


Review and tailor the contents of this generic risk assessment to meet your school's individual circumstances, actions determined as required but not yet in place should be moved from the 'What are you already doing?' column to the 'What further action is necessary?' column. Record any other **significant** findings and actions required to reduce risk further where existing controls are insufficient, assigning these actions to an appropriate manager or member of staff.

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| RISK ASSESSMENT FOR: School activities during COVID 19 outbreak. During this evolving situation please monitor and follow government guidance given in the web links provided | | Heath House |  |
| Establishment: Heathlands. | Assessment by: Sarah Shields | Date: 13.11.20 04.03.21 | |
| Risk assessment number/ref: | Manager Approval: | Date: | |

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| Individual risk factors | Staff Students / pupils | <p>All staff who have underlying health conditions to be discussed with the Co- Head teachers prior to them entering the school. Individual risk assessments carried out where needed.</p> <p>Clinically extremely vulnerable pupils and staff are not to attend work /school.</p> <p>Risk assessment on role and social distancing to be undertaken.</p> <p>Clear information given to parents on when to keep children at home when they are unwell.</p> <p>Regular hand washing and respiratory hygiene encouraged.</p> <p>Staff are required to wear masks when moving around the school and in social areas.</p> <p>Staff to wash and change clothes immediately when arriving home and wear fresh clothes daily.</p> <p>Existing Individual Health care plans in place for pupils/students.</p> | <p>Shielding letters submitted to JT</p> <p>Shielding staff to work from home</p> <p>Since 20th December when Hertfordshire entered tier 4. All staff and children still deemed clinically extremely vulnerable were advised not to attend school.</p> <p>None</p> | <p>Individual staff</p> <p>Co heads</p> <p>Individual staff</p> <p>Individual staff</p> | <p>Immediate</p> <p>On going</p> <p>On going</p> <p>On going</p> | <p>Letter home and information on website</p> |

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| | | <p>Any existing individual risk assessments to be reviewed.</p> <p>List created of all residential students and the areas they come from allows for swift checking of tiers.</p> <p>At the end of each day the children and young people will return to Heath House shower and then immediately change. Any dirty clothes that need washing will be put straight into the wash anything else will go in to home bags.</p> <p>Reduced on site visits from outside professionals only in a MUST situation</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Those who are concerned about social distancing are to use the lanyard system to help other staff identify what distance you would like them to remain.</p> <p>Staff to disable Track and Trace app whilst in the school building</p> <p>Lateral flow testing to be used twice per week for all staff and residential students. Testing carried out on Sunday and Wednesday evenings. All tests results to be reported to covid@heathlands.herts.sch.uk</p> <p>Any positive tests received will self-isolate for the 10 day period.</p> | <p>Staff to support with this.</p> <p>Staff to support with this.</p> <p>Any visit requests to go through Co Heads</p> <p>Identification of increased risk staff/pupils by lanyards: red= stay 2m away, yellow= stay 1m+ away, blue= remain at 1m Alert staff to requirement</p> <p>Staff to take testing procedures and adhere to them</p> | <p>Staff to action this.</p> <p>SLT</p> <p>SLT</p> <p>Co heads</p> | <p>On going</p> <p>On going</p> <p>1.6.20</p> | |
| Suspected case whilst working | Staff, Pupils, visitors | If a person displays symptoms: high temperature (37.8 or more) , a new continuous cough or change / loss in smell and taste they should | If member of their household is eligible for | | | |

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| on site | | <p data-bbox="539 320 566 339">:-</p> <ul data-bbox="593 395 1384 464" style="list-style-type: none"> <li data-bbox="593 395 1384 422">• Ensure SLT / Co Heads are notified via absence line –staff <li data-bbox="593 435 1384 464">• Ensure SLT/ Co Heads are notified via school office -students. <p data-bbox="539 515 1384 571">Heathlands will use contract tracing for any staff or student confirmed case to quickly ascertain information to limit the spread of the virus.</p> <p data-bbox="539 624 1384 679">No visitors onsite unless unable to contact remotely i.e. building contractors.</p> <p data-bbox="539 732 1384 975">If a child or member of staff in HH has a suspected case or symptoms, testing can take place, all staff and pupils will remain in school until the results are received. If there is a positive case of CV19 in a HH staff or CYP it is an immediate evacuation of HH and everyone isolates for 10 days. The guidance given is that we contact Public Health and follow their advice on what the next steps are. This could be as initially planned - 10 day isolation for all, but it could be only sending home the boys/girls or possibly no one unless there are more positive cases.</p> <p data-bbox="539 1027 1384 1114">All boarders parents are aware they may need to collect their child at short notice if their child becomes ill or another child in residential has suspected Covid.</p> <p data-bbox="539 1166 1384 1315">Go home immediately (if awaiting collection by their parent, isolate child in front office with door open and screen doors to admin closed (day) HH office with back door open (Night). If residential students need to wait more than an hour for parents they will be made comfortable in their bedrooms with restricted access for others.</p> <p data-bbox="539 1326 1384 1382">Area is not entered by others until child has gone home and area has been thoroughly cleaned.</p> <p data-bbox="539 1393 1384 1481">See https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-</p> | <p data-bbox="1391 320 1686 464">CV19 test, symptomatic members of the household should take test and report back results to school office</p> <p data-bbox="1391 515 1686 571">Contract trace information available</p> <p data-bbox="1391 703 1686 884">Symptomatic staff must book a CV19 test immediately as keyworkers and inform SLT via absence line of the result.</p> <p data-bbox="1391 895 1686 1043">The result of the CV19 test to be shared with SLT via the absence line as soon as results are received.</p> | SLT | As and when needed | |

