

RISK ASSESSMENT



St John's School
LEATHERHEAD

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| Department | Operations and Compliance |
| Subject of risk assessment | Covid Secure: Autumn Term (2021) |
| Location(s) covered by this risk assessment | Whole School |
| Name of person(s) completing this risk assessment | Operations and Compliance Director, Senior Deputy Head |
| Date of completion | v8 |
| Risk assessment approved by | The Head and Governing Council |
| Date of v1 approval | 1.9.20 |
| Risk assessment no. | C3.8 |

| What are the risks or hazards? | Who might be harmed and how? | What are you already doing to control or mitigate the risk? | Residual risk | | | Action required y/n | |
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| | | | Likelihood | Severity | Risk | | |
| Principle risks | | | | | | | |
| 1 | Wellbeing | All staff and pupils - well-being risks | Staff and Pupils will be briefed about continued safety measures at the start of term. House staff will check pupils for any continuing anxiety about infection. All staff have been subject to specific risk assessments (via our OH provider Medwyn Occupational Health) to assess whether any health condition or other personal risk factor could prevent safe working. Current and new staff will be asked to update HR with any new Health conditions which may need further risk assessment. Staff wellbeing champions continue to support the wellbeing of both teaching and support staff. | 2 | 4 | 8 | Y |
| 2 | Health and Safety | All staff, pupils, contractors and visitors on site risk infection from Covid-19 (and increased health and safety risks due to Covid-19 changes in operations) | The School's Health and Safety policy and risk assessments are regularly reviewed. All routine H&S checks are undertaken as normal. Staff, pupils and parents receive detailed communications about any new H&S and hygiene procedures which are essential to control the spread of infection. The School continues with additional toilets and hand washing facilities, positioned at key entrance points to the School; hand sanitisers, some of which are operated hands-free, at entrances and exits to frequently used buildings; increased frequency of cleaning of classrooms, work areas and equipment; signage and posters to provide regular reminders to staff and pupils to maintain hygiene standards; Wipes and tissues will be placed in all offices and teaching spaces (which are locked when not in use). Lidded bins still in use. | 2 | 4 | 8 | Y |
| 3 | Quality of Education | All pupils at risk of having education disrupted by potential requirement to self-isolate or through the absence of teaching staff self-isolating. | Outbreak management plan in place and remote teaching will be enforced if necessary. Risk much lower as requirement to self isolate only if actual covid symptoms/ confirmed as positive case. Majority of staff will have been double vaccinated. | 2 | 3 | 6 | N |
| 4 | Risk assessment not being fit for purpose | All members of the School community | RA informed by DfE advice and guidance and other available advice and guidance which the SLT deem to be useful, additional information. H&S Consultant reviewed all risk assessments. RA to be reviewed by SLT and staff consultation group with reference to Governing Council when necessary or as new information is made available to schools and/or the public. Updates to be circulated to staff in (i) briefing; (ii) via email; (iii) in meetings, as necessary. | 2 | 2 | 4 | N |
| Covid-19 infection risks | | | | | | | |
| 5 | Risk of Covid-19 transmission or VoC on the School site. | Staff, pupils, visitors and contractors risk infection by attending the School. | The school will continue with a number of control measures, including the requirement that people who are ill and/or awaiting Covid-19 test results stay at home; robust hand and respiratory hygiene; enhanced cleaning arrangements; The overarching control measures are: <ul style="list-style-type: none"> Lateral Flow Testing (see below) Perspex screens to remain in place in some areas Office sharing will continue on a rota basis. Perspex screens provided where required. Clear desk policy to ensure effective cleaning. Device charging points will be made available with cleaning wipes available for use. Detailed procedures communicated in advance and Covid-19 infection control refresher training for staff and pupils as required. Ongoing communication maintained to ensure regular reminders are given and to update as and when necessary. Access to School and hand washing facilities available at entrances. All locations used will be well-ventilated by (i) windows being kept open, except where air-conditioning extraction is available); (ii) internal and external doors will be left open where this complies with fire safety regulations. Health Centre will be staffed and is managed by a fully qualified nurse. All new procedures communicated in advance, updated regularly and reminders provided in briefings. | 2 | 4 | 8 | Y |

