



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

OWNER: Sean Robinson, Headmaster.

DATE: 1st January 2022 (updated 13th April 2022)

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 fulfill 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 **19th April 2022**.

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 **Summer** Term 2022 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
- Safeguarding 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 **Wednesday 13th April** 2022 and agreement was given to proceed with St John's School, Northwood operating in line with Government guidance from **19th April** 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.	19/04/22	L
	Site has been closed for prolonged period over the Christmas break	M	Grounds and Gardens teams have maintained the site to a satisfactory standard.	19/04/22	L
		M	IT department ensured internet services are functioning correctly.	19/04/22	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.	19/04/22	L
	Food remains in the freezer / fridge	M	No food has remained in fridges. Checks to be taken on freezers on return.	19/04/22	NIL
Consideration given to the arrangements for any deliveries.	Contamination from packages / persons	L/M	Deliveries via Maintenance Manager and team who have been trained and equipped appropriately. Staff are encouraged not to have personal deliveries to school.	19/04/22	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



Capacity of cleaning staff is adequate to enable required cleaning regime.	Insufficient trained cleaning staff	M	Cleaning resource reviewed and deemed manageable.	19/04/22	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.	19/04/22	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'.	19/04/22	M

3. Classrooms

Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
Adequate ventilation for each classroom/teaching area	Windows and doors are kept closed for extensive periods	L	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.	19/04/22	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 and disposing of tissues is displayed.	19/04/22	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 19/04/22	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 tasks they are unfamiliar with.	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 19/04/22	L
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. 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 wellbeing. Open door policy allowing staff free access to discuss wellbeing issues.	Ongoing 19/04/22	L
Arrangements in place for any contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE.	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 19/04/22	



This should be documented as part of the risk assessment carried out by the contractor.					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 19/04/22	L

5. 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
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 19/04/22	L
Face masks are no longer recommended in schools	Risk of infection	M	All staff and parents of Year 7 and 8 pupils have been informed by letter. Masks may be worn by staff and pupils. Spare masks are available from the maintenance department if required.	Ongoing from 19/04/22	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 <u>recommendations</u> . Withdrawn	Ongoing from 19/04/22	M
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6. 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 04/01/22	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 - Centenary Sports Hall First Aid Room; Pre-Prep First Aid Room available as back up.	Ongoing from 19/04/2022	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	19/04/2022	



<p>A pupil develops symptoms of a respiratory infection, including Covid 19</p>	<p>Symptoms are not detected</p>	<p>M</p>	<p>Children with mild symptoms such as a runny nose, sore throat, or slight cough, who are otherwise well, can continue to attend their education setting.</p> <p>Children who are unwell and have a high temperature should stay at home and avoid contact with other people, where they can. They can go back to school and resume normal activities when they no longer have a high temperature and they are well enough to attend.</p> <p>All children and young people with respiratory symptoms should be encouraged to cover their mouth and nose with a disposable tissue when coughing and/or sneezing and to wash their hands after using or disposing of tissues.</p>	<p>Ongoing from 19/04/2022</p>	<p>H</p>
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Action to be taken for confirmed case of Covid-19 in pupils	Covid case management	M	<p>It is not recommended that children are tested for COVID-19 unless directed to by a health professional.</p> <p>If a child has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.</p> <p>Children who usually go to school and who live with someone who has a positive COVID-19 test result should continue to attend as normal.</p>	Ongoing from 1/04/2022	H
A member of staff develops symptoms of a respiratory infection, including Covid 19	Symptoms are not detected	M	<p>If a staff member has symptoms of a respiratory infection, such as COVID-19, and has a high temperature or does not feel well enough to go to work or carry out normal activities, they should try to stay at home and avoid contact with other people, until they no longer have a high temperature (if they had one) or until they no longer feel unwell. It is particularly important to avoid close contact with anyone who they know is at higher risk of becoming seriously unwell if they are infected with COVID-19 and other respiratory infections, especially those whose <u>immune system means that they are at higher risk of serious illness, despite vaccination</u>.</p> <p>Staff should try to work from home if they can.</p>	Ongoing from 19/04/2022	H



Action to be taken for confirmed case of Covid-19 in staff	Covid case management	M	If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms. Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test. At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.	Ongoing from 1/04/2022	H
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7. Well-being and Safeguarding					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action
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 LADO. School counsellor available to all pupils	Ongoing from 19/04/2022	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 19/04/2022	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 19/04/2022	M
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8. 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 Summer term planning	Unclear plans / poorly communicated		Clearly defined plans devised by SLT communicated to staff.	Ongoing from 19/04/2022	
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 Chair of Governors.	Ongoing from 19/04/2022	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. This document is available on the School website.	Ongoing from 19/04/2022	L
Communication with pupils	Unclear plans / poorly communicated	M	Clear information and instructions are regularly shared with pupils during form time and assemblies.	Ongoing from 19/04/2022	L

9. Governance					
Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed	Risk Level Post-Action



<p>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.</p>	<p>Lack of clarity provides for uncertainty</p>	<p>M</p>	<p>Virtual and face to face meetings as required</p>	<p>Ongoing from 19/04/2022</p>	<p>L</p>
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