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| | | <p>coronavirus-covid-19-whilst-at-an-educational-setting</p> <p>Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected. (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed.</p> <p>All staff aware of protocol for sick pupils</p> <p>Staff who have a symptomatic household member must stay at home and book a CV19 test for all household members. During this time no one in the household can leave the house for 10 days (unless CV19 test is negative). The 10-day period starts from the day when the first person in the house became ill. If the staff member develops symptoms during this period, they can return to work 7 days after their symptoms started. See https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> | | | | |
| <p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p> | <p>Staff, Pupils, Visitors</p> | <p>All staff and students/pupils will remain in a bubble consisting of staff and CYP from HH to stop the transmission of the virus.</p> <p>No visitors or parents on site unless exceptional circumstances with the agreement of Co- Heads</p> <p>Fewer trips and outings. Staff to only book outings that do not involve mixing with others.</p> <p>Where the CYP wish to go free walking staff will get signed permission from parents and then go through the new and updated free walking rules which will explain to the CYP about the new COVID rules.</p> <p>If staff need to communicate with staff outside of their bubble, use email.</p> | <p>All Visits to be approved by Co Heads.</p> <p>Staff will need to monitor the COVID rules and update them when necessary.</p> | <p>SLT</p> | <p>1.6.20</p> | |

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| | | <p>Homework club and extended stays will resume on 8th March for all students who are testing.</p> <p>Hall cannot be used for activities</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels/hand driers</p> <p>Alcohol hand sanitiser provided in office, kitchen, living rooms and should be used by all persons when entering/leaving. All staff to be offered a personal mini sanitiser.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds.</p> <p>Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues will be provided for all rooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their</p> | <p>Order supplies CB by 22/5/20</p> <p>Order tissues per classroom and welfare</p> | | | |

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| | | <p>hands are not clean.</p> <p>Visors provided for staff who wish to use them. Currently not a requirement. This is individual choice.</p> <p>All staff, students and parents briefed on expectations and need to self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>Where possible on the pupil corridor those that share the same bedroom are to only share the same shower and toilet. Each room to be allocated these.</p> <p>Reduce clutter and amount of things to touch</p> <p>HH cleaning checklist to remind staff of additional cleaning responsibility</p> | <p>areas CB by 15/5/20</p> <p>Order supplies CB by 15/5/20</p> <p>Residential staff</p> <p>Carol Bush</p> | | | |
| Access to & egress from site | Staff, Pupils, Visitors | <p>All staff to travel in own vehicles.</p> <p>Students to make their way to their classroom via the grounds and not the corridors.</p> <p>Students to line up outside classroom doors standing 2m apart on taped lines.</p> <p>Students to move around school using the outside of the buildings unless using the toilet.</p> <p>Parents and taxis to wait in cars outside gates at the end of the school day/ week</p> <p>Staggered leaving time for classes in 5 minute intervals starting at 3pm with youngest class group.</p> | <p>Students to bring coats if cold/wet weather</p> <p>Student toilets designated to specific classrooms.</p> | | | |

