

RISK ASSESSMENT		Covid 19 (Autumn Term 2021)	
Establishment: Cumnor House Girls	Assessment by: Symone Campbell & Daniel Heavens	Date: 20/08/2021	
Review Date: 01/10/2021 & 15/12/2021	Approved by: Amanda McShane	Date: 26/08/2021	

Hazard / Risk	Who is at Risk?	Initial Risk Rating	Normal Control Measures <i>(Brief description and/or reference to source of information).</i>	Are Control Measures Y/N/NA		Additional Control Measures <i>(to take account of local /individual circumstances).</i>	Residual Risk Rating
				In Place	Adequate		
Person(s) Displaying Symptoms outside of school / at home	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Parents or member of staff to telephone school office/ Line Manager to notify they have symptoms or a positive test result. ✓ If a member of staff develops symptoms whilst at home, they should ensure their line manager is informed. ✓ Continual monitoring of Government Guidance is advised to ensure adherence. ✓ Disinfectant Fogger machine will be used in all areas of use by pupils/staff when informed of positive Covid 19 case. 	Y	Y	<ul style="list-style-type: none"> • Staff member/ parent to order PCR Test (applies if showing symptoms) • Positive results for staff and pupils to be reported to Covid-19 Coordinator by emailing covidresponsegirls@cumnorhouse.com • Staff to go straight to designated isolation room if symptoms develop at school • First aider will assist once in full PPE • Fogger machine will be operated by the trained maintenance team on how to operate the machine safely. 	Medium
Child or Staff Member Becoming Unwell at School	Pupils Staff	High	<ul style="list-style-type: none"> ✓ Everyone to follow agreed protocol if a pupil or member of staff becomes unwell with Coronavirus symptoms during the day. Details are displayed in medical room. 	Y	Y	<ul style="list-style-type: none"> • Procedures established for staff and pupils exhibiting symptoms whilst at school and displayed in Medical Room. 	Medium

			<ul style="list-style-type: none"> ✓ If child or member of staff becomes unwell with other symptoms, staff to follow usual school procedures, looking after and monitoring the child and contacting parent/carers if deemed necessary. ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. 	Y	Y	<ul style="list-style-type: none"> • Staff trained in new guidelines • Procedures in place to consider potential contact to eliminate further spread. 	
			<ul style="list-style-type: none"> ✓ Any staff member who has helped someone taken unwell with Coronavirus symptoms does not need to go home unless they develop symptoms themselves. 	Y	Y	<ul style="list-style-type: none"> • Isolation room for students and staff if symptoms develop during the day. 	
Confirmed cases or potential outbreak in school or in local area	Pupils Staff Visitors	High	<ul style="list-style-type: none"> ✓ Confirmed positive PCR case will self-isolate for 10 days. They will be contacted by NHS Test and Trace who will work to identify close contacts. Contacts from the school will only be traced by NHS Test and Trace where the positive case and/ or their parent specifically identifies the individual as being a close contact. Close contacts will be encouraged to take a PCR test. ✓ Anyone displaying symptoms (Covid-19) should not come to school ✓ Positive and suspected cases should be recorded on the school medical tracker. ✓ Contact made with Local Health Protection Team if 10% or more than 5 confirmed cases who are likely to have mixed closely test positive within 10 days. This includes 10% of positive cases in a year group. ✓ Local Authority to determine measures should there be a local outbreak ✓ School will initiate Outbreak Management Plan <ul style="list-style-type: none"> • Staff to wear face coverings in communal areas for a period of 14 days. 	Y	Y	<ul style="list-style-type: none"> • COVID 19 isolation Helpline - 119 • Head to contact the DfE Helpline on 0800 046 8687 and selecting option 1 for additional advice and notification of pupils/ staff admitted to hospital • Local Health Protection Team 0344 326 2052 (option 9) • Self-Isolation Service Hub 020 3743 6715 <ul style="list-style-type: none"> • School Covid-19 Coordinator to email rapid response mailbox by 4.30pm on the same day. • If cases for staff meet the threshold for an outbreak, school will provide 8-digit NHS Test and Trace Account ID (CTAS Number) of the member of staff testing positive. • Staff should email their positive test result to covidresponsegirls@cumnorhouse.com to accommodate this. 	Med

