

	Task/Activity	Aldenham Prep School Coronavirus Risk Assessment										Issue Date:	28 October 2020
	The Aldenham Foundation												
People Affected:	Employees	✓	Contractor or Agency staff	✓	Public/visitors Client staff	✓	Pupils	✓	Other	✓	AREA:	Aldenham Prep School	
Key to Scoring:	1-4 Low	→	5-6 Medium	→	8-12 High	→	15-25 Very High	→					

Overall Risk Assessment and Guidelines

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
1	National guidelines are updated regularly but school lapses in following advice	Staff, pupils, parents and visitors placed at greater risk	3	5	15	<ul style="list-style-type: none"> Headmaster and Bursar to establish daily checks to ensure Government updates are reviewed and actioned accordingly. Key updates are quickly communicated to governors, staff, parents and pupils as applicable. Foundation websites updated to reflect changes to guidelines. 	Bursar	2	3	6
2	Lack of governor oversight on plans and procedures to reopen school settings	Inadequate oversight of plans and procedures for the reopening of the School. Reputational risk to the Foundation if government guidelines are not correctly followed and members of the school community are unnecessarily put at risk.	3	3	9	<ul style="list-style-type: none"> All governors to review plans and risk assessment for the reopening of the School. Ongoing communications between Foundation Leadership Group and Chair of Governors, governors with responsibility for key areas (eg. Safeguarding) and all governors. Governance Committee to consider mechanisms to enable governors to have appropriate involvement. 	Chair of Governors	1	3	3
3	Guidelines in place but are not being followed in school	Staff, pupils, parents and visitors placed at greater risk.	3	5	15	<ul style="list-style-type: none"> Posters around school including reception, classrooms and in corridors. Hand sanitizers installed in key locations to ensure ease of access for staff, pupils and visitors. Staff to reiterate National Institute for Health protection (NIHP) hygiene advice and expected standards to parents and pupils. Contracts Manager to ensure cleaning products used in school are in line with the advice provided by NIHP. Contracts Manager to produce a cleaning rota for cleaning staff in liaison with the School Head to ensure that it matches the planned timetable. Contracts Manager to ensure cleaning staff adhere to requirements covered in the Hygiene section. 	Bursar	2	3	6
4	Poor communication	Vital information is not received by governors, staff and parents thus placing the entire school community at greater risk.	3	5	15	<ul style="list-style-type: none"> Regular and comprehensive communications are maintained with governors, staff and parents to ensure key information is passed on in a timely manner both prior to and after the School has reopened to the full staff and pupil body. Contact details are checked and updated where necessary. Risk Assessment placed on School website and shared with all stakeholders. 	Headmaster	2	3	6

						<ul style="list-style-type: none"> Ensure all stakeholders know who to contact if they have any concerns. Timely responses are provided to all communications. 				
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Safeguarding Risk Assessment

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
5	Safeguarding concerns	Pupils at greater risk of harm	3	5	15	<ul style="list-style-type: none"> Follow the Safeguarding Policy – published on the School website and MSP. Refer to the Safeguarding Risk Assessment. Ensure DDSL has sufficient time to fulfil this role. Actively engage with parents of children not sent to school. 	DSL Prep School DDSL	2	3	6
6	Inaccurate recording of absence	Pupils at greater risk of harm	2	5	10	<ul style="list-style-type: none"> Accurate recording of absences daily. Actively engage with parents and encourage those of non-attendees to call daily. 	Prep School DDSL	2	3	6

Social Distancing Risk Assessment

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
7	Drop off and collection by parents	Staff, parents and pupils placed at greater risk due to number of people arriving at the same time	4	5	20	<ul style="list-style-type: none"> Staggered timings for drop off and collection are in place for each age group. This will involve different timings and entrances to the school. Details effectively communicated to parents and enforced by staff. Year 6 pupils to open their own car doors and parents to remain in the car at drop off. Other pupils will be taken to the drop off point by parents and cones will be in place to mark 2m spacings. Parents will be informed that as soon as they have dropped off or collected their child they are to leave the school premises; they are not to use it as an opportunity to remain and speak with other parents. Sufficient staff are on duty at each entrance point. 	Head	3	3	9

