

## St Gabriel's Risk Assessment - Covid19 – Whole School

The following applies to all members of the school community. In all areas identified below, the school is keeping up-to-date with updates and following guidance from the government, DfE, Public Health England and the Foreign and Commonwealth Office.

It is accepted that social distancing may not be possible in all circumstances and the school has assessed and mitigated those risks so far as is reasonable practicable.

Hazards identified	Control measures	Extra measures needed	Person responsible
<b>Capacity</b>	<p>For the moment, as per the guidelines from the government, pupils will not be in specific bubbles. However in an effort to minimise movement around the site, pupils will continue to have lessons in tutor rooms as much as possible unless they have specialist lessons. The lunch rota will remain as per the summer term to minimise the number of people in the dining room at any given time and clubs will run around that rota which will also help to minimise contact between year groups.</p> <p>Juniors will be grouped as KS1, lower KS2 and upper KS2</p> <p>Sandleford Nursery operating on a room basis indoors.</p> <p>Cohort are segregated from each other where practical to reduce social interaction. Where possible pupils to remain in tutor rooms with teachers coming to each room. Breakfast club and Prep arrangements allow for good spacing of pupils. Parents will not enter school to collect pupils from Senior prep. For Junior prep collection parents to ring and wait outside the classroom at designated pick up areas.</p> <p>Junior welfare Facilities are allocated for sole use of each cohort. Pupils informed which toilets are for the specific use of their cohort. Senior school have access to all toilet facilities</p> <p>Additional staff room provided for senior staff to allow space to work. Separate staff room for Nursery staff to allow more space</p>	<p>Where movement between rooms is required pupils to keep to the left in all corridors and stairs.</p> <p>Allocate break areas for each group and inform students. Staff to monitor during break.</p> <p>Clear signage to encourage social distancing and limit numbers in each staff room</p>	<p><b>Staff</b></p> <p><b>Staff/Pupils</b></p> <p><b>Staff/ Bursary</b></p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<b>Access / egress</b>	<p>Sanitise your hands as soon as you arrive at school and before you go home each day.</p> <p>Discourage parents and students from gathering at entrances on arrival and departure. Students to go directly to tutor room on arrival.</p> <p>Each Year group / sub group to have dedicated access/egress route to their room or area of school.</p> <p>Additional car parking created by Farmhouse for staff to ease congestion in main car park for parents</p>	Hand sanitiser stations at every entrance.	<p><b>All</b></p> <p><b>School nurse/Staff</b></p> <p><b>ALL</b></p>
<b>Movement around the site</b>	<p>Observe space at all times where possible</p> <p>Staff and pupils to keep to the left in all corridors and on stairs.</p> <p>Staff and pupils to follow one way system where in place</p> <p>Staff and pupils to follow signage where in place</p>		<b>ALL</b>

