

# Hurlingham School and Hurlingham Nursery

## COVID-19 Risk Assessment – New version for the start of the Academic Year 2021-22

<b>Assessment conducted by:</b> Fiona Goulden in collaboration with the SLT and Caretaker	<b>Job title:</b> Principal
<b>Date of assessment:</b> 10 September 2021 (Reviewed 23 February 2022)	<b>Review interval:</b> As required and in line with any changes to Government guidance.

Related documents
<p><u>Coronavirus (COVID-19): Contingency Plan or Outbreak Management Plan</u></p> <p><u>Infection Control Policy</u></p> <p><u>Coronavirus (COVID-19): Asymptomatic Testing Policy</u></p> <p><u>First Aid Policy</u></p> <p><u>Fire Safety Policy and Fire Safety Risk Assessment</u></p> <p><u>COSHH Policy</u></p> <p><u>Child Protection and Safeguarding Policy</u></p> <p><u>Staff Wellbeing Policy .</u></p>

Risk rating		Likelihood of occurrence		
		Probable	Possible	Remote
<b>Likely impact</b>	<p><b>Major</b> Causes major physical injury, harm or ill health.</p>	High (H)	H	Medium (M)
	<p><b>Severe</b> Causes physical injury or illness requiring first aid.</p>	H	M	Low (L)
	<p><b>Minor</b> Causes physical or emotional discomfort.</p>	M	L	L

Area for concern	Risk rating prior to action H/M/L	Recommended controls	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of policies and procedures		<ul style="list-style-type: none"> <li>• All staff and volunteers are aware of all relevant policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b><u>Coronavirus (COVID-19): Asymptomatic Testing Procedure</u></b></li> <li>- <b><u>Health and Safety Policy</u></b></li> <li>- <b><u>Coronavirus Infection Control Policy</u></b></li> <li>- <b><u>First Aid Policy</u></b></li> <li>- <b><u>Behaviour, Rewards, Sanctions and Exclusion Policy</u></b></li> </ul> </li> <li>• Pupils are supported to understand and follow the relevant school policies and procedures, including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- <b><u>Health and Safety Policy</u></b></li> <li>- <b><u>Coronavirus Infection Control Policy</u></b></li> <li>- <b><u>Behaviour, Rewards, Sanctions and Exclusion Policy</u></b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE (2021) 'Schools coronavirus (COVID-19) operational guidance'</li> <li>- DfE (2021) 'Actions for early years and childcare settings during the coronavirus (COVID-19) outbreak (applies from Step 4)'</li> <li>- DfE (2021) 'Use of PPE in education, childcare and children's social care'</li> </ul> </li> <li>• Staff receive any necessary training on measures that have been implemented that are relevant to their role, e.g. infection control and pupil wellbeing.</li> </ul>	<p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p> <p style="text-align: center;">Y</p>	<p style="text-align: center;">SG/ FG DR / HB AT  SLT</p>	<p style="text-align: center;"><b>06.09.21 &amp; under constant review</b></p>	<p style="text-align: center;"><b>M</b></p>

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		<ul style="list-style-type: none"> <li>The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE</li> <li>- NHS</li> <li>- PHE</li> <li>- Department of Health and Social Care</li> <li>- The school's local health protection team (HPT)</li> </ul> </li> <li>All staff, volunteers, parents, pupils, visitors and contractors are made aware of relevant infection control and other measures in place via <b>email</b>, particularly any changes to processes to allow for the full opening of the school.</li> <li>Pupils are made aware of the measures that are in place, e.g. infection control and behaviour expectations, via various methods, including visual aids around the school and reminders from staff.</li> <li>The <b>SLT</b> and <b>Caretaker</b> conducts a review of all supplier and contractor arrangements to ensure they are appropriate for the school's current operations.</li> <li>The <b>SLT</b> reviews relevant school policies to ensure they account for new provisions.</li> </ul>	Y  Y  Y  Y		SG – emails to be sent to staff and Parents re measures for this term 23.2.22	
Face coverings		<ul style="list-style-type: none"> <li>Face coverings are no longer advised for pupils, staff and visitors in classrooms or communal areas.</li> <li>Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.</li> </ul>	Y to all	SG	Updated 23.02.22	M
Hand cleaning and respiratory hygiene		<ul style="list-style-type: none"> <li>enhanced hygiene practices are to be retained.</li> <li>Suitable handwashing facilities are provided for individuals to wash their hands regularly and at the following intervals: <ul style="list-style-type: none"> <li>- Arrival at school</li> <li>- Return from breaks</li> <li>- A change in rooms</li> <li>- Before and after eating</li> </ul> </li> </ul>	Y to all	SG / DR  SLT  Various ongoing info	23.02.22	M

