



COVID-19 Risk Assessment for Fairley House

Overall Risk Assessment in the COVID-19 Environment

UPDATES:-

12.09.20 – Additional cleaning to school each Friday, school closed at 4.30pm to allow for high touch points clean and school left empty over weekend.

29.09.20 – one way system being implemented as at 5th October 2020 to reduce congestion, following staff consultation.

22.10.20 - following updated government guidance and the local Covid alert level, when the local level is high or very high then face coverings should be worn by staff, visitors and pupils (over 12 years old Y7 and above) whilst moving around indoors in corridors and communal areas. Currently London is in High alert and therefore we shall be introducing 2nd November 2020.

	Risk	Control Measures	Outcome	Remarks / Re-sessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	Using access to ISBA bulletins and forums, government updates and our H&S consultants to provide advice. Staff responsible for review are MT, LB and SF with all staff encouraged to contribute	This allows us to keep abreast of the changes and ensure we are adapting our approach as information is provided	Continue to access all available information and share accordingly
B	Are changes regularly communicated to staff, pupils, parents and governors?	Governors are meeting on a regular basis to discuss the current situation Staff are receiving emails from the Head along with regular staff meetings Pupils have contact daily with teaching staff	Ensure that all stakeholders are updated	Ongoing communication required

COVID-19 Risk Assessment for Fairley House

		<p>Parents receive regular email communication with the Head</p> <p>This assessment will be updated on a regular basis as guidance changed and upon staff discussion, and available on shared drive to staff for review at all time</p>		
C	Are changes reviewed by governors?	Governors meet on a regular basis to discuss matters with the Head and Bursar	Support from governors is key to ensure that they are aware of any potential areas of concern	Ongoing communication required
D	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>Pupils are to enter via the school entrance doors, this will remain open for a longer period 8.20am - 8.40am, allowing pupils to enter in a staggered way, if they are late a staff member will allow access.</p> <p>Visitors are allowed on site but they must complete a visitor declaration form, deliveries are to be left at reception area where possible, site team to bring them in. Parents wait outside the school exit door at home time for collection, pupils will be called from class as parents arrive.</p>	Ensure that we are monitoring entry to the school to minimise contact	Ongoing review
E	Are Social Distancing (SD) and other hygiene rules	All staff and pupils are aware of the need to SD and that we should be washing our hands regularly.	Pupils/staff to wash hands on entry to school using hand sanitiser station at door.	Ongoing reminders and sanitiser station at key points – entrance / hall



COVID-19 Risk Assessment for Fairley House

	communicated, understood and applied?	Pupils will be reminded by the teachers and Head during assembly and in lessons.	Hand sanitiser in each classroom for use during day as required, also located in corridors Pupils/staff to wash hands prior to lunch Staff to remind pupils about the importance of SD and hand hygiene.	
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	Reminders will be sent via the weekly bulletin to pupils and staff		Ongoing
G	Is there sufficient supplies of hygiene materials and are they well placed?	Regular stock takes are made of supplies of hygiene materials, orders placed as required with cleaning suppliers	Every class to have a detergent spray gloves and cloth, which will be used to clean surfaces within class on a regular basis. Cloths will be washed on a regular basis, site team to organise topping up of detergent regularly and cleaning of cloths	Ongoing
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?	Site staff conduct regular cleaning of high touch point areas during the school day - after break and after lunch Cleaning materials (gloves, detergent and cloths) will be placed in each classroom, these should be	Ensure that the cleanliness of school is maintained to a high level	Ongoing



COVID-19 Risk Assessment for Fairley House

		<p>locked away when not in use, to allow staff to wipe down desks, chairs handles within classes on a regular basis</p> <p>Contract cleaners are also ensuring that the cleaning of high point areas is to a high standard when school closed, early September we introduced an additional clean every Friday, school closes 4.30pm to staff to allow for further clean</p>		
I	<p>What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?</p> <p>D&T practical lesson; handtools, machines, laptops.</p> <p>D&T Laptop lesson</p>	<p>Shared equipment will be cleaned between use, by staff and cleaning materials provided. All pupils to receive bring their own stationery bag at the start of school, this should travel with them to ensure no sharing of these resources. Where possible we shall avoid the use of shared items</p>	<p>Ensure the cleanliness is to a high standard.</p> <p>le, All tool box handles x6, 12 pencils, 12 rulers, 12 squares, 12 hammers 12 tenonsaws, 12 benchhooks, 3x pin boxes, 3x pincers, 12 vices, 12 bench tops, 1 pillar drill, 1 holding jig, 1 tubular step up.</p> <p>CADCAM pv keyboard, Laser touchpad and door handle, fume extraction touchpad. Door handles x3.</p>	Ongoing



