

Back to School Risk Assessment for all year groups at The Mount, Mill Hill International

This risk assessment was ratified by The School governors in the COVID-19 sub-committee meeting on 04 September 2020.

Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken, and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Risk Assessment Policy
- First Aid Policy
- Policy to Safeguard and Promote the Welfare of Children who are pupils at the Foundation
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) Health protection in schools and other childcare facilities

The following GOV documents have been used to compile this Risk Assessment:

- **Education and childcare settings: New National Restrictions from 05 November 2020 (published 04 November 2020)**
https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=7427a8d7-6fbd-4315-b29f-2c648cfb91a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- **Return to recreational team sport framework (updated 2 November 2020)**
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/return-to-recreational-team-sport-framework>
- **Guidance for full opening: schools (updated 07 August 2020)** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

- NHS Test and Trace: how it works (updated 31 July 2020) <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>
- COVID-19: guidance for households with possible coronavirus infection (updated 04 August 2020) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Coronavirus (COVID-19): getting tested (updated 10 August 2020) <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- How schools can plan for tier 2 local restrictions (published 28 August 2020) <https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions>
- COVID-19 contain framework: a guide for local decision-makers (updated 28 August 2020) <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks/covid-19-contain-framework-a-guide-for-local-decision-makers>
- Local restrictions: areas with an outbreak of coronavirus (COVID-19) (updated 22 August 2020) <https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19#areas-with-local-restrictions>
- Containing and managing local coronavirus (COVID-19) outbreaks (updated 28 August 2020) <https://www.gov.uk/government/publications/containing-and-managing-local-coronavirus-covid-19-outbreaks>
- Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (updated 21 July 2020) <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

- Coronavirus (COVID-19): guidance on isolation for residential settings (updated 20 July 2020) <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>
- COVID-19: cleaning of non-healthcare settings outside the home (15 July 2020) <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- Coronavirus (COVID-19): safer travel guidance for passengers (updated 25 July 2020) <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 (updated 10 August 2020) <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- COVID-19: review of disparities in risks and outcomes (updated 11 August 2020) <https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>
- Extra mental health support for pupils and teachers (updated 10 June 2020) <https://www.gov.uk/government/news/extra-mental-health-support-for-pupils-and-teachers>
- Coronavirus (COVID-19): safeguarding in schools, colleges and other providers (updated 20 May 2020) <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Guidance for food businesses on coronavirus (COVID-19) (updated 22 July 2020) <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
- Coronavirus: travel guidance for educational settings (updated 05 May 2020) <https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings>

- Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (updated 10 July 2020) <https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>
- Behaviour and discipline in schools (updated 09 July 2020) <https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>
- Staying alert and safe (social distancing) (updated 31 July 2020) <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>
- Coronavirus (COVID-19): implementing protective measures in education and childcare settings (updated 01 June 2020) <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- Coronavirus (COVID-19): school and college accountability (published 08 April 2020) <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Coronavirus (COVID-19): guidance on the phased return of sport and recreation (updated 17 July 2020) <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

Other guidance documents:

Sport and PE

- Sport England <https://www.sportengland.org/how-we-can-help/coronavirus>
- Association for Physical Education (published May 2020) <https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf>



- Youth Support Trust <https://www.youthsporttrust.org/coronavirus-support-schools>

Mental Wellbeing

- MindEd <https://www.minded.org.uk/>
- MindEd coronavirus Staff resilience Hub <https://covid.minded.org.uk/>

The table below uses a traffic light system to demonstrate the level of risk and will be used throughout the document to show the risk level before the controlled measures are carried out and also after the controlled measures have been put in place.

