

**Covid 19
Risk
Assessment
Dated: 29th
November
2021**

**Eaton Square Senior
School
November 2021 Risk
Assessment**

RISK	HAZARD	WHO COULD BE AFFECTED	CONTROL MEASURES	SPECIFICS	RESPONSIBLE PERSON	RESIDUAL RISK FACTOR
Building not up to standard due to being locked up and closed	Regular testing and equipment services may have been missed	Pupils, Staff	Complete Premises Compliance Checklist attached prior to re-opening.	All pre-opening checks completed in August 2020. Ongoing checks completed ahead of September opening and October half term opening. For January 2021 closure all pre-opening checks are to be completed at the start of February in anticipation of re-opening on 22 Feb 21. Building has been maintained during lockdown, cleaning and final checks to be completed prior to opening on 8th March. Building has been deep cleaned prior to return in September 2021	Tom Aldred/ Gabriel Pereteanu	Low
			Ensure regular inspections are carried out in accordance with ISSR's		Tom Aldred/ Gabriel Pereteanu	Low

Spread of Covid 19 Virus	Staff or student returns to school carrying the virus.	Pupils, Staff	Testing procedures in place	Prior to returning to school all staff and students are to be tested for Covid-19. Testing to be backed up in the first week back. All staff & students to be tested before returning to on-site teaching on 9th March. Students to receive 2 further tests in school within 10 days, then conduct bi-weekly self testing at home. Staff to self-test bi-weekly at home. Sep 21 Update - All students to test twice at home. Staff & Students to continue to test bi-weekly in Autumn Term. Nov Update - Reminder has been sent to all staff, students to conduct bi-weekly testing.	School Nurse/DM	Low
	Lack of Social Distancing	Pupils, Staff	Educate all staff on all measures within the risk assessment	Provide staff with a copy of the risk assessment and associated protocols / procedures - COVID-19 Handbook including staff guidance section. Staff to be updated weekly/as necessary with any changes to guidance. Conditions remain unchanged - Staff to be reminded of Covid protocols prior to return. Condition remains unchanged - reminder to be sent to staff & students prior to return to school. Sep 21 Update - Requirement for bubbles and social distancing is no longer required, staff & students have been informed.	DM	Low
				Staff to be made aware of new guidance with regards to social distancing and close working with pupils. Close contact is identified as 2m for 15 minutes, 1m for one minute or direct contact/cough or sneeze has no time limit. Conditions remain unchanged - Staff to be reminded of Covid protocols prior to return. Sep 21 Update - Requirement for bubbles & social distancing no longer required, staff & students aware	DM	Low

	Staff to ensure that they keep at least 1m distance from all other members of staff. Facilities for a coffee break will be placed around the school, the staff room will become a socially distanced work space. Conditions remain unchanged - Staff to be reminded of Covid protocols prior to return. Sep 21 Update - Requirement for bubbles & social distancing no longer required, staff & students aware	DM	
Ensure pupils receive regular reminders with regards to hand washing and social distancing. Hand washing to take place as follows on arrival and departure, before and after lunch, when using specialist classrooms	Posters in place around school. Pupils reminded as required. Extra time allocated for hand washing and sanitising. Staff kitchenette and medical room are handwashing stations. Hand sanitizer stations at all entrances, on each floor and in each classroom. Pupils also encouraged to carry their own personal supply. Posters & sanitiser stations to be checked as part of pre-opening checks. Sep 21 Update - staff & students encouraged to continue washing hands & using sanitiser.	DM/ SLT/ Teachers/ Gabriel Pereteanu	Low
Provide PPE for staff who undertake intimate care or who are caring for anyone who shows symptoms	Face shields, masks, gloves and aprons available for staff or pupils displaying symptoms in school, held by School Nurse. Staff are encouraged to speak with the School Nurse if they feel any additional PPE would be helpful.	School Nurse	Low
Mark out waiting areas with footprints or pathways	Markers at 1m distance in the space leading up the canteen and other areas where communal queuing. To be checked as part of pre-opening checks. Sep 21 Update - Signs no longer required & have been removed	Gabriel Pereteanu	Low

