



COVID19: Risk Assessment and Action Plan: St Johns School, Northwood

OWNER: Sean Robinson, Headmaster.

DATE: 1st September 2021 (updated 9th September 2021)

Introduction

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling risks. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. It must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed. A regular update to this document will be supplied via ISBA's COVID-19 bulletin. Changes will be highlighted and dated.

Rationale

The logic behind these actions is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents and pupils. A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. State of knowledge - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. Seriousness of likely injury – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. Cost and difficulty of taking precautionary measures - closing schools has had considerable costs and difficulties.



The School – State of Operation

For the purposes of this Risk Assessment the School site will be open to all staff and pupils from 1st September 2021.

Purpose of this document

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the Autumn Term 2021 and ensures that the School continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy (OHSMS)
- First Aid Policy
- Child Protection Policy
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'





Preparation

This Risk Assessment was sent to the Chair of Governors on Tuesday 7th September 2021 and agreement was given to proceed with St John's School, Northwood operating in line with Government guidance from 7th September for all pupils and staff. This document has been shared with staff and will be available on the School website. It will be reviewed by the Headmaster and Senior Leadership Team (SLT) and updated weekly as appropriate with updates to the Chair of Governors.

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Key for risk level: H=High, M=Moderate, L= Low

1. Preparing buildings and facilities					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Premises and utilities have been health and safety checked and the building is compliant. <ul style="list-style-type: none"> Water treatments Fire alarm testing Repairs Grass cutting PAT testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements 	Site Manager is unavailable	H	The Maintenance Manager has ensured all statutory examinations and servicing is current. Fire alarms tested and recorded weekly.	01/09/21	L
	Site has been closed for prolonged period over summer break	M	Grounds and Gardens teams have maintained the site to a satisfactory standard.	01/09/21	L
		M	IT department ensured internet services are functioning correctly.	01/09/21	L
		M	Water treatment contractor and inhouse Maintenance Manager has confirmed all systems are in a safe condition and certified the water system is safe before buildings are reoccupied.	01/09/21	L
	Food remains in the freezer / fridge	M	No food has remained in fridges. Checks to be taken on freezers on return.	01/09/21	NIL
School Office space to allow staff to work safely.	Office does not allow for adequate space between staff members	M	Protective screens provided for both members of staff	01/09/21	L
Consideration given to the arrangements for any deliveries.	Contamination from packages / persons	L/M	Physical distancing at delivery. Disposable gloves worn to handle item/s hands washed for 20 seconds when gloves removed. Deliveries via Maintenance Manager and team who have been trained and equipped appropriately. Staff are encouraged not to have personal deliveries to school.	01/09/21	L



2. Cleaning and waste disposal:					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Enhanced cleaning regime is in place in line with DfE guidelines COVID19: Cleaning in non-healthcare settings guidance .	Risk of infection	H	Enhanced cleaning schedule implemented throughout the site, ensuring that contact points and toilet facilities are cleaned and disinfected twice a day. Handwash facilities are checked and restocked as needed by the cleaning team throughout the day. Staff and children use paper towels to dry hands properly. Full review of requirements undertaken with the cleaning supervisor and appropriate work schedule agreed to minimise contact. Deep clean undertaken over the summer break.	01/09/21	M
Capacity of cleaning staff is adequate to enable required cleaning regime.	Insufficient trained cleaning staff	M	Cleaning resource reviewed and deemed manageable.	01/09/21	L
Adequate cleaning supplies and facilities are in place around the School. Arrangements for longer-term continual supplies are also in place.	. Classrooms do not have tissues. Low supply of soap.	M	Portable hand sanitiser available at each entrance and agreed areas. Disposable tissues in each classroom to implement the 'catch it, bin it, kill it' approach. Stock is monitored and ordered as required by the Maintenance Manager to maintain satisfactory stock levels.	01/09/21	L
Waste disposal process in place for potentially contaminated waste.	Failure to seal possible contaminated waste.	M	Waste bags and containers - kept closed and stored separately from communal waste for 72 hours. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). PPE used to handle waste.	01/09/21	L
Body fluids / solids	Contamination issue / biohazard	M	Spills kits available on site. PPE is used and discarded after use. Hands washed and disinfected after clearing spillages. Waste is 'controlled waste'.	01/09/21	M



