

COVID-19 OPENING OF SCHOOLS

School Name: Etone College

Headteacher: Ian Smith

Head Caretaker: Andy Hollihead

Assessment conducted by: Gary Smart	Position: Trust Estates and Facilities Manager	In consultation with: Ian Smith; Headteacher Jacqui Newsom; Matrix Andy Hollihead; Head Caretaker	Date of Assessment: Monday 1 st June 2020	Date Revised at Trust Level: Wednesday 10 th June 2020	Review Date: Weekly 26 th June 2020 July 2020
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IMPACT/SEVERITY				
Very High (VH) Strong likelihood of fatality / serious injury occurring	High (H) Possibility of fatality/serious injury occurring	Medium (M) Possibility of significant injury or over 3-day absence occurring	Low (L) Possibility of minor injury only	
LIKELIHOOD				
5 (Almost certain) Will undoubtedly happen/recur, possibly frequently	4 (Likely) Will probably happen/recur, but it is not a persisting issue/circumstances	3 (Possible) Might happen or recur occasionally	2 (Unlikely) Do not expect it to happen, but it is possible it may do so	1 (Rare) This will never happen/recur

What are the hazards?	Who might be harmed?	Controls Required	Impact/Severity	Likelihood	Action by who?	Action by when?	Done
NET CAPACITY							
Available capacity of the school is reduced when social distancing guidelines are applied	Staff Pupils Others	<ul style="list-style-type: none"> Agreed number of pupils who can attend the premises on any given day to enable compliance with social distancing rules. Agreed new timetable and arrangements confirmed for each year group. Staff rota in place including duty rota. Arrangements in place to support pupils when not at school with remote learning at home. Students arriving on site via bike, to store bike in bike zone. 	L	3	Head Head		
SCHOOL ACCESS							
The use of public and school transport by pupils poses risks in terms of social distancing	Staff Pupils Others	<ul style="list-style-type: none"> Guidance is in place for pupils and parents on how social distancing can be observed on public and school transport. This includes advice on the use of face coverings if pupils are travelling with children other than from their own class. Parents to arrange transport and from school. 	M	3	Head		
Arriving to school	Staff Pupils Others	<ul style="list-style-type: none"> Entry protocol in place and shared with all staff. 2-metre rule to be enforced while they are waiting for staff to receive their pupils 	L	3	Site/ Head Head		

		<ul style="list-style-type: none"> Staff and pupils to wash hands using portable wash basins and then have their temperature checked before entering the school building. A staff member is assigned to take temperature. This will be completed in the temporary tents. 			Head		
Groups of people gather in reception (parents, visitors, deliveries) which risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> No parents or visitors permitted on site. Deliveries to be dropped off to a designated area by the main gates and collected by Site Team 	M	3	Site		
Secondary Pupils leaving at the end of the school day.	Staff Pupils Others	<ul style="list-style-type: none"> Pupils to be informed of the requirement to maintain 2-metre rule when leaving school. Pupils to be escorted from site via different routes. Pupils escorted to designated exit place. 	L	3	Staff Staff		
Parent wishing to talk to staff	Staff	<ul style="list-style-type: none"> Parents will be informed that conversations with staff will be either over the phone or email. Parents will not be permitted on site. 	L	4	Staff Head/ Site		
CLEANING and COMPLIANCE							
Stock control	Staff	<ul style="list-style-type: none"> Head Caretaker to ensure stock levels of: <ul style="list-style-type: none"> - Toilet rolls - Hand soap - Hand sanitiser - Bleach - Anti-bacterial wipes 	L	2	Site		

		- Refuge bags					
Cleaning while school open	Staff	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis, this will include <ul style="list-style-type: none"> ✓ All door handles ✓ All tables and chairs used by staff and pupils ✓ Toilet flushes and regular cleaning of toilets. Toilet check recorded. All classrooms in use to have anti-bacterial tubs with wipes. Regular cleaning of surfaces will reduce the risk of spreading the virus. Site Team to support with the cleaning of computers/keyboards at the end of each day. 	M	2	Site Cleaning Contract		
Statutory Tests and Inspections	Staff Pupils	<ul style="list-style-type: none"> Statutory inspections to continue but with social distancing in place always. With records maintained and checked by Headteacher. In-house inspections should continue to ensure the school remains as safe as possible. 	M	1	Site Site		
Contractors in school	Staff Pupils Visitors	<ul style="list-style-type: none"> Where contractors are coming into school they must have up to date Risk Assessments and Method Statements. Control measures regarding the Coronavirus must be included within their Risk Assessments and Method Statements. School to ensure no pupils or staff are in the area where contractors are working. Contractors will be responsible for removing all rubbish they have created 	M	2	Estates Manager/ Site Site		

