

FELTONFLEET SCHOOL RISK ASSESSMENT



Covid-19 Environment

Assessor:	Bursar
Date of Assessment:	October 2020
Review Date:	Weekly

AREA / FUNCTION	RISK	CONTROL MEASURE	ACTION / DECISION
Government Guidance / Legal Changes	<p>Information not being accessed, assessed, recorded or applied.</p> <p>Too much information.</p> <p>Lack of clarity in information.</p> <p>National vs Local Guidance.</p>	<p>Guidance received from a number of sources: DfE, Surrey County Council, ISBA, IAPS, ISI, legal partners, insurers etc. All information is disseminated amongst SLMT, Subject Leaders & other staff as appropriate.</p> <p>Discussion/decision-making undertaken by SLMT as appropriate.</p> <p>Governing Body updated on all relevant changes or decisions.</p>	<p>Ongoing changes to guidance/law on the Covid situation, plus any decisions that are made to deal with those changes will be communicated to staff, parents, Governors & pupils alike. Legal advice will be sought where appropriate.</p>

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Re-opening of School	Awareness of and adherence to policies & procedures	<p>The School's Health & Safety Policy has been reviewed and updated in light of the Covid advice.</p> <p>A Covid Procedural document has been put together & distributed to all members of staff & made available to parents through Firefly, My School Portal and the website.</p>	Ongoing review of Covid situation; updates and changes made as required.
	Premises and services are all compliant with Health & Safety	<p>Water systems have all been checked by our external provider.</p> <p>Fire alarm serviced & tested.</p> <p>Repairs made to a number of buildings and facilities around the School.</p> <p>Boilers/heating systems checked and serviced.</p>	
	Inadequate cleaning undertaken	<p>Whole school has undergone a deep clean over the Summer holidays.</p> <p>Additional supplies of sanitiser, cloths, spray & PPE equipment have been purchased in advance of pupils returning.</p>	Cleaning regime will be monitored on an ongoing basis to ensure guidance is adhered to and levels of cleaning are achieved.
	Offices/classrooms do not allow for adequate space between staff and pupils.	Offices, staffrooms and classrooms have been reconfigured to reflect guidance, pupil numbers and individual staff circumstances.	

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	Inadequate bathroom facilities to deal with increased handwashing etc.	New toilet block established to deal with Upper School pupils. Additional external washbasins purchased for Pre-Prep. Allocation of specific facilities to specific year groups.	
	Social Distancing not maintained	One-way systems established around the School. New exit/entry points for specific year groups. Appropriate signage in place. Establish different procedures for entry/exit to classrooms.	Situation to be monitored going forward & once pupils return.
	Pupils reluctant to return to School after a prolonged period of absence.	Conversations to take place between pupils and staff to offer reassurance and ensure appropriate measures are in place. School attendance registers will be kept and normal pupil absence protocols will be followed.	
Pupil Wellbeing	Pupils may have been away from the School environment for over 5 months & will take time to	The School has provided detailed communications to parents advising them & their children of the arrangements for the new term, endeavouring to put their minds at rest.	

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	<p>transition back in to a learning environment.</p> <p>Pupils have been directly impacted by Covid, either financially or emotionally.</p>	<p>Teachers will be offering more pastoral care and support to pupils struggling with being back at School.</p> <p>Pupils are given time to adapt to new procedures that have come about as a result of changes to Government guidance.</p>	
Safeguarding	<p>Updated Risk Assessments not in place.</p> <p>Staff have not been updated on revised policies and procedures.</p> <p>Updated policies not in place.</p> <p>School reopening arrangements not communicated.</p>	<p>Whole school RA reviewed and updated. Made available to staff in intranet & to parents on the School's website.</p> <p>2-day staff INSET at the beginning of term utilised to advise staff of operational changes as well as changes to policies.</p> <p>Policyholders have reviewed & amended the Policies accordingly. Updated versions made available via the Parent Portal.</p> <p>Full communications to staff during and post-INSET as to revised procedures.</p>	<p>All staff required to sign their adherence to having read the new documentation.</p> <p>Updated Government guidance will require ongoing updates to these procedures.</p>
Educational Visits	<p>Greater risk of Covid transmission as a result of pupils undertaking educational visits.</p>	<p>The School calendar has been reviewed and, in line with Government guidance, all school trips have been cancelled at least for the first half of the Autumn term, quite probably through to Christmas.</p>	
Cleaning Schedule		<p>Cleaning schedule reviewed & amended to reflect increased requirements due to Covid.</p>	

