

## COVID 19 Risk Assessment for Full Schools REOPENING

This Risk Assessment was drawn up on the ISBA model with reference to:

- Surrey Protective Measures Risk Assessment template
- Government Guideline lines

This risk assessment will be a dynamic document that will be reviewed every second week and updated as changes are made to guidance. This document is supported by the Risk Assessment (RA) of Music, Transport and Boarding.

This Risk assessment was written by Victoria Low (Director of Operations) with input from;

- St Teresa's Senior School SLT,
- St Teresa's Prep School SLT,
- Maintenance teams St Teresa's
- Janitorial staff

All staff will have access to the School's Health and Safety Policy, First Aid and Infection Control Protocol.

**The school has additional specific risk assessments for:**

- Transport
- Music (1:1 and extra-curricular)
- Boarding
- Medical
- Swimming

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**System of Controls: The overarching aim is to prevent the spread of infection.**

### **Prevention:**

#### **In place at school all the time**

- Minimise contact with individuals who are unwell by ensuring those who are suspected to have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- Clean hands thoroughly more often.
- Encourage good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
- Introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).

#### **In place in as many areas as allowable**

- Minimise contact between individuals and maintain social distancing (SD) wherever possible.
- Windows and/or doors to be opened to allow ventilation within classrooms.

#### **In appropriate situations**

- Wear Personal Protective Equipment (PPE) in communal areas and corridors.

### **Response to any infection:**

- Engage with the NHS Test and Trace process, anyone showing signs will be guided to be tested.
- Manage confirmed cases of COVID-19 amongst the school community, day students – sent home, boarders isolated in Luke wing
- Contain any outbreaks by following local health protection team advice

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### Response to second Lock down: 16 November 2020

#### School Day

- The school will operate as normal between 8am – 4:30pm
- From 4:30pm wraparound care of Day Girls' Study, Girls prep until 6pm
- There will be no extracurricular activities beyond 6:00pm or before 8am.

#### Wearing Masks

##### Girls

- to wear masks when queuing for lunch
- to wear masks in corridors
- to wear masks on their way to chapel/assembly
- to wear masks on the way to the toilets/ moving around school

##### Staff:

- to wear masks in corridors
- to wear a mask if they cannot socially distance 2 meters from another member of staff
- to wear masks in the photocopier room and the corridors of the staff room

It is a matter of personal preference as to whether girls/staff wish to wear masks in classrooms. Currently there is no requirement to do so.

All staff and SLT to reinforce messages of social distancing for the girls between themselves and also towards members of staff.

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### Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	<p>The safeguarding policy has been updated and reviewed for the 1<sup>st</sup> September 2020 in line with Government guidelines and KCSIE 2020.</p> <p>Governors have approved this policy.</p> <p>Pastoral systems strengthened within the school.</p> <p>Inset Training has Safeguarding training on the 3<sup>rd</sup> September 2020. All staff will sign to say they have read and understood the policy.</p> <p>New Staff Induction involved safeguarding.</p> <p>At the start of the year St Teresa's Reconnect has been introduced to help pupils feel safe at school.</p> <p>School starts with inset with teachers cover the procedures for pupils to follow during the school day.</p> <p>Current Safeguarding Policy is on the school website.</p> <p>Staff have had online training on KCSIE 2020 and the Surrey Annual Safeguarding PowerPoint.</p>	Reduction on risk due documentation and training which has been put into place.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	<p>MFA, NME, VLO and all Heads across the Trust are accessing data from</p> <ul style="list-style-type: none"> <li>· Government</li> <li>· Surrey county council</li> <li>· ISBA</li> <li>· IAPS</li> <li>· GSA</li> <li>· NAHT</li> </ul> <p>Key Staff have signed up to email updates.</p>	Awareness of changes in government advice.	