		<p>and to clean their area of work prior to leaving.</p> <ul style="list-style-type: none"> • They must ensure no workers are displaying any signs or symptoms of Coronavirus prior to entering the school site. • School will screen contractors in-line with site specific COVID-19 protocols. Symptomatic contractors will not be allowed into the building. 					
FIRE SAFETY							
Fire procedures are not appropriate to cover new arrangements	Staff Pupils Others	<ul style="list-style-type: none"> • The National Fire Chief's Council emphasises the importance of drills but does acknowledge that familiarisation and a desktop drill might be acceptable in the current circumstances. • Fire procedures have been reviewed and revised where required, due to: <ul style="list-style-type: none"> ✓ Reduced numbers of pupils/staff. ✓ Possible absence of fire marshals. ✓ Social distancing rules during evacuation and at assembly points. ✓ Possible need for additional muster point(s) to enable social distancing where possible. • Staff and pupils to be briefed on any new evacuation procedures. 	M	2	Estates Manager/ Head Head Caretaker		
					Staff		

		<ul style="list-style-type: none"> • Fire doors can be left open to support ventilation but must be monitored and closed in the event of a fire. • Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. • Full fire drill to take place in September dependent on social-distancing guidelines. 			Site Head		
FIRST AID PROVISION and PPE							
PPE	Staff	<ul style="list-style-type: none"> • PPE to be available for First Aiders. <ul style="list-style-type: none"> - Masks - Gloves - Aprons - Thermometer <p>Head Caretaker to ensure all items in stock and checked daily.</p>	M	2	Site Estates Manager		
Signs of Covid-19	Staff Pupils Others	<ul style="list-style-type: none"> • Pupils temperature is checked on arrival at school. • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss of taste and smell, difficulty in breathing and high temperature, and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where 	M	3	Staff Head/ Staff		

		<p>they will not come into contact with others and are supervised at all times.</p> <ul style="list-style-type: none"> • The relevant member of staff calls for emergency assistance immediately if pupils' symptoms worsen. • The parents of ill pupils are contacted as soon as possible of the situation by a relevant member of staff. • Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance. • Unwell pupils who are waiting to go home are kept in an area where they can be at least 2-metres away from others. • Designated isolated area (House) is used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. • Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents. Parents told to contact NHS 111 or 999 if the pupil becomes seriously ill. • Any members of staff who display signs of infection are sent home. • NHS 119 to be called for prompt testing to be arranged. • All DfE guidance, together with guidance from PHE to be followed at all times. 			Staff		
					Admin		
					Admin		
					Staff		
					Staff		
					Staff		
					Head		

		<ul style="list-style-type: none"> Any confirmed case of COVID-19 in a member of staff or pupil will result in internal contact tracing and 14 day isolation for all staff and pupils who have been in contact with the confirmed case. They are advised to contact NHS 111 or 999 if the pupil becomes seriously ill. 					
First Aid – minor treatment	Staff Pupils Others	<ul style="list-style-type: none"> Ensure that First Aiders are available for a rota. A rota in place for qualified First Aiders. A room will be allocated for the treatment of First Aid and those showing signs of Covid-19. Where minor first aid treatment is required First Aiders must ensure they wear gloves, aprons and a face covering when dealing with injuries. Where possible (age and maturity of pupil) ask them to wipe away any blood or hold cold compresses etc. Ensure records of injury and treatment are recorded and who administered first aid treatment. Always wash hands after contact 	M	2	Head Site Staff Staff Staff Staff		
First Aid – Life threatening	Staff Pupils Others	<ul style="list-style-type: none"> In the event of a serious injury or incident call 999 immediately. Wear face covering, aprons and gloves when in close contact or dealing with bodily fluids In the event of CPR being required it is advised only chest compressions are given and use of a defib. Always wash hands after contact 	VH	2	Head/ Staff		

First Aid & Medication	Staff Pupils Others	<ul style="list-style-type: none"> • First Aiders must always wear gloves, aprons and a mask when administering first aid procedures. • Any dressings used to be double bagged. • Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK) 	H	2	Staff		
Spread of infection	Staff Pupils Other	<ul style="list-style-type: none"> • Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. • Parents are informed not to bring their Pupils to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus. • Staff and pupils do not return to school before the minimum recommended self-isolation period in line with Public Health England. • Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections. • The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections. • Any additional provisions for pupils who are vulnerable to infections are put in place by the Headteacher, in liaison with the pupil's parents where necessary. 	M	3	Site Staff Staff Staff Parents		