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		<ul style="list-style-type: none"> <li>Pupils are instructed to cough or sneeze into their inner elbow and use a tissue to cover their mouths and noses where possible, disposing of the tissue in lidded bins.</li> <li>Pupils wash their hands after they have coughed or sneezed.</li> <li>Younger pupils and those with complex needs are supported to ensure they adopt good hand cleaning and respiratory hygiene practices.</li> <li>Individual risk assessments will be conducted for any pupils with complex needs who struggle to maintain good respiratory hygiene.</li> </ul>		updates via email to parents and staff as well as staff meetings		
Cleaning		<ul style="list-style-type: none"> <li>The school maintains an appropriate cleaning schedule which includes the regular cleaning of areas and equipment. There is a particular focus on frequently touched surfaces such as laptops.</li> <li>The <b>Caretaker</b> implements a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>More frequent cleaning of rooms and shared areas (including classrooms, playgrounds and eating areas) that are used by different groups.</li> <li>Frequently touched surfaces being cleaned more often than normal.</li> <li>Provision for ensuring toilets are cleaned regularly.</li> </ul> </li> <li>The necessary areas of the school and Nursery are deep cleaned with suitable cleaning agents and in line with the <b>COSHH Policy</b>.</li> <li>All areas that have been cleaned are checked to ensure they are safe to occupy, e.g. there are no slip hazards and any harmful substances have been removed.</li> <li>Adequate amounts of suitable cleaning agents are available.</li> <li>PPE is available to members of staff who require it to carry out cleaning safely.</li> </ul>	Y to all	SG/ DR  HB  Various ongoing info updates via email to parents and staff as well as staff meetings	23.02.22  Ongoing & updated as needed	M
Social distancing		<ul style="list-style-type: none"> <li>Pupils and staff are informed that there are no longer any formal requirements for social distancing.</li> </ul>	Y	SG/ DR	23.02.22	M

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Resources		<ul style="list-style-type: none"> <li>Staff and pupils have their own individual and frequently used items, e.g. pencils and pens.</li> <li>Classroom resources, e.g. books and games are cleaned regularly.</li> <li>Pupils only bring essential items to school each day, e.g. snacks, coats, books and bookbags.</li> </ul>	Y to all	SLT	23.02.22	M
Fire safety		<ul style="list-style-type: none"> <li>The <b>Caretaker</b> ensures that all fire detection, alarm system and fire extinguisher checks are up-to-date.</li> <li>The <b>Caretaker, Principal, Head and Head of Nursery</b> ensure that the fire management plan and fire safety risk assessment are up-to-date and applicable to any changes in people movement or access, e.g. if parts of the school remain temporarily closed.</li> <li>Where directed, the <b>Head and Head of Nursery</b> identify how any social distancing measures are to be observed (where directed) at evacuation points and communicates this to all staff, volunteers, pupils, parents and contractors.</li> </ul>	Y to all	SG/ DR FG / HB	06.09.21  Ongoing & updated as needed	M
Testing		<ul style="list-style-type: none"> <li>From 21 February, staff and pupils will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. Further information is available in the NHS get tested for COVID-19 guidance.</li> <li>In the event of an outbreak, we may be advised by our local health team or director of public health to undertake testing for staff for a period of time.</li> <li>The Contingency Framework, which sets out the principles for managing local outbreaks of Covid-19 in education and childcare settings, remains in place for schools.</li> </ul>	Y to all	SG/ DR FG / HB	23.02.22	M
Contacts with positive cases and Isolation		<ul style="list-style-type: none"> <li>The legal requirement to self-isolate after a positive Covid test will end on Thursday 24 February.</li> <li>After this date, pupils and staff who test positive will, however, be advised to remain at home for at least five full days and then</li> </ul>	Y to all	SG/ DR FG / HB	23.02.22	M

