

**Ecole Jeannine Manuel – COVID-19 Risk Assessment
Return to School Premises**

Following the government announcements that all pupils will be able to return to school from September 2020, the School has been working to implement government guidelines to welcome pupils and staff back safely. This risk assessment details the hazards identified and the resulting control measures. The COVID-19 outbreak remains a rapidly evolving situation and the risk posed by the virus therefore continues to remain dynamic. This risk assessment will be reviewed regularly by the school's governance and leadership teams.

General

HAZARDS	CONTROL MEASURES	OUTCOME	REMARKS / RE-ASSESSMENT
Government advice not being regularly accessed, assessed, recorded and applied.	<ul style="list-style-type: none"> • Covid-19 response team is registered to receive all official government updates concerning COVID-19 as soon as they are published. These are being monitored and recorded. • Relevant information is being communicated to staff as appropriate. 	✓	
Changes not regularly communicated to staff, pupils, parents and governors.	<ul style="list-style-type: none"> • Communication channels with all key stakeholders are in place. 	✓	
Changes to assessments, procedures and other important matters not reviewed by Governors	<ul style="list-style-type: none"> • Governors are consulted regularly and are involved in all key decision-making. 	✓	
Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	<ul style="list-style-type: none"> • Hygiene and SD rules diffused and teaching and support staff have received training. • SLT will ensure that these are understood bxy all key stakeholders. • The School will follow its disciplinary procedures for staff or pupils who do not apply the aforementioned rules. • Lunchtime and pupil supervision staff have received online training 	✓	

	<p>regarding Infection Prevention & Control before return to school.</p> <ul style="list-style-type: none"> • Posters displayed through school. • Procedures sent to parents before reopening and parents are receiving regular updates as necessary. 		
Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	<ul style="list-style-type: none"> • Key staff receive regular reminders through multiple channels of communication (e.g. email, meetings, posters etc.) • On the first day back at school, teachers reviewed, discussed and trained pupils concerning hygiene procedures. Teachers will continue reminding students about procedures and providing reassurance as needed. 	✓	This will be an ongoing task.
Insufficient supplies of hygiene materials and not being suitably placed.	<ul style="list-style-type: none"> • The School has checked with its cleaning company that they have enough hygiene material to supply the School, even in the case of a supply chain disruption. • The School has also bought its own, additional, reserve of hygiene material. • The School has installed additional hygiene stations within the premises. 	✓	
Insufficient or unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	<ul style="list-style-type: none"> • The School is working closely with its cleaning company to ensure that they are aware of all relevant government guidelines. Members of the cleaning company's staff have received appropriate training (confirmed by the company). Any members of staff joining the company after this date will also receive appropriate training. • The cleaning teams will follow these regulations and will perform regular (daily) disinfection tasks. • The day cleaning team will focus their work on regular cleaning of the high-risk areas during the whole day. • Tables will be cleaned and disinfected after pupils have their lunch. • Additional cleaners have been hired. • The Bursar will communicate feedback and review risk assessments 	✓	This will be an ongoing task.

	with these teams as frequently as necessary.		
No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	<ul style="list-style-type: none"> • Equipment that cannot be cleaned according to the government guidelines is not accessible to pupils. • Equipment sharing is not authorised between bubbles. • Where unavoidable (e.g. computer keyboard in classrooms) staff are asked to use the cleaning wipes provided to wipe the equipment before using the equipment. • Pupils are required to use their own resources (e.g. pens, pencils, scissors etc) when at school. • Primary School pupils are required to leave their books and notebooks at school. 		
The School is not ready to implement distance learning should the premises be required to close.	<ul style="list-style-type: none"> • The School has devised a remote learning plan which will be implemented swiftly should the premises be forced to close again. 	✓	
School operations are disrupted due to the key staff (fire wardens, first aiders, leadership team etc) or teachers being unable to attend	<ul style="list-style-type: none"> • Measures have been taken to minimise contact between key staff (e.g. social distancing & mitigation measures as per government guidelines) • Timetables designed to minimise contact between individuals / bubbles • Mitigation measures have been implemented for all school staff (e.g. wearing of face coverings/visors, additional hygiene stations, workspace reorganisation etc) • Additional members of staff have been hired to support school operations 	✓	
All hazards identified properly mitigated and regularly re-assessed?	<ul style="list-style-type: none"> • This risk assessment is regularly reviewed by the SLT and governance. • Open communication and feedback are encouraged from all key stakeholders. 		This will be an ongoing task.

