th January 2021. Above controls in place for minimal staff who are on site. 		
Failure to implement suitable social distancing measures – classrooms and other teaching spaces	All Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> Agree cohorting of staff and pupils based on the general principles that they should only mix in a small, consistent group and that small group stays away from other people and groups. Year group cohorts, identified in colour coded polo shirts / colour coded lanyards for 6th Form. Ensure that wherever possible, pupils use the same classroom or area of a setting as much as possible, with a thorough cleaning of the rooms as detailed within the separate assessments for cleaning. Reduced class sizes to achieve social distancing. Classrooms re-configured to accommodate reduced capacity. Decide which activities will be delivered, how and when (e.g. delivering a full or part-time timetable, delivering practical teaching activities such as science, design technology etc.). See separate individual specialist risk assessments for individual departments 	Yes	Q5

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"> • <i>Allocate teaching and support staff and refresh the timetable in light of the above.</i> • <i>Desks/ workstations to be spaced as far apart as possible- ideally 2m but applying 1m plus considerations where not practicable</i> • <i>Ensure that staff, pupils, and parents/ carers are briefed on the new timetable and social distancing procedures.</i> • <i>Use of signage showing routes and desk marking showing desks that can be used. Floor markings & signage highlighting social distancing</i> 		
<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>	<ul style="list-style-type: none"> • <i>Agree cohorting of staff and pupils based on the general principles that they should only mix in a small, consistent group and that small group stays away from other people and groups. Year group cohorts, identified in colour coded polo shirts / colour coded lanyards for 6th Form.</i> • <i>Routes and controls /signage for external access paths, corridors and staircases, use of floor markings in halls, dining areas, corridors.</i> • <i>Floor markings to denote distancing supported by signage.</i> • <i>Aim to create 2m / 1m plus distancing, with mitigating measures adopted where not always attainable. Staff & Pupils will be encouraged to wear face coverings to minimize risks. Particular thought given to when moving around site and if social distancing is not otherwise achievable.</i> 	Yes	Q6

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"> • <i>Limiting the number of persons that can access the toilets at any one time, taping off toilets/ sinks to aid social distancing measures</i> • <i>Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building. Where appropriate pupils remain within existing classroom and teaching staff move between rooms to reduce movement at lesson changes. (Brief transitory contact, such as passing in a corridor is advised by the government, as a low risk.).</i> • <i>Assembly / Chapel via video conference</i> • <i>Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.</i> • <i>Stagger staff lunches to reduce numbers of staff moving around the school at the same time. Provide designated eating area for staff away from pupils to assist dining capacity and achieve adequate social distancing.</i> • <i>Pupil lunches (See Hazards associated with catering provision)</i> • <i>Pupils dropped off by single parent or guardian or taxi via Gate 2 entrance. Pupils on school transport via Gate 1.</i> • <i>Minimal adult to adult contact with social distancing observed. Preferably guardians stay inside their vehicles.</i> • <i>Pupil drop off point managed by staff members to ensure flow and social distancing observed</i> 		

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		<ul style="list-style-type: none"> • <i>Hand hygiene practiced using sanitiser. Sinks provided to facilitate handwashing.</i> • <i>Pupils – Year groups and staff to have designated entry points and times allocated to keep year groups separate and minimize congestion.</i> • <i>Pupil Temperatures taken, and register for school. If temperature reading is normal access to site provided.</i> • <i>Pupil Temperature reading showing cause for concern, pupil directed to separate area manned by medical staff in PPE to re take the temperature using a more accurate device. If still reading abnormal, pupil is requested to leave site and follow the guidelines regarding isolation</i> • <i>Track and trace app to register symptoms in accordance with Government advice</i> • <i>Late arrivals, staff & pupils report via Gate 2 to secondary general office (manned) located in security cabin</i> • <i>School Transport arrivals enter site via Gate 1 on security pass & (manned) and disembark recorded on transport tablet. Pupils register at first lesson attended.</i> • <i>Outdoor equipment not to be used unless it can be appropriately cleaned between groups of pupils using it.</i> • <i>Outdoor equipment must not be used simultaneously by multiple groups.</i> • <i>Halls to operate at half reduced capacity with additional mitigation measures in place</i> 		