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	<p>Inadequate cleaning regime in place.</p> <p>Lack of available PPE or appropriate cleaning materials available.</p>	<p>More focus now applied to 'spot' cleaning of key areas during the day (door handles, loos, keypads etc).</p> <p>Additional cleaning resources secured.</p> <p>Spray, cloths and sanitiser located in every classroom.</p> <p>Hygiene Stations located around the School to offer tissues & bins – 'catch it, bin it, kill it'.</p> <p>Teachers given instruction to undertake additional cleaning to certain equipment (iPads etc) in between lessons.</p> <p>Appropriate waste disposal & washing procedures in place to deal with increased waste.</p>	<p>Monitor stock controls going forward.</p> <p>Increase supplier base.</p>
School Uniform	<p>Greater risk of Covid transmission through repetitive wearing of the same uniform.</p>	<p>Pupils requested to return to school uniform after October hafterm.</p> <p>Pupils will change in bubbles with peg allocation ensuring greater distance between them.</p>	
Classrooms	<p>Suitability of classrooms to provide quality teaching and learning environment whilst maintaining appropriate distances.</p>	<p>Classrooms rearranged to adhere to guidance (as much space as possible between individuals, desks side by side and facing forward) and minimise risk of cross infection.</p> <p>Classroom entry/exit routes changed to maintain distance. Circulation routes around the School also</p>	

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		<p>changed to discourage mixing of bubbles. Signage in place to advise pupils.</p> <p>Timetable amended to encourage minimal amount of pupil movement around the School.</p> <p>Teaching staff advised to keep windows & doors open wherever possible.</p> <p>Teaching staff provided with suitable cleaning materials and encouraged to wipe down surfaces etc during the course of the day.</p> <p>Pupils reminded to bring in their own equipment for lessons and not to share/touch other pupils' equipment.</p> <p>Age appropriate posters displayed in all classrooms.</p> <p>Soft furnishings removed from classrooms wherever possible.</p>	
Music and Drama	Additional risk of spreading Covid through the provision of Music or Drama classes	<p>In both Music rooms and the Theatre/Dance Studio, social distancing is clearly marked out and adhered to by pupils.</p> <p>A number of Perspex screens have been erected in Music practice rooms to reduce the likelihood of aerosol transmission.</p>	

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		<p>All Choirs have been suspended indefinitely.</p> <p>All instruments are appropriately sanitised between lessons.</p> <p>Drama performances during the Autumn term will take place in class bubbles, will have no props and will have only one parent in attendance.</p> <p>Where possible, music lessons are encouraged to take place outside.</p>	
Staffing	Staff anxious and reluctant to return to work.	<p>SLMT have been in regular contact with those staff who have been on furlough over the past few months.</p> <p>Detailed information on revised policies and procedures has been issued to staff in advance of term starting.</p> <p>Individual arrangements discussed with specific members of staff in terms of their health & wellbeing.</p> <p>Meetings, training events etc will be conducted either remotely or in a suitable venue adopting suitable distance measures.</p> <p>Staff are made aware of the support and advice available to them, both internally and outside the School.</p>	In the event of further lockdown and a return to full/partial remote teaching and learning, staff roles & responsibilities to be agreed and communicated accordingly.

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		<p>Make staff fully aware of the Covid testing arrangements provided by the Government & remind them of their status as key workers.</p> <p>Matrons are fully aware of the procedure to deal with staff and pupils showing symptoms of Covid.</p>	
Social Distancing (SD)	Pupils and staff are unaware of/become complacent with the guidance on space and associate precautions.	<p>Parents advised on the staggered drop-off and pick-up times for pupils in both Prep and Pre-Prep Schools.</p> <p>Limiting movement in corridors/between classrooms wherever possible.</p> <p>Classrooms/offices redesigned to better reflect SD rules; pupils encouraged to sit at the same desks where possible.</p> <p>Limit School Assemblies, Year Group meetings etc where possible.</p> <p>Break times & lunchtimes staggered plus revised procedures in place (see Catering below).</p> <p>One-way system adopted in certain areas of the School plus specific entry/exit doors for specific year groups.</p>	
Transport	Spreading of the virus during trips to/from school.	Pupils advised to walk/cycle to school wherever possible.	