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C	<p>Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.</p>	<p>SLT/staff members will be at the collection to explain all procedures if a parent is not following them.</p> <p>Staff were able to ask questions at INSET, SLT have open door policy and an anonymous questionnaire asking staff to give feedback on the RA in light of the first 2 weeks of school reopening was sent to all staff Friday 11<sup>th</sup> September. This was repeated on 2<sup>nd</sup> October, and the feedback used to make the amendments to this Risk assessment.</p> <p>Communications have been sent during August to inform parents and staff in advance of reopening. These have been updated and shared weekly or more frequently as the need has arisen for example, re-introduction of hot lunches and swimming. Office staff respond to parental queries 8am – 6pm or pass to the relevant staff for action.</p>	<p>Staff and parents have been informed of school systems</p>	
D	<p>Changes not regularly communicated to staff, their unions, pupils, parents and governors</p>	<p>We are using multiple channels effectively. Currently:</p> <ul style="list-style-type: none"> <li>• Important communications are being sent out as email.</li> <li>• Urgent communications are sent as both SMS and email.</li> <li>• For general information, Facebook is being used to update the wider community.</li> </ul> <p>Communication from the Heads is regular. In addition, a communication to all parents and governors is sent out every Friday.</p> <p>Staff meeting continue as normal; The option to attend virtually is possible if there is a need. COVID and any changes to policies or protocols is a standing item. Risk assessments changes are discussed.</p>	<p>Increase in communications to all reducing the changes of misunderstandings.</p>	
E	<p>Changes to assessments, procedures and other important matters not reviewed by Governors</p>	<p>We have asked staff to minimise marking of physical books, with training being given on how to mark online work.</p> <p>Policies have been edited to reflect this change.</p>	<p>Prevents the risk of transmission.</p>	

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F	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Risk Assessment has been offered to the insurers but they declined saying it was not required. It was shared with staff and available on the school website.	Actioned	
G	Local authority and health protection team not engaged prior to the beginning of term.	Communication has already been started and continues between the local authority and the trust.	Actioned	
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Medical procedures in place are all in line with the NHS Test and Trace. These have been adapted as change have been made by the government. Further detail has been added to clarify increase in temperature, and isolation requirements for those without symptoms.  These procedures have been shared with boarding, parents/guardians, staff and day students. Updates are sent as required.	Lowers the risk to the community if there is a member of the community who tests positive.	
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Contingency plans for self-isolation of boarders and sick pupils are in place. These have been discussed with the appropriate members of staff and have been written up for distribution to key members of staff.		
J	Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible.	Staff involvement with the risk assessment allows staff to raise issues that they do not believe to have been covered. First request for feedback was the 11 <sup>th</sup> September and changes made over the next week. The second request was 2 <sup>nd</sup> October.  From the 5 November masks must be worn in corridors and communal areas where bubbles mix.	Increased staff awareness and ability to actively get involve with Risk assessments.	
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	Pupils have been placed into year group bubbles. These bubbles will not interact with any other year group bubbles. There is a strategy for minimising mixing with others. SD is required between staff members and students if possible.  From the 5 November masks must be worn in corridors and communal areas where bubbles mix.  If not possible, additional measures are put in place to lower		

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		<p>the risk of transmission.</p> <p>Staff are reinforce hygiene rules to students at appropriate times of the day.</p> <p>Class seating plans have been collected so that SLT can ascertain who was sitting near positive students. CHQ transport module also now provides a real time track and trace. iSAMS allow a class group track and trace report.</p>		
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	<p>Students will play games according to guidance from the pertinent sports management bodies (e.g. Netball England). Open space is provided to each bubble to allow SD.</p> <p>Music/Drama will occur in classrooms within a year group bubble.</p> <p>Swimming has been reintroduced 27 September.</p> <p>Teachers will be responsible for reinforcing the rules.</p> <p>LOCKDOWN PERIOD 5 November          No trips will be offered. Any Boarding activities will be in house with SD measure in place.</p> <p>No sporting fixtures will be undertaken between other schools.</p> <p>Music Drama and Sport activities can continue but the need to start no earlier than 8am and be finished so all day students are off site by 6pm.</p>		
M	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	<p>Cleaning company contractors have been trained in the appropriate cleaning methods and chemicals required for COVID-19.</p> <p>External regulator checks procedures to make sure satisfactory procedures took place on the 26<sup>th</sup> August.</p> <p>Supplies are located in classrooms for staff to clean, if</p>		

