



The Haberdashers' Aske's Boys' School

Nurturing Excellence

Extract from Whole School Risk Assessment for Partial Reopening of School

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Areas of Risk

Infection

The spread of infection is the most significant new risk to the normal operation of the Schools. This area of risk needs special consideration and must follow the guidance issued by the Government. For this reason, this section of the Risk Assessment must be continually reviewed.

Staff and Supervision

This area of risk looks at the staffing numbers and assesses the risk of a weakened staff to Student ratio. Supervision requirements and availability may drive what activities can occur.

Students Welfare

Apart from the risk of infection, Student needs must still be met, and this area looks at what would be expected under normal circumstances.

Staff Welfare

Staff welfare must be considered in order to protect each other, and to fulfil all our other obligations.

Parent/School Relationship

The key factor affecting the parent/School relationship is communication.

Site Safety

The School site will not be operating under normal conditions, and as such considerations need to be made with regards to conflict of on-site traffic and pedestrians.

Infection

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Coronavirus infection spreading to Students and staff at Schools	School community and local residents by infecting people on School grounds	Heads to regularly check the latest Government advice for Schools and to ensure the advice is shared and followed. Teachers to remind Students about good hygiene. Widely publicising that children should not come to School if displaying any symptoms e.g. newsletter.	If a child or member of staff tests positive, the year group will self-isolate for 14 days. Notification to DfE and PHE and await guidance. School to be thoroughly cleaned School closure if instructed by PHE.
Too many Students in a classroom and/or communal areas	Risk of the spread of infection between Students	Maintaining smaller classes of no more than 15. Students per class separated as appropriate. Where possible, staggering activities such as break, lunch and key transition times. Where possible, avoiding close-proximity queueing and encouraging increased space between Students.	Further revise plans for the timing of the school day and modify usage of rooms as appropriate.
Students do not wash hands properly when asked to do so	Increased risk of spreading infection within the School	Teaching Students about correct handwashing. Observing handwashing for younger Students. Additional sanitisation provision will be made available.	Supportive approach: remind and encourage Students; help them to wash better.
Students sharing equipment/desk	Increased risk of spreading infection	Each child provided with own equipment and tray to store books and equipment. IWB interactive board not to be used by children. Students assigned a specific desk with tray.	Students reminded to keep their equipment separate, new equipment provided as necessary.
Furnishing and soft toys	Increased risk of spreading infection	Unnecessary items, soft furnishings and toys that are hard to clean removed.	Further items removed as necessary.
Cleaning supplies are insufficient or run out	Increased risk of infection for anyone using areas that cannot be properly cleaned	Larger than usual stock kept on site at all times.	If stock falls below safe levels, we will close the School before stock runs out.
Parents break social distancing within the School site	Both parents and others by not complying with social distancing	Where possible, avoiding close-proximity queueing and encouraging increased space between parents by appropriate signage/markings. Clear communications to parents before re-opening about drop-off and pick-up arrangements.	Impose staggered start and finish times to reduce the number of parents at the School gate.

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Parents arrive early or late, resulting in mixing between groups during staggered drop-off/pick-up times	Parents, Students and staff at increased risk of infection due to contact with wider number of people	Plan carefully staggered drop-off/pick-up times. Communicate these clearly to parents. Remind parents of the importance of adhering to these times. Give clear instructions about what parents should do if unavoidably late (e.g. wait until after all the other drop-offs/pick-ups have completed).	Review arrangements and reschedule. Contact directly any parents who are consistently late/early to find a solution.
Lack of hygiene facilities	Increased risk of spreading infection within the School	Increase the amount of fresh air available indoors by opening windows or adjusting level of air conditioning. Provide lidded bins in every classroom for used tissues and empty them regularly throughout the day. Provide adequate level of soap and sanitiser for use of both Students and staff.	Buy in additional hygiene consumables from different suppliers to meet the demand. Check supplies regularly.
Failure to clean the School to prevent spread of infection	School community will be affected due to prolonged existence of the virus on different surfaces	Follow Government cleaning guidelines.	Buy in additional hygiene consumables from different suppliers to meet the demand. Liaise with outsource cleaning contractor to bring in additional labour. Appoint specialist cleaning contractors if required (SLA with Chartwells).
Management of suspected and confirmed cases off site	The individual suspected and any staff and Students who may have been in close contact	A dedicated room will be set aside for any Students or staff who become symptomatic. All staff will notify the nurse if a Student should become symptomatic. If a Student or staff member is unwell, they should not attend School or should leave to go home. They should inform the School immediately. If they are a suspected COVID-19 case, they should self-isolate and seek testing in accordance with Government guidelines. If a COVID-19 case is confirmed, the entire year (including staff) should self-isolate for 14 days Contact parents – general information about sickness etc. and the key next steps e.g. isolation of a year group.	Seek further guidance from Government and Public Health England.