Classes to be grouped as Bubbles. Contact with other bubbles to be avoided as much as possible.	Bubbles created for year groups and year groups to be kept on the same floor wherever possible to ensure social distancing from other year groups. Minimal sharing of rooms for specialist subjects and year groups such as GCSE Art and Computing. Conditions remain unchanged. Sep 21 Update - Bubbles no longer required	SLT/Teachers	Low
Where possible introduce one way system for entrance and exit minimising crossover	Year group bubbles to use different exit and entrances to leave the building at break. One way system in place for lunch. Pupils to walk on the left around the building. Conditions remain unchanged. Students to be reminded of one-way system in their return. Sep 21 Update - One way system no longer required as a COVID measure	Teachers/Form Tutors	Low
Stagger start lunch and end of day to prevent overcrowding around the school site	Split lunch is in place each day with only one year group eating in the canteen during each sitting. Some year groups to have packed lunch in form rooms on some days to ensure social distancing. Split lunches to continue on return to school on the 9th March. Sep 21 Update - Lunches no longer have to be split and a normal lunch service will resume	Lunch duty staff/ Form Tutors	Low
Parents to drop pupils off outside to prevent parents congregating or entering the school building.	Ensure staff on duty to direct pupils into school building and ensure they sanitize their hands and put on a face mask when entering. Conditions remain unchanged. Sep 21 Update - Masks are no longer required but students will be encouraged to sanitise hands. Nov 21 Update - The wearing of masks in communal areas has be re-implemented as per Government guidance.	SLT on door duty	Low
Introduce seating plans for classrooms.	All rooms to be set out with desks facing forwards, teachers to remain at the front of the class. Seating plans all stored on sharepoint. Conditions remain unchanged. Sep 21 Update -	RI/ Gabriel Pereteanu	Low

	Staff have greater freedoms with room layouts and do not need to distance students.		
Allocate Year Group / Bubble classrooms. Pupils remain in the same classroom and staff move to pupils, maintaining social distance where possible and washing hands between lessons.	Pupils to move as little as possible reducing need for cleaning and potential for congregations in corridors. Condition remains unchanged. Sep 21 Update - Bubbles are no longer required and school is returning to its prior "open" state	RI/ Teachers	Low
When practical windows to remain open at all times for ventilation.	Staff instructed to ensure this is the case and be reminded in briefing on a regular basis. Keeping windows open in February is more difficult in winter months. When too cold outside windows should be opened during breaks and lunch to ensure some circulation of air. All rooms are to be ventilated at all times. Staff should consider the use of higher windows to avoid draughts. Sep 21 Update - Ventilation is still a key requirement and all windows should be open whenever practicable.	Teachers / Gabriel Pereteanu	Low
Practical PE Lessons	Where possible PE lessons to take place outside. Plan in place for wet PE lessons where socially distanced theory lessons can take place. Condition remains unchanged. Sep 21 Update - There are no longer any restrictions on the provision of PE/Sport. The only exception is when travelling to/from Acton on the tube when masks are to be worn. Nov Update - The wearing of masks on public transport remains in place	SG	Low

		One to One Support will continue as normal.	LSA's will work with set group of pupils and keep a safe distance, using a spare room where possible. Condition remains unchanged. Sep 21 Update - with the removal of social distancing 1-1 support can take place with no restrictions	EH and the Learning Enrichment Team	Low
		Assemblies	All assemblies to take place via Zoom/Teams and pupils to participate from Form rooms with Form Tutor. Condition remains unchanged. Sep 21 Update - with the removal of restrictions assemblies can now be conducted in person. Nov Update - Masks are to be worn by all staff & students in assemblies.	SMT	Low
		Transport	Public transport, where possible, should be avoided. Staff & students are encouraged to walk/cycle to school where possible. Sep 21 Update - when using public transport all staff & students should wear masks in line with TfL Policy. Nov Update - In line with reintroduced policy masks should be worn on public transport.	SG	Low
Staff and pupil bags, equipment and lunches	Pupils, Staff	Any equipment brought into school is kept to a minimum.	All parents have been reminded that pupils required a fully stocked pencil case and that sharing will not be allowed. A small stationary shop has been set up at reception if a pupil needs to purchase additional stationary for personal use. Condition remains in place. Sep 21 Update - with the removal of restrictions students can bring more equipment into school	Reception	Low
		Staff and Pupils to only use their own equipment	Sharing of equipment should be discouraged. Water bottles should clearly labelled and brought in by each pupil as cups will not be available at lunch. Training regarding use of water machines to be delivered on first day back and staff INSET. Refresher training to be conducted on return. Sep	All staff	Low