Hazards identified	Control measures	Extra measures needed	Person responsible
<b>Wearing of Face Coverings</b>	<p>Face coverings for Senior School pupils and staff are currently required to be worn in classrooms (were appropriate distance cannot be maintained), communal areas, corridors and on school transport unless there is a medical exemption.</p> <p>This is reviewed daily by the executive.</p> <p>Any member of staff or pupil who is medically exempt must notify the school nurse. Staff and senior school pupils should follow the Senior School Face Covering Protocol.</p> <p>In the event of local lockdown the school will follow government guidance on the wearing of face coverings. And look at the outbreak plan.</p> <p>Our face-covering protocol will apply at all times when the school is open. Face coverings need not be in uniform colours but should be appropriate, clean and cover the nose and mouth. There may also be occasions in school where a member of staff asks you to wear a face covering if appropriate. Face coverings do not need to be worn once sitting down in the Dining Room. In the Dining Room face coverings should be tucked up a sleeve while eating and if wearing put on again once standing up to empty trays – girls should continue to sanitise on entry to, and exit from, the Dining Room</p>	<p>School executive to monitor government guidance on wearing face coverings and adapt school policy in line with any changes and local circumstances</p>	<p>All</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Use of indoor space	<p>Where possible Staff are to maintain a safe distance between each other and wear face coverings if preferred where not possible. Children are encouraged to do the same with Staff and each other where possible.</p> <ul style="list-style-type: none"> <li>• Frequent and thorough hand cleaning is now regular practice. This can be done using soap and water or hand sanitiser</li> <li>• Cohorts not mix with each other during teaching time. Cohorts may mix at breaks if outside or during outdoor activities.</li> <li>• Space/rooms to be kept very well ventilated and that a comfortable teaching environment is maintained.</li> <li>• Pupils to move between rooms promptly and keeping to the left.</li> <li>• Assemblies will be held using remote technology, form tutors will log on in form rooms.</li> <li>• Restricted access to changing rooms for specific groups only.</li> </ul> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands/sanitise on entry to setting.</li> <li>• Display PHE handwashing posters around school</li> <li>• Wash hands/sanitise if face is touched.</li> <li>• All hand contact surfaces to be cleaned throughout the day.</li> <li>• The 'catch it, bin it, kill it' approach continues to be very important</li> </ul> <p>Equipment:</p> <ul style="list-style-type: none"> <li>• Ensure all equipment used is cleaned between sessions. Teachers to clean desks and other equipment touched before they leave a teaching room and upon arrival.</li> </ul> <p>Personal care for pupils</p> <ul style="list-style-type: none"> <li>• Where personal care routinely already involves PPE then this should continue to be the case, <i>no additional measures are required</i></li> </ul>	<p>Sanitisation materials available in each classroom</p> <p>Appropriate cleaning schedule in place with a particular focus on frequently touched services</p> <p>Teacher responsibilities to be reflected in Department level risk assessments.</p> <p>Regular reminders are given in staff briefings to reiterate Teacher/pupil responsibilities for cleaning.</p>	<p>Bursary</p> <p>All</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<b>Heating and Air-conditioning units</b>	<p>The risk of air conditioning spreading coronavirus is extremely low as long as there is an adequate supply of fresh air ventilation. (HSE 01/12/20).</p> <ul style="list-style-type: none"> <li>Units confirmed as stand alone and not centralised. (air <u>is not</u> removed from one room and circulated into different rooms)</li> <li>Ensure unit is operating on 100% recirculation for optimal air flow</li> <li>Recirculation units for heating and cooling that do not draw in a supply of fresh air can remain in operation provided there is a supply of outdoor air, for example windows and doors left open</li> <li>Ensure mechanical systems are maintained in line with manufacturer's instructions – routine maintenance check completed September 2020</li> <li>Contractors advise that when system is running in heating mode the air gets to above 40degrees which reduces the virus survival rate which reduces transmission risks.</li> <li>If practical allow breaks or fallow periods between occupants and purge ventilation</li> </ul>	<p>Windows to be opened (partially if its cold)</p> <p>Site team to ensure units set to correct mode</p> <p>Ensure routine maintenance is up-to-date. All units set to heating mode only</p>	<p><b>ALL</b></p> <p><b>Site team</b></p> <p><b>Site Team</b></p> <p><b>Site team</b></p>
<b>Carbon Monoxide monitoring and ventilation</b>	Windows will be open in all occupied rooms to ensure each area is very well ventilated. The school has assessed each room and will provide carbon monoxide monitors where required.		<b>Site Team/Bursar</b>
<b>Use of outdoor areas and play equipment</b>	<p>Dedicated outside area for each Junior school year group</p> <p>Wet weather plan in place for juniors. Seniors in tutor rooms</p> <p>Access to outdoor equipment that cannot be cleaned to be restricted</p>	Static outdoor equipment (eg. bench seating, junior play structures) to be routinely disinfected.	<b>Executive</b>
<b>Swimming</b>	Swimming pool CLOSED FROM 01/09/2021		