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Child/Adult is unwell, and it is believed that they have been exposed to COVID-19 whilst on site	The individual suspected and any staff and Students who may have been in close contact	Notify the nurse immediately. Once home, they should follow the guidance for households with possible coronavirus infection. They will be advised to test as will members of their households. If the Student or staff member then tests negative, they can return to School. If a child or staff member tests positive the rest of their year group will be sent home and advised to self-isolate for 14 days.	Staff to carry out actions in checklist school office to call NHS 111 and parent (if child) or relative (if adult) and explain reasons for suspicions of exposure and ask for the parent to come to School. Call 999 if they are seriously ill or injured or their life is at risk.
Visitors to the School increase the risk of Coronavirus entering the School	Students and staff	The school office will be open, but the main gate/door will be locked during the school day. Regular/planned visitors will be minimised. They will adhere to a protocol on arrival, including hand washing. Unplanned visitors, including parents, during the school day will not be admitted and will be asked to make an appointment outside school hours, or contact the School by telephone.	Review plan if visitors are not adhering to it. Communicate expectations again to regular visitors.
Increased risk to those who are clinically vulnerable or clinically extremely vulnerable	Staff, Students, and others that are in their households	School will follow the current Government advice.	Review Government guidance if it changes and update our practice accordingly. Remind staff and Students of these policies if they are not being adhered to.
Risk of infection in dining halls	Staff, Students and contract catering staff by not adhering to social distancing guidelines	Do not use dining room. Lunches will be eaten in group rooms.	
Risk of infection in shared facilities (e.g. libraries, IT suites)	Staff and Students picking up infection touching contaminated surfaces	Do not use libraries and IT suites.	
Risk of infection in playgrounds and outside spaces	Students picking up infection whilst playing	Do not use play equipment.	
Risk of infection in Student toilets	Students picking up infection touching contaminated surfaces	Regular cleaning of sinks, taps, hand dryers and cubicle doors.	Closure of the infected toilet. Thoroughly clean the toilet.

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
		Reduce number of Students at a time to use the toilet facilities. Allocation of toilets to certain groups.	Arrange for the normal users of the closed toilet to use an alternative toilet.
Risk of infection in staff communal areas/staff rooms	Staff picking up infection touching contaminated surfaces	Closed usual staff rooms. Use alternative larger spaces with no soft furnishings. No sharing of computers. Cleaning wipes to be placed near photocopier and stationery stores. Crocery to be provided by the School and cleaned by single operative in each area.	
Risk of infection in staff toilets	Staff picking up infection touching contaminated surfaces	Regular cleaning of sinks, taps, hand dryers and cubicle doors. Reduce number of staff at a time to use the toilet facilities.	Closure of the infected toilet. Thoroughly clean the toilet. Arrange for the normal users of the closed toilet use an alternative toilet.

Staff and Supervision

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Staff sickness levels increase	Insufficient staff to safely run all classes	Operating the School in a way that minimises the risk of infection. Encouraging staff who feel unwell to have a COVID-19 test so that they know whether they can return to work.	If there are not enough staff, we will close some classes again. We will not merge groups into classes larger than 15.
Poor supervision of Students indoor/outdoor recreation areas	Students not maintaining social distancing	Staff to supervise the Students whilst at play to make sure that Students from different groups stay separated as required by the School's plan. Staff to make sure that no sporting games with contact take place.	Additional staff resource reallocated to assist monitoring if needed.

Student Welfare

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Students are upset about not being able to mix with friends who are placed in different groups	Students' mental wellbeing could become compromised	Communication to parents explaining the importance of social distancing.	Issues are raised through the pastoral support team.
Unable to provide catering provision	School will be unable to provide Students and staff with meals	Ongoing liaison between the School and the catering contractor making sure that the food supply chain is operational and the required staffing levels are being achieved. Maintenance of the kitchen equipment is not affected.	Caterers to provide cold food provision. Alternative/additional caterers. Parents to provide packed lunches.
Managing first aid provision	Staff or Students due to proximity whilst first aider administers treatment	Precautions should be adopted when providing first aid, following Government guidance.	Additional PPE supplies to be obtained. Seek advice from NHS 111.
Student behaviour may be affected by unusual school environment. May get frustrated, irritable and disruptive	Students, staff	Behaviour policy update to reflect such issues.	In the Girls' Junior School, the 'red card' system will be used.
Unusual circumstances may mean that signs of abuse may be missed	Students	Size of groups would allow for greater attention and scrutiny. Staff have up to date child protection training.	DSLs to brief staff on any special circumstances. Update policy to reflect guidance from GOV (205/20).
Vulnerable children may not be given the support they need	Students	Girls' School: Nurse/DSL will brief staff on individual Students on a need to know basis.	

Staff Welfare

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Worries about their own safety	Staff	Staff are guided on assessing their own circumstances on whether safe to come to School. HR will advise based on Government guidance	Further calls home if necessary, from HR to reassure and give peace of mind
Worries about “doing things wrong”	Staff	Staff are briefed on the processes in place, and are encouraged to ask if anything not clear	Further briefings if necessary
Staff stress	Staff	Reminders to all staff of the Employer Assistance Program.	

Parent/School Relationship

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Poor communication	Parents’ and Students’ lack of understanding of the current situation leading to confusion, stress and loss of confidence in the School	Where possible, TVs around Schools displaying messages relating to physical distancing and hygiene. Where possible, age-appropriate posters also displaying key messages relating to physical distancing, hygiene and mental health. Up to date information being given to parents	Review whether messages are being understood and followed Seek feedback from audiences (parents, Students, staff) Revise communication plans accordingly

Site Safety

HAZARDS	PERSONS BEING AFFECTED	CONTROL MEASURES IN PLACE	FURTHER ACTIONS REQUIRED
Unusual traffic layout may cause confusion amongst drivers and pedestrians – this may cause an accident	Staff, parents, Students	Staff parking to be clearly marked away from Students. Parents given clear instructions. Maps and plans developed. Marshalling at drop off and collection times. SEE SEPARATE RISK ASSESSMENTS: HSRASS005, HSRASS006, HSRASS007, HSRASS008, HSRASS009, HSRASS010,	Review plan after first run, and before commencement of phase 4.