			21 Update - the sharing of equipment should still be discouraged		
			Class based Resources i.e textbooks can be used and shared within the bubble. Cleaning wipes will be provided for certain classroom resources. Sep 21 Update - resources can now be shared	All staff	Low
			Shared specialist equipment i.e sports, science art needs to be a) cleaned after each bubble use b) rotated and set aside for a period of 48 hours between uses (72 hours if plastic). Condition remains unchanged. Sep 21 Update - Specialist equipment can now be shared without the need for regular cleaning	SG, NH,	Low
Transmission of virus on hands	Pupils, Staff	Hand washing facilities with soap and water in place.	Hand washing facilities are available on each floor for pupil use. All pupils to be regularly encouraged to use these. Condition remains in place. Sep 21 Update - Regular handwashing is still encouraged	School Nurse/ Gabriel Pereteanu	Low
			Teachers to ensure that pupils clean hands by washing before and after each break including lunchtime and on each occasion a pupil or staff member leaves or enters the class. Clear procedures for this are included in the COVID-19 Parent Handbook. Condition remains unchanged. Sep 21 Update -regular handwashing is still encouraged	SLT/All staff	Low
			Gel hand sanitiser to be available in each classroom. Condition remains unchanged.	Gabriel Pereteanu	
			Remind staff and pupils to wash their hands for at least 20 seconds	SLT/Gabriel Pereteanu	Low

Drying of hands with disposable paper towels	Place paper towels near sinks and provide bins with lids for disposal. Condition remains unchanged.	Gabriel Pereteanu	Low
All hand driers to be isolated until further notice.	Actioned. Condition remains unchanged. Sep 21 - Hand Dryers can now be used and are to be reactivated	Gabriel Pereteanu	Low
Gel sanitisers in any area where washing facilities not readily available	Sanitiser stations at all entrances / exits and in classrooms. Condition remains unchanged. Sep 21 - Sanitiser is to be freely available around school	All teachers/Reception	Low
Cleaning will take place on a daily basis, the whole building will have a fog clean each half term, or should someone be tested positive or after an open event.	Liaise with cleaners to ensure they are fully aware of cleaning regime required, schedules and timings. Housekeeper working extended hours to focus on frequently used surfaces and liaising daily with caretaker and SLT as required. Fogging machine used on a weekly timetable for common areas and as and when requested by staff in specific areas. Condition remains unchanged. Sep 21 Update - Housekeeper will continue to clean surfaces throughout the day. Fogging to take place at the start of every half term or as required	Gabriel Pereteanu / LL	Low
Clean all toilets regularly throughout the day.	Site staff to responsible and to keep records of who cleaned and when. Cleaning to involve wiping down of all surfaces including door handles, toilet seats and sinks. Condition remains unchanged. Sep 21 Update - Regular cleaning of toilets to continue, completed by the Housekeeper	Gabriel Pereteanu / Housekeeper	Low
Specialist Classrooms	Specialist classrooms to be cleaned regularly and between each bubble. Cleaning resources to be provided to these classrooms and teachers. Spares available at reception. Condition remains Sep 21 Update - Specialist classrooms no longer need to be cleaned between classes just at the	SH / Gabriel Pereteanu	Low