Hazards identified	Control measures	Extra measures needed	Person responsible
Someone develops symptoms of Covid-19 whilst at work	<p>Immediately report to the School Nurse and follow the procedure for presenting symptoms of Covid-19.</p> <p>Avoid touching anything.</p> <p>Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow.</p> <p><u>Pupils, staff and other adults should follow guidance on <a href="#">People with COVID-19 and their contacts</a> if they have <a href="#">COVID-19 symptoms</a></u></p> <p>Staff/pupil advised to get a confirmatory PCR test and <b>should return to school as soon as they can, in line with guidance for <a href="#">People with COVID-19 and their contacts</a>.</b></p> <p>Following the hygiene and social distancing advice will help to minimise spread of the virus.</p> <p>The school will follow its contingency plan for dealing with a positive COVID case, and may reintroduce measures to break the chain of transmission if advised to do so.</p> <p>Staff/pupil must engage with NHS test and trace. School is no longer responsible for contact tracing within the school. The school will follow PHE and other local guidelines and requirements <b>if advised to do so.</b></p>	<p>PPE needed for School Nurse and supporting Covi19 medical staff.</p> <p>Procedure for safely disposing of PPE following PHE guidance.</p> <p>Use dedicated room for covid symptoms isolation holding area.</p>	<p>All Medical</p> <p>Medical</p>
Contaminated workplace	<p>Affected areas will be decontaminated following UK government guidelines.</p> <p>Air conditioning has been checked and serviced prior to school opening</p>		Bursar, Estates Manager, HR & Operations Manager

Hazards identified	Control measures	Extra measures needed	Person responsible
<p><b>Hygiene</b></p>	<p>A cleaning schedule will be implemented throughout the site ensuring that all contact points are thoroughly cleaned and disinfected regularly</p> <p>Alcohol gel/ hand sanitizer, anti bac spray, tissues, aprons and gloves are available in all classrooms and communal areas. Soap is in all toilets and by sinks. Use these as necessary.</p> <p>Common touchpoints such as doors, handles, bins, kitchen sides and equipment are wiped during and at the end of the school day.</p> <p>Enhanced cleaning regimes for toilet facilities.</p> <p>Stationery must not be shared between people. Pupils to bring own pencil case containing the equipment required. Pupils will work with their own designated resources e.g. textbooks, exercise books, sports and technology equipment etc. Teachers will be encouraged to use sanitisation when marking books, or to mark work using remote means.</p> <p>Internal, non-fire doors, windows will be propped open so that touching door handles etc. is kept to a minimum. Safeguarding and fire safety take priority.</p> <p>Caretaker to open windows during morning opening up rounds to ensure good ventilation</p> <p>Wash your hands at regular intervals - Use warm water and soap rather than hand sanitiser if you can, although this is not always practical.</p> <p>Avoid touching your face with unclean hands.</p> <p>Posters are present across the site reminding people of how to stay safe.</p>	<p>Users to wipe shared computer equipment, photocopiers and other classroom equipment before and after use. Wipes/Paper towels and spray next to equipment.</p> <p>Hand driers and external water fountains out of use.</p> <p>Pupils to bring own pencil cases</p> <p>Bins emptied on a regular basis.</p> <p>Day cleaner to clean common touchpoints and toilets on a rotational basis throughout the day.</p>	<p>All</p> <p>Bursar, Estates Manager, HR &amp; Ops Manager</p> <p>Caretaker</p> <p>Day cleaner</p>



Hazards identified	Control measures	Extra measures needed	Person responsible
Testing and Isolation	<p>Twice weekly testing for staff and pupils is no longer recommended.</p> <p>From Thursday 24 February, the Government removed the legal requirement to self-isolate following a positive test. Adults and children who test positive will continue to be advised to stay at home and avoid contact with other people for at least 5 full days, and then continue to follow the guidance until they have received 2 negative test results on consecutive days.</p> <p>Contacts will no longer be required to self-isolate or advised to take daily tests. Staff and pupils should attend their education settings as usual. This includes staff who have been in close contact within their household.</p> <p>Remind school community to follow government guidelines if travelling, particularly around school holiday periods.</p>		School nurse
Disposal of PPE	Masks and Gloves, where appropriate are to be disposed of in lidded bins.	<p>Classrooms are provided with lidded 'Tissue' bins in addition to a general waste bin.</p> <p>Dedicated outdoor PPE bin available.</p>	Bursar, Estates Manager, HR & Ops Manager