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| | | <p>Students to get in taxi immediately.</p> <p>HH students should leave HH at 8:45 in the mornings</p> <p>Visitors Only essential visitors are allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing on entry and adhere to any restrictions on accessing parts of the building stipulated by the school.</p> <p>Signage in reception is undertaken by office staff, touchscreen facility closed off to visitors</p> <p>On arrival all staff are also required to wash hands or use the sanitiser provided in reception.</p> <p>Staff to use swipe in system only</p> | <p>Updated posters</p> <p>Make signage</p> <p>Remind staff to bring badges</p> | <p>Carol Bush</p> | <p>OCT 20</p> | |
| <p>Contact points Equipment use printers, workstations, apparatus, machinery etc.</p> | <p>Staff, Pupils, Visitors</p> | <p>Parents to ensure children have their own named water bottles in school to reduce contact with water fountains</p> <p>Regularly clean and disinfect common contact surfaces including screens, telephone handsets, desks.</p> <p>Activities and resources re-plan activities to avoid shared resources.</p> <p>All shared resources to be cleaned after use (including computers, PE equipment etc).</p> <p>Try to avoid working with paper/other materials that are shared in a</p> | <p>Advise parents- we still have some in stock</p> <p>Order supplies/stylus pens</p> | <p>CB</p> | | |

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| | | <p>way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Minimise all unnecessary sharing of resources, taking books home etc.</p> <p>All pupils to bring own pencil case with full stationery required so they do not have to share.</p> <p>Staff to build cleaning into end of lesson activity routines.</p> | Pupils to use the same laptop/ipad all week | | | |
| Proximity of students/ staff | | <p>All of Heath House to remain in a bubble together.</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2M distancing cannot be maintained.</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units. (where mechanical ventilation is present adjust these to full fresh air where possible)</p> <p>Meetings / 1-2-1's / training To take place in larger areas to maintain 2M distancing / via electronic means (Teams / Zoom)</p> <p>Stairs / corridors</p> <p>Stagger use and numbers using at the same time</p> <p>Minimize transitions as far as possible</p> <p>All internal doors to be propped open</p> | | | | |

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| | | <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each evening.</p> <p>Provide suitable and sufficient rubbish bins in all areas with regular removal and disposal.</p> <p>Outdoor play equipment is to be wiped down after use.</p> | | | | |
| Dining | | <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each meal, including chairs, cupboard doors and door handles.</p> | | | | |
| Travel off site | Staff, Pupils | <p>Travel is only required for essential purposes.</p> <p>Offsite activities should only be planned where we are not mixing with others. Offsites activities will only take place once approved by Mrs Shields</p> <p>Implement social distancing where possible from others (2m clearance persons).</p> <p>CYP to wear masks when in shops</p> | | | | |

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| | | <p>All persons to limit their use of public transport. Staff using public transport to speak with Co-Heads to travel during off peak times where possible</p> <p>Consideration to be given to minibus usage for students/staff.</p> | | | | |
| Cleaning | Staff, Pupils, Visitors | <p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice link and disposable cloths / mop heads etc.</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to: Wear disposable gloves and apron Wash their hands with soap and water once they remove their gloves and apron Fluid resistant surgical mask if splashing likely Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> | | | | |

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| | | <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school are to be used.</p> | | | | |
| Lack of awareness of PHE / school controls | Staff, Pupils, Visitors | <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Clear guidance given on the removal of all PPE</p> | Information posters to be displayed | Carol Bush | | |
| Provision of first aid | Staff, Pupils, Visitors, Contractors | <p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p> <p>Potential for additional PPE to be required based on nature of task and level of contact (apron, gloves FRSM)</p> | Order supplies | CB | 15/5/20 | |

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| Provision of personal care | | <p>Potential for additional PPE to be required based on nature of task and level of contact (apron, gloves FRSM)</p> <p>All HH students have no intimate care or personal care issues. All students will be required to complete all personal care.</p> | Order supplies | CB | 15/5/20 | |
| Emergency procedures (Fire alarm activations etc) | Staff, Pupils, Visitors, Contractors | <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable.</p> <p>Particularly at assembly areas (2m separation).</p> | | | | |
| Deliveries & Waste collection. | Staff, Pupils, Delivery drivers, Waste collection operatives | <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p> | | | | |
| Staffing levels | | <p>Decisions on staffing levels made dependent on numbers / needs of pupils present in school.</p> <p>Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</p> <p>Options such as supply staff, splitting classes, SLT cover, partial closure may be required in event of staff shortages.</p> | | | | |
| Premises safety | | <p>Ensure all 'normal' tasks being carried out/planned such as fire alarm testing, legionella risk assessments, servicing of equipment, PAT testing.</p> <p>Ensure all key services are operational</p> | | | | |

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| | | <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p> | | | | |
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Relevant links

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Government & NHS Guidance

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Guidance for education and childcare settings on how to implement social distancing

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

What to do if someone develops symptoms of coronavirus (COVID-19) whilst at an educational setting

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-whilst-at-an-educational-setting>

First aid guidance <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>