			end of the day in line with the regular cleaning pattern		
		Wearing of face masks	Pupils and staff are required to wear face masks when inside the building. All pupils must have a face mask on them when they arrive at school each day and put it on upon entering the building. This will be checked by the member of staff on SLT door duty. If the pupil does not have a mask, they will be required to collect one from Reception and this will be added to the end of term bill. Sep 21 Update - The wearing of masks is no longer mandatory. Staff or students can still wear a mask should they wish. Nov 21 Update - Following Government guidance face masks are to be worn in communal areas. Letter sent to parents & staff (28 Nov) and staff enforcing.	SLT/Reception	
Transmission of virus on clothing	Pupils, Staff	Brief Pupils and Staff that clothes should be washed regularly.	School uniform to be worn on days without games and PE. Full games kit to be worn on PE and Games days. Condition remains unchanged. Sep 21 Update - The schools normal uniform policy is to resume	SG/ Form Tutors	Low
Asymptomatic Virus	Pupils, Staff	Ensure symptoms are known to school community	Poster to be posted around school and in newsletters. All staff and parents updated (at a suitable level of disclosure) with symptoms presented by any members of the community who test positive. To continue	DM/ Pastoral Team	Low
		Brief staff on how to advise pupil / parent on testing for pupils displaying known Covid symptoms	Eaton Square Senior COVID-19 Handbook to be distributed to all members of the school community. Sep 21 Update - All staff & students have been written to with current testing procedures. Nov Update - reminders have been	Reception / DM / SLT	Low

			sent to ensure staff & students test on a bi-weekly basis.		
		Check temperatures of staff and pupils on a random basis or if reporting as unwell	Use of non contact thermometer to check temperatures for any pupil feeling unwell or for visitors/contractors. Condition remains unchanged	School Nurse/ LL	Low
			Temperature should be below 37.8 degrees. Condition remains unchanged.	School Nurse	
			Inform parents in advance through COVID-19 handbook. Condition remains unchanged.	DM	
			Staff to follow school protocol for dealing with suspected COVID-19 case. Condition remains unchanged.	School Nurse/All teachers	
		Ensure staff / pupils with symptoms know to self isolate	Guidance to be regularly posted in school newsletters, assemblies. Condition remains unchanged	DM/ School Nurse / LL / Heads of Section	Low
		Arrange testing for staff and pupils with symptoms and their "bubble / class.	Follow current government guidelines with regards to self isolation and testing.	School Nurse/SLT	Low
Deliveries	Delivery Driver, Staff	Ensure clear signage directing deliveries to one entrance, post clear instructions for delivery drivers to leave delivery outside and collect wearing gloves once driver has moved clear.	Dispose of packaging immediately including gloves. Conditions remain unchanged. Packaging to be removed in a timely manner	Reception	Low

Contractors	Contractor, Pupils, Staff	Where possible arrange contractor visits to occur out of school hours or if pupils are on site contractors should be asked to wear disposable gloves and face mask.	PPE available for contractors or essential visitors. Contractors moved to weekends or evenings wherever possible. Condition remains unchanged. Sep 21 Update - PPE is not required for visitors or contractors, although they may wear if they wish. Nov Update - Visitors should wear masks when visiting the building	Reception / School Nurse / Tom Alred	Low
Visitors and Showrounds	Pupils, Staff	Visitors to the school should be asked to sign in and leave contact details on arrival at school. They should also be asked to declare if they have had symptoms in the last 48 hours.	All visitors to sign in on ipad and confirm no COVID-19 symptoms. Wherever possible visits are to be outside of school hours. Spare copies of the COVID-19 handbook will be available on reception. Condition remains unchanged. Sep 21 Update - All visitors are still to sign into school in line with safeguarding policy. Nov Update - Visitors are to continue to sign into school in line with the school's safeguarding policy.	Reception / CT / School Nurse	Low
		Visits should be timed so as not to coincide with lesson changes, breaks and lunchtime.	Visits avoided where telephone or zoom calls can take place instead. Prospective parent tours to take place after school. Other essential in person meetings to take place after school or in lesson time when pupils are not moving around the building. Condition remains unchanged. Sep 21 Update - Visitors are now welcome in school. Nov update - visitors continue to be welcomed into school but must wear masks.	All staff / Reception.	Low
	Showrounds may observe classes from the door but should maintain social distance at all times.	These will not take place during school times at present. Condition remains unchanged. Sep 21 Update - Tours of the school can resume. Nov 21 - Tours of the school can still take place but visitors are to wear masks.	Registrar	Low	