COVID-19 Risk Assessment for Fairley House

J	Are high risk areas being regularly monitored for hygiene?	High risk areas are toilets and doors, where possible doors should be left open subject to fire regs and safeguarding to stop unnecessary touching.	Ensure the cleanliness is to a high standard	Ongoing
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	School is now fully open and we review as guidance changes along with discussions with staff. Plans are being developed for reclosing by SMT and Leadership, and we shall continue to keep abreast of the guidance being provided and use this accordingly	SMT and leadership preparing the closing school plan should this happen, we will revert to our remote working.	
L	Are all the risks identified properly mitigated and regularly re-assessed?	Using the guidance being provided the risks are being reviewed regularly. Review to take place on a weekly basis.	Constant review and update to ensure compliance	

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	Communication is via email in the main, with staff also using TEAMS for meetings	Ensure that all stakeholders are kept abreast of changes and can raise concerns/questions	



COVID-19 Risk Assessment for Fairley House

2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Email is used in the main for communications and governors hold Zoom meetings and staff hold meetings via TEAMS	Ensure that all stakeholders are kept abreast of changes and can raise concerns/questions	
3	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	Jolyon Luke is our H&S governor and link regarding Covid.		
4	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	<p>HR manager will contact staff who have concerns over returning to work to see how we can support and manage.</p> <p>Tutors and the Head will contact parents regarding concerns over pupils returning to school and see how we can support</p> <p>Risk assessments for vulnerable groups are to be completed prior to returning to school</p>	We have a duty of care and we need to support where possible	
5	Who has travelled where: other than home and school?	We are now allowed more freedoms on our movements and we shall	Make use of the test,track and trace system which will be effective in support of tracing contacts	



COVID-19 Risk Assessment for Fairley House

		remind all of the restrictions that are still in place. A recent communication went to parents about the benefit of staycation this half term, and a reminder of any quarantine measures.		
6	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	<p>Pupils & staff to use hand sanitiser station on entry to building</p> <p>All to wash hands prior to lunch</p> <p>Hand sanitiser in every classroom along with cleaning products to ensure surfaces can be cleaned</p>	The measures in place will ensure a high level of cleanliness	
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Staff to receive communication regarding the symptoms of COVID-19 and SD will be adhered to where possible throughout the building,</p> <p>Due to our small pupil no's we hope that we can manage in the main to SD.</p>	Provide as much information as we can to support staff. Staff encouraged to discuss concerns and put forward suitable ways to manage.	



COVID-19 Risk Assessment for Fairley House

8	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	The bus companies are run separately to the school and are not under our management, we have communicated the need that they too must follow government guidance in relation to SD, hygiene and PPE – we shall offer support where required	Keep communication channels open between bus company and school	
9	How is registration throughout the day managed including temperature / health checks?	Registration is within form rooms. All staff and pupils will be reminded that they must stay at home if have any of the symptoms. We have contact less forehead thermometers at each reception should a pupil/staff member feel unwell.	Monitor of absence important to check for any potential cases of COVID-19	
10	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	Whilst moving in the corridor pupils/staff should be moving therefore contact should be brief. We now operate a one way system within school to reduce congestion in corridors, as following a review we felt this measure should be	Monitor the corridors and make changes if necessary to ensure pupil safety	



COVID-19 Risk Assessment for Fairley House

		<p>introduced. We currently do not have access to outside space and this shall be reviewed as we do. We shall use the pupil staircase to go up stairs and the staff staircase to go down floors. Keep rooms well ventilated with open windows and doors where possible subject to fire regs/safeguarding. Following London being placed in High alert level, face coverings shall be worn by staff, visitors and pupils (Y7 and above). See updates above. 22.10</p>		
11	Are learning and games spaces configured to SD rules?	We do not currently have access to outdoor space and this shall be reviewed as developments occur.	Monitor and if access is given, develop a plan to allow for SD rules to apply	
12	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	As a specialist independent school our pupils are taught in small groups with different specialist teachers, throughout the school from Y3 – Y11, similar to the specialist staff in normal	Monitor as we bring back more pupils, make changes where required	

COVID-19 Risk Assessment for Fairley House

		secondary school. As per the Dfe guidance we shall do our best to reduce the numbers that mix. Due to our small cohort we shall be able to manage the school day as we do in the normal manner, our bubbles maybe slightly larger than 15 pupils but we shall maintain SD, we have sufficient space in classrooms and ensure good hand hygiene. We shall of course review this continuously and adapt should it be necessary		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	We have access to our EP, who will assist with pupils that should need support		

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?	Our policies are updated and these are available on our policy drive, all staff		