			<ul style="list-style-type: none"> ✓ School will contact Self Isolation Service Hub for all positive cases relating to staff ✓ School will contact DFE helpline if a pupil or staff member is admitted to hospital with Covid-19 for public health advice. ✓ Adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are: <ul style="list-style-type: none"> • fully vaccinated adults – people who have had 2 doses of an approved vaccine • all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status • people who are not able to get vaccinated for medical reasons • people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine 			<ul style="list-style-type: none"> • If an outbreak is amongst a specific year group, bubbles will be re-introduced. 	
Medical Room/Isolation Space/ Hygiene Standards	Pupils Staff Visitors	High	<ul style="list-style-type: none"> ✓ Isolation room/area established. ✓ Good hygiene measures in place – medical room/isolation space to be cleaned after every use. ✓ Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ✓ Suitable and sufficient last resort PPE in place, recommended with suspected cases 	Y Y Y	Y Y Y	<ul style="list-style-type: none"> • Staff informed of location of Isolation Room clearly and signage installed. • Staff and pupil isolation room – room next to meeting room on 1st floor 	Medium

			<p>member of staff treating pupil should wear mask, apron and gloves (and pupil should wear mask).</p> <ul style="list-style-type: none"> ✓ Procedures established for pro-actively ordering PPE and medical supplies. ✓ Only trained staff permitted to provide medical and first aid support. 	Y	Y	<ul style="list-style-type: none"> • Additional PPE will be available in all medical and isolation rooms, for those treating staff and pupils with a suspected case only. 	
Accident, Injury or Harm and Medical Needs	Pupils Staff Visitors	Medium	<ul style="list-style-type: none"> ✓ First Aid contact procedures are known by all staff, with adequate first aid provisions provided by trained staff. ✓ First Aid should initially be administered in the area of the incident ✓ First Aiders providing treatment in the medical room will be required to adhere to infection control guidelines. ✓ Cleaning regime established and followed to maintain hygiene standards. ✓ Paediatric First Aid Training and First at Work Training provided to relevant staff. 	Y	Y	<ul style="list-style-type: none"> • First Aid Needs Assessment and First Aid/Medical Room Risk Assessment have been reviewed to reflect Covid-19 guidance. These will be displayed in the medical room alongside this RA. • If there is risk of bodily fluids entering the eye/ mouth (e.g. from coughing, spitting or vomiting) then full PPE must be worn. Bodily fluid kits will also be available 	Low
Vulnerable Persons – increased risk of infection and complications for vulnerable groups	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Staff who are clinically extremely vulnerable or in a vulnerable group or expectant mothers will be assessed individually around their personal risks. ✓ Pupil Care Plans continually monitored for additional information to ensure this is resourced and considered. ✓ Continual monitoring to ensure working practices consider changing Government Guidance. ✓ Staff reminded during SLT and staff updates, to report any concerns. 	Y	Y	<ul style="list-style-type: none"> • Covid-19 Individual Risk Assessment to be completed for staff members who fall under vulnerable person category. • Pregnant colleagues: those in their third trimester should have a 1-2-1 meeting with HR to agree the most suitable arrangement as part of the RA • Procedures are in place for Pupil Care Plan reviews. 	Medium