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			L	S	R			L	S	R
8	School Sponsored Coaches	Staff, parents and pupils placed at greater risk due to proximity of pupils on the coaches	4	5	20	<ul style="list-style-type: none"> School and coach companies will be following the Government guidelines set out in: https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020 Pupils will be required to sanitise hands on boarding the coach. Pupils will have an allocated seat that they will be required to use for each journey and will need to remain seated throughout the journey. Pupils will be required to wear a face covering throughout the journey. On arrival at School, pupils will be required to sanitise their hands after alighting from the coach. Drivers will have received specific Covid-19 training and instructions from their respective company. 	Bursar	3	3	9
9	In class	Staff and pupils placed at greater risk due to proximity	3	5	15	<ul style="list-style-type: none"> In accordance with Government guidelines each class will be a bubble of its own and partner with one additional class to form and extended bubble. Each class will use their usual rooms for subject teaching (mainly their own classroom). Classrooms will be configured to ensure maximum separation between the pupils. The same members of staff will be with each bubble on a weekly basis. This number is minimised as much as is possible. Large Perspex screens will be provided for individual music lessons. Sanitizing wipes and gel will be available in every classroom. Windows will be regularly and frequently opened and fans turned on to re-fresh the internal air. 	Head	2	3	6
10	Play times / lunch times	Staff and pupils placed at greater risk due to number of people in same area	3	5	15	<ul style="list-style-type: none"> Requirements for social distancing will be reiterated to pupils on a regular basis and monitored for compliance. Breaks and lunch times will be taken outside wherever possible. Separate areas will be used by different bubbles. Areas will be closely monitored by staff. Playing equipment will be cleaned after use or stored for the requisite period of time before re-use. 	Head	2	3	6

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11	Catering Provision – Lunch	Staff and pupils placed at greater risk due to number of people in same area	4	5	20	<ul style="list-style-type: none"> For pupils, to maximise social distancing, lunch times will take place in the Sixth Form Centre for years 5 & 6, the Main Dining Hall for years 1 to 4 and the Pre-Prep building for reception and nursery. For staff, lunch will be taken in the Masters' Dining Room in a Prep School only sitting The number of staff / pupils at each table will be minimised to enhance separation. The dining rooms will be cleaned after each bubble / staff sitting. All food will be served by the catering staff to minimise the opportunity for cross infection. Additional screens will be fixed to the servery counters to provide additional protection. All staff / pupils will be required to sanitise their hands on entering the servery areas. Doors and windows will remain open in the dining facilities to enhance ventilation and air circulation. Foundation staff will be required to wear a face covering when queuing for lunch. Catering staff will be required to wear a face covering throughout the lunch period. 	Bursar	3	3	9
12	Toileting	Staff and pupils placed at greater risk due to cross contamination and proximity	4	5	20	<ul style="list-style-type: none"> Staff will monitor number of pupils using toilets at any one time. Requirements for social distancing will be reiterated to pupils on a regular basis and monitored for compliance. 	Head	2	3	6
13	Transiting corridors	Staff and pupils placed at greater risk due to proximity	3	5	15	<ul style="list-style-type: none"> Through an effective timetable, opportunities for staff and pupils to use corridors at the same time will be minimised. 	Head	1	3	3
14	Wrap around care and co-curricular clubs	Staff and pupils placed at greater risk due to mixing of assigned 'bubbles'	4	5	20	<ul style="list-style-type: none"> Parents are aware that until current guidelines are amended, wrap around care will be provided with bubbles kept apart as much as possible. Peripatetic lessons are taught following the guidelines: 	Head	1	3	3
15	Staff mixing in the Common Room	Staff and children placed at greater risk due to additional contact between staff	3	5	15	<ul style="list-style-type: none"> Staff reminded on the need to maintain social distancing with colleagues throughout the school day. No more than 6 staff will use the Prep Staff Room at any one time. No more than 2 staff will use the Nursery kitchen at any one time. No more than 2 staff will use the Pre-Prep kitchen at any one time. 	Head	2	3	6