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		<p>Only pupils regularly booked onto school transport will be permitted to use the service.</p> <p>Bus drivers advised of new procedures in advance of term starting.</p> <p>Pupils will occupy the same seats on each trip and will, where possible, sit in year groups.</p> <p>Mask-wearing will be mandatory for all pupils in Years 7 & 8 utilising the bus service. The wearing of masks by drivers will be optional.</p>	<p>Potential issue with some of the younger pupils wearing masks and then looking after them during the day.</p>
Catering	<p>Adherence to SD guidance.</p> <p>Reducing risk of cross-contamination.</p>	<p>Lunch sittings in the Prep School will be split with one year group from each of the Lower, Middle & Upper Schools eating lunch in the Ashbee Theatre.</p> <p>Pupils will be directed where to sit by a member of staff; no more than 6 pupils per table but with a target of just 4. Pupils to sit in a staggered fashion.</p> <p>All tables, benches and chairs will be thoroughly cleaned by catering staff between sittings.</p> <p>No food will be served that involves pupils/staff helping themselves eg salad bar.</p>	

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		<p>Staff will be offered 'grab 'n' go' boxes at lunchtime to allow them to eat in their offices or at their desks.</p>	
<p>Coronavirus</p>	<p>Covid-19 case suspected in the School</p>	<p>Parents are asked to confirm they will not send their son/daughter to school if they are displaying any of the symptoms of Covid.</p> <p>Staff are reminded to send any pupil displaying symptoms to see Matron in the Boarding House who will isolate the pupil and contact their parents.</p> <p>Communications to Local Authority, Public Health England and governing body as appropriate.</p> <p>Upon leaving the School, the isolation area will be thoroughly cleaned by a member of the School's cleaning team.</p> <p>The School will adhere to the Government's Track and Trace system & communicate the necessary process to parents and staff.</p> <p>The offer of remote education will be made to a pupil who is complying with clinical/Public Health advice & is unable to attend school.</p>	

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		<p>Visitors/contractors to the School will be much limited over the coming weeks; any that are required to visit the site will be asked to sign a declaration confirming neither they, nor anyone in their household, are showing any Covid symptoms.</p> <p>Following a change in Govt guidance and an increase in the Alert Level, all pupils in Years 7 & 8 are required to wear face masks at all times apart from when in the classroom or the Dining Hall.</p> <p>All members of staff (teaching and support) will wear face masks outside of the classroom/office.</p>	
Communication	Staff concerned they have not been made fully aware of revised procedures, policies etc.	<p>Full Covid procedures issued to staff in advance of term starting + revisited during INSET days to allay any ongoing concerns.</p> <p>Regular updates and changes sent out to staff by SLMT.</p> <p>Risk Assessments reviewed and updated accordingly and then disseminated to relevant staff.</p> <p>Governors made aware of new procedures & confirmed their approval to reopen the School.</p>	
		Parents sent revised Covid procedures document + assorted start of school year letters from Head, Deputy	

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	Parents report lack of communication from the School	Head, Head of Pre-Prep and Heads of Lower/Middle/Upper Schools. Risk Assessments, updated policies and Covid Procedures document posted on website/Firefly.	Ongoing, regular communication to keep parents informed via letters, website, social media updates.
	Pupils concerned about communication from the School	Revised arrangements communicated clearly to all pupils in advance of term starting and also during first few days of the new term. Pupils reminded of what is expected of them & how they approach issues such as SD, timetable changes, travelling to/from school etc.	Regular updating of signs, posters etc around the School to ensure pupils are reminded of revised procedures.
Governance	Lack of communication/decision-making between SLMT and governing body over the period of lockdown.	All Committee meetings, Full Boards + exceptional meetings held to deal with the situation were held virtually over the end of the Spring term & Summer term. Financial plans reviewed and updated as a result of the Covid situation. All communications from professional bodies, legal/accounting partners disseminated to Governors accordingly.	

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Signature of Risk Assessor:

Signature of Bursar: