



<b>Risk Assessment For:</b>	<b>COVID-19 Protective Measures for Re-opening Mount House School</b>	<b>Date: 09/06/2020</b>
<b>Those Potentially at Risk:</b>	Pupils, staff, visitors and contractors	
<b>Completed By:</b>	Ian Davies and Senior Leadership Team	
<b>Verified By:</b>	Board of Directors	

Mount House School have carried out a Covid-19 risk assessment and the following protective measures have been put in place. These measures focus on Years 10 and 12 at present but will evolve to encompass the whole School in due course and in accordance with Government advice. Briefings are scheduled for all staff on safe working procedures, and staff should raise prompt concerns should further clarity be required.

The School will update the protective measures as the advice changes or as required.

<b>Hazard/ Risk</b>	<b>Control Measures in Place</b> <i>(Brief description and/or reference to source of information)</i>
<p><b>Awareness and adherence to policies and procedures:</b></p> <p><b>Potential Risk:</b></p> <ul style="list-style-type: none"> <li>– Failure to implement controls applied/dual standards may be applied which may result in spread of Covid-19.</li> </ul>	<ul style="list-style-type: none"> <li>– All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to the following:               <ul style="list-style-type: none"> <li>✓ Health and Safety Policy</li> <li>✓ First Aid Policy</li> <li>✓ Safeguarding and Child Protection Policy</li> <li>✓ Return to School Guide</li> </ul> </li> <li>– All staff involved in the planning for a partial re-opening of the school have regard to all the guidance and legislation including but not limited to the following:               <ul style="list-style-type: none"> <li>✓ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> </li> </ul>
<p><b>Communication:</b></p> <p><b>Potential Risk:</b></p> <ul style="list-style-type: none"> <li>– Failure to implement controls applied/dual standards may be applied which may result in spread of Covid-19.</li> </ul>	<ul style="list-style-type: none"> <li>– The School keeps pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>– The staff member reports immediately to the Head about any cases of suspected coronavirus, even if they are unsure.</li> <li>– The Head will contact the Department for Education Schools' helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discuss if any further action needs to be taken.</li> <li>– Timely communication with contractors and suppliers who will need to prepare to support the plans for opening such as cleaning and hygiene suppliers. The associated updated safe operating procedures will be implemented by the external cleaning provider, Atlas FM.</li> <li>– The Site team have been briefed on the additional cleaning requirements and have agreed to the additional duties to allow for this.</li> </ul>
<p><b>Travelling to School:</b></p> <p><b>Potential Risk:</b></p> <p>Failure to implement controls applied/dual standards may be applied which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– The School's transport services will not be running during the Summer term.</li> <li>– Students and staff where appropriate, are encouraged to walk, cycle or take private transport to School.</li> <li>– To minimise contact with others, when parents are dropping off and picking up, they must remain in their cars.</li> <li>– Anyone using public transport must follow the guidance provided by the <a href="#">Government/TfL</a> regarding travelling on public transport.</li> <li>– Site access arrangements are made clear upon entry points to the school grounds.</li> <li>– Parents/carers are discouraged from gathering outside the school.</li> </ul>

<p><b>Implementing social distancing:</b></p> <p><b>Potential Risk:</b> Cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– Appropriate posters and signage have been displayed throughout the school.</li> <li>– There are now 3 separate points for entrance and egress at the school premises.</li> <li>– Small class groups have been established in line with government guidelines: (<a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>)</li> <li>– The timetable has been revised to minimise movement of pupils and outdoor lessons will be encouraged where possible.</li> <li>– Classroom layouts have been reviewed by teaching staff, ahead of re-commencement of the operational school. All classroom desks and furniture have been rearranged to adhere to social distancing recommendations.</li> <li>– All unnecessary and excess items have been removed from the learning environment.</li> <li>– With the exception of fire drills and emergency evacuations, large gatherings of several groups in the same place will be avoided.</li> <li>– The use of shared spaces, Assembly Hall, Dining Hall and Library will be strictly limited.</li> <li>– Assembly will continue to be delivered using TEAMS.</li> <li>– Pupils and staff are encouraged to visit the lavatories one after the other. There will be a limited number of individuals using the facilities at any one time. Signs will be placed outside to guide 2m distancing measures if a queue needs to be formed.</li> <li>– All staff and students will move around the school by following the arrows, steering to the left at all times.</li> <li>– Parents will not be permitted to gather on the school grounds or by the school gates.</li> <li>– Workspaces for administration teams and other colleagues have been reviewed to ensure social distancing is possible to achieve, along with a sneeze screen in the Reception area.</li> <li>– No stopping in corridors to hold conversations for any reasons during movement through the school building, and face direction of travel to ensure corridors are managed effectively.</li> <li>– Small class groups will be required to take lunch and break times in 3 specified zoned areas to ensure social distancing and prevent mixing between the class groups. These will be communicated prior to each school day to agree phased use to maintain social distancing.</li> </ul>
<p><b>Infection Control:</b></p> <p><b>Potential Risk:</b> Inadequate hygiene and cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– Appropriate posters and signage have been displayed throughout the school.</li> <li>– Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible.</li> <li>– School promotes to all staff and students in an appropriate manner good respiratory hygiene practises as typified by the NHS campaign “Catch it, Kill it, Bin it”. This is repeated frequently.</li> <li>– Students and staff are to use a tissue or the crook of their arm if they want to sneeze or cough.</li> <li>– Students and staff are reminded to wash their hands frequently using soap and water for 20 seconds and immediately after sneezing or coughing.</li> <li>– Parents have been informed not to bring their children to School if they show signs of being unwell and believe they have symptoms of coronavirus. Staff have also been reminded to adhere to this procedure.</li> <li>– As a precautionary measure, parents have been advised to check their child’s temperature before sending them to school. Students with a raised temperature should remain at home. Whilst not everyone who is infected with Covid-19 has a temperature, it is the one of the more common early symptoms.</li> <li>– Students and staff who have displayed symptoms of coronavirus must self-isolate as per the <u>government guidance</u> before returning to School.</li> </ul>

	<ul style="list-style-type: none"> <li>- A sneeze screen has been installed at the School Reception as a barrier to protect all staff, students and any planned visitors.</li> <li>- No hot desking is permitted, ventilation encouraged and there are cleaning regimes for shared equipment and hand washing advised for staff between activities.</li> <li>- The school coffee shop will be closed to students and staff.</li> <li>- Students will not have access to the changing rooms or lockers.</li> <li>- Staff and students will use antibacterial spray with a disposable cloth for cleaning down any surfaces before use.</li> <li>- PPE is deemed necessary in a very small number of cases and will be provided accordingly. Appropriate PPE is available in both the First Aid and Isolation Room. PPE is also available on request from the Site Manager's Office.</li> </ul>
<p><b>Hygiene Control:</b></p> <p><b>Potential Risk:</b> Inadequate hygiene and cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>- Appropriate posters and signage have been displayed throughout the school advising students and staff to wash their hands and maintain social distancing.</li> <li>- All staff will be required to take part in an induction before returning to school. All students will be inducted on their first day back to school.</li> <li>- Alcohol based sanitising dispensers are located at key entry points into the school and on entering the Dining Hall (with handwashing encouraged as the first consideration).</li> <li>- Teaching staff are expected to supervise students in a manner appropriate to the age group and promote that they sanitise or wash their hands on a frequent basis. It is suggested at least as follows: <ul style="list-style-type: none"> <li>✓ Upon arrival at school</li> <li>✓ After visiting the lavatory</li> <li>✓ Returning to the classroom after breaks</li> <li>✓ Before lunch time</li> <li>✓ Any other time deemed necessary</li> </ul> </li> <li>- Supplies of hand sanitizer gel are available in all rooms to allow students and staff to use them as required.</li> <li>- All staff and students have been asked to bring their own individual supply of appropriate hand sanitizer gel.</li> <li>- All staff and students will be encouraged not to touch their mouth, eyes or nose.</li> <li>- All staff and students will have their own stationery and any other equipment required.</li> <li>- Sharing of resources will be strictly limited and where not possible to avoid, disinfected afterwards.</li> <li>- The number of shared resources taken and brought in from home is limited to what is necessary.</li> <li>- All spaces are well ventilated using natural ventilation, windows and doors are propped open, where safe to do so (bearing in mind fire safety and safeguarding), to limit the use of door handles and aid ventilation.</li> <li>- Infection control procedures are adhered to as much as possible in accordance with the DfE.</li> <li>- Liquid soap dispensers are installed and used (bar soap is not used).</li> <li>- Additional cleaning will be carried out of lavatories, door handles and other high touch areas at regular intervals throughout the day.</li> <li>- Bins will be emptied frequently throughout the day.</li> <li>- The school has sourced an ample supply of essential cleaning materials.</li> </ul>