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		necessary.  Addition cleaning has been put in place with an extra four hours of cleaning per day.		
N	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	Boarding Staff are alert to the higher risk. The nightly Health and Safety Boarding check has been amended to include hygiene checks.		
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	Not Applicable		
P	Access to school not controlled effectively and visitor (if allowed) details not recorded.	No visitors allowed onsite unless required for maintenance or visiting the Head teacher or SLT. Exception to be approved by the Head or Executive Head  All visitor contact details taken for Track and trace purposes. These are recorded by reception staff.  From the 5 November: Cross Trust movement is limited to Victoria Low (Director of Operations), Mike Farmer (Executive Head), Felicity Saunders (Art Teacher), Halley (Forest School), Sophie Shear (Art Teachers), Rebecca Smith (Accounts), Natacha Menzie (Head of Marketing)  Only essential governors visits will be allow to come on site during second Lock down.	This prevents the students bubbles from being broken.	
Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Supplies have already been purchased for the school and suppliers liaised with about stock.  Medical supplies have been stocked for the next 6 months.	This lowers the risk of supplies not being available to staff/students.	
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	Critical Incident Management (CIM) policy has been updated to reflect new staff and changes to procedures. Decisions dealing with the cessation of staffing or operations have been delegated to individual head teachers.  Updated CIM policy can be found on firefly – phone numbers		

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		<p>removed from the online version.</p> <p>The printed versions are now in the appropriate location.</p> <p>Three emergency folders are located in the Boarding Office, The Heads house and the Director of Operations.</p>		
S	<p>Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?</p>	<p>Medical Contingency plan created and provided for review. Changes have been made that only those with Cough, temp and lack of taste to be sent to testing.</p> <p>School has made arrangement for testing company to test boarders at set price and quick turn over. As of the 17<sup>th</sup> September notification is done via DofE not PHE</p> <p>On the 23 October the school emailed to register for the COVID Portal. This will allow staff and their family members to get tested as a priority.</p>	<p>Reduces the time in isolation for those who are not positive.</p>	
T	<p>Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.</p>	<p>COVID-19 Risk assessments are reviewed every 3 weeks during term time and updated as applicable; contingency for immediate update is in place for a fundamental change.</p>		
U	<p>All hazards identified properly mitigated and regularly re-assessed?</p>	<p>Systems are in place for staff to inform their line manager regarding risks need to be mitigated. SLT have an open door policy. Staff briefing weekly, minutes circulated.</p> <p>COVID risk assessment updated every 3 weeks term time or when alterations to the school process have changed.</p>		

### Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	<p>Communication channels not working and not reviewed. (Email, text, Facebook etc).</p>	<p>Communication is via email, SMS, social media and written letters.</p> <p>Senior School SLT meet twice a week/Prep School SLT</p>	<p>Reduces the misunderstanding between the school and the</p>	

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		<p>meet weekly to monitor systems that have been put in place. There are multiple communication methods to allow for redundancy if one system breaks.</p> <p>The school has moved to the Cloud to allow multiple methods for accessing communication</p>	parents.	
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	<p>This document has already been sent to all staff (including new staff). Each update is sent to all Senior Staff and all Prep Staff. It is published on the school website for parents and visitors to view.</p> <p>Staff have been given the opportunity to feedback anonymously.</p>	Actioned	
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>Email interchange is available directly with Head teacher as well as the Executive Director of the EST.</p> <p>Pupils have effective and established methods of communication between teachers via MS Teams/Emails/Firefly.</p> <p>Governors are on Microsoft Teams and they can communicate with all staff and parents as required.</p> <p>Office staff monitor and respond to emails daily between 8am – 6pm term time. Boarding staff monitor emails till 11pm.</p>		
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	<p>Responsibility for our COVID-19 response has been distributed between the following individuals:</p> <p>EST Executive Head - Michael Farmer</p> <p>EST Director of Operations – Victoria Low</p> <p>St Teresa's Senior – Claire McShane</p> <p>St Teresa' Prep – Sarah Conrad</p>	This provides coverage if one member of the team is COVID positive.	
5	No school representative identified to liaise with local authorities and local health protection team.	School representatives are:	This provides	

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		<p>SENCO St Teresa's - Audrey Moncrieffe</p> <p>DSL St Teresa's Senior - Victoria Low</p> <p>DSL St Teresa's Prep - Denise Irons</p> <p>Lead Nurse: Jane Graham</p>	coverage if one member of the team is COVID positive.	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	SENCO, reception staff, medical staff and PAs to the Head Teacher all have prior contact with relevant local authorities.		
7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	Local Health Protection team to be notified if there is a confirmed case within the school		
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Health Questionnaire has been sent to all staff to allow them to express their medical conditions/anxieties for returning to work		
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	Any parent with concern has the medical teams, Head teachers and any pastoral member of staff to speak to (contact detailed previously provided).	Email to Parents	
10	No staff, pupil and / or parent health declaration implemented or recorded.	Medical team has assessed existing records and ensured all records are present.	Completed.	
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	<p>Communication made with parents/guardians/Agents of students who are not in school. Collation of information by each school's office.</p> <p>A request was made before half term requesting parents inform the school if they are travelling out side of the UK over the half term break.</p> <p>From the 5 Nov any parent leaves their car must wear a mask. This has been communicated with parents on the 4 November</p>	Email sent	
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	All information shared with the school will be collated at each reception/office and shared with the Medical team		