3. Classrooms					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Pupils sit in regular positions to reduce the number of close contacts in the event of a positive case	Pupils fail to sit in the correct position	M	<p>Seating plans should be drawn up and sent to KM (Lower School) or JS (Years 5-8).</p> <p>Desks facing the same direction to reduce face to face contact where possible.</p> <p>In the Pre-Prep if assisting with top buttons or ties, staff will try to stand behind pupils. They will try to avoid face to face contact as far as possible. If appropriate they will wear a mask.</p> <p>Windows should be kept open to allow for greater ventilation.</p> <p>For teachers of KS 2 & 3, staff should deliver their teaching from the front of the classroom, where possible maintaining a distance of a metre plus from boys.</p> <p>When offering individual support or instruction, teachers should avoid face to face and approach pupils from the side or behind and give instruction from the side. Windows should be kept open to allow for greater ventilation.</p>	Ongoing from 01/09/21	L
Adequate ventilation for each classroom/teaching area	Windows and doors are kept closed for extensive periods	L	<p>Areas of poor ventilation should be identified and steps taken to improve fresh air flow using mechanical ventilation and opening windows and/or doors including internal doors. Fire doors should not be kept open.</p>	01/09/21	L



Minimise sharing of equipment and enhanced cleaning of such equipment	Equipment is freely shared between pupils and classes without adequate cleaning between uses	M	Any commonly used equipment and materials (such as computers and piano keyboards) should be cleaned before/after use. Each classroom is issued with its own cleaning equipment. Guidance on cleaning materials sought from AFC.	01/09/21	L
Information posters are displayed in classrooms and around the school.	No COVID19 information posters in place. Limited reminders, awareness for children.	L	Relevant information about hand washing, disposing of tissues and testing (Years 7 and 8) is displayed.	01/09/21	L

4. Staffing

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Approach to staff absence reporting and recording in place. All staff are aware. Cover arrangements determined.	Absences not known. Insufficient staff available.	M	Cover arrangements in place. Backup bank of staff available.	Ongoing 01/09/21	L
Consideration given for redeployment of staff to support the effective working of the School. If redeployment is taking place staff are aware of controls and processes in respect of	TA's may be required to lead some groups as not enough teachers on site to cover numbers.	M	All staff are aware and will be updated as required by the Headmaster.	Ongoing 01/09/21	L



tasks they are unfamiliar with.					
Approach to support wellbeing, mental health and resilience in place, including bereavement support. How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.	Mental health issues / isolation. Failure to communicate available systems	M	Staff are aware of available support and advice from the school counsellor. Deputy Head Pastoral meets regularly with staff representatives to discuss staff well-being. Open door policy allowing staff free access to discuss well-being issues.	Ongoing 01/09/21	L
Return to school procedures are clear for all staff.	Unclear instructions leading to confusion and teaching / learning failures	M	Full clear instructions provided by SLT.	6/9/21	L
Arrangements in place for any contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be documented as part of the risk assessment carried out by the Contractor.	Contractors not controlled accessing site – contamination and H&S issues	H	Control of the contractor system has been reviewed and implemented. Contractors provide full information prior to attending the site.	ongoing	L
Arrangements in place for any visitors on site, protocols and expectations shared.	Visitors not controlled accessing site – contamination and H&S issues	H	All visitors report to the School Office and are given instructions for visitor leaflets and a lanyard clearly identifying them.	Ongoing 01/09/21	L

5. Testing



Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Arrangements in place for twice weekly testing of boys in Years 7-8 starting on 8th September.	Not enough tests available or staff trained to administer them	H	2 on site tests for Year 7 and 8 prior to returning to school. Thereafter tests should be done twice weekly at home until at least the end of September.	Ongoing from 8/9/21	M
From 8th September boys will self administer their tests until further notice.	Tests not administered or administered properly. Results not submitted.	H	Pupils will be given a pack of tests and will be trained at school prior to 8th september. Information regarding recording the test results has been sent by email.	Ongoing from 8/9/21	M
Need for a small asymptomatic testing site at school for those unable to test at home and for those displaying symptoms.	Lack of appropriate space on school site	H	First Aid room in CSH available for testing and this is fully equipped with testing materials.	Ongoing from 01/09/21	M
Staff testing. Arrangements for accessing testing availability, if and when necessary, are in place. Staff are clear on guidance.	Communications failure/unclear instructions/information	M	Staff have been made aware of the Government system for testing and working guidance. Lateral Flow Tests have been distributed to all staff to self-administer at home twice a week. Training has been given and links given for recording results.	06/09/21	L