Colour	Level of risk
Red	High Likelihood and High Impact
Amber	Medium Likelihood and Medium Impact
Green	Low Likelihood and Low Impact



Area of concern	Risk Identified	Risk level pre-action	Control Measures	Further action required	By whom/compl etion date	Risk level post-action
System of controls: protective measures - Prevention						
Buildings and Facilities	Routine procedures and protocols that may not have happened as a result of school closure	High Likelihood and High Impact	Premises and utilities have been health and safety checked and building is compliant: Water treatments Fire alarm testing Fire safety inspection General Repairs Maintenance of grounds PAT testing Fridges and freezers (staff areas and central kitchen) Boiler/ heating servicing Internet services General Pre-Clean	Carry out a formal / recorded full pre-opening premises inspection.	SJB, SLP with Director of Operations 01/09/2020	Low Likelihood and Low Impact

Buildings and Facilities	Shared offices	High Likelihood and High Impact	<p>Shared offices checked that appropriate social distancing measures can be implemented</p> <p>Checks to ensure each member of staff has own computer and own desk</p> <p>Staff will be advised to regularly open windows and doors of shared offices to allow for effective ventilation</p> <p>Staff provided with sanitising wipes for door handles and any other shared facilities such as bookshelves</p> <p>Cleaning of office spaces on a daily basis</p> <p>Enhanced cleaning of door handles</p>	<p>Briefing of cleaning team</p> <p>Briefing of office users</p>	<p>Ram Thapaliya/ SLP</p> <p>02/09/2020</p>	Low Likelihood and Low Impact
Buildings and Facilities	Shared classrooms (staff)	High Likelihood	<p>Timetabling ensures that teachers are using the fewest number of classrooms possible</p> <p>Each classroom provided with sanitising station including sanitising gel, sanitising wipes, paper towels and tissues</p> <p>On arrival in a classroom, incoming teacher is to sanitise the work space and shared equipment</p> <p>Incoming teacher may close the windows but should do so with a sanitising wipe</p>	<p>Briefing of teachers during INSET</p> <p>Creation of aide memoire for classroom routines - this is to be displayed in every room</p>	<p>SLP, SJB</p> <p>02/09/2020</p> <p>In place by time of pupil arrival (07/09/20)</p> <p>JES, YJA</p>	Low Likelihood and Low Impact

		and High Impact	<p>Staff are responsible for bringing their own eraser, whiteboard and any other stationery equipment</p> <p>Teacher desks must be completely cleared at the end of every lesson</p> <p>Outgoing teacher must clean the whiteboard and leave the classroom door and windows open on exit</p>			
Buildings and Facilities	Shared staff spaces - kitchen (upstairs and pantry)	High Likelihood and High Impact	<p>Staff kitchen (upstairs) to be used by a maximum of four people at any time. Staff kitchen (pantry) to be used by a maximum of one person at a time. Posters displayed to remind staff of this.</p> <p>Stools in Staff kitchen (upstairs) removed so that this space is not used for sitting</p> <p>Staff advised to bring their own mug/glass.</p> <p>Staff expected to wash and dry mug/glass (using paper towel) and store in cupboard</p> <p>Dishwasher not to be used</p> <p>Staff must make beverages using their own individual mug/glass and take this to another space.</p> <p>After touching items such as the fridge door, coffee machine, milk carton etc, staff advised to wash hands.</p>	Briefing of teachers during INSET Kitchens cleared	SLP, SJB 02/09/2020 JES/Tomasz by 28/08/20	Low Likelihood and Low Impact

			<p>Surfaces to be kept clear</p> <p>Cleaners must remove any spoiled food from the fridge on a regular basis.</p> <p>Fridge will be cleaned regularly (weekly)</p> <p>Staff bringing in their own food need to ensure that this is stored and labelled; staff are responsible for throwing this away when expired.</p> <p>Windows and doors in staff kitchens to remain open.</p>	<p>Cleaners briefed</p> <p>Cleaners</p>	<p>SLP</p> <p>by 28/08/2020</p>	
Buildings and Facilities	Shared staff spaces - (Common room)	High Likelihood	<p>Staff common room can be used for working and socialising by a maximum of seven people at any one time. Posters displayed to remind staff of this.</p> <p>Excess chairs removed from staff common room to ensure maximum of seven people.</p> <p>Chairs must not be moved by staff</p> <p>Door in the staff common room must remain open.</p> <p>Windows in the staff common room to be opened regularly.</p> <p>Staff are not to leave any personal belongings in the common room.</p>	<p>Briefing of teachers during INSET</p> <p>SLP to provide list of available</p>	<p>SLP, SJB</p> <p>02/09/2020</p> <p>SLP</p>	Low Likelihood