Hygiene Risk Assessment

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
16	Risk of infection through unclean building – Deep clean	Staff, pupils, parents and visitors placed at greater risk	4	5	20	<ul style="list-style-type: none"> Deep clean of Woodrow House and Wilson House to be undertaken prior to reopening of the School. Contractor to provide evidence that the cleaning schedule is in accordance with the Governments' guideline on cleaning non-healthcare facilities. Deep clean is overseen by the Contracts Manager. Deep clean is inspected by the Head to ensure they are happy with the standard of cleanliness achieved. Contracts Manager to ensure cleaning products used in school are in line with the advice provided by NIHP. 	Bursar	2	3	6
17	Risk of infection through unclean building – Daily cleaning regime	Staff, pupils and visitors placed at greater risk	3	5	15	<ul style="list-style-type: none"> Additional contract cleaner to be present throughout the school day. Contracts Manager to liaise with Head regarding daily cleaning schedule for cleaning of classrooms, toilets, offices and general areas to include handles and rails and the emptying of bins. Contracts Manager to oversee and ensure cleaning rota for cleaning staff is produced and adhered to. Contracts Manager to ensure all toilet/bathroom facilities are well stocked. Contracts Manager to ensure cleaning products used in school are in line with the advice provided by NIHP. Additional cleaners will ensure the buildings are thoroughly cleaned and disinfected at the end of each day; this will be overseen by the Contracts Manager. 	Bursar	2	3	6
18	Risk of infection through unclean toys and equipment	Staff and pupils placed at greater risk	3	5	15	<ul style="list-style-type: none"> Staff will be advised what cleaning materials are available to them and instructed on their use. Equipment and toys will be cleaned and disinfected regularly and frequently. Equipment that cannot be easily cleaned and disinfected will be removed from the classroom. 	Head	1	3	3
19	Risk of infection through lack of handwashing and sterilisation	Staff and pupils placed at greater risk	4	5	20	<ul style="list-style-type: none"> Regular handwashing will be programmed into the daily timetable. Posters will be placed across the School reminding all of the need for regular hand washing and the correct method. Additional mobile hand wash facilities will be available. Classroom sinks will be used for hand washing. 	Head	3	3	9

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20	Risk of infection through poor personal hygiene	Staff, pupils, parents and visitors placed at greater risk	4	5	20	<ul style="list-style-type: none"> Ensure adequate stock levels of tissues are available across the School and replenish as needed. Ensure adequate numbers of hand sanitiser dispensers are placed around the School and adequate stocks are maintained. Ensure each hand sanitiser dispenser is full at the start of each day. Contact every user and inform them of usage expectations. Inform parents of hygiene expectations before coming to school, before going home and when they get home. All staff and pupils to either wash hands or use a hand sanitiser on arrival at and when leaving School. Posters will be placed around the School promoting the 'Catch It, Bag It, Bin It' campaign. Provision of foot operated bins and sufficient bags to dispose of used tissues. 	Head	3	3	9
21	Incorrect disposal of PPE	Staff and pupils placed at greater risk	2	5	10	<ul style="list-style-type: none"> Staff be advised on how to correctly dispose of used PPE. Contract's Manager is to ensure any used PPE is disposed by the cleaning contractor in accordance with the guidance on cleaning for non-healthcare settings. 	Bursar	2	3	6

Medical Risk Assessment

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
22	Hazards presented by Covid-19 are not understood by staff	Place pupils, parents and visitors at greater risk	2	5	10	<ul style="list-style-type: none"> Encourage staff to read available advice regarding Covid-19. A training session by the Foundation's nurse has briefed all staff on Covid-19 regarding the hazards and what signs to look out for. Provide regular updates for staff as and when Government advice changes and will impact on the provision of education. 	Head	1	3	3
23	Lack of first aid provision within the School	Staff and pupils placed at greater risk	2	3	6	<ul style="list-style-type: none"> Ensure sufficiently trained first aiders are on duty whenever the School is open for pupils. Maintain regular contact with the Foundation nurse whenever specialist advice is required. Ensure the updated Infection Control Policy is readily available to all staff members. 	Head	1	3	3