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| 6 | Risk of Covid-19 transmission due to inadequate cleaning and waste disposal | All staff, pupils, visitors and contractors risk infection by attending the School | Enhanced cleaning schedule in place. Effectiveness of cleaning and availability of supplies closely monitored: hand sanitiser units reallocated to areas of most frequent use. Classrooms are provided with wipes and tissues. Contracted cleaners have own risk assessment. Cleaning hours continue to ensure effective cleaning at correct times of the day. Handwashing stations checked throughout the day and sanitiser stocks replenished as required. Waste disposal process in place for disposal of contaminated waste. | 2 | 4 | 10 | Y |
| 7 | Increased risk of Covid-19 transmission due to lack of awareness of or adherence to new policies and procedures put in place to control risk | All staff, pupils, contractors and visitors on site risk infection | All staff and pupils will be reminded of all relevant policies and procedures. The Staff Guidance document (updated 31.08.21) clarifies that contravention of safety regulations, including Covid-19 infection control measures, is considered misconduct and may invoke the disciplinary procedure. All staff and pupils returning to School will have an updated briefing about Covid-19 infection and how to prevent it. Messages are reiterated regularly in staff briefings. All relevant staff have regard to all specific guidance and legislation including, but not limited to, the following: DfE Covid-19 guidance, RIDDOR, PHE, CLEAPPS and OH information. Staff who need Covid related PPE will have specific training on use and disposal of PPE. Pupils and parents are made aware of the School's infection control procedures and updated procedures for testing and isolation in the event of a positive test, via correspondence and centrally filed, accessible documentation for referral at any time. Pupils are aware that they must tell a member of staff immediately if they begin to feel unwell. Parents are informed that they must not send their child to school if the child develops Covid-19 symptoms. In these circumstances the parents/carers should call the school to inform the school of this and that they will be following the government guidance on isolating. All information received regarding illness of pupils, staff and parents is kept strictly confidential, filed by the Health Centre and HR, and shared on a need-to-know basis only. | 2 | 4 | 8 | Y |
| 9 | Increased risk of transmission due to lack of Covid-19 specific hygiene control | All staff, pupils, contractors and visitors on site | Increased cleaning and hygiene systems. See above. Sufficient handwashing and toilet facilities available and additional mobile/outdoor handwashing stations. Additional alcohol-based hand sanitiser (that contains no less than 60 percent alcohol) will be provided in classrooms, corridors and other key environments, to ensure that pupils are able to sanitise hands if required. Additional cleaning regime continues which ensures that surfaces such as desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal. Bins will be emptied more regularly. Lidded bins are in place. Clear desk policy in all classroom and office spaces. Offices have perspex screens where necessary. Staff will continue to operate on a rota basis where offices are too crowded. All locations used will be well-ventilated by (i) windows being kept open, except where air-conditioning extraction is available); (ii) internal and external doors will be left open where this complies with fire safety regulations. Posters and signage displayed throughout the School reminding everyone to wash their hands, e.g. before entering and leaving the school. All staff and pupils will be briefed on the good hygiene. | 2 | 4 | 8 | Y |
| 10 | Increased risk of transmission through coughing and sneezing | All staff, pupils and visitors to the site | Signage and communications repeatedly reinforce the "Catch it, bin it, kill it" procedures. Tissues and lidded bins for safe disposal are available across the site, including in all teaching spaces. Staff and pupils are briefed on the difference between hayfever, colds/flu and Covid-19 symptoms; the Health Centre is aware of these and holds a list of all staff and pupils who have hayfever and other allergies. | 2 | 4 | 8 | Y |
| 11 | Increased chance of transmission due to medical emergency | Staff dealing with an urgent medical situation or staff/pupils on the receiving end of medical attention during the school day risk infection from Covid-19 due to lack of physical distancing or lack of PPE | The Health Centre will be open and provide higher level of medical expertise than first aiders or any staff or pupil responding to an emergency situation. The Health Centre has a specific risk assessment. | 1 | 5 | 5 | Y |