		and High Impact	<p>Staff will be provided with a list of all empty classrooms for each period of the week. Staff may work in any available space but should sanitise this work space as detailed above or bring own devices to use</p> <p>Staff meetings, briefings and INSET will take place in a socially distanced manner in the gym. Online meetings will be considered where necessary.</p>	classrooms for each period of the week	07/09/2020	and Low Impact
Buildings and Facilities	Shared spaces - classrooms (pupils)	High Likelihood and High Impact	<p>Each classroom provided with sanitising station including sanitising gel, sanitising wipes, paper towels and tissues</p> <p>On arrival in a classroom, each pupil is to sanitise the desk and hard surfaces of chair</p> <p>Classrooms have been arranged to ensure social distancing of two metres between the teacher and the pupils. Each classroom has been rearranged to enable as much social distancing between pupils as possible.</p> <p>Pupils must sit in their designated place for that room and they should avoid moving their chairs.</p> <p>During this period of time, pupils work in maximum groups of 2. They should remain in their designated places at all times.</p> <p>Any unnecessary furniture will be removed from classrooms.</p>	<p>Briefing of teachers during INSET</p> <p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p> <p>Classroom layouts checked prior to opening.</p> <p>All classrooms well ventilated prior to arrival.</p>	<p>SLP/SJB</p> <p>03/09/2020</p> <p>MMHI teachers</p> <p>w/b 07/09/20</p>	Low Likelihood and Low Impact

			<p>Pupils must not share general equipment such as pens, pencils etc.</p> <p>Shared specialist equipment (such as DT, science, art, PE) is minimised. Resources are cleaned by technician/cleaner/teacher/pupils between uses.</p> <p>Pupils are expected to bring a full water bottle to school each day.</p>	<p>Seating plans for each class to be created and maintained.</p> <p>Posters will be displayed</p>		
Buildings and Facilities	Shared spaces - common rooms (pupils)	High Likelihood and High Impact	<p>An additional Common Room has been created to allow for greater social distancing between pupils at break times.</p> <p>Pupils will be expected not to touch any peer.</p> <p>Pupils will be encouraged to make use of outdoor spaces as much as possible at break times and lunchtimes</p> <p>Pupils should not move furniture and should sit in the appropriate places</p> <p>Excess soft furnishing such as cushions and bean bags will be removed.</p> <p>Items such as board games and reading books will be removed.</p> <p>Cleaning of common rooms will happen on a daily basis.</p>	<p>Textiles Room to be arranged as common room</p> <p>Briefing of teachers during INSET</p> <p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p>	<p>Estates team by 28/08/20</p> <p>SLP/SJB</p> <p>02/09/20</p> <p>MMHI teachers</p> <p>w/b 07/09/20</p>	Low Likelihood and Low Impact

			<p>Sanitising wipes will be made available for pupil use.</p>	<p>Extra duty staff to check the common rooms during breaks and lunchtimes</p> <p>JGRB to formalise rota of outdoor spaces and equipment for use at break times and lunchtimes</p> <p>Common rooms checked</p>	<p>MMHI staff - ongoing</p> <p>JGRB 04/09/20</p> <p>SLP/SJB 04/09/20</p>	
Buildings and Facilities	Shared spaces - dining room (pupils and staff)	High Likelihood and High Impact	<p>The dining room will be set up to ensure social distancing. Additional chairs will be removed. Chairs must not be moved by pupils or staff once in place.</p> <p>Nobody enters the dining room without washing their hands.</p> <p>Pupils will be expected to queue keeping at least an arm's length between them and the next person.</p> <p>Pupils and staff will sit separately for lunch. Staff must maintain 2m distance from pupils and each other.</p>	<p>Briefing of teachers during INSET</p> <p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p>	<p>SLP/SJB 02/09/20</p> <p>MMHI teachers w/b 07/09/20</p>	