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13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>Pupils will sanitise/wash their hands on entrance to and exit from the school.</p> <p>Pupils are expected to wash their hands as they transition between inside/outside and PE.</p> <p>They will also wash hands before and after lunch, and as they use the bathroom as normal.</p> <p>Washing hands for at least 20 seconds will be taught, practised and demonstrated for the younger years.</p> <p>Bins to be emptied during the day.</p> <p>The use of shared resources such as stationery and other equipment is limited and disinfected where not possible to avoid.</p>	Schools rules are adhered to	
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>During inset the school nurse went through the common symptoms and how SD will apply to them.</p> <p>Staff members are regularly updated by the Heads of School on how we are providing social distancing at the school.</p> <p>They will also be given direct guidance on what to share with the students in terms of behaviour and management.</p>	Staff have been trained to recognise COVID symptoms.	
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	<p>We have asked parents to stay in their cars at pick up and drop off to prevent mixing and jeopardising SD. The only exception is at the Prep School after 5pm where parents will have to collect from outside their child's classroom. They will not be allowed in the school building and playground floor markings will ensure SD.</p> <p>Facilities staff are on duty at drop off and pick up, to direct parents to drop off areas or parking in order to minimise the number of parents who leave their vehicles and gather. Parents were reminded about the requirement for SD in a</p>	Prevents mixing and spreading of disease	

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		<p>letter on Friday 11<sup>th</sup> Spt and half term bulletin.</p> <p>Facilities staff message staff over who needs to be sent out for pick up in the prep school</p> <p>The senior school exception is Day Girls study. Parents enter reception to notify that they are here and return to the vehicle.</p> <p>Staff will man the drop-off zones to encourage the precipitous leaving of site once this has been done.</p> <p>From 5<sup>th</sup> November all parents must wear a mask on their face, if they exit their car.</p>		
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	We have asked parents to stay in their cars at pick up and drop off to prevent mixing and jeopardising SD. See 15 which minimised the need to parents to go on site.		
17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	Due to the rural location of the school, safe travel is either parent drop-off or by school buses. Some pupils take the train followed by the school bus.		
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	<p>Corridors are not shared.</p> <p>Designated spaces for year groups pick-ups have been allocated to prevent mixing at the end of the school day.</p> <p>A 'walk on the left' policy will be promoted to maximise the space between students.</p> <p>In the Senior School, only one year group per common room is permitted.</p> <p>In the Prep School, girls will remain in their classroom and have an allocated outside area for their bubble.</p> <p>2 November: One Way System to be introduced in the Drama and Music area. Staff and students must enter next to M1 and then exit the building past the recording studio.</p>		

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		<p>Notices will be placed on the doors and staff will man.</p> <p>5 November: Mask worn by everyone in corridors and transit through communal areas. This will include lining up for Lunch.</p> <p>Staff Common rooms we have recommend staff wear masks if they are unable to distance themselves by 2m. Students are be given the choice to wear their masks in the common room.</p>		
19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	<p>The school building has been designated to specific year groups to prevent mixing between bubbles.</p> <p>Each school has reconfigured their classrooms to allow as much distance as possible between pupils.</p> <p>Playground areas are dedicated to each bubble across EST. This allow for no cross-use of playground equipment by different bubbles; maintaining, as much as is practicable, bubble integrity.</p>		
20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	<p>Pupils will follow the same timetable but stay within year group bubbles in set rooms for the day.</p> <p>Senior school has reduced lessons by 5 minutes to allow teachers to walk between classrooms.</p> <p>The timetable is revised to implement:</p> <ul style="list-style-type: none"> <li>• Lessons and activities to limit movement between areas</li> <li>• Maximise the number of lessons which can occur outside</li> <li>• Lunch in designated areas. No more than two bubbles sharing the area. Each area has been separated and only one year group is allowed in the space at the time. Trays, plates and cutlery is for specific year groups.</li> <li>• Small groups of children together throughout the</li> </ul>		