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24	Mental health wellbeing of pupils	Heightened anxiety due to being in a school environment.	3	3	9	<ul style="list-style-type: none"> Make use of teaching sessions such as PSHE, circle time, assemblies and journal writing to explore the pupils' feelings and understanding of the pandemic. Provide additional support to those pupils who present signs of struggling to make sense of the pandemic through the teaching staff and wider welfare team if needed. Maintain continuous communication with parents and pupils. 	Head	2	3	6
25	Mental health wellbeing of staff	Heightened anxiety due to working in a school environment	3	3	9	<ul style="list-style-type: none"> The Head and HR keep in contact with those staff members who feel anxiety about the pandemic situation and enact what they can to alleviate this in school. If needed, involve the wider welfare team and seek professional help. Make reasonable adjustments to address concerns raised by staff. Ensure staff are made aware of the support mechanisms that are in place to support them. 	Head	2	3	6
26	Unwell children being sent to School	Staff and pupils placed at greater risk	3	5	15	<ul style="list-style-type: none"> Effective communication with parents advising that children are not to be sent to School if they are unwell. Staff advised to keep a close eye for any children that appear to be unwell when being dropped off and sent home with their parents. Parents will be contacted immediately it is apparent a child is unwell and asked to collect them as soon as possible. Head speaks to any parent who sends an unwell pupil to School. 	Head	1	3	3
27	Unwell staff attending School	Staff and pupils placed at greater risk	2	5	10	<ul style="list-style-type: none"> Staff encouraged to recognise their own wellbeing and not attend School if they are unwell. Remind staff of the Sickness and Absence Policy and their responsibilities. Head to speak to all members of staff reporting sick in order to understand their symptoms – being mindful of medical in confidence. Ensure there is a robust plan in place to cover unwell members of staff. 	Head	1	3	3

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28	Children becoming unwell while at School.	Staff and pupils placed at greater risk	3	3	9	<ul style="list-style-type: none"> Child immediately taken to medical room and isolated from other pupils and staff members. The door should remain closed and a window opened where possible. Parents of the pupil are contacted immediately and asked to collect their child (and any siblings in the School or Nursery) as soon as possible. Child should be attended to by the identified Senior Leadership Team first aider who will remain with the pupil until the parent arrives to collect them. Once the pupil has been taken home, any PPE used must be disposed of in a lidded bin. The room is to be thoroughly cleaned as soon as it is vacated in accordance with the guidance on cleaning for non-healthcare settings. The member of staff who took the pupil to the medical room and the first aider are to wash their hands for a minimum of 20 seconds at the earliest opportunity. If the symptoms are Covid-19 related (high temperature or new continuous cough) the member of staff is to follow the instructions in the Government guideline: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools If the symptoms are Covid-19 related, parents must be advised to follow the advice at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance While there is no immediate requirement for the members of staff to self-isolate, they are to monitor their condition for any Covid-19 symptoms. If the symptoms are Covid-19 related, the pupil should self-isolate for 10 days and household members for 14 days and their parents should be advised to book a Covid-19 test using the Government's website. Other members of the 'bubble' should be monitored for Covid-19 symptoms. The School will advise parents if the test result for Covid-19 is positive and the mitigation measures outlined in reference 30 below will be instigated. 	Head	2	3	6
29	Member of staff becomes unwell	Staff and pupils placed at greater risk	2	3	6	<ul style="list-style-type: none"> If at school, the member of staff is to be sent home immediately. If the symptoms are Covid-19 related, they should be advised to follow the advice at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Head is to contact member of staff to enquire after their wellbeing and ascertain if the symptoms are Covid-19 related. If the symptoms are Covid-19 related, they should be advised to self-isolate for 10 days and household members for 14 days. They should be advised to book a Covid-19 test using the Government's website. The School will advise parents if the test result for Covid-19 is positive and the mitigation measures outlined in reference 30 below will be instigated. 	Head	1	3	3