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| 12 | Increased risk of transmission due to Pupil or Staff becoming unwell with Covid-19 symptoms whilst on the School site | All staff, pupils, contractors and visitors on site risk infection from Covid-19 due to potential case on the School site | Staff and pupils who are unwell/symptomatic should not attend School. Staff Guidance clarifies this and briefings will update staff regularly. Visitor protocol demands that symptomatic persons are not to come to the School site. Staff and pupils are informed of the symptoms of possible Covid-19 infection and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. Any member of staff or pupil who displays signs of being unwell whilst in School is immediately referred to the Nurse Manager in line with the Infection Control Policy (which provides full detail about arrangements for isolation etc.). Any medication given to ease the unwell individual's symptoms, e.g. paracetamol, is administered in accordance with the Management and Administration of Medications protocols (appendices to the Medical and First Aid Policy and Procedures). Detailed protocol and flow chart shared with all staff. Confidential records are kept of suspected cases. Registers are kept of staff and pupil attendance and whereabouts on site daily so that contact can be made in the event of infection being confirmed. | 2 | 4 | 8 | Y |
| 13 | Risk of transmission due to being a member of a BAME group | Any staff, pupil or visitor in this category or living with a member of a BAME group | Staff and pupils are invited to declare their increased vulnerability due to this factor. As a result of any declaration, a meeting will be arranged to ascertain if there is any increased support required. Individual risk assessments will be completed where necessary. Staff and/or line managers/HR are briefed to be aware of the disproportionate impact of Covid-19 in BAME communities and so to be aware of increased levels of anxiety and need for support. SLT to monitor the need and effectiveness of additional support for those in the School community who may require it. If necessary, SLT will seek further advice about how to increase the School's effectiveness in this area. | 2 | 4 | 8 | Y |
| 14 | Risk of transmission relating to the journey to and from school | All staff and pupils exposed to risk of Covid-19 infection whilst in transit to and from School | School buses, controls: • After school, bus queues organised in year groups • Use of hand sanitiser upon boarding and/or disembarking the buses. • Additional cleaning of vehicles. • The use of face coverings for pupils (and drivers). • Some Minibuses have Perspex screens and drivers can choose these vehicles if they wish | 2 | 4 | 8 | Y |
| 15 | Risk of transmission due to ineffective use of medical PPE or reckless disposal of PPE | All staff, pupils and visitors to the site | Health Centre risk assessment covers use and disposal of PPE. Health Centre staff fully trained. Medical PPE is not generally required for use by staff and pupils during the School day- see Infection Control Policy. | 2 | 4 | 8 | Y |
| 16 | Risk of transmission via catering, hospitality and/or use of the Dining Hall | All staff, pupils, contractors and visitors to the site | Catering operation will comply with the government guidance for food businesses on Covid-19. The Catering and Food Hygiene Policy has been amended to include the additional infection control arrangements. | 2 | 4 | 8 | Y |
| 17 | Risk of transmission due to visitors | Staff and pupils | Visitors will be reminded not to attend if they have Covid 19 symptoms or have a positive test result. Posters displayed with this message at key entry points. | 1 | 4 | 4 | N |
| 18 | Enhanced risk of transmission from high risk curriculum activities such as Sport or specific lessons that use equipment e.g Art or Science experiments | Pupils and staff | Separate risk assessments in place for Sports, Science, Music, Art and D&E, following relevant guidance (e.g. sports governing bodies or CLEAPSS). Outbreak Management Plan details extra measures as required. | 1 | 4 | 4 | N |
| 19 | Enhanced risk of transmission in the Health Centre | Staff and pupils working in or needing to use this facility. | Separate Health Centre risk assessment in place - Health Centre Staff will wear PPE as appropriate. | 2 | 4 | 8 | Y |
| Asymptomatic Testing (Administration of Lateral Flow Tests to staff and pupils) | | | | | | | |
| 20 | Inadequate communication of the testing system (either from DfE/PHE to the School, or from the School to its staff, parents and pupils) | All stakeholders could suffer anxiety through poor understanding of the process, the School risks reputational damage if process is not managed correctly. | Small management team set up to organise the process and share responsibilities. Information taken from DfE/ISC Testing Handbook and templates used for sending information to staff, parents and pupils. Privacy notices updated accordingly and active consent for testing obtained as appropriate. Existing medical staff will have additional training and further medically trained staff will be engaged for the larger scale testing when required. All staff involved in the process have received additional training. Confidentiality of results will be maintained where possible and data will be stored securely and destroyed after 14 days. | 2 | 3 | 6 | N |
