



**Management of Health and Safety at Work Regulations
Risk Assessment – Covid -19 – updated August 2020**

Hazard	Potential Harm	Precautions already taken?	Current Risk Level (H,M or L)	Are additional measures necessary if risk high?
Direct and indirect transmission of the Covid-19 virus to children, students, staff, visitors, contractors.	Infection with Covid-19 symptoms including but not limited to: Breathlessness Coughing Fever Fatigue Muscle cramps Loss of taste or smell Major organ complications Fatality	<ul style="list-style-type: none"> • Reduction is through following Government, NHS, PHE and DfE guidance • Review of guidelines and implementation of recommendations including changes to working practices. • Protocols in place for anyone suspected of developing symptoms whilst on the premises. • Protocol for those feeling unwell before attending. • Protocol for informing staff, students and families who have close contact with a potential case. 	M	
General Controls – access to premises		<ul style="list-style-type: none"> • Access to school/ Training Centre protocol for staff, parents, children, students and visitors that includes: cleaning of hands with antibacterial gel on arrival, temperature check and change to indoor shoes (and clean clothes for those taking public transport). • Visitors must sign a statement including the temperature record and contact details. Names, hour (entry and exit) and dates are registered in the staff and visitors' book. 	M	

		<ul style="list-style-type: none"> • To reduce the risk of transmission of infection, the school will stagger start and finish times in order to limit the number of adults in front of the buildings. • Students will attend practical sessions at the Training Centre with lectures and demonstrations delivered remotely. • In general external contractors are not allowed to enter the Institute’s sites whilst children or students are on the premises. Essential contractors will be allowed, if necessary, and preferably outside of operating hours. Disposable face masks and gloves will be available at the entrance for the contractor to wear. • Trainee teachers and professional consultants are permitted to attend school sites and must follow the protocols and guidelines for staff. • There will be pre-designated areas for parents during pick-up and drop-off times. Flexibility on arrival will be given if parents and children need to take public transport in order to avoid peak times. • Arrival and departure times to be communicated with neighbouring schools, where applicable. 		
<p>Transmission – General controls and communication</p>		<p>Reduction is through:</p> <ul style="list-style-type: none"> • Appropriate staff ratios in place. • As far as is possible, social distancing should be adhered to in all settings by staff, parents and children and efforts should be made to ensure that classes do not mix. Staggered start/finish school time and sessions for children will be put in place and furniture in 	<p>M</p>	

		<p>classrooms will be reorganised to provide maximum space for social/physical distancing.</p> <ul style="list-style-type: none"> • Time spent outdoors will be maximised on school sites with outside space. • Internal communication about changes and communication of letters/emails to parents, students and e-mail to staff. • Regular staff meetings and Parent meetings (to be held online). • Daily follow-up on news and advice from Local Authorities and from the Government. Review of guidelines and implementation of recommendations. 		
<p>Minimising contact with individuals who are unwell at home</p>		<ul style="list-style-type: none"> • Communications to students, staff and parents to emphasise that if they, their children or anyone in their household is symptomatic, then they must self – isolate, and not attend the School/ Institute in person. Communications to include the testing process referred to below. 	<p>M</p>	
<p>Minimising contact with individuals who become unwell at school – children</p>		<ul style="list-style-type: none"> • Any child or student who becomes unwell will be sent home immediately and advised to follow the government Covid 19 guidance • Whilst waiting for a parent to collect a child: • the child will be moved to the medical area where they can be isolated, with appropriate adult supervision as required. • If they need to go to the bathroom whilst waiting, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else • Appropriate PPE will be worn by the member of staff looking after the child if a distance of 2 metres cannot be maintained 	<p>M</p>	

		<ul style="list-style-type: none"> • We will call 999 if we believe that the child is seriously ill • Staff will wash their hands for 20 seconds if they have been in contact with someone who has been unwell. 		
Minimising contact with individuals who become unwell at school – staff/adults		<ul style="list-style-type: none"> • If a staff member becomes ill, with a new, continuous cough or a high temperature, they will be sent home immediately and advised to follow the Government Covid 19 guidance. 	M	
Minimising transmission following an individual becoming unwell		<ul style="list-style-type: none"> • Staff who are displaying symptoms will be advised to go home and may apply to be tested. • Staff who advise the Insitute that they have symptoms will be advised to consult the Government self-referral guide. • Staff will be asked to book a test via the on-line portal https://www.gov.uk/apply-coronavirus-test. • Parents will be advised to call 111 for advice if their child’s symptoms worsen. • All Children can book a test. • Staff and children must remain in isolation at home until the test result has been received • Staff must inform the HR Administrator of the result of the test • Parents must inform the school of the results of the child’s test (if applicable) • Students must inform the Institute of the results of their test (if applicable) • Where the child, student or staff member tests negative, they can return to school, training if they are well enough and other household members can end their self-isolation. 	M	