6. Personal Protective Equipment (PPE) and First Aid

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
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PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.	Insufficient / incorrect PPE contamination issue. Distress / pressure on staff. Reduced confidence in the workplace.	M	Maintenance Manager organises the sourcing and supply of PPE. Staff are informed on the correct use of PPE. Full PPE is kept in both First Aid rooms and the school office. Face masks are in all First Aid bags. Face shields are available should staff request them.	Ongoing 01/09/21	L
Guidance states that masks are no longer recommended for Year 7 and 8 boys in school.	Risk of infection	M	All staff, parents and pupils informed by letter. Spare masks are available from the maintenance department if required. Staff and pupils may wear masks if they prefer.	Ongoing from 03/09/21	M
Ongoing recommendations in place regarding giving CPR during Covid pandemic after paediatric training. Mouth to mouth should not be given to an adult. Children can be given mouth to mouth resuscitation.	Failure to follow recommendations and subsequent transmission of virus.	M	Staff informed of the recommendations .	Ongoing from 01/09/21	M

7. Response to suspected/ confirmed case of COVID19 in school					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Which staff members should be informed/ take action?		M	SLT	Ongoing from 01/09/21	M
Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated	More than one child	M	Dedicated room to keep available - Sports Hall First Aid Room; Pre-Prep First Aid Room available as back up. Testing equipment in both rooms.	Ongoing from 01/09/21	M



Cleaning procedure in place	Approach to relocating pupils away from certain parts of the school to clean, if possible	M	Cleaning / disinfection procedure is in place	01/09/21	
A pupil/staff member develops Covid-19 symptoms or has a positive test	Inadequate COVID case management	M	<p>Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p> <p>If anyone develops COVID-19 symptoms in school, however mild, they should be sent home and they should follow public health advice.</p>	Ongoing from 01/09/21	H
Action to be taken for confirmed case of Covid-19	Covid case management	M	<p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting 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. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. The School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following</p>	01/09/21 Government Operational Guidance for Schools	



			<p>apply:</p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an approved COVID-19 vaccine trial • they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so and to stay at home until a negative result is confirmed. Thereafter they should take a LFT for the following 10 days, during which time they can attend school provided the tests are negative. The School can provide these tests if necessary.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal as long as they follow the procedures above. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.</p> <p>The School will continue to have a role in working with health protection teams in the case of a local outbreak. If there is a substantial increase in the number of positive cases in a setting or if central government offers the area an enhanced response package, a director of public health</p>		
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			might advise the School to temporarily reintroduce some control measures.		
Returning to school after Covid-19	Covid case management	M	<p>If someone begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test which delivers a negative result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>If someone tests positive, they should follow the <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</p>	1/9/21	L

8. Well-being and Safeguarding

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
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Staff are prepared for supporting the well-being of pupils and receiving any potential disclosures.	Staff not briefed / prepared for the additional wellbeing support required	M	Safeguarding training undertaken by all staff on 6th September using Educare/Hannah Ives Hillingdon Deputy LADO	01/09/21	M
Staff well-being	wellbeing support required	M	School counsellor available for all staff Regular staff representative meetings are held to discuss wellbeing issues. Deputy Head Pastoral available to all staff to discuss any issues/concerns	Ongoing from 01/09/21	M
Work with other agencies has been undertaken to support vulnerable pupils and families.	Agencies unavailable	M	DSL responsible as required The DSL or DDSL will be on site or contactable by phone/email at all times	Ongoing from 01/09/21	M

9. Communication					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Information shared with staff around Autumn term planning	Unclear plans / poorly communicated		Clearly defined plans devised by SLT communicated to staff	06/9/21	
Plans shared with Governors	Unclear plans / poorly communicated	M	Governors are informed of and agree plans and procedures. Reviews and updates are communicated and agreed with the governors.	02/09/21	L
Communications with parents	Unclear plans / poorly communicated	M	Clear and concise plans are regularly shared with parents / guardians, especially when changes have to be made. Parents are told that there may be changes to the calendar.	06/09/21 ongoing	L



Communication with pupils	Unclear plans / poorly communicated	M	Clear information and instructions are regularly shared with pupils during form time and assemblies.	06/09/21 ongoing	L
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10. Governance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Governors are clear on their role in the planning of the School, including support to leaders. Approach to communication between leaders and governors is clear and understood.	Lack of clarity provides for uncertainty	M	Virtual and face to face meetings as required	in place	L