			<p>There will be two sittings for lunch. Year 11 pupils will have lunch between 12:20 and 12:55; Years 9, 10 and Fast Track will have lunch between 13:00 and 13:35.</p> <p>Between the two lunch sittings, the dining room tables and chairs will be wiped/sanitised.</p> <p>Break times will also be staggered and a duty member of staff will control the entry to the dining room.</p> <p>Food portions at break times will be individually laid out.</p> <p>After finishing using the dining room, both staff and pupils are expected to wash/sanitise their hands.</p>	<p>Extra duty staff to check the common room during breaks and lunchtimes</p> <p>Dining Room layout checked prior to opening.</p> <p>Brief catering staff of new break time and meal time arrangements.</p>	MMHI staff - ongoing	Low Likelihood and Low Impact
Building and Facilities	Shared spaces (pupil toilets and changing rooms)		<p>All toilets/changing rooms will have limits to the number of pupils in at any one time.</p> <p>GIRLS</p> <p>Year 11 girls are to use the changing room/toilets in the area near the common room.</p> <p>Year 9, 10, FT girls are to use the toilets next to the dining room.</p> <p>For changing:</p>	<p>Posters to be put on toilet doors indicating who may use them.</p> <p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p>	<p>JES by 07/09/20</p> <p>MMHI teachers</p> <p>w/b 07/09/20</p>	



		High Likelihood and High Impact	<p>Year 11 girls are to change in the changing room/toilets next to the common room</p> <p>Year 9, 10, FT girls will change in the toilets next to the dining room. They will store their belongings in the common room (Textiles)</p> <p>BOYS</p> <p>Year 11 boys are to use the changing room/toilets next to Amberley</p> <p>Year 9, 10, FT boys are to use the toilets next to the dining room.</p> <p>For changing:</p> <p>Year 11 boys will change in the changing rooms (next to Amberley)</p> <p>Year 9, 10, FT boys will change in the newly created changing room in the gym</p> <p>To minimise the amount of changing on site:</p> <ul style="list-style-type: none">• Pupils come to school in PE kit if they have PE• For lunchtime or after school activities pupils may get changed at lunchtime or the end of the school			Low Likelihood and Low Impact
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			<p>day if needed, or they may wear trainers without changing into a PE kit, depending on the activity</p> <p>Pupils must change on site at MMHI and are not permitted to go to the boarding house to change.</p>			
Building and Facilities	Shared spaces (staff toilets)	Medium likelihood and Medium Impact	Staff toilets will be assigned to staff	Posters to be put on toilet doors indicating who may use them. Briefing of staff.	JES by 07/09/20 SLP/SJB 02/09/20	Low Likelihood and Low Impact
Social distancing	Increased potential risk of exposure to infection	High Likelihood and High Impact	<p>Movement around the school helps maintain social distancing through the use of one way systems.</p> <p>Staff will be expected to maintain a 2 metre distance between each other and between pupils</p> <p>Face coverings will be mandatory:</p> <ul style="list-style-type: none"> • while moving along the corridors, where pupils and staff may not be socially distanced between one another • while queuing for entry to the dining room • during lessons where a 2 metre distance between staff and pupils cannot be maintained (eg during a science experiment) • in communal areas 	<p>Briefing of teachers during INSET</p> <p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p>		Low Likelihood and Low Impact

				<p>Face coverings have been purchased and supplied to pupils and staff.</p> <p>One way systems and signage in place prior to opening.</p>		
Pupil movement around the school	Arrival and dismissal of pupils at the start and end of the school day	Medium likelihood and Medium Impact	<p>Staggered arrival of boarders between 08:00 and 08:15.</p> <p>All pupils arrive through reception where there is a thermal imaging camera to detect temperature.</p> <p>Pupils are instructed to wash their hands upon arrival. Pupils instructed to walk from the boarding house/MHS Dining Room in groups of no more than 2. Walking on the public pavement between MHS and MMHI, pupils must be aware of other pedestrians and make way, allowing for social distancing. Pupils leave the School through the main gate only in staggered groups: Year 9,10 & FT to leave by 16:35; 11T by 16:40; 110 by 16:45.</p> <p>JES to alert Medical team/Head/Deputy Head of any pupil/staff member/visitor with raised temp. Pupils to be</p>	<p>JJT to formalise rota of staggered breakfast for boarders.</p> <p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p>	<p>JJT by 06/09/20</p> <p>JES - ongoing</p>	Low Likelihood and Low Impact