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			L	S	R			L	S	R
30	There is a confirmed case of Covid-19 at School	Staff and pupils placed at greater risk	2	5	10	<ul style="list-style-type: none"> If a staff member or pupil tests positive for Covid-19, the staff or pupils with whom they have had close contact will be sent home and advised to self-isolate for 14 days. This will be done in consultation with the local public health team. There is no requirement for the remaining members of the household to self-isolate unless they or a member of their household develop Covid-19 symptoms. If the symptoms are Covid-19 related, the household must be advised to follow the advice at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance If the School has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. We will continue to work with the local health protection team who will undertake an investigation and advise if additional action is required. Government guidance is contained at: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	Head	2	3	6
31	No separate medical room is made available	Staff and pupils placed at greater risk	2	3	6	<ul style="list-style-type: none"> Identify a room in both Woodrow House and Wilson House that can be set aside and used solely as a medical room should the need arise. Ensure the Foundation nurse has checked the room to ensure it is appropriate. Ensure sufficient PPE is easily available within the room should it be required by staff. Ensure the room is cleaned daily in line with the cleaning schedule and immediately after any use. 	Head	1	3	3
32	Siblings at another school report unwell and family confused as to appropriate action	Staff and pupils placed at greater risk	3	3	9	<ul style="list-style-type: none"> If the symptoms are Covid-19 related, the household must be advised to follow the advice at: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance If the symptoms are Covid-19 related, the pupil should self-isolate for 14 days and not return to School during this period. If the symptoms are Covid-19 related, staff must look out for any related signs within the remaining members of the 'bubble'. 	Head	2	3	6
33	Risk of infection to clinically extremely vulnerable or clinically vulnerable pupils, members of staff or members of their household.	Staff, pupils and members of their household placed at greater risk	2	5	10	<ul style="list-style-type: none"> Identify those pupils, members of staff or individuals within their household who are designated either clinically extremely vulnerable or clinically vulnerable. Shielding measures were paused from 1 August 2020 and therefore all pupils or members of staff who are either clinically extremely vulnerable or clinically vulnerable returned to School in September 2020. While in School, they should follow the sector-specific measures in the linked document to minimise the risks of transmission: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 	Head	2	3	6

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
34	Risk of infection from pupil or family returning from overseas.	Staff and pupils placed at greater risk	2	5	10	<ul style="list-style-type: none"> Parents asked to ensure that if the pupil or members of their household return from overseas, they inform the School prior to the pupil attending and ensure they follow Government guidelines on quarantine. Parents to provide the School with details of travel and confirmation that any required periods of isolation have been completed. 	Head	2	3	6
35	Risk of infection from attending school trips either overseas or in the UK.	Staff and pupils placed at greater risk	2	3	6	<ul style="list-style-type: none"> Follow Government and DfE guidelines on pupils undertaking trips either overseas or in the UK. No overseas or residential trips are being undertaken this term. Undertake a risk analysis of the trip proceeding. 	Bursar	1	3	3
36	Risk of reaction to food allergens	Staff and pupils placed at greater risk of exposure to food allergens due to home provided snacks	2	5	10	<ul style="list-style-type: none"> Parents asked not to include items of food that contain nuts. Pupils reminded not to share food from their snacks. Staff to be made aware of pupil's allergens. 	Head	2	3	6

Staff Risk Assessment

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
37	Insufficient numbers of staff for the School to run safely	School is unable to open in accordance with Government guidelines	3	3	9	<ul style="list-style-type: none"> Head to liaise with HR regarding the steps to take and ensure it is in line with up-to-date Government and employment law policy. If staff shortages are perceived, look to identify other members of staff who may be able to cover. 	Head	2	3	6
38	Education Unions advise staff members not to attend work.	School is unable to operate in accordance with Government guidelines	3	3	9	<ul style="list-style-type: none"> Liaise with staff to identify how many intend to follow Union advice. While respecting staff members right to follow their Union's advice, look to identify other members of staff who are willing / able to attend work. Liaise with HR to ensure we remain in line with up-to-date Government and employment law policy. 	Head	1	3	3
39	Risk of infection as member of staff fails to report that a member of their household has tested positive for Covid-19.	Staff and pupils placed at greater risk	2	5	10	<ul style="list-style-type: none"> Communicate to staff the importance of following national guidelines and reiterate this during every staff meeting. Head of Estates to remind contractors to follow guidelines in accordance with NIHP. 	Head	2	3	6
40	Risk of infection through poor staff hygiene	Staff and pupils placed at greater risk	2	5	10	<ul style="list-style-type: none"> Communicate to staff the importance of personal hygiene in order to help stop the spread of the infection. This will include regular washing of hands and washing of clothes. 	Head	1	3	3