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		<ul style="list-style-type: none"> • <i>End of school collections monitored by staff, same social distancing controls apply as morning arrivals in respect of staff / pupils and parents collecting pupils.</i> • <i>Lockers – Lockers not in use apart from sports kit storage – (See Sports / PE Risk Assessment)</i> • <i>Face coverings to be worn in common areas, stairwells by pupils / staff & visitors.</i> • <i>Wearing of face coverings in all areas with the exception of classrooms and when eating meals/ snacks.</i> 		
Failure to implement suitable social distancing measures – staff offices, meetings rooms and staff rooms/ rest areas	All Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> • <i>Staff that can work from home will continue to work from home to limit the number of staff on site.</i> • <i>Consider cohorting staff on site and allocating offices, staff rooms/ rest areas and toilets according to cohorts.</i> • <i>Stagger the use of offices, staff rooms, rest areas and toilets to limit occupancy.</i> • <i>Review office layouts and processes to allow staff to work further apart from each other. Use floor tape or paint to mark areas to help staff keep to an appropriate social distance (Preferably 2m, but 1m plus distance. Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face. Only where it is not possible to move workstations further apart, using screens to separate people from each other.</i> • <i>Consider the installation of Plexiglas barriers for areas where staff may be required to closely interact with multiple persons (e.g. reception).</i> 	Yes	Q7

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"> • <i>Hold staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors. Where this is not possible, meetings to be held in a large, well ventilated room with suitable social distancing measures in place (i.e. delegates spaced in accordance with current Government Social distancing guidance). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. (N.B. For areas where regular meetings take place such as meeting rooms, use of floor signage and/or other signage to help people maintain social distancing).</i> • <i>Display of general signage on site</i> 		
Failure to implement suitable social distancing measures – contractors and visitors	All Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> • <i>(See controls under Social distancing / Control of visitors and contractors in other sections of this document)</i> 	Yes	Q8
Offsite trips/ educational visits.	All. Travelling against FCO/ government advice.	<ul style="list-style-type: none"> • <i>School is following the Government advice and if the advice changes the risk assessment will be reviewed at the appropriate stage Each individual trip to be separately risk assessed with suitable control measures being adopted.</i> 	Yes	Q9

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		<ul style="list-style-type: none"> • <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> • <i>Consider compiling an addendum to your 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> • <i>No overnight stay trips and no trips outside of the UK.</i> • <i>Performing legal obligation trips are permitted.</i> • <i>Educational trips suspended under tier 4 alert level. Trips to fulfil legal obligations can be considered subject to specific individual risk assessments.</i> • <i>Extra-curricular provision provided outside of school hours. Cohorts maintained in bubbles as for school day.</i> • <i>Extra-curricular activities suspended until 11th January 2020 in accordance with Government guidelines.</i> • <i>National Lockdown effective 6th January 2021.</i> • <i>Queenswood closed to pupils with full remote learning in place to educate the pupils.</i> • <i>SLT / minimal workforce on site for essential purposes, H&S / essential maintenance actions. Essential staff where they can, to work from home.</i> 		
Staff and pupils contracting the virus through direct/ indirect	All	<ul style="list-style-type: none"> • <i>Ask staff who cannot commute to and from work without using public transport to continue working from home if possible.</i> 	Yes	Q10

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<i>transmission when travelling to/ from the school site using their own means</i>	<i>Staff and pupils may be at risk of contracting the virus whilst travelling to/ from the school, especially if using public transport.</i>	<ul style="list-style-type: none"> • <i>Identify staff needing to use public transport via the questionnaires sent to staff and pupils.</i> • <i>If staff or pupils must use public transport, adjust their hours of work/ learning to allow them to travel outside of peak times.</i> • <i>Ensure staff, pupils and parents/ carers are aware of recommendations on transport to and from the school (including avoiding peak times) as outlined in Coronavirus (Covid-19): Safer Travel Guidance for Passengers</i> • <i>Provide parking facilities where possible to enable more staff to drive into work.</i> • <i>Provide 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> 		
<i>Staff, pupils, contractors and visitors not implementing suitable hygiene practices to limit the risk of direct and indirect transmission.</i>	<p>All.</p> <p><i>Potential spread of COVID-19 between staff, pupils and others on site.</i></p>	<ul style="list-style-type: none"> • <i>Pupil drop off points managed by staff members to ensure flow and social distancing observed</i> • <i>Pupils access site via designated year group access points / separate entry for staff.</i> • <i>Pupil temperatures taken, and register for school. If temperature reading is normal access to site provided.</i> • <i>Temperature reading showing cause for concern, pupil directed to separate area manned by medical staff using PPE to re-take the temperature using a more accurate device. If still reading abnormal, arrangements to be made for the pupil to leave site and follow the guidelines regarding isolation. (See procedures)</i> 	Yes	Q11