			<p>isolated at MMHI in medical room until further notice. Staff member to be sent home and visitor denied entry.</p>	<p>Briefing of teachers during INSET</p> <p>Extra duty staff in place at the beginning of term at the start and end of each day to make sure pupils are following new protocols.</p>	<p>MMHI teachers</p> <p>w/b 07/09/20</p> <p>SLP/SJB</p> <p>02/09/20</p>	
Pupil movement around the school	Drop off and pick up of day pupils	Medium likelihood and Medium Impact	<p>The travel arrangements of day pupils are to be identified and recorded.</p> <p>Day pupils who travel by car are to be dropped off at the designated place (at the front of the school)</p> <p>Parents/drivers are expected to remain in their cars.</p> <p>Day pupils are to arrive between 08:00 and 08:15 and are to enter via the Reception where there is a thermal imaging camera to detect temperature.</p> <p>On arrival they should wash their hands and then go to a common room area or directly to their tutor room, if appropriate.</p>	<p>SLP to gather information on the day pupils' travel to/from school arrangements</p> <p>SLP to send letter to parents of day pupils to explain arrival protocol</p> <p>Briefing of pupils during pupil induction as well as regular</p>	<p>SLP by 07/09/20</p> <p>SLP by 05/09/20</p>	Low Likelihood and Low Impact

			<p>Pupils should be picked up at the end of the school day from the designated place.</p> <p>If the School identifies a pupil that is travelling by public transport , SLP will contact the parents/guardian to discuss alternatives and if none is identified, the current recommendations for travelling by public transport will be discussed. Pupils will be briefed on how to stay safe when travelling via public transport.</p> <p>On arrival at school, pupils will be expected to dispose of their face covering or store the reusable face covering in a sealed plastic bag. The same protocol will be used for anyone who uses a face covering during the school day.</p>	<p>reminders in tutorials, assemblies and lessons.</p> <p>Extra duty staff in place at the beginning of term at the start and end of each day to make sure pupils are following new protocols.</p>	<p>MMHI teachers</p> <p>w/b 07/09/20</p>	
Pupil movement around the school	Moving around the school	High Likelihood	<p>A one way system is to be implemented.</p> <p>In the main building, pupils and staff should enter via the black door (next to DH office), go up the backstairs. On the first floor, there is a one way system (Cozens to Jackson to Pond). Pupils should go down the main stairs. They should exit the main building via the glass door in reception. Signage will mark this one-way system.</p> <p>There is a one way system in the dining block. Pupils enter via the main door and the corridor from Music to Art/DT is one way only. Pupils exit Music/Art via the dining room door 2 and out of the dining room door 3. In the event that a</p>	<p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p>	<p>MMHI teachers</p> <p>w/b 07/09/20</p> <p>SLP/SJB</p>	

		and High Impact	<p>pupil must go from Art to Music they can go through dining room door 2 and exit door 1. Pupils in DT must exit via the stairs next to the Old Library. Signage will mark this.</p> <p>Pupils will exit the dining room using door 3.</p> <p>Pupils should enter classrooms rather than lining up outside, where possible.</p> <p>Science block:</p> <p>Pupils going to the Physics class must only use the stairs if not occupied by pupils waiting to enter the Chemistry or Biology labs; in such cases, they must line up at the bottom of the stairs of the Chemistry lab and go up the stairs when free. The Physics teacher will dismiss the Physics class when the stairs are free.</p> <p>Pupils are expected to use hand sanitiser when touching frequently used door handles/banisters</p> <p>Cleaners will regularly clean door handles and banisters.</p>	<p>Briefing of teachers during INSET</p> <p>One way signage in place prior to opening.</p> <p>Cleaners briefed and posters up to remind pupils and staff.</p>	<p>02/09/20</p> <p>SLP by 07/09/20</p>	Low Likelihood and Low Impact
Visitors	Visitors (not including staff of the Foundation)	High Likelihood	<p>From 05 November until 02 December, all visits will be suspended unless absolutely necessary. There will be no visits by parents and educational agents to the School and meetings with parents will take place virtually.</p>	<p>Admissions and Head's PA briefed</p>	<p>SJB by 03/09/20</p>	Low Likelihood and Low Impact

		and High Impact		Disposable face coverings purchased	Head's PA - ongoing	
				Covid track and trace form created on ipad		
Visitors	Contractors	High Likelihood and High Impact	<p>Non-essential work to be carried out during holiday periods where possible</p> <p>Any essential works (in classrooms) to be performed outside of lesson times when pupils are not on site</p> <p>Contractors are expected to social distance from staff/pupils or where face coverings when this is not possible.</p> <p>Estates department to log which contractors have been on site for track and trace purposes; details to be sent to Head's PA.</p> <p>Contractors must enter via the reception. As per normal procedure, contractors will be required to sign in and sign out. Contractors will be required to leave their contact</p>	<p>Estates Team briefed</p> <p>Admissions and Head's PA briefed</p> <p>Disposable face coverings purchased</p>	<p>Sean Ryan - ongoing</p> <p>Head's PA - ongoing</p>	Low Likelihood and Low Impact

