



Risk Assessment For:	COVID-19 Protective Measures for re-opening Mount House School - September 2020 update	Date: 31/08/2020
Those Potentially at Risk:	Pupils, staff, visitors and contractors	
Completed By:	Senior Leadership Team	
Verified By:	Board of Directors	

Mount House School has carried out a Covid-19 risk assessment and the following protective measures have been put in place. This risk assessment applies to members of staff, pupils, parents, volunteers and visitors to Mount House School. The risk assessment has been prepared with reference to Guidance for schools: coronavirus (COVID-19) from the Department for Education.

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.

Hazard/ Risk	Control Measures in Place <i>(Brief description and/or reference to source of information)</i>
<p>Awareness and adherence to policies and procedures:</p> <p>Potential Risk:</p> <ul style="list-style-type: none"> – Failure to implement controls applied/dual standards may be applied which may result in spread of Covid-19. 	<ul style="list-style-type: none"> – 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"> ✓ Health and Safety Policy ✓ First Aid Policy ✓ Safeguarding and Child Protection Policy ✓ MHS Health and Safety Advice September 2020 ✓ MHS School Bus Safety Protocols All staff involved in the planning for the 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"> ✓ DfE (2020) Guidance for schools: coronavirus (COVID-19) ✓ DfE, NHS, Department of Health and Social Care, ISI ✓ ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ ✓ Applicable quarantine arrangements for pupils and staff returning from overseas. – Regular reminders will be given out during assemblies and lessons. Extensive signage will provide additional reminders and guidance (e.g. use of windows, doors, social distancing) and focus on the School’s 5 S’s – self isolate and test; stay in group bubbles; sanitise hands and surfaces; sneeze/cough safely; social distance wherever possible. – Staff have received relevant training and guidance that helps minimise the spread of infection. The school keeps up-to-date with the latest guidelines
<p>Communication:</p> <p>Potential Risk:</p> <ul style="list-style-type: none"> – Failure to implement controls applied/dual standards may be 	<ul style="list-style-type: none"> – The School keeps pupils and parents adequately updated about any changes to infection control procedures as necessary. – The staff member reports immediately to the Head about any cases of suspected coronavirus, even if they are unsure. – The Head will contact Public Health helpline immediately about any suspected cases of coronavirus, even if they are unsure, and discuss if any further action needs to be taken.

<p>applied which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> – 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. – The Site team has been briefed on the additional cleaning requirements and has agreed to the additional duties to allow for this.
<p>School Transport and Travelling to School:</p> <p>Potential Risk: 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"> – The School’s transport services will resume in the Autumn Term with increased safety procedures in place. Please refer to School Bus Safety Protocols. – Students and staff where appropriate are encouraged to walk, cycle or take private transport to School. – To minimise contact with others, when parents are dropping off and picking up, they must remain in their cars. – Anyone using public transport must follow the guidance provided by the <u>Government/TfL</u> regarding travelling on public transport. – Site access arrangements are made clear upon entry points to the school grounds. – School minibuses may be used on specific occasions for transportation within one hour’s travel time from school. – Drivers will ensure windows are open to increase air flow and face coverings must be worn at all times. – Parents/carers are discouraged from gathering outside the school.
<p>Social distancing and Bubble Groups</p> <p>Potential Risk: Cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> – 3 ‘bubble’ groups have been established: Y7,Y8 and Y9, Y10 and Y11, and Y12 and Y13. Maintaining bubble groups, rigorous hand hygiene and social distancing are key to combatting coronavirus in school. – There are now 3 separate points for entrance and egress at the school premises – Classroom layouts have been reviewed by teaching staff ahead of re-commencement of the operational school. – Classrooms desks are positioned so that most pupils are forward facing and where possible 1m apart for lessons. – We will support pupils in maintaining distance, encouraging them to remain at least an arm's length apart within their year group. – All unnecessary and excess items have been removed from the learning environment. – Where possible adults should keep 2 metres apart from students and other adults. Bubble groups should do the same. 1:1 meetings between teachers and students should occur either at distances greater than 1 metre plus mitigation, or for durations of less than 15 minutes. No direct physical contact is permitted. – Extensive posters and signage have been displayed throughout the school. – With the exception of fire drills and emergency evacuations, large gatherings of different bubble groups in the same place will be avoided. – The use of shared spaces, Assembly Hall, Dining Hall and Library will be limited to bubble groups. – Students and staff (unless they are exempt on medical grounds) must wear face coverings in corridors, stairwells, in the library and in toilets as these can be busy spaces where strict social distancing might not always be possible and brief mixing of bubbles may occur. – There will be a limited number of individuals using the lavatories at any one time. Signs will be placed outside to guide distancing measures if a queue needs to be formed. – All staff and students will move around the school by following the arrows, steering to the left at all times. – Parents will not be permitted to gather on the school grounds or by the school gates.

