



COVID-19 Risk Assessment for Westbourne School

COVID-19 – a Risk Assessment for UK Schools

Introduction

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload.

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.

Rationale

The logic behind these actions, and the need for this note, 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 from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors



COVID-19 Risk Assessment for Westbourne School

and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and governors?
- C. Are changes reviewed by governors?
- D. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- M. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the school decided to equip staff and pupils? The range of PPE may include:
 - a. Masks;
 - b. Gloves;
 - c. shields (for face or lecterns, desk separators, staff desks);
 - d. sanitisers (gel and tissues).
- O. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Have all vulnerable pupils, parents and staff been identified and recorded?
 - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. Come into contact with anyone tested positive to COVID-19?
 - e. Travelled where: other than home and school? (via app or written diary).
 - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?



COVID-19 Risk Assessment for Westbourne School

- P. Have all adhered to the external socialising rules set by the school such as:
- a. shopping;
 - b. parties;
 - c. games and play;
 - d. travel (other than home to school and return).
- Q. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, is at Annex A.

Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which must be considered on a daily basis for the safety of pupils, staff and parents.

The leadership team must analyse and then co-ordinate the way ahead using information and guidance from various local and national agencies and knowledge of the school are paramount factors to reflect a safe and secure school environment.

First aid list is appended.



COVID-19 Risk Assessment for Westbourne School

**Annex A to
COVID-19
Risk Assessment**

Overall Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	Gov't advice and that from appropriate bodies / organisations is discussed, disseminated and applied where appropriate.		
B	Are changes regularly communicated to staff, pupils, parents and governors?	Weekly or daily when appropriate via the Headmaster in emails		
C	Are changes reviewed by governors?	HM to share with health & safety committee & Chair of Govs		
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	No adults other than WB staff allowed on premises. Staggered starts to the beginning and end of the day.		
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>Personal hand gels for children and staff.</p> <p>Staff to wear face masks where practical and children advised to wear them.</p> <p>EYFS and Year 1 to be 2 meters apart when eating and working at desks.</p> <p>1 to 1 teachers maintain a 2m distance from their pupils.</p> <p>Children should be kept in small bubbles with the same children and teachers at all times and the bubbles not to mix and to stay at least 2 meters away.</p>		



COVID-19 Risk Assessment for Westbourne School

		<p>Year 10 to observe SD at all times.</p> <p>Allocated areas for lunch and playtime. (staggered lunches / break times)</p> <p>One way system around school and for collection and drop off.</p> <p>Two meter signs for lining up to come into school.</p> <p>Each year group to enter through a separate door into school.</p> <p>Deep cleaning happens every day and at lunch time.</p> <p>Handles wiped hourly in school.</p> <p>Staggered starts to beginning and end of the day.</p>		
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<p>Children have been asked to bring their own hand gel to supplement that provided by school.</p> <p>Signs around school.</p> <p>Spots on the floor for lunch 2 meters away from each other.</p> <p>Spaces marked on the floor and walls showing two meter distance when lining up.</p> <p>Protocols for staff to adhere to and to monitor and remind children of.</p> <p>“2 strikes and you’re out” rule for Year 10 children deliberately not adhering to SD rules.</p>		
G	Is there sufficient supplies of hygiene materials and are they well placed?	One hand sanitiser machine in the entrance of the Neil building.		



COVID-19 Risk Assessment for Westbourne School

		<p>The following PPE equipment is in place in the staffroom and medical rooms:</p> <ul style="list-style-type: none"> a. Masks; for staff & pupils b. Gloves; for staff & pupils c. Shields (for face or lecterns, desk separators, staff desks); handful in place, if staff request these. d. Sanitisers (gel and tissues); for staff & pupils e. Aprons; for (pre-school) and other cleaning staff f. Wipes; for staff & pupils g. Thermometers: in each of the buildings h. Caution tape to separate pupils from staff desks. <p>At various points in JS/SS.</p>		
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	Cleaning staff are charting and assessing of cleaning of high risk areas such as toilets, door handles, switches, hand rails and other use of hard surfaces. A weekly schedule had been drawn and allocated to the Cleaning supervisor to monitor regular checks periodically/daily.		
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	Each bubble to have their own equipment and to be cleaned everyday and any equipment to be shared to be cleaned before and after being used. Antibacterial wipes are provided in each classroom being used.		
J	Are high risk areas being regularly monitored (including boarding areas) for hygiene?	By teaching staff and cleaning staff.		



COVID-19 Risk Assessment for Westbourne School

K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Communication (daily / hourly) as appropriate with Headmaster + Bursar + Govs + SMT		
L	the risks identified properly mitigated and regularly re-assessed?	SMT and other key stakeholders to interrogate RA. Review will be done daily & weekly.		

Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	Risk assessment and returning to work documents which is a working document is shared via email on a weekly basis.		
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	<p>Google classroom & google meets; form tutor phone calls; emails done almost daily. Surveys done every 2 weeks.</p> <p>Governors meet via dial ins approximately every 2 weeks - next one due 8/6</p> <p>Extraordinary meetings re Covid-19 took place with all Governors on each of the following dates:</p> <p>25.03.20, 27.03.20, 01.04.20</p> <p>08.04.20, 15.04.20, 13.05.20</p> <p>SMT daily GM's throughout the whole Easter holidays and term time. Staff weekly Google Meets (GMs).</p>		
3	If there is a governor and / or officer for the school / department nominated to be responsible for	Chairman of Board of Govs - Mr Scott Hinchliffe		



COVID-19 Risk Assessment for Westbourne School

	COVID-19 matters, are their contact details known and are they on call?			
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	The weekly Friday Flyer. Parent group emails. Staff group emails. Form tutors making welfare calls 1 x per fortnight to all families		
5	Who has travelled where: other than home and school? (via app or written diary).	Gov launch of App not out yet. Track, test, trace due to commence 1/6. we await further instruction		
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Sent out on Friday Flyer - will be reiterated to parents and pupils.		
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	All staff have been made aware through Covid-19 policy and communicated via Friday Flyer.		
8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	No school transport being used.		
9	How is registration throughout the day managed including temperature / health checks?	Dfe register / school register am and pm for children returning to school and key worker children. Submitted to the LEA on a daily basis. Thermometers in each of the buildings. Staff with first aid will handle these. Temperature taken if appropriate - this will be added to the pupil medical document (Yr group).		



COVID-19 Risk Assessment for Westbourne School

		A health declaration form is being issued to all families/pupils returning to school as part of the schools risk assessment.		
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	One way systems in place around school and outside for collection and drop off. Each bubble enters school via a different door. Staggered breaks / lunches?		
11	Are learning and games spaces configured to SD rules?	EYFS and Year 1 are socially distant between bubbles but not in their small bubbles (no more than 8 in EYFS bubbles - Gov. guidance). Year 6 to stay in bubbles of no more than 12 and SD within the bubbles. EYFS, Y1 and Y10 to SD 2 metres when eating lunch.		
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Different start and finishes of the day. Timetables the same as online teaching. No group will be exposed to any other bubble or age group.		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	Staff in school with support from a pastoral, well-being & mental health point of view. Messages should go in Friday flyer to clarify who parents / pupils are best placed to talk to if they are worried about this		



COVID-19 Risk Assessment for Westbourne School

Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Yes. safeguarding COVID-19 addendum is updated every fortnight and all other required policies posted on our parent portal.		
2	Is the DSL and ADSL easily contacted and their contact information known to all?	DSL & DDSL CONTACT DETAILS disseminated.		
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Policy has been circulated to SMT, staff and parents.		
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	No new staff appointed.		
5	Are sporting, play and SD rules clear to staff and pupils?	SD between bubbles for play but not within the bubbles themselves for EYFS and Y1.		
6	Are drama, dance and music activities applying SD rules?	Yes - where appropriate.		
7	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Separate staff rooms. Y6 to use the main staff room. Reception to use PS kitchen area and Y1 to use kettle in Y1 classroom in the Y2 classroom. Y10 staff to use AH staffroom. All to be disinfected after someone uses them.		



COVID-19 Risk Assessment for Westbourne School

8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Ongoing annual maintenance programme.		
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Signs showing one way system and 2m distance when waiting to drop off and collect the children.		
10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	One way system clearly marked out around school with tape and signs.		
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Tables spread out in R and Y1 and Y6 and Y10. Staff to wear face masks and gloves where practical and staff to wear aprons when changing a child and then to dispose of the gloves and aprons in the bin and put on new gloves. Children advised to wear masks. Personalised hand gels.		
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	Remote learning in EYFS and Yr1 to be adapted to make it more manageable to do both. Year 6+10 to stay the same.		
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Each bubble allocated their own room/outdoor space for lunch and children and staff to bring in their own lunch and snacks.		

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment



COVID-19 Risk Assessment for Westbourne School

1	Extra medical provision involves the following staff	Go to person: PS + REC + Year1 - Emma Rees-Oxley and Cheryl Swift. Y6 - Laura Mirfin & Liliana Korgul Y10 – N Day/P Birbeck		
2	Have medical policy, procedures and appropriate response to the spectrum of medical issues been revised and shared?	Medical policy revised in response to Covid-19 and shared with staff and parents.		
3	Is the medical room(s) properly equipped?	Appropriate PPE available in the medical rooms and staff rooms.		
4	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	Staff to wear face masks and gloves where practical and aprons when dealing with any accidents. Children advised to wear facemasks. The following PPE is in place: Masks; for staff and pupils Gloves; for staff and pupils shields (for face, Tape; for staff desks Facial Visors; handful in place, if staff request these. Hand Sanitisers (gel and tissues); in place for staff and pupils Aprons; in place for (Pre-school) and other staff Hand wipes; in place for staff/pupils		
5	Is the school aware of all pre-existing medical conditions?	Yes - collected on medical forms.		