			<p>details for track and trace purposes. They will have their temperature checked on arrival and will be expected to sanitise their hands.</p>	<p>Covid track and trace form created on ipad</p>		
Emergency evacuations	Emergency evacuations	Medium likelihood and Medium Impact	<p>Pupils will be trained to evacuate the building whilst still maintaining social distancing. Evacuation routes are confirmed, and signage accurately reflects these.</p> <p>NB In the event of emergency the priority is getting out of the building calmly regardless of social distancing</p>	<p>Fire drill in first week of term</p> <p>Late arrivals induction checklist includes briefing on evacuation procedures.</p> <p>Ensure all fire exits are clear, including weekly inspections.</p>	SLP by 11/09/20	Low Likelihood and Low Impact
Emergency procedures	Lockdown	Medium likelihood and Medium Impact	<p>Follow lockdown procedures as instructed during the start of year INSET.</p> <p>Pupils will be trained in how to keep socially distanced during a lockdown however, the priority is keeping safe even if this means being close together.</p>	<p>Ensure lockdown procedures are updated and distributed to staff.</p>	SLP by ?	Low Likelihood and Low Impact

				Lockdown briefing by Half Term	Tutors by 23/10/20	
Facilities	Cleaning and Waste Disposal	High Likelihood and High Impact	<p>Cleaning in non healthcare settings guidance used as the basis for the new cleaning schedule. Domestic bursar will oversee this process.</p> <p>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly. Enhanced cleaning regime for toilet facilities particularly door handles, locks and toilet flush.</p> <p>All hand dryers to be turned off and paper towels provided. Hand towels and hand wash are to be checked and replaced as needed by cleaning staff</p> <p>Mike Gibson delivered specific training to cleaners in line with government guidance - 1/6/20</p> <p>Adequate cleaning supplies and facilities around the school are in place. Arrangements for longer-term continual supplies are also in place.</p>	<p>Check schedule of cleaning staff</p> <p>Check that cleaning staff have been fully briefed with new working practices in line with government guidance.</p> <p>Walk about with domestic bursar to discuss cleaning requirements.</p>	<p>Mike Gibson by 07/09/20</p> <p>Mike Gibson by 07/09/20</p> <p>Sean Ryan by 07/09/20</p>	Low Likelihood and Low Impact

			<p>Hand sanitiser available at the school entrance.</p> <p>Lidded bins in classrooms</p> <p>Cleaning Stations including masks, sanitiser, & tissues in each classroom to implement the 'catch it, bin it, kill it' approach.</p> <p>Pupils are expected to sanitise hands regularly.</p> <p>Stock check and ordering schedule reviewed and order made.</p> <p>covid. - Waste bags and containers - kept closed and stored separately from communal waste for 72 hours.</p>	<p>Check maintenance team has removed all hand dryers.</p> <p>Waste collections made when the minimum number of people are on site (before or after normal opening hours.)</p>		
Staffing	Staff absences and wellbeing	Medium likelihood and	<p>Staff survey regarding COVID-19 is sent out to identify staff in vulnerable categories.</p> <p>By carrying out the health questionnaire, the Head and Head of HR will be aware of and monitor staff who may otherwise be at increased risk from coronavirus including factors such as age, sex and ethnicity. Risk to these staff is minimised by the system of controls set out in this risk assessment.</p>	<p>Survey sent out on 26/08/2020 and results collated.</p> <p>INSET Days are planned. Staff guidance issued.</p> <p>SJB and SLP are open to staff</p>	SLP by 07/09/20	