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		<ul style="list-style-type: none"> • <i>Late arrivals, staff & pupils report via Gate 2 to secondary general office (manned) located in security cabin</i> • <i>School Transport arrivals enter site via Gate 1 on security pass & (manned) and disembark recorded on transport tablet. Pupils register at tutor class and late arrivals report to GO in Trew. (Pupils temperatures taken prior to being embarked onto transport at their home location.</i> • <i>Outdoor equipment not to be used unless it can be appropriately cleaned between groups of pupils using it.</i> • <i>Standard school uniform to be worn incorporating a different colour polo shirt for each year group to ensure year groups are identified and kept separate. 6th Form not in uniform with ID using a designated lanyard and badge to identify the year group. On days where pupils have PE or Co-curricular sports activities, then standard PE kit to be worn with the coloured polo shirt to clearly identify the year groups.</i> • <i>Outdoor equipment must not be used simultaneously by multiple groups.</i> • <i>Halls to operate at half reduced capacity with additional mitigation measures in place</i> • <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> • <i>Electric air driers disabled and paper towels provided to dry hands.</i> 		

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		<ul style="list-style-type: none"> • <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> • <i>Provision of alcohol-based hand rub in prominent places and ensure that staff are charged with topping these up regularly.</i> • <i>Brief staff, pupils, contractors and visitors on the need to wash their hands regularly (and after using the toilet, before eating or 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> • <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> • <i>Brief staff, pupils, contractors and visitors on the need to avoid touching their face (and especially the eyes, nose and mouth).</i> • <i>Brief staff and pupils on the need for non-contact greetings (i.e. no shaking hands, hugs etc.).</i> • <i>Display posters in prominent locations to remind staff, pupils and others of good hand and respiratory hygiene practices.</i> 		
Non-essential contractors/ visitors attending site	All. Potential spread of COVID-19	<ul style="list-style-type: none"> • <i>Undertaken a review of persons expected to attend site and determine those that are non-essential (e.g. visitors, contractors, lettings etc.).</i> 	Yes	Q12

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	<i>between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • <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> • <i>Informed non-essential persons that they must not attend the site until further notice.</i> • <i>Entry to the site controlled via reception/security via GO cabin at Gate 2 car park, whereby any non-essential persons can be denied access.</i> • <i>Questionnaire completed prior to arrival and second stage review at reception for any contractors/ visitors with regards risk rating prior to permitting them to enter the site. Visitor & Contractor Induction Checklist.</i> • <i>Signage on school entrance gates, reception etc. to advise on who is permitted to access the site and the correct access gate in which to approach.</i> • <i>Review any lettings arranged and notify hirers of cancellation as appropriate.</i> • <i>Lettings reinstated from 2nd December 2020 in accordance with Winter Plan Covid-19 and the regional Tier 2 guidance. Elite sport lettings continuing as still permitted under guidance.</i> • <i>Lettings reviewed under tier 4 restrictions and only activities permitted under tier 4 are continuing, with all others being cancelled.</i> • <i>Separate joint Covid-19 risk assessments by QEL and Elite Sports are in place and reviewed.</i> • <i>Elite Sport operating under the Elite sports guidelines</i> 		

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"> • <i>Visitors / Contractors temperatures. Over 37.8 degrees refused entry and record maintained of date and who they met on site. Deep clean areas prospective visitor attended.</i> • <i>National Lockdown effective 6th January 2021.</i> • <i>Queenswood closed to pupils with full remote learning in place to educate the pupils.</i> • <i>No non-essential visitors permitted on site.</i> 		
Essential contractors/ visitors attending site.	<p>All.</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"> • <i>Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible.</i> • <i>Limit the number of contractors/ visitors on site at any one time.</i> • <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> • <i>Record to be kept of all contractors/ visitors attending site.</i> • <i>Limit the areas of the workplace that contractors/ visitors are permitted to access.</i> • <i>Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils.</i> • <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 & Trace Prior to them attending site.</i> • <i>Arrange for deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the school</i> 	Yes	Q13

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p><i>buildings. Designated area assigned as manned secondary general office in car park accessed via Gate 2. Food deliveries via Gate 1 intercom access with specified delivery point at rear of kitchens.</i></p> <ul style="list-style-type: none"> <i>• Provide hand washing facilities or alcohol hand rub at entry points and insist that contractors/ visitors thoroughly clean their hands before entering.</i> <i>• Upon arrival at the site, staff to brief contractors/ visitors to:</i> <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> <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> <i>• The need to avoid touching their face (and especially the eyes, nose and mouth).</i> <i>• The need to follow the social distancing guidance whilst on site (instruct them on one way systems to follow etc.).</i> <i>• Staff to maintain social distancing when escorting contractors/ visitors.</i> <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> <i>• Clean/ disinfect areas that have been temporarily occupied by contractors or visitors.</i> 		