| 21 | Inadequate staff training | New and complex procedures will be difficult to implement in the time required which may cause anxiety and confusion to all stakeholders. | A minimum of 3 hrs training with introduction video, on-line training and assessment plus practical training and rehearsal have been implemented. Information and guidance in the form of posters and signage will be readily available. Compliance checking and system oversight by the test centre manager. Revision and reminder training will be organised for staff prior to the roll-out of mass testing. | 2 | 3 | 6 | N |
| 22 | Insufficient number of trained staff available | Lack of trained staff may cause anxiety and confusion to all stakeholders. | Adequate staffing is planned but could be impacted by these staff being unwell/ required to self isolate. Back up contingency staffing in place but potential to reduce number of staff pupils that can be tested each day. | 2 | 3 | 6 | N |
| 23 | Poor management of testing procedures | New and complex procedures will be difficult to implement in the time required which may cause anxiety and confusion to all stakeholders | Test centre manager appointed. Sports Hall identified as space with adequate non porous flooring, good ventilation, one way system, required spacing between bays (2 metres), clear division and demarcation between swabbing and processing area. Processing bays cleaned as required and waste (including clinical waste) is properly disposed. Staff assisting with taking and processing swabs will wear appropriate PPE. Process of swabbing follows training and / or updated guidance. Test site registration, swabbing, recording and processing desks and waiting areas are all on a one-way system. Entry, processing, social distancing and exit movement will all be supervised by appropriate staff. Quality assurance, guidance and supervision will be closely monitored and reviewed and changes made as appropriate. | 2 | 3 | 6 | N |

| Other wellbeing risks | | | | | | | |
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| 24 | Increased risk to health of vulnerable individuals and risk of poor mental health and low wellbeing of staff and pupils | <p>Staff and pupils could suffer poor health, increased stress and anxiety by accessing the School environment.</p> <p>Certain groups may be more likely to be impacted and experience higher levels of anxiety; for example, SEND pupils and staff.</p> | <p>Pupils' wellbeing will be closely monitored by teachers, Health Centre, SHS and SLT. SHS staff will be available to provide pastoral support. A number of staff hold the mental health awareness qualification and act as mentors.</p> <p>Staff will be supported by their Line Managers at home and/or will have return to School familiarisation where necessary.</p> <p>Regular communication of where to get support is circulated by email and is also available on Sharepoint. HR are in regular contact with staff. Some staff will work from home to reduce the numbers on the school site. Some shared offices will continue to be staffed on a rota basis.</p> <p>SLT and HR continue to seek external expertise in this area, either by responding to governmental guidance about who is classed as clinically extremely vulnerable/vulnerable using mental health expertise and support.</p> <p>Staff Information and Consultation Representatives are consulted and regular communication, in a range of ways, for the whole community is partly aimed at reassuring and easing anxiety.</p> <p>SLT to monitor the impact and support for specific pupil/staff groups who may experience high levels of anxiety or negative impact on their wellbeing; for example, SEND, BAME, bereaved people, etc. Individualised support will be provided where necessary and in consultation with the people involved.</p> | 2 | 4 | 8 | Y |
| Other safety risks | | | | | | | |
| 25 | Ineffective management of an emergency on the School site | All staff, pupils, contractors and visitors on site | <p>All pupils' and staff emergency contact details are up-to-date, including alternative emergency contact details, where required.</p> <p>Pupils' parents are contacted as soon as practicable in the event of an emergency. Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</p> <p>The School has an up-to-date Medical and First Aid Policy in place which outlines the management of medical emergencies and this policy is followed.</p> | 2 | 5 | 10 | Y |
| 26 | Emergency evacuation or lockdown is compromised by Covid-19 arrangements | All staff, pupils, contractors and visitors on site | Fire Safety Evacuation Procedures reviewed and not in need of Covid-19 update. Procedures to be followed in the event of emergency remain the same. Briefings to staff and pupils ensure that normal emergency response is carried out. Staff and pupils are familiar with evacuation and lockdown procedures and they remain the same. | 2 | 5 | 10 | Y |