Intimate Care and Toileting	Pupils Staff	High	<ul style="list-style-type: none"> ✓ Existing Intimate Care Policy standards applied. ✓ PPE (visor, mask, apron and gloves) made available within the area of use. ✓ Waste management controlled. 	Y	Y	<ul style="list-style-type: none"> • <i>Intimate Care Procedures and Risk Assessment updated with additional PPE requirements included.</i> 	Medium
Unplanned visitors (including postal deliveries)	Pupils Staff Visitors Contractors	Medium	<ul style="list-style-type: none"> ✓ Access and egress of visitors controlled and managed by authorised staff only. ✓ Access control systems installed and remain active. ✓ Enhanced DBS checks in place for all authorised staff. ✓ Clear procedure for receiving deliveries, and post arrangements. ✓ Visitor waiting areas configured including screens on reception desks, barriers, one-way systems, Hand sanitiser station and masks available. ✓ Hand sanitiser made available for visitors for use before entering school. 	Y	Y	<ul style="list-style-type: none"> • <i>Face-to-face meetings should be minimised and replaced with virtual meetings where possible</i> • Procedure for signing in visitors, consider visitor stickers instead of lanyards. <ul style="list-style-type: none"> ○ Green for visitors with enhanced DBS ○ Red for visitors without an enhanced DBS. • Pens should not be shared • <i>Visitors entering the building can “check-in” on the NHS app by scanning the QR code displayed on the Reception entrance or signing-in book.</i> • Postal deliveries to be left in the lobby next to the main office. • Reception area not to exceed five people at a time. 	Low
Access/Egress (Security and Safeguarding)	Pupils Staff Contractors Visitors	Medium	<ul style="list-style-type: none"> ✓ Signing in and out procedures established. ✓ Suitable supervision arrangements will be made in line with number of children and any associated needs. ✓ Pupil handover procedure controlled and to the known parent, guardian or carer – in line with School Policy. ✓ All usual safeguarding procedures to be followed in line with current safeguarding policies. 	Y	Y	<ul style="list-style-type: none"> • Signage clearly posted clarifying amended Covid-19 rules for visitors • Staff to sign/in out as normal and sanitise hands immediately • One-way system in place where possible for corridors and frequently used areas for crowd control and to maintain social distancing. 	Low

						<ul style="list-style-type: none"> Procedures for drop off (at Piccadilly entrance) and collection (parents to wait on semi-circle adjacent to Piccadilly) communicated to parents and staff 	
Travel and Transport	Pupils Staff	Medium	<ul style="list-style-type: none"> ✓ Transportation of Students and Staff Risk Assessment reviewed and shared to encompass Covid-19 guidance. ✓ Cleaning of the vehicles to be carried out after each use by the driver. ✓ Students and Drivers should hand sanitise each time they enter or disembark the vehicle 	Y	Y	<ul style="list-style-type: none"> All drivers to wear face masks/ coverings when transporting pupils and staff Pupils aged 11 and over, and staff to wear face coverings on school transport. Any student who develops symptoms while at school should not travel home on the service, alternative arrangements should be made for the return journey home. Regular fogging of vehicles 	Low
Cross Contamination - getting or spreading covid 19 by not washing hands or not washing them adequately and not adhering to current System of Controls	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Posters displayed in School to ensure staff follow guidance for themselves and pupils regarding: <ul style="list-style-type: none"> • Handwashing, • Cleaning regimes • Ventilation ✓ Sufficient soap and paper towels for handwashing and spare stock on site – hand dryers put out of use. ✓ Staff and pupils reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. ✓ Suitable and sufficient rubbish bins shall be provided for hand towels with regular removal and disposal. 	Y	Y	<ul style="list-style-type: none"> Covid-19 posters are displayed frequently and monitoring in place to ensure staff, pupils and visitors adhere. Drinking water fountains must not be used – pupils will continue to refill their own water bottles from labelled drinking water taps. Face coverings should be worn by staff and adult visitors when moving around the premises, outside of classrooms, such as in corridors and communal areas. 	Medium

Commented [SCCHB1]: Daniel Hennessy - Current House
 How please can you confirm if this applicable to us?