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"> • <i>Visitors / Contractors temperatures. Over 37.8 degrees refused entry and record maintained of date and who they met on site. Deep clean areas prospective visitor attended.</i> • <i>All visitors to wear face coverings.</i> • <i>National Lockdown effective 6th January 2021.</i> • <i>Queenswood closed to pupils with full remote learning in place to educate the pupils.</i> • <i>SLT / minimal workforce on site for essential purposes, H&S / essential maintenance actions. Essential staff where they can, to work from home.</i> • <i>Essential maintenance contractors along with professionals to conduct assessments to fulfil legal obligations only.</i> 		
<i>Lack of adequate cleaning regime leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.</i>	<i>All. Potential spread of COVID-19 between staff, pupils and others on site.</i>	<ul style="list-style-type: none"> • <i>Cleaning regime for general areas. All areas being used will be wiped clean with approved Coronavirus disinfectant during the course of the day. This will be set initially and reviewed once numbers and usage of areas is fully established.</i> • <i>Disinfectant is approved by Diversy to kill the Covid-19 Virus.</i> • <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. Consider using colour-coded containers for clean and used items in classrooms</i> • <i>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.</i> 	Yes	Q14

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"> • <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> • <i>COSHH assessments will be reviewed and updated if new cleaning products are introduced.</i> • <i>Stock levels currently good on face masks, overshoes, eye protection, disposable gloves and aprons and multiple sources to replenish stocks identified.</i> • <i>Routine cleaning and disinfection of frequently touched objects and surfaces (e.g. door handles, handrails, tables etc.).</i> • <i>Disinfectant wipes distributed throughout the school.</i> • <i>Cleaning staff to be provided with suitable PPE for the role. This will include - face masks, overshoes, eye protection, disposable gloves & aprons.</i> • <i>Staff training practices on new cleaning procedures will take place when staff arrive back and recorded, 80% of staff completed IHASCO online infection control training just before lockdown, the remainder of staff will complete on their return.</i> • <i>Cleaning schedules to be compiled nearer the reopening time in accordance with latest guidance and site requirements</i> • <i>Use of fogging/ electrostatic cleaning disinfection systems – See cleaning schedules</i> • <i>Daily fogging by caretaking team recorded.</i> • <i>Fogging by BA staff recorded.</i> 		

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"> • Staff to have docking stations to place own device, Clean docking station sanitiser wipe, place machine in, lock in, remove, clean with sanitizer wipe. • Emergency phones ahead of new phone installation use sanitizer wipe to activate hands free, and use, without handset, hang up and sanitise buttons. Wipes to be placed by phones. 		
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 suspected case etc.) leading to indirect transmission of the virus through contact with contaminated surfaces/ equipment.	All. Potential spread of COVID-19 between staff, pupils and others on site.	<ul style="list-style-type: none"> • 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. • COSHH assessments are completed for any new cleaning substances introduced as a result of your review. • Adequate stocks of cleaning substances, equipment, and PPE, and additional stocks to replenish available from multiple sources. • 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. • 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. • Potentially contaminated laundry items to be washed in accordance with the manufacturer's instructions using the 	Yes	Q15

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p><i>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></p> <ul style="list-style-type: none"> • <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> • <i>Provide cleaning staff with suitable PPE (Disposable gloves, aprons, overshoes, eye protection & 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> • <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 (N.B. all training should be recorded).</i> • <i>Cleaning staff provided with training on any new cleaning substances, equipment and/or PPE (N.B. all training should be recorded).</i> • <i>Use of fogging/ electrostatic cleaning disinfection systems – See schedule of cleaning pre-opening and new cleaning regimes for Covid-19 enhanced cleaning once school opens in September</i> 		
Hazards associated with the catering provision	All Potential spread of	<ul style="list-style-type: none"> • <i>(See also Dedicated Risk Assessments & Controls created by Stephanie Hall – Catering Manager)</i> • <i>Reopening catering provision that is managed in-house - review the guidance documents Guidance for food businesses on</i> 	Yes	Q16

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	COVID-19 between staff, pupils and others on site.	<p>coronavirus (COVID-19) & Working safely during COVID-19 in restaurants offering takeaway or delivery and ensure that a risk assessment outlining how the guidance will be implemented is compiled.</p> <ul style="list-style-type: none"> • All employees must sign in to work each day having read the COVID-19 Employee declaration • Increase hand wash & sanitizer provision • Increased cleaning regimes • Work in teams with 2m social distancing where possible – Floor markings / signs / one-way systems • Restrict access to essential staff only. • Work back to back / side to side where possible • PPE – Face masks and disposable gloves. Training and change regularly and observe cross contamination prevention in respect of PPE • Social distancing at servery • Social distancing – Locker rooms. • Kitchen whites to be changed daily and washed • Control access to walk in pantries / fridges / freezers – One member of staff at a time • Ensure that procedures are updated where necessary, and that staff receive training on any changes (N.B. any training should be recorded). • Review and identify multi-touch points. Provision of sanitiser wipes for items after use (e.g. fridge doors) • Keep kitchen well ventilated 		