		<ul style="list-style-type: none"> • Where the child, student or staff member tests positive, the Institute should contact the local health protection team which will carry out a rapid risk assessment to confirm who has been in close contact with that person. • The other household members of that wider class or group do not need to self-isolate unless the child, student, or staff member they live with in that group subsequently develops symptoms. 		
Transmission during travel to and from the site		<ul style="list-style-type: none"> • The communications to staff, students and families will include reference to the Government guidance on travel. • There will be staggered start and finish times at each school site. • Staff are recommended to use personal cars, cycles, or walking as a means of transport where possible to the School/ Training Centre • Staff and children change to indoor shoes on arrival. • Staff taking public transport to change into clean clothes on arrival 	M	
Failure to socially distance during arrival and departure times		<ul style="list-style-type: none"> • Neither parents nor other external visitors will be allowed inside the school buildings. Parents and external visitors will have to phone or e-mail the school office. Parents will have to drop off and pick up their children at the school entrances. • Only essential contractors will be allowed, if necessary, and preferably outside of working hours. Disposable face masks and gloves will be available at the entrance for the visitor to 	M	

		<p>wear</p> <ul style="list-style-type: none"> • When dropping off or picking up their children at the school gate, parents will have to stay 2 metres from each other outside the school and wait on the markings provided. There will be pre-designated areas for parents during pick-up and drop-off times. Flexibility on arrival will be given if parents and children need to take public transport in order to avoid peak times. • Arrival and departure times to be communicated with neighbouring schools, where applicable. 		
Groups of children, students mix with others.		<ul style="list-style-type: none"> • As far as is possible, social distancing should be adhered to in all settings by staff, students, parents and children. • One-way system whenever possible to minimise contact (always on the left-hand side). Garden at Hampstead is divided in sub areas for groups of children. • Students to remain with their Course Group • Lectures and demonstrations to be delivered remotely. Students to attend the Centre for practical sessions. 	M	
Failure to socially distance during lunch Direct contact during lunch		<ul style="list-style-type: none"> • Each class will have lunch in their classroom or in the garden. • Teachers to serve lunch to children in their class • Administrative staff and teachers to have staggered lunch times. • Maximum number of students permitted to use student kitchen. 	M	

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Failure to socially distance in staff facilities		<ul style="list-style-type: none"> • Reduced/Stagger numbers • Allocate seats 1m apart with mitigating measures • Limit occupancy of staff rooms • Cleaning between sessions/periodic cleaning 	M	
Indirect contact via surfaces		<ul style="list-style-type: none"> • Cleaning tasks will be notified to cleaners and special attention mentioned to high risk areas and regularly used surfaces. • Protocols and Covid-Secure commitment from cleaning contractors. • Cleaning contractors to follow their own professional guidance issued by the Government and that of the most up to date version of the document Covid-19: Cleaning of non-healthcare settings guidance. • All materials handled by the children, students will be cleaned at the end of each day or before other groups of children/ students can use it. Antibacterial wipes and UV steriliser will be available to clean shared equipment/materials. 	M	
Indirect contact via shared resources		<ul style="list-style-type: none"> • Staff workstations and equipment allocated to one person or cleaned between sessions • No sharing of items such as stationery. • Children will have their own stationery tray • Children will not be allowed to bring any items from home other than those specifically requested by the school. 	M	
Poor hygiene		<ul style="list-style-type: none"> • Good respiratory hygiene (catch it, bin it, kill it protocol). Staff to do and supervise regular handwashing (on arrival, before eating, after using toilet, after garden and sport activities). 	M	

		<ul style="list-style-type: none"> • Correct food handling to avoid risk of spreading the virus. • Ventilation of rooms through the day and regular cleaning and disinfection of classroom material and frequently used objects and surfaces. Professional cleaning on daily basis. • The Institute to ensure sufficient supplies of cleaning materials, antibacterial gel, tissues, liquid soap, paper towels, antibacterial wipes, disposable face masks and gloves. Touchless antibacterial gel dispenser will be available at the main site for use by visitors and older children. 		
Contact or transmission via delivery drivers		<ul style="list-style-type: none"> • Delivery drivers will not be allowed onto the Institute’s premises. 	M	
Transmission where social distancing is not possible such as welfare emergency		<ul style="list-style-type: none"> • Where a child becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can return home, a face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, and a face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection will also be worn. 	M	
Poor housekeeping and inappropriate cleaning standards		<ul style="list-style-type: none"> • Cleaning tasks will be notified to cleaners and special attention mentioned to high risk areas and regularly used surfaces. 	M	

		<ul style="list-style-type: none"> • Protocols and Covid-Secure commitment from cleaning contractors. • Cleaning contractors to follow their own professional guidance issued by the Government and that of the most up to date version of the document Covid-19: Cleaning of non-healthcare settings guidance. • All materials handled by the children/ students will be cleaned at the end of each day or before other group of children/students can use it. Antibacterial wipes and UV steriliser will be available to clean shared equipment/materials. 		
Inappropriate facilities management		<ul style="list-style-type: none"> • Mandatory and statutory testing to be continued. • Protocols and Covid-Secure commitment from facilities contractors. • All relevant mandatory and statutory testing and recording is completed. • At least one fire marshal at each site. • Two fire drills per term. • Fire equipment checked regularly. • Good ventilation maintained. • Water system maintained in good health. • Doors propped open where possible and not contravening fire or safeguarding strategy. 	M	
Safeguarding risk of remote learning provision		<ul style="list-style-type: none"> • Safeguarding policy in place and updated. • DSL and ADSL can be easily contacted. 		
School/ Training Centre required to close or reopen at short notice		<ul style="list-style-type: none"> • Contingency plan in place for re-opening or re-closing. 		