					Head		
CLASSROOM SOCIAL DISTANCING & PREVENTION							
Classroom set up	Staff Pupils	<ul style="list-style-type: none"> Classroom size and numbers reviewed. Class sizes and timetables/staffing amended allowing for reduced numbers in line with government guidance (i.e. a maximum of 15 pupils per class) Classrooms re-modelled, with chairs and desks in place to allow for social distancing. Spare chairs removed from desks so they cannot be used. Clear signage displayed in classrooms promoting social distancing. Year group stays together and does not mix with other pupils. The teacher's desk must be kept 2-metres away from the pupil's tables/desks. Where possible, windows to be opened to provide ventilation. Pupils will not bring any personal belongings to school. Stationery will be provided by the school and will be used by the same pupil each day. It will be disinfected each day. Shared teaching resources (such as science equipment) to be cleaned prior to and after use. Site staff to clean IT equipment (esp. keyboards) with anti-bacterial wipes before and after each use. Shared telephone handsets, particularly in offices to be cleaned with anti-bacterial wipes before and after each use. 	M	3	Head/ Site Site Site Site Site Site Science Technicians Technicians		

		<ul style="list-style-type: none"> • Anti-bacterial wipes available for staff to clean tables after use and computers. 			Estates Manager/ Site		
Classroom Lessons	Staff Pupils Others	<ul style="list-style-type: none"> • Teaching staff must keep that safe distance at all times where possible when teaching. • Where pupils may require extra assistance a 2-metre rule must try to be enforced. 	M	3	Staff		
Large spaces need to be used as classrooms	Staff Pupils Others	<ul style="list-style-type: none"> • Limits set for large spaces (e.g. hall, sports hall, dining hall) for teaching. • Large gatherings prohibited. • Design layout and arrangements in place to enable social distancing. 	M	3	Estates Manager Site		
Pupils requiring using the toilet in lesson times	Staff Pupils Others	<ul style="list-style-type: none"> • Inform the child of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom. 	L	3	Staff		
CORRIDORS and MOVEMENT							
Movement around the school risks breaching social distancing guidelines	Staff Pupils Others	<ul style="list-style-type: none"> • Large gatherings prohibited. • Circulation plans have been reviewed and revised. • One-way systems are in place where possible. • Corridors are divided where feasible. • Appropriate signage is in place to clarify circulation routes. • Pinch points and bottle necks are identified and managed accordingly. • Movement of pupils around school is minimised as much as possible, with 	M	3	Head Site Site		

		<p>pupils staying in classrooms and staff moving round.</p> <ul style="list-style-type: none"> Lesson change overs are staggered to avoid overcrowding. Pupils are regularly briefed regarding observing social distancing guidance. Appropriate duty rota and levels of supervision are in place. 			Staff		
Break Times – Staff Room	Staff Pupils Others	<ul style="list-style-type: none"> Staff room out of bounds. 	L	2	Staff		
Break Times - Classrooms	Staff Pupils Others	<ul style="list-style-type: none"> Whilst pupils are on breaks clean tables and door handles with a disinfectant or disinfectant spray. Wear gloves whilst carrying out this task and wash hands after cleaning. 	L	2	Site/ Staff Staff		
PUPIL SUPPORT							
Pupils who are upset	Staff Pupils Others	<ul style="list-style-type: none"> Where a pupil is upset, it is advised still trying to maintain a safe distance whilst offering comfort to pupil. Encourage pupil to use a tissue to wipe eyes/nose etc. If contact is required, consider wearing a face covering. Wash hands after contact. 	L	3	Staff Staff Staff		
Pupil Wellbeing	Pupils	<ul style="list-style-type: none"> Where a pupil is demonstrating unusual/different behaviour to pre-Covid19: <ul style="list-style-type: none"> Conversations to take place with pupils. Discussions with parents. Ensure resilience is developed through PSHE programme. 	L	3	Staff		

		<ul style="list-style-type: none"> - School Councillor support if necessary. - Referral to appropriate external agencies if necessary. • Where BAME pupils indicate anxieties an extended offer of support is made. 					
Pupils with behavioural issues	Staff Pupils	<ul style="list-style-type: none"> • Students to follow Behaviour Policy. • If restraint techniques are required, it is advised face coverings and gloves are worn. 	L	3	Staff Staff		
Vulnerable pupils and pupils with SEND do not receive appropriate support.	Staff Pupils	<ul style="list-style-type: none"> • Appropriate planning in place to support the mental health of pupils returning to school. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are supported.</p>	L	3	Staff Staff		
Increased number of safeguarding concerns reported following lockdown	Staff Pupils	<ul style="list-style-type: none"> • Agree safeguarding provision to be put in place to support returning children. • Ensure that key staff (Pastoral & DSL) have capacity to deal with arising concerns. • If referrals made by staff, these are followed up appropriately and swiftly and social distancing practice maintained. <p>As a result, safeguarding remains of the highest priority and practice</p>	L	3	Head Head DSL		