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"> • <i>Ensure that cleaning schedules are updated where necessary.</i> • <i>Review and increase cleaning regimes for areas where food is prepared and consumed. Ensure that cleaning schedules are updated where necessary.</i> • <i>No provision for refreshments at meetings on site.</i> • <i>Regularly remind staff and pupils of the need to wash their hands thoroughly before and after meals.</i> • <i>Provide staff responsible for preparing food with refresher training in personal hygiene and correct handwashing techniques.</i> • <i>If you need to hire in any temporary agency staff to assist with catering provision, ensure that your medical questionnaires include a line on the virus symptoms.</i> • <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.</i> • <i>For the first 2 weeks all staff to bring in their own water and food, and thereafter Q will look to provide a packed meal offering for them, however focus on initial opening must concentrate on the pupils.</i> • <i>Catering provision includes a multi-point dining solution to ensure Year groups remain separated. See catering risk assessment outlining the full data.</i> <p><i>Break areas created to ensure year groups separation is maintained:</i></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"> • Year 7 – Stamp Ground floor • Year 8 – The Old Gym • Year 9 – The Conference & Terrace Rooms • Year 10 – Library • Year 11 – Centre Social • Year 12 – Bellman Ground Floor & half mezzanine • Year 13- Bellman Top Floor & half mezzanine <p><i>Marquee 1 & 2 will be heated and have lighting. Marquees 1 & 2 will still be retained for the time being, and can be utilised as additional space should the need arise. Marquees removed from site 18th December 2020.</i></p> <p><i>Separate additional marquee to the rear of the dining room stretching onto the lawn to provide additional dining facilities, again heated and with lighting and a floor. Also used as staff break area facility as existing staff room too small to accommodate social distancing.</i></p> <ul style="list-style-type: none"> • Dining room operates on one-way system via far end doors via maintenance corridor, social distanced queue to obtain food/drink. • Externally separate fenced area to create separate pedestrian / vehicle separation for access to the dining area, using the zebra crossing to access pedestrian area and barriers. Vehicular access via Gate 1 much reduced with refuse collections allotted outside of lunch periods and catering deliveries in the mornings generally. 		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p><i>Measures adopted to allow for a late running of a vehicle. Bin area re-configured to separate pedestrian transport.</i></p> <ul style="list-style-type: none"> • <i>Strictly no vehicle parking in the new pedestrian area outside the bursary. Area by the kitchen delivery point to be kept clear for deliveries and refuse vehicles.</i> • <i>Sit at social distanced tables</i> • <i>Exit via dishwashing area and Exit Trew House via one-way corridor to the outdoors.</i> • <i>No room delivery of food for boarding pupils. (See boarding risk assessments)</i> • <i>Delivery of food to foyer only of Stamp for Isolation facility. Text / Call made to On Duty Isolation staff to take food to pupils in isolation wearing full PPE.</i> • <i>Layout and operation test to be conducted by staff as part of inset to ensure systems work and gives chance to make necessary changes if required.</i> • <i>National Lockdown effective 6th January 2021.</i> • <i>Queenswood closed to pupils with full remote learning in place to educate the pupils.</i> • <i>SLT / minimal workforce on site for essential purposes, H&S / essential maintenance actions. Essential staff where they can, to work from home. No mainstream catering on site until further notice.</i> 		
Lack of adequate trained fire personnel.	All.		Yes	Q17

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	<i>Various injuries ranging from minor to serious, or death arising from poorly executed fire evacuation.</i>	<ul style="list-style-type: none"> <i>Review list of managers and other staff with key roles in your fire procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.) to determine who is available (i.e. are any self-isolating?).</i> <i>Identify further key persons required, together with deputies/cover, and provide training</i> <i>Ensure that all staff are aware of their responsibilities during a fire evacuation and provide refresher training where required</i> 		
<i>New fire hazards as a result of implementing control measures for COVID-19.</i>	<p><i>All.</i></p> <p><i>Increased risk of fire, and/or delays in persons evacuating from the building.</i></p>	<ul style="list-style-type: none"> <i>Review fire assembly points to ensure that they are conducive with social distancing advice where possible (i.e. that building occupants will not be required to congregate in small areas).</i> <i>Ensure 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> <i>Ensure 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> <i>Consider any new fire hazards introduced as a result of implementing control measures for COVID-19 (such as propping doors open to minimise multi-touch points and improve ventilation, the installation of any physical barriers to assist with social distancing, and storage of large quantities of alcohol hand rub etc.) and ensure that the fire risk assessment is reviewed and updated.</i> 	Yes	Q18