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

HAZARD	CONTROL MEASURES	OUTCOME	REMARKS / RE-ASSESSMENT
Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	<ul style="list-style-type: none"> Safeguarding Policy under constant review as per government guidance. A new version was published on 1st September 2020. Staff will receive an update from the DSL during their Back to School week. Procedures for reporting Safeguarding concerns have been reiterated to staff, and reminders will be issued before reopening. Mental Health support system in place. 	✓	
DSL and DDSL not easily contacted and their contact information not known to all.	<ul style="list-style-type: none"> DSL and DDSL contact details (email and phone numbers) reiterated to staff. Staff will be reminded of these again should the school premises be required to close again. 	✓	
Fire evacuation information not clearly communicated	<ul style="list-style-type: none"> Adapted fire evacuation procedures have been communicated to staff prior to the return of pupils, and are available on the school's online HR platform Adapted fire evacuation procedures have been communicated to pupils by staff when they return. Fire drill has taken place. 	✓	
Contact between individuals is not minimised	<ul style="list-style-type: none"> "Bubble" system has been organised as per government guidance 	✓	
SCR and required documents not properly verified or recorded.	<ul style="list-style-type: none"> HR team is aware of all government guidelines concerning how to undertake recruitment checks during lockdown period. 	✓	
Opportunities for non-contact sport, adventure play, Forest School, gardening etc not regulated or considered	<ul style="list-style-type: none"> PE activities will all be non-contact Outdoor activities (e.g. lunch breaks) are staggered when possible to avoid mixing of bubbles. Pupils are encouraged by their teachers/supervisors to take part in non-contact activities. When it is not possible to stagger to outings, outdoor spaces is split with visual separations. 	✓	

	<ul style="list-style-type: none"> ● SLT monitoring the appropriate implementation of these measures. 		
Sporting, play and SD rules unclear to staff, pupils and parents.	<ul style="list-style-type: none"> ● Staff have received appropriate training before pupils return to school. Training will be updated as necessary. ● SLT monitoring the appropriate implementation of these measures. 	✓	
Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, etc) timings...	<ul style="list-style-type: none"> ● Staff are advised to work on their own devices ● Staff room at Bedford Square has been expanded to provide more work space for teachers ● Staff are asked to clean surfaces (wipes provided) before using any shared equipment ● Staff are regularly reminded of hygiene rules ● Meetings with parents are taking place remotely until further notice. No external visitors allowed on premises during school hours. ● Staff are encouraged to follow SD measures for internal meetings. 	✓	
Parent, Pupil, Staff drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	<ul style="list-style-type: none"> ● Procedures for collecting and dropping off children have been communicated to parents in advance of reopening. 	✓	
Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to standards.	<ul style="list-style-type: none"> ● Shared spaces (e.g. main halls) have been marked with dedicated area on the floor to allow effective SD between bubbles in the event that the School needs to regroup several bubbles. ● Procedures for circulation around the school communicated to teachers. ● Each bubble has a dedicated classroom. ● Lockers and microwaves are not accessible to pupils. ● Staff to wear face covering at all times. Secondary pupils to wear face coverings at all times. Primary pupils in Year 2 or above to wear face coverings when outside their classrooms. 	✓	

Classrooms don't reflect standards layout, PPE, screening and regular cleaning rules.	<ul style="list-style-type: none"> • Classrooms have been reorganised to allow effective work while assuring SD • Hygiene material (hand sanitiser, cleaning swipe) provided in each room in use • Non authorised/used equipment (toys ...) have been put away and are not accessible • Caretakers to undertake extra cleaning through the day with focus on high risk areas (as described before) 	✓	
Minimising contact and mixing not effective in the classroom and during breaks.	<ul style="list-style-type: none"> • Breaks are staggered to avoid contact between bubbles • Teachers encourage pupils to pursue non-contact activities during breaks. • Teachers promote non-contact behaviour in class, in line with what can be reasonably expected of each year group. • Secondary pupils wear face coverings at all times. Primary pupils (in Year 2 and above) wear face coverings when outside their classroom. 	✓	
No regular breaks for handwashing during the school day.	<ul style="list-style-type: none"> • Hand sanitiser available at each entry point and in class room • Teacher asked to take their pupils to wash their hand when changing rooms, after arrival and before leaving the school, before and after lunch, after breaks and regularly during the day. 	✓	
Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	<ul style="list-style-type: none"> • Hand sanitiser available at each entry point and in all classrooms and rooms used by staff • Additional hygiene stations have been built around the school. 	✓	
Hygiene stations not stocked, checked and cleaned regularly.	<ul style="list-style-type: none"> • School caretaker team to check availability and stock of all hygiene stations twice a day • Cleaning team to clean hygiene stations 	✓	

Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	<ul style="list-style-type: none"> All items that are hard to clean have been stored away safely. Staff are regularly reminded of this requirement and asked to share feedback. 	✓	
Meal times not de-conflicted to achieve SD.	<ul style="list-style-type: none"> Meal times have been organised to respect distancing between bubbles (meals taken within each classroom). Secondary pupils to keep record of who they are eating lunch with. Pupils will be reminded not to share their lunch. 	✓	

Medical Risk Assessment in the COVID-19 Environment

HAZARD	CONTROL MEASURES	OUTCOME	REMARKS / RE-ASSESSMENT
Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	<ul style="list-style-type: none"> “Catch it, bin it, kill it” communication campaign to be run through school (posters, activities with children, communicated through Parents Association etc) 	✓	
Insufficient medical staff?	<ul style="list-style-type: none"> First Aider / Student ratio has been reviewed and meets government standards. School Nurse on site every day and is aware of government guidelines. 	✓	
Medical room(s) improperly equipped.	<ul style="list-style-type: none"> Medical Room set up reviewed to promote social distancing where possible. Medical supplies restocked before reopening of premises. 	✓	
Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	<ul style="list-style-type: none"> Sickness management rules have been communicated to parents and staff & reiterated regularly. 	✓	

School unaware of any staff and pupil pre-existing medical conditions.	<ul style="list-style-type: none"> Medical questionnaires on file for staff and students. 	✓	
Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	<ul style="list-style-type: none"> Any staff or students testing positive for COVID-19 following the reopening of the premises are asked to report it. A record will be kept securely. 	✓	
Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	<ul style="list-style-type: none"> Timetables will allow to track contact information. Records of seating plans will be requested when relevant. We will follow government guidelines for subsequent actions. 	✓	This will be ongoing.
Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	<ul style="list-style-type: none"> Will be recorded by school staff. 	✓	This will be ongoing.
No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	<ul style="list-style-type: none"> Isolation rooms identified in both premises. Cleaning procedures for isolation rooms and infirmary are in place 	✓	
Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	<ul style="list-style-type: none"> Staff undertaking temperature taking will be informed of government guidelines (PPE, testing etc). 	✓	
Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	<ul style="list-style-type: none"> Suitable PPE (masks, gloves, googles) is available for medical staff. Cleaning procedures following government guidelines are in place. 	✓	

Facilities Management Risk Assessment in the COVID-19 Environment

HAZARD	CONTROL MEASURES	OUTCOME	REMARKS / RE-ASSESSMENT
Ventilation and extraction systems not checked on reoccupying school premises?	<ul style="list-style-type: none"> AC and ventilation systems checked 22nd May 2020 	✓	
Electrical tests not up-to-date including emergency lighting and PAT	<ul style="list-style-type: none"> PAT testing up to date Emergency light to be checked the 27th May 2020 	✓	
All electrical equipment bought in to school PAT tested?	<ul style="list-style-type: none"> No new equipment and PAT testing up to date 	✓	
Water testing for temperature, flow and legionella not in date for test.	<ul style="list-style-type: none"> Water system was shut during school closure Water system to be reopened on the 22nd May and regular outlet water flush to be proceed the following days as per recommendation Water test scheduled for the 28th May 2020 	✓	
Water supply not tested for legionella on re-opening facilities.	<ul style="list-style-type: none"> Water test scheduled for the 28th May 2020 	✓	
Fire alarm panel, system and extinguishers not in date and not serviced.	<ul style="list-style-type: none"> Fire extinguisher service up to date and checked upon reopening Fire system additional service check scheduled for the 27th May 2020 	✓	
Waste procedures not reviewed or sufficient.	<ul style="list-style-type: none"> Waste procedures reviewed by the cleaning company. Confirmed 21st May. 	✓	