Hazards identified	Control measures	Extra measures needed	Person responsible
Staff welfare	<p>Make your own drinks and place empty glasses, crockery and cutlery in the dishwasher.</p> <p>Junior staffroom dedicated to Junior staff</p> <p>Junior music room dedicated to Nursery staff</p> <p>Senior staff to use Senior staff room and Humanities office – and observe good spacing within these rooms – Staff to place own used glasses, crockery, and cutlery in dishwasher.</p> <p>Staff illness – inability to staff a class</p>	<p>Signs staff use dishwasher</p> <p>Appropriate cover in place</p>	Staff
First Aid provision	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum, and those administering first aid should wear normal PPE appropriate to the circumstances.</p> <p>Wash hands and ensure the affected area is cleaned upon completion</p>		All
Fire	<ul style="list-style-type: none"> <li>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation). Cohorts should assemble together and not mix with other groups.</li> <li><b>In the event of an unplanned evacuation, fire safety must take priority over social distancing.</b></li> </ul>	Local fire procedures updated as required	All

Hazards identified	Control measures	Extra measures needed	Person responsible
<b>Social interaction</b>	<p>Where possible, maintain distance away from others. Additional staffroom added to allow social distancing</p> <p>Workstations to remain spaced apart within office areas.</p> <p>Only hold face to face meetings and briefings in a large well ventilated room and ensure all persons are kept apart where possible. The use of Skype / Zoom / Teams will be implemented.</p> <p>Stationery and other equipment must not be shared. Teachers to use their own board pens, board rubber etc taking equipment with them between classes.</p> <p>No handshaking.</p> <p>Staff toilets are all individual. Additional pupil facilities added in senior school</p>	<p>Offices: wipe down secretary changeover</p> <p>Poster in staff room reminding to social distance or work elsewhere</p>	All
<b>Close working</b>	<p>Close working must be avoided where possible.</p> <p>Work requiring skin to skin contact must not be undertaken.</p>		All
<b>When social distancing cannot be applied</b>	<p>Minimise the frequency and time you are within two metres of each other.</p> <p>Minimise the number of people involved.</p> <p>Work side by side, or facing away from each other, rather than face to face.</p>		All
<b>Vulnerable employees</b>	Vulnerable staff should talk to their line manager or their Head of Department about any concerns.	School Nurse will carry out individual risk assessments with staff who are known to be vulnerable/live with a vulnerable person.	All staff

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Employees who have contracted COVID-19 outside of work	<p>Staff and other adults should follow guidance on <a href="#">People with COVID-19 and their contacts</a>.</p> <p>They should return to school as soon as they can in line with this guidance.</p>		Principal and Nurse
Self isolation and wellbeing	<p>Managers will ensure that all employees that can continue to work during self isolation have the necessary equipment to do their jobs safely.</p> <p>Managers will keep in contact with home workers to support their wellbeing.</p>		Staff, line managers
Travelling to and from school	<p>If sharing transport to school maintain as much ventilation as possible whilst traveling by opening the windows.</p> <p>When arriving at school, ensure that you and all the occupants of the vehicle wash their hands using hand sanitiser.</p> <p>School transport will be provided and will follow Government guidance. School minibus' to be cleaned before and after each trip. Eating and drinking will not be allowed. Pupils will not be allowed on transport if showing any symptoms of Covid-19. <b>Face masks are optional.</b></p>		All
Visiting other sites	<p>Follow FCO for travel advice and advise the Principal if you have any concerns or are symptomatic after travelling. Do not come into school.</p> <p><b>School trips are now permitted within Government guidelines. All school trips must be carried out in line with relevant coronavirus secure guidelines and regulations in place at the time of taking the educational visit. A full risk assessment, including additional COVID measures is required for each trip.</b></p>	Executive to monitor Government guidance with regard to trips.	<p>All</p> <p>EVC</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
Visitors	<p>Parents and visitors are now permitted on site. Face masks whilst optional are strongly encouraged.</p> <p>Visitors and Contractors must not have been in contact with any persons suspected of Covid 19 or showing symptoms themselves.</p> <p>School run and externally coached Extra-curricular clubs to run only where pupils are within a space that allows appropriate space and ventilation.</p> <p>Music Peris to teach on site. Screens provided in teaching rooms to segregate pupils from teachers. Masks are optional. Windows must be open for ventilation. Music peris to be offered grab and go lunch and use dedicated welfare facilities.</p> <p>Parents evenings will be held remotely on Teams/Zoom.</p> <p>Other school events will operate with controlled visitor numbers. Mask wearing encouraged but is optional.</p> <p>External lettings permitted only for clubs that have a national Governing body providing a pathway to training. Lettings only permitted out of school hours.</p> <p>Ultimate Activity camps to operate under government and Ofsted guidelines and follow the schools COVID protocols.</p>	<p>External coaches/clubs risk assessment checked by school to ensure it meets the required standard and contains detailed COVID protocols</p>	<p>All staff</p> <p>Bursar</p>