	Peri Music Teachers	Pupils, Staff	Peripatetic Staff to follow schools guidelines, social distancing to be maintained at all times. Pupils to use own instruments only.	Briefing to be made to all Peri Staff in advance of lessons on school procedures. All per staff, visiting coaches and LE support staff to receive same information as teaching staff. Condition remains unchanged. Sep 21 Update - Peri staff & lessons can resume unincumbered	School Nurse/SH/LL	Low
	Key staff / Class Teachers not available	Pupils, staff	Use of staff from other year groups to teach in school	Back up staff included in all rotas to ensure continued smooth running of school in cases of staff absence. SMT and SLT to review weekly and put in necessary contingency plans. Condition remains unchanged although staff can move freely between year groups and classes	SLT	Low
	After School Clubs and Extra Curricular Activities	Pupils and Staff	Staff to maintain social distance at all times. Clubs should be for groups of pupils within the same bubble and clubs across bubbles can only continue where a social distance of 2m is possible.	A reduced after school clubs schedule will be in place for the Spring Term. Lunch time clubs and activities will be in year group options only. Park as an activity will not run outside in poor weather. In this case, pupils will go to year group floors/form rooms and partake in an alternate activity. No after school activities will take place during lockdown. Sep 21 Update – A full programme of clubs can resume	CT	Low
Pupils not returning to school	Class Teachers required to teach both in class and to remote pupils	Staff	Use multimedia methods to include pupils who are remote to class.	The expectation is that students return to school. Where this is unavoidable, teams will continue to be used to provide remote learning for pupils. Individual learning plans will be constructed for pupils who cannot attend school longer term in conjunction with the Deputy Heads and Learning Enrichment. Sep 21 Update - Teaching should now be on-site with few restrictions	SH / LL	Low

			Remote pupils taught by staff other than class teacher	Pupils learning at home may be able to log in to access live lessons, depending on the lesson taking place at the time. Class teachers and form tutors to liaise with pupil on an ongoing basis. Condition remains unchanged. Sep 21 Update - students no longer taught via remote methods	SH / LL	Low
			Consider reduction in live teaching for remote pupils	Our remote learning programme is designed for a pupil to continue learning from home for up to 14 days. Individual plans will be in place for pupils who require longer remote learning than this. Condition remains in place. Sep 21 Update - students no longer taught via remote methods	SH/ LL	Low
			Staff to be prepared to transfer to remote teaching in the event of school or bubble closure / local lockdown etc.	Condition to be reviewed upon return for "lessons learned" & plan in place in case of a return to lockdown	SH	Low
Catering facility unable to be at full capacity	Kitchens unable to cope with social distancing	Pupils, staff	Salad Bar will not be available, individual salad pots will be made available to all alongside a hot lunch with meat / vegetarian option.	Split catering to continue until further notice. Sep 21 Update - Regular lunch service resumes in September 21	DM / Catering	Low
			Water glasses will not be available, staff and pupils to bring water bottles to dining hall.	No water glasses will be used at lunch. All pupils have been asked to bring a full water bottle to school each day. Water dispensers will be able to be used due to lack of tap water availability in the building. Housekeeper will clean regularly throughout the day and training will be given to pupils. Condition remains in place. Sep 21 Update - Water will be available at lunch service	Form Tutors / Gabriel Pereteanu	Low

		Catering must comply with Food Business Guidelines	Review catering contractors mobilisation plan and risk assessments. Condition remains in place	DM	Med / Low
Dining Room not suitable for social distancing		Consider changes to dining areas and lunchtimes to allow for cleaning between sittings	New staggered lunch plans, catering layout and use of space as detailed in COVID-19 handbook. Condition remains in place Sep 21 Update - Regular lunch service resumes	DM / Catering	Low
		introduce one way system in and out of dining area where possible	One way system in place. Condition remains in place Sep 21 Update - Regular lunch service resumes	Lunch staff duty / catering	Low
		allow for social distancing	Use of floor markers if appropriate in catering. Markings to be reviewed/refreshed as part of pre-opening checks. Sep 21 Update - social distancing no longer required at lunch service	Gabriel Pereteanu	Low
		Consider use of alternate rooms or outside spaces	Form rooms on appropriate year group floors being used for lunch to encourage bubbles to remain separate. Condition remains in place. Sep 21 Update - Regular lunch service resumes - alternate rooms no longer required	LL / Form Tutors	Low
Pupils with allergens not known	Pupils	Review current pupils for known allergens especially if not previously having school meals	Information requested from parents and catering liaised with. To be updated with details of new students. Sep 21 Update - School Nurse & Holroyd Howe to liaise regarding students with allergies	Registrar / LL / Catering / School Nurse	Med / Low
Staff with allergens not known	Staff	Staff required to complete a survey detailing allergens and preferences	Staff Survey completed and catering updated. New staff to bring any allergies/preferences to the attention of Catering Staff	School Nurse / Catering	Med / Low