Curriculum & Behaviour Risk Assessment

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
41	Risk of infection due to poor adherence to rules and routines	Staff and pupils placed at greater risk	3	5	15	<ul style="list-style-type: none"> Update the Behaviour Policy to reflect the new rules and routines. Ensure staff are fully conversant with the new rules and routines including the policy on awarding sanctions and rewards. Ensure pupils are briefed on the changes and understand the level of behaviour expected of them. Liaise with parents of any pupils who consistently challenge the new rules and routines. 	Head	2	3	6
42	Risk of self-isolating pupils falling behind in their studies	Pupils in this category fall behind in their studies because they are unable to complete remote learning, leading to other effects on their wellbeing	2	3	6	<ul style="list-style-type: none"> Identify if there are any other learning platforms that will be able to assist the pupil. Liaise with the pupil's parents to establish what work can be set for the pupil. Wherever possible, provide the pupil with the necessary support to help their understanding of tasks. 	Head	2	3	6

Health & Safety Risk Assessment

Ref	Hazard	Risk	Uncontrolled Likelihood (L) x Severity (S) = Risk (R)			Mitigation Measures	Responsible Persons	Controlled Likelihood (L) x Severity (S) = Risk (R)		
			L	S	R			L	S	R
43	Risk of infection both to and from School visitors	Staff, pupils and visitors placed at greater risk	3	5	15	<ul style="list-style-type: none"> Number of visitors to the site is reduced to the absolute minimum. All visitors will receive a comprehensive brief on new requirements and asked to complete a questionnaire before being allowed on site. Compulsory handwashing /use of gel before entering the school. Wherever possible, visitors are to be accompanied at all times – even if they are normally on a 'green' pass. Visitors only enter buildings when children are in class. 	Head / Bursar	2	3	6
44	Risk of injury through lack of familiarity with new fire evacuation routes which are designed to maintain social distancing	Staff and pupils placed at greater risk of injury due to fire or hazards	3	5	15	<ul style="list-style-type: none"> Ensure changed evacuation procedures have been fully tested and agreed prior to the School reopening. Brief staff on the new routes and procedures during the inset programme, ensuring Fire Wardens are reminded of their responsibilities, mindful that saving life is paramount. Brief the pupils on the new evacuation routes during the first day back at School. Undertake a practice evacuation during the first week of the School. Staff and pupils must be confident in what to do and where to go. 	Head / Bursar	2	3	6
45	Risk of injury due to fire and smoke	Fire detectors and alarms do not work correctly due to the extended period of School closure	2	3	6	<ul style="list-style-type: none"> The weekly fire alarm tests have continued since March. The six-monthly inspection of all fire related equipment was undertaken during October by the external contractor. The weekly fire alarm tests will continue as is routine. 	Bursar	1	3	3

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			L	S	R			L	S	R
46	Staff or pupils become unwell due to legionella	Water systems are not checked and certified free of legionella prior to the School reopening	2	3	6	<ul style="list-style-type: none"> Guardian Water to check all of the Schools water systems prior to the School reopening to ensure there are no traces of legionella. 	Bursar	1	3	3

Note:					
Assessment Date:	21 May 2020	2 nd Review Date:	5 June 2020	3 rd Review Date:	21 August 2020
Assessor's Name:	K MAHON	Assessor's Name:	V GOCHER	Assessor's Name:	K MAHON
Assessor's Signature:	<i>Karl Mahon</i>	Assessor's Signature:	<i>Vicky Gocher</i>	Assessor's Signature:	<i>Karl Mahon</i>

Note:					
4 th Review Date:	30 October 2020	5 th Review Date:		6 th Review Date:	
Assessor's Name:	V GOCHER	Assessor's Name:		Assessor's Name:	
Assessor's Signature:	<i>Vicky Gocher</i>	Assessor's Signature:		Assessor's Signature:	

Aldenham Foundation - Preventing and Managing Sickness

Information for staff, visitors and building users

We currently have increased precautions in place to ensure the effective prevention of the spread of illness.

All users of the building are asked to follow the following guidance:

Do

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin straight away and wash your hands afterwards
- try to avoid close contact with people who are unwell



Don't

- ✗ do not touch your eyes, nose or mouth if your hands are not clean
- ✗ do not enter the school if you are feeling unwell or have been in close contact with any person who is unwell (staff should contact the head teacher to discuss).