STAFF SUPPORT							
Staff Well-being	Staff	<ul style="list-style-type: none"> Staff counselling service available. This service will run Monday to Thursday during the hours 9am-3pm where you will be able to book in up to 1-hour sessions via chat, phone or video call. Requests to counsellor@matrixacademytrust.co.uk Requests are expected to be answered within 48 hours Monday to Thursday. The counselling service would remain confidential at all times (unless life or death situation). Staff to have regular communication with line managers and colleagues via phone, email, face-to-face. Fortnightly bulletin promotes well-being by sharing good practice and providing contact numbers of support agencies. 	M	3	Head/ Staff		
BAME Black, Asian and Minority Ethnic	Staff Students	<ul style="list-style-type: none"> A risk assessment will be offered to BAME staff if requested, so that a personalised risk assessment can be devised where appropriate which may include personal protection equipment (PPE). Staff testing: There is now a national testing process for England which is available for all staff including BAME staff. The Trust is registered as a priority employer, so, staff requesting a test should contact central Matrix HR. Redeployment: BAME staff may be considered for redeployment to lower risk work areas or home working. 	M	3	Trust		
			M	3	Head		
			M	3	Staff		

		<ul style="list-style-type: none"> • Other infection prevention and control measures: Social distancing in all work areas including staff rooms, classrooms and dining areas and hand washing should be undertaken as described in national guidance and should be strictly maintained. 	M	3	Head		
			M	3	Head		
HEALTH & SAFETY							
Awareness of policies / procedures /	Staff	<ul style="list-style-type: none"> • All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> ✓ Health and Safety Policy ✓ Behaviour Policy ✓ Safeguarding Policy • All staff, returning to work must ensure they are aware of the current guidelines regarding safe distancing and washing hands on a regular basis. • All staff can access the following information on-line for up to date information on Covid-19 <ul style="list-style-type: none"> ✓ Public Health England ✓ Gov.co.uk ✓ NHS ✓ DfE ✓ Department for Health and Social Care • Support staff to access FLICK Covid-19 training, especially First Aiders and Site staff. • Staff are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe 	M	2	Site/ Staff		
	Pupils				Staff		
	Others				Staff		
					Head		
					Head		
					Staff		

		<p>they have symptoms or have been exposed to anyone with Covid-19.</p> <ul style="list-style-type: none"> • Parents are made aware of the school's response to coronavirus. They contact the school as soon as possible if they believe that their child has symptoms or have been exposed to anyone with Covid-19. • Pupils are made aware of the school's response to coronavirus. They inform staff as soon as possible if they believe they have symptoms or have been exposed to anyone with Covid-19. 					
Poor hygiene practice	Staff	<ul style="list-style-type: none"> • Posters are displayed throughout the school reminding pupils, staff to wash their hands, e.g. before entering and leaving the school. • Pupils and staff are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and Public Health England guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas. • Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary. • Pupils are forbidden from sharing cutlery, cups or food. • Staff cutlery and cups are thoroughly cleaned before and after use. • Cleaners to carry out daily, comprehensive cleaning that follows 	M	3	Site		
					Staff		
					Site		
					Staff		
					Staff		
					Catering		

		<p>national guidance in line with COSHH and the Health and Safety Policy. Door handles, doors and toilets are cleaned 3 times a day and paper/hand towels are checked and refilled 3 times a day.</p> <ul style="list-style-type: none"> Trust Estates Manager arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England. 			Cleaners/ Site		
					Trust Estates Manager/ Site		
Poor management of infectious diseases	Staff Pupils Other	<ul style="list-style-type: none"> Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Staff are vigilant and report concerns about their own, a colleague's or a pupil's symptoms to the Headteacher or Leadership as soon as possible. The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus. The school is informed by parents when a child contracts Covid-19 and when they return to school. Staff inform the Headteacher when they plan to return to work after having coronavirus. The Trust Estates Manager monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus. 	M	2	All		
					Staff		
					All		
					Staff		
					Estates Manager		

Emergencies	Staff Pupils	<ul style="list-style-type: none"> All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. Pupils' parents are contacted as soon as practicable in the event of an emergency. Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. 	L	2	Admin Admin Admin		
Lack of communication	Staff Pupils Other	<ul style="list-style-type: none"> Headteacher to share this Risk Assessment with all staff. Staff reports immediately to the Headteacher about any cases of suspected coronavirus, even if they are unsure. The Headteacher contacts the Central Trust Team or the Estates Manager for additional support. Public Health England can also offer guidance. Schools keep staff, pupils and parents informed of any changes. 	M	1	Head Head		
Insufficient staff to run face-to-face sessions for pupils.	Staff Pupils Other	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. Protocols for staff to inform leaders if they need to self-isolate clearly in place. Teachers and support staff identified and rota in place for cover in the instance that planned staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils. 	M	3	Head Trust HR Head		