	<ul style="list-style-type: none"> – 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. – Lunches will be staggered by bubble groups and break times will be in 3 specified zoned areas to assist with distancing and prevent mixing between the bubble groups. These will be communicated on the first day back to school.
<p>Infection Control:</p> <p>Potential Risk: Inadequate hygiene and cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> – Appropriate posters and signage have been displayed throughout the school. – Any room that becomes contaminated with bodily fluids shall be quarantined and deep cleaned as soon as possible. – 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. Students and staff are to use a tissue or the crook of their arm if they want to sneeze or cough. – Students and staff are reminded to wash their hands frequently using soap and water for 20 seconds and immediately after sneezing or coughing. – 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. – As a precautionary measure, students and anyone 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. – Pupils or staff who are clinically vulnerable should follow the advice: ‘COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable’. – If a pupil or member of staff lives with a shielded or clinically vulnerable person they should follow the advice: ‘COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable’. – Students and staff who have displayed symptoms of coronavirus must self-isolate as per the government guidance before returning to School. – A sneeze screen has been installed at the School Reception as a barrier to protect all staff, students and any planned visitors. – 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. – Students and staff (unless they are exempt on medical grounds) will be encouraged to wear face coverings in corridors, stairwells, in the library and in toilets as these can be busy spaces where strict social distancing might not always be possible and brief mixing of bubbles may occur. – There are cleaning regimes for shared equipment and hand washing advised for staff between activities. – The school coffee shop will be closed to students and staff. – Tuck shop will be a reduced selection and available from the Assembly Hall at 10.30am for 30 mins service. All items will be priced at £1 and only exact money will be accepted. – Staff and students will use antibacterial spray with a disposable cloth for cleaning down any surfaces before use. – 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.
<p>Hygiene Control:</p>	<ul style="list-style-type: none"> – Appropriate posters and signage have been displayed throughout the school advising students and staff to wash their hands and maintain social distancing.

Potential Risk:

Inadequate hygiene and cross contamination which may result in spread of Covid-19.

- 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.
- 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).
- 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:
 - ✓ Upon arrival at school
 - ✓ After visiting the lavatory
 - ✓ Returning to the classroom after breaks
 - ✓ Before lunch time
 - ✓ Any other time deemed necessary
- Supplies of hand sanitiser gel are available in all rooms to allow students and staff to use them as required.
- All staff and students have been asked to bring their own individual supply of appropriate hand sanitiser gel.
- All staff and students will be encouraged not to touch their mouth, eyes or nose.
- All staff and students will have their own stationery and any other equipment required.
- Sharing of resources will be limited and where not possible to avoid, disinfected afterwards.
- The number of shared resources taken and brought in from home is limited to what is necessary.
- 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.
- Infection control procedures are adhered to as much as possible in accordance with the DfE guidelines.
- Liquid soap dispensers are installed and used (bar soap is not used).
- Additional cleaning will be carried out of lavatories, door handles and other high touch areas at regular intervals throughout the day.
- Bins will be emptied frequently throughout the day.
- The school has sourced an ample supply of essential cleaning materials.
- 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.
- The School will resume a lunch service operated by Thomas Franks.
- Lunch will be served to staff and sixth formers from midday in separate areas of the canteen.
- Pupils do not share cutlery, cups or food. All equipment and utensils are cleaned after use where disposable items are not used.
- Lunches will be staggered by bubble groups to assist with distancing, prevent mixing between the bubble groups and allowing time in between for sanitation of tables and chairs.
- Lunch will be plated behind the screening at the serving counters.
- Salad bar self-service will not be in use due to too many touch points. There will be a minimum of 4 salad options daily which will be served to all by the catering team.

	<ul style="list-style-type: none"> – Soup station will not be available for first half term due to contact points, but reviewed in October. – Drinking fountains can only be used to re-fill water bottles. Water bottles and drinks must not be shared between pupils. – Additional spaces have been created for staff break times and lunch times to ensure social distancing. – Staff are encouraged to bring in their own drinking vessels. – 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.
<p>Management of infectious disease:</p> <p>Potential Risk: Inadequate hygiene and cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> – Staff are vigilant and report concerns about a student’s symptoms to a member of the Senior Leadership Team. – The School is consistent in its’ approach to the management of suspected and confirmed cases of coronavirus. – Social distancing measures are implemented as much as possible. – Staff briefings, SLT, Board of Directors and Board of Governance meetings shall be undertaken with appropriate distancing in place or via TEAMS. – 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.
<p>Visitors and Contractors:</p> <p>Potential Risk: Inadequate hygiene and cross contamination which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> – Visitors to site will be kept to a minimum. All visitors must have an appointment and contact details will be held by reception for NHS Test and Trace purposes. – 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. – 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. – Deliveries are scheduled under the Site Team and, where required, any delivery receipts shall be collected by the Site Team. – Only reactive and required maintenance shall be by prior arrangement and associated controls, where this cannot be achieved outside normal hours of school operation. – 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.
<p>Ill Health:</p> <p>Potential Risk: Cross contamination during treatment, which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> – 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. – 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. – Emergency assistance will be called for if the student’s symptoms worsen. – 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 ill-health case, to assess associated requirements for tracking and broader considerations around those who potentially made contact. – Areas used by unwell students who need to go home are thoroughly cleaned once vacated.

<p>Emergencies:</p> <p>Potential Risk: Delayed evacuation. Cross contamination during treatment, which may result in spread of Covid-19.</p>	<ul style="list-style-type: none"> – All Students’ emergency contact details are up-to-date, including alternative emergency contact details, where required. – 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. – Parents are contacted as soon as practicable in the event of an emergency. – Students’ alternative contacts are called where their primary emergency contact cannot be contacted. – Pupil Care Plans are continually monitored for additional information to ensure this is resourced and considered. – Continual monitoring to ensure working practices consider changing Government Guidance. – Staff are reminded during staff briefings to report any concerns. – The school has an up-to-date First Aid Policy and Health and Safety Advice – COVID-19 guidance in place which outlines the management of medical emergencies, including – identification and testing for COVID-19, and actions to take if someone has a suspected or confirmed case.
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REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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