	<ul style="list-style-type: none"> <li>– Cleaners are employed by the School to carry out daily, thorough cleaning that follows national guidance and is compliant with the School’s COSHH and Health and Safety Policies.</li> <li>– The School will not be operating a lunch service. Students and staff will bring their own packed lunch, water bottle, and snacks.</li> <li>– The water fountain will be out of use. Students will be able to refill water bottles and this will be supervised by a member of staff</li> <li>– Additional spaces have been created for staff break times and lunch times to ensure social distancing.</li> <li>– Staff are required to bring in their own drinking vessels, cutlery and lunch (with no reliance on the use of microwaves etc, to prevent potential cross contamination). The formal washing of any such equipment is recommended at home, with the controlled use and removal whilst on the school grounds.</li> <li>– Coffee, tea bags and milk are available for staff in containers that do not have lids, for controlled use. There are 2 urns (Staff Room and Dining Hall) for the provision of hot water and existing cold drinking water systems (not to be used as fountains). Hand gel is provided but handwashing is a priority.</li> </ul>
<p><b>Management of infectious disease:</b></p> <p><b>Potential Risk:</b> Inadequate hygiene and cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– Staff are vigilant and report concerns about a student’s symptoms to a member of the Senior Leadership Team.</li> <li>– The School is consistent in its’ approach to the management of suspected and confirmed cases of coronavirus.</li> <li>– Social distancing measures are implemented as much as possible.</li> <li>– Staff briefings, SLT, Board of Directors and Board of Governance meetings shall be undertaken either in open, external spaces at social distances (weather permitting) or via TEAMS.</li> <li>– The cleaning standards of school cleaning contractors are regularly monitored by the Site Manager and Bursar and any additional measures required will be assessed with regards to managing the spread of coronavirus.</li> </ul>
<p><b>Visitors and Contractors:</b></p> <p><b>Potential Risk:</b> Inadequate hygiene and cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– Visitors are only allowed to attend the site to meet school staff by prior appointment or with good reason such as delivery drivers. Any other visitors will be asked to leave the site.</li> <li>– All contractors and visitors are actively encouraged to refrain from visiting the school. Unplanned attendance shall be dealt with outside the reception entrance and where attendance is permitted, this shall be controlled with any signing in using own pens.</li> <li>– Deliveries are scheduled under the Site Team and, where required, any delivery receipts shall be collected by the site team.</li> <li>– Only reactive and required maintenance shall be by prior arrangement and associated controls, where this cannot be achieved outside normal hours of school operation.</li> <li>– All visitors and contractors who will access the school beyond reception will be asked to complete a medical questionnaire beforehand and sign to say they are not suffering from COVID 19 like symptoms or in the recovery phase.</li> </ul>
<p><b>Ill Health:</b></p> <p><b>Potential Risk:</b> Cross contamination during treatment, which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– Staff and pupils are informed of the symptoms of possible Coronavirus infection e.g. a cough, difficulty in breathing, high temperature, loss of sense of taste or smell and are kept up-to-date with the latest guidance.</li> <li>– Any student who displays signs of being unwell is immediately referred to the school’s designated Isolation Room whilst they wait for their parent to collect them.</li> <li>– Emergency assistance will be called for if the student’s symptoms worsen.</li> <li>– Unwell students who are waiting to go home will be kept in the isolation area, away from others and these students will be instructed to use a specific lavatory to minimise the spread of any infection. An assessment shall be made at the point of any</li> </ul>

	<p>ill-health case, to assess associated requirements for tracking and broader considerations around those who potentially made contact.</p> <ul style="list-style-type: none"> <li>– Areas used by unwell students who need to go home are thoroughly cleaned once vacated.</li> </ul>
<p><b>Emergencies:</b></p> <p><b>Potential Risk:</b> Delayed evacuation. Cross contamination during treatment, which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– All Students’ emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>– In the event of a fire evacuation or lockdown, any temporary keep left or one-way systems shall cease to apply to allow emergency arrangements in line with established plans.</li> <li>– Parents are contacted as soon as practicable in the event of an emergency.</li> <li>– Students’ alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>– The School has an up to date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>
<p><b>Vulnerable Persons:</b></p> <p><b>Potential Risk:</b> Exposure which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> <li>– Shielded and clinically vulnerable children, young people and workers should follow current Government Guidance and are not expected to attend school.</li> <li>– Pupil Care Plans continually monitored for additional information to ensure this is resourced and considered.</li> <li>– Continual monitoring to ensure working practices consider changing Government Guidance.</li> <li>– Staff are reminded during staff briefings to report any concerns.</li> </ul>

<b>REVIEWS:</b>		
<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>
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