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"> • <i>Ensure that the fire procedures are reviewed and updated to consider any changes required.</i> • <i>Ensure that any 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> • <i>Ensure that any changes to the fire risk assessment and/or written fire procedures are communicated to staff.</i> • <i>Training provision – inset days</i> • <i>Increased quantities of alcohol sanitiser 70% being stored. Storage facilities to be provided in accordance with quantities involved. Bulk storage now in locked flammables vault within grounds storage garage which is well ventilated.</i> 		
Lack of risk assessments for any new/adapted teaching activities.	<p>All.</p> <p><i>Various injuries arising from teaching activities.</i></p>	<ul style="list-style-type: none"> • <i>Staff to complete designated risk assessments for their areas of operation and submit for approval. (See separate risk assessments in this respect).</i> • <i>Avoid sharing materials</i> • <i>Keep classroom interaction to a minimum and where necessary use mitigation measures such as PPE, face coverings / visors. For example</i> • <i>Try and avoid physical hand-outs, use electronic methods where possible</i> • <i>Continue to mark work where possible in same manner as remote learning – electronically.</i> 	Yes	Q19

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"> <i>If marking books – have them placed in a box and quarantine for 24 hours if paper / 3 days if plastic covered.</i> <i>Pupils to have their own dedicated text books</i> 		
Security risks arising from unoccupied buildings and/or parts of the premises.	<p>All.</p> <p><i>Various injuries, damage to property and/or theft of property as a result of trespasser(s) gaining access.</i></p> <p><i>Lack of insurance cover for unoccupied buildings as a result of not meeting conditions and/or implementing measures required by your insurers.</i></p>	<ul style="list-style-type: none"> <i>Site inspected on a daily basis by team of caretakers who live on site. Defects reported and actioned.</i> <i>Site maintenance and grounds activities have been operational during the period of closure and the infrastructure maintained in accordance with normal standards.</i> <i>Principle and some of SLT live on site</i> <i>Site manned 24/7 – 365 days</i> <i>Intruder alarms & CCTV along with manned presence along with fenced and gated perimeter</i> <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> <i>Other site structures not in full use or occupancy inspected daily alongside other fire / legionella testing regimes.</i> 	No	Q20

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Increase in staff lone/remote working whilst on site.	Staff. Various injuries arising from a lack of direct supervision.	<ul style="list-style-type: none"> Lone working risk assessment undertaken on secondary GO in car park 2. 	Yes	Q21
Legionella risk arising from unused buildings and/or parts of the premises.	All. Exposure to legionella bacteria leading to serious illness or death.	<ul style="list-style-type: none"> Consult 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 and disinfection and re-testing conducted. 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 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. All infrequently used outlets are flushed regularly weekly as a minimum. The legionella risk assessment and legionella written control scheme are updated in line with the above. Persons tasked with actions relating to the legionella written control scheme (e.g. Estates/Facilities/Maintenance staff or third 	Yes	Q22

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p>party contractor etc.) are advised of any changes. Should they occur</p> <ul style="list-style-type: none"> Chlorine Dioxide installed 14th December 2020 to manage the legionella controls going forward. Testing, temperature and rarely used outlet flows being undertaken by on-site essential maintenance team. National Lockdown effective 6th January 2021. 		
Poor ventilation	<p>All.</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"> <i>Secure ventilation of spaces with outdoor air</i> <i>Ensure regular airing with windows (even in mechanically ventilated buildings);</i> <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> <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</i> 	Yes	Q23

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p><i>when doors open allowing contaminated air to flow from the toilet block to the adjacent room which is to be avoided.</i></p> <ul style="list-style-type: none"> • <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> • <i>Avoid open windows in toilets to assure the right direction of ventilation;</i> • <i>Instruct building occupants to flush toilets with closed lid</i> • <i>Switch air handling units with recirculation to 100% outdoor air</i> • <i>Inspect heat recovery equipment to be sure that leakages are under control;</i> • <i>Switch fan coil fans off, use heater only and ventilate with external air.</i> • <i>Do not change heating, cooling and possible humidification set points;</i> • <i>Do not plan duct cleaning for this period</i> • <i>Replace central outdoor air and extract air filters as usual, according to maintenance schedule;</i> • <i>Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.</i> • <i>Advise staff to open windows where possible and safe to do so.</i> • <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> 		