Staff Wellbeing	Staff feel anxious about travelling to and from work on public transport/working with children during the epidemic	Staff	Ensure appropriate PPE for any staff performing roles which will require it. Set out all health and safety procedures clearly to allay anxieties wherever possible	PPE for staff available. All staff were contacted encouraging them to raise any concerns with a member of SLT before the start of term. COVID-19 handbook with staff specific section sent to all staff on 28 August 2020. SMT in regular contact with all staff regarding wellbeing. Tea and talk calendered as a staff wellbeing initiative. Condition remains in place Sep 21 Update - PPE available to all staff. PPE should be worn on public transport in line with TfL policy. PPE not required in school but can be worn if staff wish. Mental wellbeing remains key and staff are encouraged to talk to SLT raising any concerns Nov 21 - Staff wellbeing remains a priority to the school. Staff are to wear masks on public transport & in communal areas within school. The wearing of masks in a wider environment is at an individual member of staff's discretion and would not be discouraged.	DM / SMT	Low
	Staff wellbeing is compromised due to the return to the school building		Ensure current arrangements for staff wellbeing are functioning appropriately	SLT discuss staff weekly and ensure any staff who need more support are met with. Staff/Student counsellor offered as a wellbeing initiative to staff. Health assured available and staff reminded of this regularly. Condition to remain in place	CT / DM / LL	Low
			Ensure staff are aware of any additional well-being procedures	As above. Updates in weekly briefing meetings. Condition to remain in place	CT / DM / LL	

Pupil Wellbeing	Pupil wellbeing is compromised due to the return to the school building	Pupils	Ensure current arrangements for pupil wellbeing are functioning appropriately;	Place2Be led return to school sessions on wellbeing. They are also offering drop in sessions for pupils. Form Tutors and Heads of Section acutely aware of heightened anxieties and are supporting individual pupils and families as needed. Condition remains in place Sep 21 Update - Student wellbeing is a high priority and is to be addressed by pastoral team. Nov Update - student wellbeing remains a priority in school. Students are to wear masks on public transport and in communal areas. The wearing of masks in a wider environment is a personal choice and not to be discouraged.	LL	Low
			ensure pupils considered to be vulnerable are fully supported (increased counselling sessions, etc.)	As above. LL to work with families who have concerns over sending their children into school. Condition remains in place	LL	Low
			consider the changed needs of the school community as a whole – be aware of any bereavements, children of key workers and other considerations (look into any training necessary)	The needs of our school community have been taken into consideration and will continue to be adapted as necessary with any changes to guidance or policy. Condition remains in place	SLT	Low
			Enhance curriculum provision for well-being as appropriate	In place and being delivered by SLT. Condition remains in place	CT / LL	

			Ensure staff are aware of any additional well-being procedures	In place. Deputy Head Pastoral to be main point of contact for staff wellbeing and support. Condition remains in place.	LL	
			Provide appropriate support to staff.	This will be offered as necessary on an individual basis. Condition remains in place	LL / School Nurse	
First Aid Incidents	First Aid required to pupil / Illness	Pupils, Staff	Ensure trained first aider are available at all times	List to be displayed in school. Lists to be changed prior to return to reflect new School Nurse. Staff and students to be briefed as to new procedures for visiting the nurse if feeling unwell. Condition remains	LL / School Nurse	Low
			Ensure PPE is worn when issuing first aid	As a minimum gloves and mask should be worn, aprons may be appropriate. Condition remains in place. Sep 21 Update - PPE to be worn when COVID is suspected but not required (outside of normal medical procedures) in general. Nov Update - this condition remains in place	SLT / Reception / School Nurse	Low
			Ensure parents are consulted before a pupil is taken to hospital	As per normal operating procedures. Condition remains unchanged	SLT / Reception / School Nurse	Low