COVID-19 Risk Assessment for Westbourne School

6	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	Recorded via pupil health document and Parents to inform school if they or members of their family have had the CV19 via Health Declaration form.		
7	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	Staff to inform Heads of school; PB & JC & ERO See health declaration form for each pupil.		
8	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	Head of school to document and record on Whole School Pupil Health Document.		
9	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Yes through form tutor welfare call and health declaration form for each pupil.		
10	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	Separate medical rooms in JS & SS which are regularly reviewed and cleaned..		
11	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	Yes, electronic testers require self administration so no contact needed.		
12	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	In existing school policies.		
13	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Yes, this is included in new COVID-19 policies, RA and protocol.		
14	If essential work is required on site are contractors properly registered,	Yes, this is included in the COVID-19 policy.		



COVID-19 Risk Assessment for Westbourne School

	inducted, supervised and temperature checked?			
15	Do medical staff have the appropriate PPE, cleaning materials and training?	Appropriate PPE equipment available to staff and training information disseminated to staff before RTS on 1.6.20.		
16	What is the policy on washing school clothes so as to prevent infection?	No uniform required, pupils and staff expected to come in clean clothes each day.		

Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Support staff including Cleaning staff follow the same protocols and policy as teaching staff. LK disseminates appropriate information to Cleaning staff.		
2	Do support staff have the appropriate PPE, cleaning materials and training?	Support staff on site have appropriate PPE, cleaning materials and training via weekly updates		
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	On opening of School, cleaning regimes will be reviewed daily and inspected regularly whilst conforming to revised hygiene procedures		
4	Are all security and access systems regularly checked, updated and re-coded?	On opening of School, security and access systems will be checked, updated and re-coded and periodically thereafter.		
5	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Fire and emergency procedures are set at the entrance of each building and set out in the fire policy.		



COVID-19 Risk Assessment for Westbourne School

Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	The system is checked periodically currently not being utilised.		
2	Gas supply, venting and valves?	Yes, in line with the maintenance plan		
3	Have air conditioning ducts and units been checked and reviewed?	Yes, checked in line with the maintenance plan.		
4	Electrical tests up-to-date including emergency lighting and PAT?	Electrical tests, emergency lighting and PAT testing is up to date.		
5	Water testing for temperature, flow and legionella in date for test?	Yes, water testing for temperature, flow and legionella is up to date.		
6	Fire alarm panel, system and extinguishers in date and serviced?	Fire Alarm panel, system and extinguishers are in date and serviced		
7	Have waste procedures been reviewed?	Waste management is undertaken daily and waste procedures are reviewed periodically		
8	Are pest control services recorded, deficiencies identified and actioned?	External contractors are brought in periodically to manage pest control		
9	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	Not to be used during this period of the Coronavirus, vehicles are fully registered and insured.		



COVID-19 Risk Assessment for Westbourne School

Appendix 1: First Aid List

First Aid Staff List as at June 2020:

Name	Building	Course	Expiration Date
Ms R Hall	Pre-School (Neill Building)	Paediatric First Aid	23/03/2020
Ms L Sizer	Junior School (Neill Building)	Paediatric First Aid	July 2021
Mrs C Swift	Junior School (Neill Building)	Paediatric First Aid	19/01/2021
Mrs J Kersley	Junior School Office	Schools First Aid First Aid at Work	16/6/2022 30/7/2022
Mrs C Whitehead	Junior School Office	Paediatric First Aid	8/3/2022
Mr B Bray	Junior School	Paediatric First Aid	4/02/2022
Mrs L Korgul	Junior School	Emergency Paediatric First Aid	28/8/2022
Ms N Hinchcliffe	Junior School	First Aid at Work	27/09/2020
Mrs C Whitmore	Junior School	Paediatric First Aid	12/03/2022
Mr A Tedcastle	Junior School	First Aid at Work	25/4/2021
Mr J Hicks	Senior School	First Aid (emphasis on mountain environments)	24/11/2020
Mrs F Walker	Senior School	First Aid at Work	25/4/2021
Mr S Glover	Senior School	First Aid at Work	14/11/2020
Mr I Davey	Games	First Aid at Work	22/1/2022
M N Elvidge	Games	First Aid at Work	14/11/2020
Mrs L Mirfin	Games	First Aid at Work	15/7/2020
Ms V Pursehouse	Games	First Aid at Work	11/9/2021
Mr G Magenty	Forest School	Forest School First Aid	30/08/2021
Mr J Jewitt	Junior School	First Aid at Work	13/9/2022
Mrs E Rees-Oxley	Pre-School (Neill Building)	Paediatric First Aid	13/6/2022



COVID-19 Risk Assessment for Westbourne School

Location of First Aid Kits/Accident Record Books

Building	First Aid Kit Location	Accident Book Location
Ashdell Grove	Main Reception & Medical Room	Main Reception
Ashdell House	Staff Room	
Coach House	DT Room	
Junior School	Kitchen / Office / Medical Room / Staff Room / Neill Building Foyer	Kitchen / Staff Room
EYFS	Neill Building Foyer / PS	PS
Westbourne Place	Food Technology Room	
Games (off site)	All stored with games kits in store room. Must be taken to all venues	