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"> 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 & Ventilation Contractors. <p><u>Area Considerations & Controls</u></p> <p><u>Art</u></p> <ul style="list-style-type: none"> 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. <p><u>Theatre</u></p> <ul style="list-style-type: none"> Supply & 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. Low level extraction vents from boiler room. Upper vent – extract vent from this facility at safe height with minimal exposure risks. Fan coil heating in foyer has been isolated – Fuse removed from switched spur supply feed. 		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p><u>Corridors / Classrooms</u></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><u>Leach</u></p> <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 / WC's to be kept closed. The WC ventilation systems to be run longer on timers with procedures to visit areas.</i></p> <p><u>Swimming Pool</u></p> <p><i>Supply in and out system. Air exits at high level. Fan on extract side is broken and needs repair. 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>		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p><u>Leith's Kitchen</u></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><u>Main Kitchen</u></p> <ul style="list-style-type: none"> <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> <i>Ventilate kitchen to create air flow</i> <i>Site WC controls to apply.</i> <p><u>Servery & Dining Hall</u></p> <ul style="list-style-type: none"> <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> <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> 		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<p><u>Music Foyer</u></p> <p><i>Isolate fan coil heaters – Not be used.</i></p> <p><u>Q Hall</u></p> <p><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></p> <p><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></p> <p><u>Q Hall Testing Area – Gallery Void</u></p> <p><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></p>		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
		<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 21st July 2020 outlines the scope of the site discussions.</i>		
Failure to complete adequate cleaning and checks prior to reopening the School	All <i>Various issues could arise as a result of not completing the necessary checks</i>	<ul style="list-style-type: none"> <i>Visual inspections of the buildings completed to determine levels of cleanliness and identify any damage or other concerns.</i> <i>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.</i> <i>Competent person tested/ inspected all relevant fire safety equipment and systems to ensure that they are fully operational prior to reopening.</i> <i>Visual inspection of all ACMs prior to reopening conducted to confirm that there has been no damage during the initial lockdown period.</i> <i>Maintenance Manager to outline spreadsheet of works conducted to ensure that all necessary inspections, tests, and cleaning are in place prior to reopening.</i> 	Yes	Q24
Staff working from home – risks associated with use of Display Screen Equipment (DSE) and	Staff. <i>Aches and pains from adopting poor posture</i>	<ul style="list-style-type: none"> <i>Provide 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.</i> 	Yes	Q25

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
mental health/emotional wellbeing.	<p><i>whilst using DSE.</i></p> <p><i>Fear/anxiety/stress caused by difficulty 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"> <i>• Provide 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> <i>• For those staff working from home temporarily, consider issuing a homeworker checklist to assist in identifying any individual issues. For those staff working on a longer term basis from home, issue checklist and conduct individual risk assessments.</i> <i>• Consider any employees with disabilities whereby reasonable adjustments may be required (e.g. provision of equipment etc.).</i> <i>• Provide 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> <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> <i>• Line Managers to keep their teams up to date on any changes that may impact them.</i> <i>• For those staff who will be working from home on a long-term basis, ensure that a suitable home worker risk assessment is carried out (including a home workstation assessment where necessary), and that any issues identified are addressed within a reasonable timeframe, including the provision of work equipment where necessary.</i> 		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
<i>Pupils learning at home – risks associated with use of Display Screen Equipment (DSE) and mental health/emotional wellbeing.</i>	<i>Pupils.</i> <i>Aches and pains from adopting poor posture whilst using DSE.</i> <i>Fear and anxiety caused by difficulty in completing work, and lack of social interaction with friends.</i>	<ul style="list-style-type: none"> <i>Provide pupils with guidance on how to safely learn at home. Guidance Document Students – Top tips for working at Home.</i> <i>Provide 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> <i>Review communication channels for academic and pastoral support.</i> 	Yes	Q26
<i>Fear/ anxiety caused by returning to school.</i>	<i>Staff, pupils, and parents/ carers.</i> <i>Staff, pupils, and/or parents/ carers may suffer negative mental health effects as a</i>	<ul style="list-style-type: none"> <i>Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so.</i> <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> 	Yes	Q27

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
	<i>result of fear/ anxiety about returning to the school.</i>	<ul style="list-style-type: none"> <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> <i>Make reasonable adjustments where possible to alleviate concerns on a case by case basis.</i> <i>Review and update Bereavement Procedure.</i> <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> <ul style="list-style-type: none"> <i>General Support – including mental health, legal, financial, wellbeing, GP, counselling and carer support</i> <i>Emotional Support – counsellor support for matters such as stress, anxiety and relationship matters</i> 		
<i>Lack of adequate pupil safeguarding procedures for virtual/online taught sessions, including 1:1 sessions such as music lessons etc.</i>	<p><i>Staff and pupils.</i></p> <p><i>Various potential safeguarding issues.</i></p>	<ul style="list-style-type: none"> <i>Review and update 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> <i>Staff and volunteers to be 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> 	Yes	Q28