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		<p>continue to follow the guidance until they have received two negative test results on consecutive days.</p> <ul style="list-style-type: none"> <li>The Department for Education states that anyone with any of the main Covid-19 symptoms should order a test and is advised to stay at home while waiting for the result.</li> <li>It is felt that people should still isolate if they have Covid-19 to try to prevent other people getting it.</li> </ul>		SLT		
Attendance		<ul style="list-style-type: none"> <li>School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.</li> <li>Pupils should attend school unless they are unwell.</li> </ul>	Y to all	SG/ DR FG / HB All Staff	23.02.22	M
Protecting clinically vulnerable individuals		<ul style="list-style-type: none"> <li>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people over the age of 12 with a weakened immune system should follow DHSC and UKHSA advice for people whose immune system means they are at higher risk from Covid-19.</li> <li>Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice</li> </ul>	Y to all	SG/ DR Heads of Section	23.02.22	M
Unvaccinated members of staff		<ul style="list-style-type: none"> <li>The school encourages all eligible staff to take up the vaccine offer and publicises the benefits using impartial, factual information in line with NHS guidance.</li> </ul>	Y to all	SG/ DR SLT	23.02.22	M

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		<ul style="list-style-type: none"> <li>The school enables staff who are eligible for vaccination to attend booked appointments, including during term time where possible.</li> <li>The school adheres to the Data Protection Act 2018 and the UK GDPR when asking staff members if they have been vaccinated and when handling information relating to the vaccination status of a member of staff.</li> <li>In all cases, the school does not discriminate against any member of staff who has not being vaccinated for any reason, and adheres to its duties under the Equality Act 2010.</li> <li>The school consults legal advice in all cases where there is the possibility of a dispute regarding the vaccination status of a member of staff or its organisational approach to vaccines.</li> </ul>		PS		
Transport		<ul style="list-style-type: none"> <li>In the event of a school or local outbreak, the <b>Head</b> seeks advice on the use of minibuses.</li> <li>Additional cleaning of vehicles is carried out regularly.</li> <li>Fresh air through ventilation is be maximised, particularly through opening windows and ceiling vents</li> </ul>	Y to all	SG/ DR LB / HB	23.02.22	M
Catering		<ul style="list-style-type: none"> <li>The school's kitchen is fully open and operates within usual legal requirements.</li> <li>The <b>Deputy Head Pastoral and Operations</b> liaises with catering providers to ensure the kitchens can remain fully open and food is prepared and delivered in line with government's '<u>Guidance for food businesses on coronavirus (COVID-19)</u>'.</li> <li>Social distancing measures during lunch for pupils and staff will be kept under review according to the number of cases in School.</li> </ul>	Y to all	PS	23.02.22	M
Remote learning (For pupils in the Prep-School only)		<ul style="list-style-type: none"> <li>Please refer to the Remote Learning Policy for further details.</li> </ul>	Y to all	SG	23.02.22	M