Hazards identified	Control measures	Extra measures needed	Person responsible
<b>Contractors</b>	<ul style="list-style-type: none"> <li>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site <b>during the school day</b> and will read and comply with signs in reception regarding good hygiene.</li> <li><b>No access restrictions for contractors outside of the normal school day.</b></li> <li>Staff and contractors are to maintain a safe distance between themselves and others.</li> <li>All contractors are to wash their hands upon entering the site.</li> <li>Strict hygiene rules to be implemented, all contractors are to be asked to do the following: <ul style="list-style-type: none"> <li>Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>Repeat the hand washing/sanitising every hour.</li> </ul> </li> <li>Site inductions are to be completed and contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned.</li> </ul>		Bursar, Estates, HR&Ops
<b>Governors and staff meetings</b>	Large staff meetings will take place via Teams/Zoom. Smaller meetings may take place face to face when held in large well ventilated rooms where appropriate distancing can be adhered to.		All staff
<b>Working in ventilated areas</b>	Staff to open windows where appropriate to keep a flow of fresh air.		All Staff
<b>H&amp;S risks following a period of closure</b>	Health and safety compliance checks continue as planned and are recorded on Smartlog. These include hot and cold water systems, gas safety, fire safety, security.		Bursar, Estates, HR&Ops
<b>Emergency plans</b>	<p>Appropriate fire wardens will be on site. Checked to ensure that areas of main school have correct coverage.</p> <p>Staff and pupil registers will be in place for checking everyone is out of the building.</p> <p><b>School outbreak management plan in place detailing exceptional and temporary measures that may be introduced to manage risk and minimise disruption to face-to-face education and childcare.</b></p>	Revised fire and evacuation procedure in place.	Bursar

**Risk Assessment Document Lead:** Penny Setter **Dated:** 11/08/2020 **Version:** 1

Date reviewed:	Reviewed by:	Updates:
29/09/2020	P Setter, A Morris	Amendments saved as new Version 1.1
03/11/2020	P Setter	Update to wearing masks. New version 2
08/12/2020	P Setter	Use of heating and air-conditioning units
25/02/2021	P Setter	Version 4 - Whole school reopening control measures for March 21
20/04/2021	P Setter	Version 5 – Updated for easing of national lockdown measures
13/05/2021	P Setter	Version 6 - updated for change in mask wearing guidance
24/08/2021	P Setter	Version 7 – updates for start of new academic year September 21 changes to SD, bubbles, testing and self-isolation
29/09/2021	P Setter	Version 8 – opening of changing rooms for some junior groups, LFD home testing to continue until end of term
08/12/21	P Setter	Version 9 – pupils/staff to remain at home whilst waiting a PCR test result, mask wearing in communal areas, corridors and classrooms
06/01/22	P Setter	Version 10 – continuation of mask wearing in communal areas, corridors and classrooms, changes to

		isolation period, changes to requirements for confirmatory PCR test
28/01/22	P Setter	Version 11 – optional masks in classrooms, required in corridors and communal areas. Visitors permitted on site from 31/01/22. Changes to isolation period
15/03/22	P Setter	Version 12 – changes to isolation and testing

Signed off by Governors at meeting of COVID subcommittee 01/09/2020.

Signed off by the Governors COVID sub committee 27/10/2020

Signed off by the Governors COVID subcommittee 02/03/2021

Signed off by the Governors COVID subcommittee 23/04/2021

Signed off by the Governors COVID subcommittee 27/08/2021

Signed off by the Governors COVID subcommittee 08/12/2021

Signed off by the Governors COVID subcommittee 07/01/2022

Signed off by the Governors COVID subcommittee 28/01/2022

Signed off by the Governors COVID subcommittee 18/03/2022



N Garland Chair of Governors