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"> • <i>Copy of updated child protection/ safeguarding policy to be made available publicly (e.g. on the school's website).</i> • <i>Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</i> 		
Absence of the Designated Safeguarding Lead (DSL), Deputy DSL or other key safeguarding staff	All Lack of suitable child protection/ safeguarding staff leading to issues with recording and reporting	<ul style="list-style-type: none"> • <i>Review DSL/Deputy DSL and other key child protection/ safeguarding staff available on site in light of the current situation.</i> • <i>Consider liaising with other nearby schools to arrange sharing of DSL's where required.</i> • <i>Nominate a senior leader who can take responsibility for coordinating safeguarding on site should the DSL or Deputy DSL be absent.</i> • <i>Ensure 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.</i> 	Yes	Q29
Failure to update the child protection/ safeguarding policy to reflect new procedures as a result of COVID-19	Staff and pupils Various potential child protection/ safeguarding issues	<ul style="list-style-type: none"> • <i>Staff and volunteers to be 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> • <i>Copy of updated child protection/ safeguarding policy to be made available publicly (e.g. on the school's website).</i> 	Yes	Q30

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"> • <i>Child protection/ safeguarding policy to be kept under review as the situation evolves and following changes to the government guidance.</i> 		
Lack of adequate communication related to COVID-19 procedures to staff, pupils, parents/ carers, contractors and visitors	All Staff, pupils, parents, contractors and visitors not being made aware of procedures	<ul style="list-style-type: none"> • <i>Communication plan to consider both internal and external communications.</i> • <i>Liaise 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 needs upon reopening (please also refer to the sections of this template risk assessment covering cleaning and catering).</i> • <i>Compile and issue formal communications to parents to advise them of key information</i> • <i>Donna Cresswell communication link https://www.flipsnack.com/Queenswood/queenswood-return-to-school-guidance-for-parents-and-guardia/full-view.html</i> • <i>Donna Cresswell additional communication video to parents / pupils</i> • <i>Additional video 18thAug 2020 with additional info link posted via e mail and held on the school website.</i> • <i>Engage parents and pupils in relevant education resources</i> • <i>Formal communications to staff to advise them of key information</i> • <i>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.).</i> • <i>Social distancing and hygiene procedures</i> 	Yes	Q31

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"> • <i>Changes to fire or first aid procedures</i> 		
Failure to implement and adhere to the latest government advice/guidance	<p>All.</p> <p><i>Failure to adhere to government advice/guidance resulting in increased risk of infection.</i></p>	<ul style="list-style-type: none"> • <i>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:</i> • <i>https://www.gov.uk/coronavirus</i> • <i>https://www.nhs.uk/conditions/coronavirus-covid-19</i> • <i>COVID-19: guidance for young people on shielding and protecting people most likely to become unwell if they catch coronavirus</i> • <i>Stay at home: guidance for households with possible coronavirus (COVID-19) infection</i> • <i>Actions for educational and childcare settings to prepare for wider opening from 1 June 2020</i> • <i>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</i> • <i>COVID-19: guidance for education settings</i> • <i>Coronavirus (COVID-19): guidance on isolation for residential educational settings</i> • <i>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</i> • <i>Coronavirus (COVID-19): safeguarding in schools, colleges and other providers</i> • <i>Safeguarding and remote education during coronavirus (COVID-19)</i> • <i>Coronavirus: travel guidance for educational settings</i> • <i>COVID-19: cleaning in non-healthcare settings</i> • <i>Coronavirus (COVID-19): safer travel guidance for passengers</i> 	Yes	Q32

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"> • Coronavirus (COVID-19): safer transport guidance for operators • Independent Schools' Bursars Association (ISBA) • Association of School and College Leaders (ASCL) • Boarding Schools' Association (BSA) latest COVID-19 updates • Coronavirus (COVID-19) Winter Plan including regional Tier Guidance. • Coronavirus (Covid-19) Test & Trace • Coronavirus (Covid-19) Test & Release • Coronavirus (Covid-19) International Travel • Coronavirus (Covid-19) Travel Corridors • Coronavirus (Covid-19) National Lockdown ; Stay at Home <ul style="list-style-type: none"> • Covid-19 Committee as part of Health & 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&S Committee. • SMT/SLT to review key points and decide on any actions required. • Action plans with targets to implement any changes to school operations, with periodic monitoring by SMT/SLT. • Ensure that this risk assessment and any related procedures are reviewed and updated in line with any changes to the guidance, and that updates are communicated to staff and where relevant, parents and pupils. 		

Description of Hazard	Who could be harmed and how?	Control Measures	Additional Action Required? (Yes / No)	Action Ref. No.
Failure to gain approval for, and monitor the implementation and effectiveness of this risk assessment (and any associated policies/ procedures)	<p>All.</p> <p>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 criminal prosecution and/or civil litigation.</p>	<ul style="list-style-type: none"> • Ensure that this risk assessment is reviewed and approved by one of the Board's nominated Governors (Tim Garnham / Oonagh McGuinness) prior to reopening. • Nominate a member of SLT to take overall responsibility for the implementation and monitoring of the risk assessment and any related policies/ procedures. • Procedures to monitor compliance, such as checklists / audits etc. • Action plans with targets to address any issues, with periodic monitoring by SLT. • Ensure that 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. 	Yes	Q33