			<ul style="list-style-type: none"> ✓ Hand Sanitizer is located at entry and exit points and supervised areas only. No touch type preferable. ✓ Hand sanitiser provided in classrooms where hand washing facilities are not close by ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ Ventilation – rooms should be well ventilated with natural ventilation (open windows). Where centralised or local mechanical ventilation is present, recirculatory systems adjusted to full fresh air, if this is not possible systems will be operated as normal. Fire doors should not be propped open with door wedges – appropriate door closure systems should be used. 				
General Cleaning - getting covid-19 by not cleaning surfaces, equipment and workstations	Pupils Staff Visitors Contractors	High	<ul style="list-style-type: none"> ✓ Usual school cleaning protocols will be followed during this period, with additional cleaning tasks/frequency as agreed at a meeting between school and cleaning contractor. ✓ Ensure that those involved in cleaning activities are aware of the PPE requirements ✓ COSHH assessments for existing and new cleaning products reviewed and in place ✓ Increased cleaning to frequently touched surfaces such as handrails, handles, toilets, washing areas, telephones and all equipment. ✓ Bins for tissues emptied during day. ✓ Signage around school to inform staff & pupils what they need to do to keep school clean and sanitised. 	Y	Y	<ul style="list-style-type: none"> • Waste disposed of in foot operated pedal bins with a lid • Continue with enhanced cleaning schedule per site, during the day to focus on high risk areas. • Staff have been advised to clean desk areas regularly. Cleaning materials have been provided • Office team to clean telephones after regular use • Caretaker/ Site team/ Admin Office teams to liaise with Facilities Manager and Finance Assistant to ensure cleaning products are reordered and replenished when required. 	Low
Shared Areas i.e. Offices, Reception Area, Staff Welfare Areas	Staff Visitors	High	<ul style="list-style-type: none"> ✓ Sneeze guards installed on Reception desks ✓ Doors left open to ease ventilation and no contact if possible. ✓ Additional cleaning equipment provided for staff to use for frequently used equipment 	Y	Y	<ul style="list-style-type: none"> • Maintain side to side working instead of face to face. • All telephones and PC's to be cleaned by staff member after regular use. 	Medium

			✓ Posters and guidance to remind staff of safe practices.				
Staff Wellbeing	Staff	Medium	<ul style="list-style-type: none"> ✓ SLT discuss with staff specific concerns and how to make them feel safe. ✓ Staff encouraged to continue to have conversations on concerns when they are working and if necessary, action will be taken ✓ Provision of online resources via MyCognita to support staff wellbeing. ✓ Staff have employee helpline resource available via Care First. 	Y	Y	<ul style="list-style-type: none"> • Colleagues have access to the Care First service, which offers counselling and practical support services. Colleagues can use the 24-hour freephone helpline 0333 212 7341 please contact the BM for the username and password. • School reopening Risk assessment shared with all staff 	Low
Information Sharing	Pupils Staff Contractors	Medium	<ul style="list-style-type: none"> ✓ Reinforcement of information and guidance at regular staff meetings. Regular reviews by SLT to ensure measures being followed. ✓ Information sharing undertaken with all third parties and contractors, to ensure alignment of any overlapping areas. ✓ Any training required to support staff has been provided. ✓ Staff to report to H&S coordinator of any concerns. ✓ Near miss reporting in place to identify where controls cannot be reported or people not doing what they should ✓ RA reviewed regularly to adapt to change in plans for working safely to reflect government guidance or significant changes and communicated to all. 	Y	Y	<ul style="list-style-type: none"> • Risk Assessments shared with staff and third-party contractors. • Covid RA of any third parties accessing school premises will also be requested • Reminders of guidance during inset day. 	Low

REVIEWS:

DATE OF REVIEW: 01/10/2021	REVIEWED BY: Symone Campbell	COMMENTS: Additional measures added, and additional information added about process for reporting positive cases.
DATE OF REVIEW: 15/10/2021	REVIEWED BY: Symone Campbell	COMMENTS: Updated to reflect Government Operational guidance.