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		<p>day and avoid mixing bubbles.</p> <p>The schools have sent this information out to the parents and continue to update and share it..</p>		
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	<p>Pupils can use a mixture of public transport and school buses to get to school</p> <p>Staggered start times for younger year groups to reduce the amount of traffic on site.</p> <p>School buses are in place as normal (with masks required).</p>		
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	<p>Each school has access to a counsellor and services will be provided for any family who is experiencing difficulties.</p> <p>Surrey provides Early Help Support if there is a need beyond what the school can offer.</p> <p>Prep School SLT are having Rainbows training 2.10.20 with the Diocese to be able to offer even more support to children finding these uncertain times difficult.</p>		
23	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	<p>New online policy for the Effingham Schools Trust in consultation process.</p> <p>EST Head of IT has been introduced to allow cross-site resources and safety training.</p> <p>E-Safety training took place for pupils and parents on 7<sup>th</sup> September 2020</p>		

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Safeguarding policy has been updated and shared with all		

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		<p>at inset day.</p> <p>The safeguarding policy is on the website and staff are required to sign the behaviour policy.</p> <p>All staff have been sent online training in Annual Safeguarding and KCSiE 2020</p> <p>Policy is on firefly, school website and has been emailed to staff.</p>		
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	There are two sections of inset which are covered by Safeguarding and COVID-19		
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Documentation is shared with all staff and time to ask questions has been given to those who require further clarification.		
4	DSL team not easily contacted and their contact information not known to all.	DSL team easily contacted, use of CPOMS notifies staff automatically and mobile phone numbers distributed to prevent lack of communication.		
5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	COVID-19 policy produced by the medical team and guidance given for all other aspects of the school		
6	Revised fire drills, registers, routes and assembly points not rehearsed.	Fire policy and CIM updated for 1 <sup>st</sup> of September. Two fire alarms have been drilled 5 <sup>th</sup> September and 4 <sup>th</sup> September		
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Division of the school was made based on the needs and requirements of the pupils. Year group bubbles have had their needs meet appropriately.		
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	<p>Any staff who move between bubbles must socially distance.</p> <p>From 5 November it is compulsory for all Staff to wear face coverings in communal corridors. Staff have been communicated about this by email 4 and 5 November.</p>		
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance	Staff rooms are large and visiting staff are allowed to sign in and move to the appropriate rooms. During lessons staff		

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	as possible from other staff.	<p>numbers will be low enough in the staff common room to allow for safe use of the space.</p> <p>An additional staff room has been created for the Prep staff whose staff room is relatively small.</p> <p>Staff may wear face coverings in communal indoor spaces.</p>		
10	The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.	<p>Social distance between adults is 2m. Staff have been instructed to maintain distance between students.</p> <p>Alterations in teaching methods may be required to reduce the amount of walking around the room, and to avoid being in close proximity to assist pupils.</p>		
11	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	<p>Bubbles will not mix and distance will be maintained between people as much as possible.</p> <p>There is mixing between Year 9,10 and 11 in the Baker street bathrooms. Year 11 have three other toilets to use and staff are to promote that year 11 do not use Baker St Toilets unless absolutely necessarily.</p> <p>Staff to monitor that the year 7 bathrooms are only being used by Year 7.</p>		
12	Distinct and consistent groups or ‘bubbles’ not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Bubbles are clearly defined and there are no exceptions for mixing. Staff, parents and pupils have been made aware of this.		
13	Large gatherings such as assemblies or collective worship with more than one group not avoided.	<p>Assemblies and collective worships will occur virtually. One bubble will be in attendance and a rota is distributed for this.</p> <p>Traditional start of term events for parents such as Headteacher receptions have been conducted online. Parents’ evenings are also likely to be online. First parents’ evening is in early October Senior school late October Prep school and will be held virtually.</p>		