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Uniform		<ul style="list-style-type: none"> <li>The usual rules on school uniform apply.</li> <li>Expectations of uniform are communicated to pupils and parents.</li> </ul>	Y to all	SG & All staff		M
Educational visits		<ul style="list-style-type: none"> <li>Educational visits will be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination.</li> <li>General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</li> </ul>	Y to all	SG/ DR SLT	23.02.22	M
Extracurricular activities and wraparound provision		<ul style="list-style-type: none"> <li>The school works to provide all before- and after-school educational activities and wraparound childcare for all pupils.</li> </ul>	Y to all	SG/ DR PS	23.02.22	M
Behaviour expectations		<ul style="list-style-type: none"> <li>The school's <b><u>Behaviour, Rewards, Sanctions and Exclusions Policy</u></b> sets out behaviour expectations for pupils.</li> <li>Expectations are communicated clearly to staff, pupils and parents.</li> <li>Pupils who are struggling to reengage with school are supported appropriately.</li> </ul>	Y to all	SG/ DR SLT	06.09.21 Ongoing & updated as needed	M
Wellbeing		<ul style="list-style-type: none"> <li>Staff are vigilant in discerning pupil mental health and report any concerns to the <b><u>Head of Section</u></b>.</li> <li>The school provides opportunities for pupils to talk about their mental health and experiences during the pandemic.</li> <li>Staff and volunteer surveys are sent out to assess how they feel about being on the school site and enable the SLT to act on any concerns staff and volunteers may have.</li> </ul>	Y to all	SG/ DR SLT FG	06.09.21 Ongoing & updated as needed	M



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		<ul style="list-style-type: none"> <li>The SLT discusses the implications on staff and pupil workload and puts a plan in place to minimise the risk of stress.</li> <li>The <b>Head of Progress and Reporting</b> and the <b>SENCO</b> identify pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available.</li> <li>Teachers and the <b>SENCO</b> work together to ensure pupils with SEND are prepared for changes to their routine.</li> <li>The <b>Head</b> and <b>DSL</b> ensure provision is in place to help protect wellbeing and mental health, and ensure all staff, volunteers and pupils have access to psychological support.</li> <li>The <b>DSL</b> ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>Safeguarding issues are managed in line with the <b>Safeguarding and Child Protection Policy</b>.</li> </ul>				
Safeguarding		<ul style="list-style-type: none"> <li>The school's <b>Safeguarding and Child Protection Policy</b> is reviewed as necessary to reflect the current operations of the school.</li> <li>The DSL liaises with the necessary personnel and parents to manage and address any new and ongoing safeguarding concerns.</li> <li>The DSL ensures that adequate pastoral care is in place to support pupils and staff who require it.</li> <li>The DSL ensures the relevant staff have the appropriate training to support pupils and staff who require pastoral care.</li> <li>The DSL and their deputies are provided with time to help them support staff and pupils in relation to any new safeguarding and welfare concerns and the handling of referrals to children's social care and other agencies.</li> </ul>	Y to all	FG / SG DR / GK KP / PS	06.09.21  Ongoing & updated as needed	M

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		<ul style="list-style-type: none"> <li>If a parent elects to educate their child at home, the school considers whether this decision gives greater cause for concern compared to the pupil remaining in school. If there is cause for concern, the DSL considers making a referral to the LA.</li> </ul>				
Contingency planning		<ul style="list-style-type: none"> <li>Remote education plans are in place for pupils who are self-isolating or shielding.</li> <li>The school has a <b>Coronavirus (COVID-19): Contingency Plan</b> – also known as an outbreak management plan – that can be implemented if restrictions need to be implemented due to coronavirus.</li> </ul>	Y to all	SLT	06.09.21  Ongoing & updated as needed	M
Ventilation		<ul style="list-style-type: none"> <li>Staff and pupils are made aware that enhanced ventilation is in place.</li> <li>The <b>Caretaker</b> checks that all air purifying devices are in working order in accordance with manufacturer's recommendations.</li> <li>The use of the air-conditioning system for heating and cooling is kept to an absolute minimum.</li> <li>Where possible, the windows of occupied rooms are open. In cold weather, where this causes issues with thermal comfort, the following mitigations are put in place where possible: <ul style="list-style-type: none"> <li>High level windows are opened in preference to low level windows, to reduce draughts</li> <li>Ventilation is increased while the space is unoccupied, e.g. during break- and lunchtimes</li> </ul> </li> </ul>	Y to all	SG / DR  HB / MC	23.02.22	M