| 27 | Poor behaviour increasing the risk of transmission, either through carelessness, recklessness or malice. | All staff, pupils and visitors to the site. | <p>For pupil behaviour, the behaviour policy has been amended to respond to Covid-19 related incidents.</p> <p>For staff behaviour, standard competency or disciplinary processes will be followed.</p> <p>A member of SLT will be available at all times and will be able to remove any person from a situation if this is necessary.</p> | 2 | 5 | 10 | Y |
| 28 | Lack of appropriate and effective premises management | All staff, pupils, contractors and visitors on site. | Measures above (hygiene, etc.) mitigate for risk in this area plus there is an updated premises risk assessment in place. | 2 | 3 | 6 | Y |
| 29 | Security risk, use of keypad access controls | Staff and pupils at risk of contamination from high use touch points such as keypad access controls | <p>Specific security risk assessment and whole site risk assessment will keep under review whether keypad access controls need to be temporarily decommissioned. Classrooms will be locked when not in use.</p> <p>Doors (except fire doors) can be propped open at high traffic times but risk assessment will consider balancing security risk.</p> | 2 | 4 | 8 | Y |
| 30 | Poor communication leads to lack of understanding of new protocols in place | Staff, pupils', parents' lack of understanding could cause anxiety and/or a greater risk of transmission. | <p>Internal and external communications with staff, pupils and parents is planned. Clear feedback routes always signposted.</p> <p>Staff have been consulted through the Staff Information and Consultation Group in addition to the policies and risk assessments.</p> <p>Governors have been briefed on the plans and controls in place to ensure safe operation.</p> <p>This risk assessment and other key documents will be published on the School's website.</p> <p>Briefings on arrival for anyone coming on site will rectify any confusion or lack of understanding.</p> | 1 | 5 | 5 | Y |
| Business risks | | | | | | | |
| 31 | Business continuity: Lack of staffing due to Covid related illness. Risk of IT failure impacting remote teaching and learning; information security and/or access to key information about staff and/or pupils. | Risk to the School, staff and pupils | <p>SLT monitoring absence levels, cover staff identified and mobilised to be ready.</p> <p>Protocols in place in IT risk assessment to mitigate disrupted access to key information (for example, medical and/or contact information about staff and/or pupils in an emergency).</p> | 2 | 4 | 8 | Y |

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| 32 | Risk of complaint or legal claim for mismanagement or breach of duty of care in the event of Covid-19 cases, also risk of reputational damage | Pupils, parents, staff, visitors, contractors may contract Covid-19 and consider the School liable | <p>All control measures in this risk assessment (and others) will be put in place to reduce risk to the lowest possible level.</p> <p>Pupils and parents will be updated about any changes to infection control procedures as necessary. Any member of staff, parent, pupil concerned about returning to School environment will be listened to and, if necessary, it will be agreed that they do not need to attend or they may be provided with additional control measures as applicable.</p> <p>Operations and Compliance Director monitoring employment law risks and ensuring that the School is acting reasonably towards staff at all times. Detailed advice taken to reduce risk to lowest possible levels. Insurers providing advice and will continue to do so in individual cases. Documenting actions to reduce / mitigate / eliminate risk of Covid-19 infection will help establish liability (or lack thereof).</p> <p>Consulting and communicating clearly and regularly with all stakeholders establishes where responsibility lies; for example, the School cannot be held responsible for the arrival of a member of staff or pupil who has Covid-19 symptoms when it have been repeatedly communicated that this means that the individual is not allowed on the School site.</p> <p>The Head identified as point of contact for HSE spot checks.</p> | 2 | 3 | 6 | N |
| 33 | Financial Risk: impact of increased costs and loss of income due to Covid-19 | Risk to the School as an ongoing concern | The School continues to monitor financial impact (e.g. additional costs incurred due to Covid-19 response, loss of income etc.) and remains in close contact with auditors and insurers. Monitored by Governing Council's Finance Committee. | 2 | 4 | 8 | Y |
| Actions required to reduce risk | | | By whom? | By when? | | | |
| 1 | Covid-19 planning team meeting/communicating regularly and updating all stakeholders as necessary | SLT | | ongoing | | | |
| 2 | Review of risks at least weekly; dynamic updating of risk assessments and controls | SLT | | weekly | | | |
| 3 | Regular communication with staff, parents and pupils to continue via email, video and face to face briefings | SLT | | ongoing | | | |