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14	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	<p>Transport – pupils are designated on set buses. Pupils are expected to sit in year group bubbles. CHQ now able to produce a Track and Trace report on students.</p> <p>In the Senior School, After-school study is being conducted in one of the largest spaces available. This allows for segregation of different year groups.</p> <p>In the Prep School, After School Study is taking place in year group bubbles except for Years 3 and 4 who will be in the Henderson Hall, separated into Year Group Bubbles.</p>		
15	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Staff have established good practises with younger children. Focused on modelling good behaviours and practises for the children.		
16	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	<p>SEND will occur in separated spaces delegated to set year groups. 1:1 lessons will have barrier if social distancing cannot be achieved.</p> <p>In the Prep School, lessons will be scheduled one year group per day so that the room is only used by one bubble in any given day and thoroughly cleaned in between.</p>		
17	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	N/A		
	Classrooms do not have side-by-side seating or forward-facing desks to reduce risks.	<p>All classrooms to be reassigned to forward facing Victorian-style setups, wherever possible making sure there is a space between tables. For some classrooms this is not possible and in these classrooms we ask that pupils sit in the same groups for the duration of the term.</p> <p>Students will move to specialist classrooms only when they are Year 10 and above. Students will move around the school, but only for limited subjects.</p> <p>Windows and/or doors are to be open for ventilation purposed. Students and staff are able to wear any jackets</p>		

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		if required.		
18	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	ITT have an allocated mentor, and there is a member of SLT who is responsible for the programme.		
19	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Volunteers will not be used in school		
20	Recruitment process and pre-appointment checks not following legal requirements.	There are no alterations to the recruitment policy. New policies will take effect at the end of September.  Safeguarding Governors to check SCR during September.		
21	New staff and pupil registration and induction processes not adapted or compliant.	There are no new staff in the Prep School.  In the Senior School, all new staff have had some induction before the new academic year.  Further induction will occur during the staff induction days.  Member of SLT to check and monitor all new staff and a mentor has been allocated to each staff member.  New pupil inductions days have been altered to place an emphasis on reconnecting with friends and school. Activities have been tailored to be SD.		
22	Support staff and TAs in regulated activity do not have the appropriate checks.	No member of the Effingham Schools Trust is permitted to do Regulated Activity without appropriate checks. Risk Assessments can be done for those staff who have had a barred list check but for whom we are still awaiting a DBS certificate.		
23	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR is up to date. Safeguarding governors to check SCR in early September.		
24	Plans to separate work, learning, meetings, activities and play outside not fully considered	For staff: meetings are to be held virtually wherever possible and especially when involving more than 7 staff members. If a face to face meeting is required book spaces such as SFLT, MH, Mag, Lib  Working space for staff is available in offices, workroom,		

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		<p>library during lesson time, and Magdalen House during lesson times</p> <p>For pupils: study rooms have been allocated for older years. Younger years will stay in the classroom even if they have dropped the subject in question.</p> <p>Outside areas have been divided up to each of the year group bubbles.</p>		
25	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Forest School reopened but there is only one year group allocated per day.		
26	Physical education, sport and physical activities not following the measures in their system of controls.	<p>For each sport, the guidance of the governing body will be followed as much as possible.</p> <p>Swimming lessons have been introduced. Changing rooms are fogged between bubbles.</p> <p>Senior School Sports Gym. Having looked at the size of the sports hall; one-year group may be in the sports hall at any one stage. If the flow of air is good, doors open, the space can be used by a different year group the next lesson. Staff needs to encourage that the students do no lie on the floors or lean on the walls.</p>		
27	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	<p>Sporting arrangements will be communicated to parents as the guidelines change.</p> <p>SOCS will be used to share information about fixtures if they happen</p> <p>Swimming has been re-introduced following a risk review. Allocated swimming days with no more than 2 bubbles on any one day allowing for cleaning of changing facilities between bubbles' use. Changing rooms are one per bubble so there is no sharing of the changing facilities.</p> <p>The multi gym has been reopened to the Boarders over the</p>		

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		weekend. Designated spaces, maximum number of students 3 and new cleaning regimes introduced.		
28	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Sports staff are all trained in hygiene procedures. Sport will be conducted by classes rather than in one big year group bubble to help with maximising distance between students and hygiene.		
29	Sports equipment not sufficiently cleaned between each use by different individual groups.	Buckets of disinfectant are used to wash equipment between classes.		
30	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Staff asked to look at RA before start of the term.		
31	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Please refer to the specific Music risk assessment		
32	Shared staff spaces are not set up or used to allow staff to distance from each other.	<p>Shared staff areas are on Sharepoint and online so all can have access.</p> <p>Prep Staff can use the staff room, the additional staff room in the Pre-Prep building and the ICT Suite when they are not in their classrooms.</p> <p>Policies and procedures can be found on Firefly. These are updated as changes are made.</p>		
33	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	The school has adopted a BYOD policy, so that there can be a reduction of the use of photocopiers. Shared equipment is not allowed unless it is within a year group bubble.		
34	Staff not having sufficient down time / rest during the working day / week?	<p>Each lesson has been reduced by 5 minutes, as the expectation for staff to move between rooms may be problematic, as well as providing brief respite between each lesson.</p> <p>Marking policies introduced for lockdown will remain. On average one piece of work per subject per week is expected to be reviewed as long as the pupil has at least 2 periods of that subject per week.</p>		