COVID-19 Risk Assessment for Fairley House

		are aware of where to find them		
2	Is the DSL and ADSL easily contacted and their contact information known to all?	The Head is the DSL and the Deputy Head is ADSL – this is known to all		
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	We are in the process of reviewing if it would be best practice to have a policy. To be updated		
4	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	We are running a different induction process as we are unable to have pupils in school for a day, the assessments will take place with measures to include SD, hand sanitiser and masks where necessary. New guidelines for DBS checking are in place for staff. Contracts will be amended to reflect probation periods of those staff taken on without the usual process of seeing a lesson with pupils take place New pupils are being offered a viewing of the school, when no pupils are in. All conversations are		

COVID-19 Risk Assessment for Fairley House

		via TEAMS or telephone/email.		
5	Are sporting, play and SD rules clear to staff and pupils?	Staff are aware of the rules in place, we shall adhere to SD where possible, and equipment is sanitised between use.		
6	Are drama, dance and music activities applying SD rules?	We are where possible using SD rules during these activities, along with the washing of hands before and after		
7	How are staff meetings and staff rooms regulated in terms of space, equipments, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	Staff meetings are currently via TEAMS when school returns we shall ensure SD using the main hall to meet. The kitchen will be used by staff and there will be cleaning materials and gloves for staff to use and they should wash hands before and after use of equipment		
8	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes all our security systems are maintained		
9	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	We shall be using the pupil entrance door for pupils to		



COVID-19 Risk Assessment for Fairley House

		enter and the reception door for pupils to leave premises, as the staircase by this door is for the down – signage will be displayed to ensure it is well understood.		
10	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Whilst moving in the corridor pupils/staff should be moving therefore contact should be brief. Staff will remind pupils of SD on a regular basis. During lunch pupils chairs will be spaced accordingly, will shall monitor and update as required.		
11	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	All soft furnishings from classrooms have been removed. We are spacing pupils within the classroom, where possible. We provide cleaning materials for staff to wipe surfaces after each session. PPE is not advised for use in Education see government guidance where this may be of use, updated to reflect face coverings		



COVID-19 Risk Assessment for Fairley House

		whilst in communal areas corridors (pupils Y7 and above, staff and visitors)		
12	Can staff manage, whilst in the transition phase, both in school and remote learning?	Staff will be teaching remotely via TEAMS but for those pupils in Y6 within school they will be taught in school, the Y6 pupils not in school will be sent the work home.		
13	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	We will review lunch times due to pupil numbers we should be able to maintain this during the usual lunch break, again this will be reviewed constantly		

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Is there anyone in addition supervising the normal medical staff?	The Head has oversight of those who are first aid trained, we do not have medical staff on site – only first aiders.		
2	Are there sufficient medical staff to deal with temperature testing, isolating suspect COVID-19 cases, outside	We have many first aid trained staff in relation to our pupil no's, the Head will take overall charge. Pupils will be isolated in the medical room until	Following the use of the medical room for an isolation, the room will	



COVID-19 Risk Assessment for Fairley House

	appointments and normal medical issues?	their guardians can arrange collection. Other pupils who may feel unwell due to unrelated matters will remain in the reception area and again this will be reviewed on a regular basis.	be cleaned thoroughly by our contractors.	
3	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	We shall review our procedures and send a written document regarding COVID-19 to staff ahead of the phased opening		
4	Is the medical room(s) properly equipped?	We have a fully equipped medical room		
5	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?	In line with government advice PPE is not to be used during the school setting in class, dependent upon the level we are placed in staff and pupils shall wear masks while moving around school during the school day in corridors, with exceptions on supporting a pupil when unwell, when gloves, apron and mask should be worn. Site staff to wear PPE when clearing any spillages this is to be disposed of safely.		
6	Is the school aware of all pre-existing medical conditions?	Yes we are aware of those pupils with medical conditions		
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	We have no record of anyone being tested positive for COVID-19, this		

COVID-19 Risk Assessment for Fairley House

		data will be recorded by the HR manager		
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	We ask staff to report in if anyone with the household has suspected symptoms, they would need to foillow guidance and isolate. Parents will be asked to follow the same protocol.		
9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath?	We have sent home pupils to date, with symptoms, but no positive test results to date. This will be tracked via our attendance for pupils and reported to the HR manager who will keep both pupil and staff cases tracked		
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	N/a at present HR Manager if staff member Form tutor if pupil		
11	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	N/a		
12	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	N/a		



COVID-19 Risk Assessment for Fairley House

13	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Yes we have a process that has been used in the past, we shall follow normal protocol.		
14	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	Yes we are all vigilant and Head reviews, staff can update at meetings any concerns.		
15	If essential work is required on site are contractors properly registered, inducted supervised and temperature checked?	Where possible we shall avoid any contractors while pupils are on site, where this cannot be avoided we shall ensure they are registered as per the usual protocol following the hygiene requirements.		
16	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes – we only have first aiders no medical staff		
17	What is the policy on washing school clothes so as to prevent infection?	Pupils will wear own clothes at the current time, this will be reviewed at a later date		