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		In the Prep School, live marking will be given whenever possible and teachers will evidence this by using 'Verbal Feedback' stamps in the girls' books. Sticky labels will be used to give written feedback in books and reading diaries.		
35	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Workloads should be manageable, and broadly comparable to a normal year. Efforts have been made to ensure that no unnecessary work is undertaken, and a variety of methods for teaching and learning have been advised.		
36	Staff unable to manage the provision of both in school and remote learning.	Blended learning is only required when a student is not onsite due to self-isolating or delayed return. All students who are ill will not be online.		
37	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	IT systems in place to monitor CCTV on the entrance to the school site		
38	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Return to school communication to Staff and Parents.		
39	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	In the Prep School, pupils can only be dropped off from 8.15am and should go straight to their classroom. Staff are on duty from 8am in case parents drop off early and children are kept in segregated bubble areas in the playground.  After School, pupils are being kept in year group bubbles and Years 3 and 4 will be in the Henderson Hall separated by Bubbles.		
40	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Corridors are not shared in the Senior school.  Transit spaces are not used at the same time for the Prep school		
41	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	All Classrooms have been mapped out forward facing with maximum distance possible between students.  Teacher 2m from students.		
42	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Children are model's handwashing by teachers in Prep school and good hygiene practise are embedded.		

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43	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hygiene stations are place in appropriate areas of the school. All classrooms have had sanitiser except science labs which have liquid soap.		
44	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Each classroom has a hygiene station. This includes sanitisers, rubbish bins, wipes.  Rooms cleaned regularly.		
45	Unnecessary and unused items not removed from classrooms and other learning environments.	Classrooms have been decluttered for the start of term.		
46	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Soft toys and furnishings are removed if not appropriate.		
47	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Equipment is not shared within the school.		
48	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Equipment will be regularly cleaned and reading scheme books will be organised in such a way as to allow 72 hours between books being returned and then sent out again.  Library books will be arranged in crates for each year group and changed every few weeks.		
49	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Resources are not shared between bubbles unless 48 hour between.		
50	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Locker rooms and Changing rooms are not being used initially.  Toilets and showers are managed according to normal procedures.		
51	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Communication to parents has explained the requirements for a child to bring to school. Students will not bring in PE bags.  Swimming has been re-introduced, no more than 2 bubbles swim per day with time between their uses for cleaning. Changing rooms have been allocated to one bubble and fogging will occur between bubbles.		

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52	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Books are only shared within a year group.		
53	Outdoor playground equipment should be more frequently cleaned or left fallow.	Routines are in place for cleaning of the playgrounds between year group usages.		
54	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Assemblies will be virtual, drop off times staggered for the younger ages. Pick up times are staggered.		
55	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	School policy is no overnight stays for the Autumn term.		
56	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Each year group bubble is fed in a different area.  Lunch hall is shared into two spaces for two bubbles. Only one bubble in the space at the same time.		
57	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Breakfast is staggered for the boarders. 6 <sup>th</sup> form have breakfast in Mag House.  After school clubs will take place but with SD.  No more than 2 different bubbles use any one space to eat lunch with time between uses for cleaning. Cutlery and trays are allocated per bubble.		
58	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Mental health training to be provided online for all staff.  Mental health leads within the school have a responsibility to make sure it is addressed as the year proceeds.		
59	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	St Teresa's Senior School is starting the year with 'St Teresa's Reconnects' to allow the building of friendships and social re-engagements.  Extra-curricular activities will occur, limited according to risk profiles.		
60	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Support staff are returning at the start of the academic year.		

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61	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	A reduction in activities at the start of the year will allow for the efficiency of those activities that do take place.  Activities must take place in year group bubbles.		
62	Plans, briefing and statistics for ISI / Ofsted visit not updated.	St Teresa's Susan Randall and Victoria Low to update ISI portal.		