		Medium Impact	<p>Return to School procedures are clear for all staff.</p> <p>Plans to respond to increased staff sickness are in place.</p> <p>Ensure cover rota is in place via the normal timetabling procedures.</p> <p>Staff are made aware of support available. Counselling services available through union and human resources.</p>	<p>questions and concerns.</p> <p>Staff are reminded of how to report and record their absence and illness.</p>		Low Likelihood and Low Impact
Response to any Infection						
Covid symptoms	Reporting	High Likelihood and High Impact	<p>Staff and pupils briefed on how to recognise symptoms of covid and how to report</p> <p>Staff and pupils briefed on preventive measures in place at School. Late arriving pupils to be briefed individually (latecomers induction checklist)</p>	<p>Include briefings in INSET and pupil induction</p>	<p>MMHI teachers</p> <p>w/b 07/09/20</p>	Low Likelihood and Low Impact
Covid symptoms	Symptoms in a staff member		<p>Staff members are not to come to School if they are feeling unwell at home with COVID-19 symptoms. They are to inform School immediately of their absence and arrange for a COVID-19 test to be administered. Members of staff should not return to School until the results of the test have been confirmed as negative.</p>	<p>Briefing of teachers during INSET</p>	<p>SLP/SJB</p> <p>02/09/20</p>	

		High Likelihood and High Impact	<p>Once at School, if a member of staff becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they should self-isolate for at least 10 days and should <u>arrange to have a test</u> to see if they have coronavirus (COVID-19).</p> <p>Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p>		SLP/SJB - ongoing	Low Likelihood and Low Impact
Covid symptoms	Symptoms in a pupil	High Likelihood and High Impact	<p>Pupils are not to come to School if they are feeling unwell at home/in the boarding house with COVID-19 symptoms. They are to inform School immediately of their absence and arrange for a COVID-19 test to be administered. Pupils should not return to School until the results of the test have been confirmed as negative. Boarders should follow the boarding house protocols for self isolation.</p> <p>Once at School, a pupil who shows symptoms will be moved to the medical room. The window must be opened. Visitors toilet no. 2 will be designated for that pupil. A sign will be put on the door explaining that its use is restricted.</p>	Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.	MMHI teachers w/b 07/09/20 JES/Medical Team - ongoing	Low Likelihood and Low Impact

			<p>Visitors toilet no. 2 must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>The Head's PA/other designated staff will inform the medical centre that there is a suspected case.</p> <p>AW will be informed. She will allocate one nurse as the coronavirus or 'hot' nurse depending on the current staffing. This nurse will come to MMHI to be solely responsible for caring for the presenting pupil until their discharge.</p> <p>In the case of a day pupil, parents will be notified and asked to collect. Where previously some day pupils may have been sent home by taxi when unwell, this will not be permitted in suspected coronavirus and parents will need to make alternative arrangements.</p> <p>Parents will be referred to the NHS test and trace system and current government guidance will apply for their child. Pupils must not return to school until the exclusion criteria applying at the time have been met. <u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></p> <p>In the case of a boarding pupil, pupils will be taken to their boarding house. See boarding house risk assessment.</p>	<p>House staff to be briefed prior to opening.</p> <p>Briefing of teachers during INSET</p> <p>Parents of day pupils asked to sign a form confirming that they understand that they should not send their child into School if they are exhibiting symptoms.</p>	<p>Medical Team - ongoing</p> <p>JES- ongoing</p> <p>SLP to arrange a meeting with parents of day pupils by 13/09/20</p>	
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			<p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>The Head, Deputy Head and relevant HM/HP should be informed of any instance of a pupil showing symptoms.</p>	Briefing of teachers during INSET	SLP/SJB – ongoing	
Covid-19	Lack of preventive measures	High Likelihood and High Impact	<p>Hand washing</p> <p>‘Catch it, bin it, kill it’</p> <p>Tissues and bins with lids are available in the school to support pupils and staff to follow this routine.</p> <p>Pupils will be educated in good hand hygiene and respiratory hygiene. This will be covered during pupil induction.</p> <p>Face Coverings</p> <p>Face coverings will be mandatory:</p> <ul style="list-style-type: none"> while moving along the corridors, where pupils and staff may not be socially distanced between one another while queuing for entry to the dining room 	<p>Pupil induction sessions.</p> <p>Individual catch up sessions for late arriving pupils</p>	<p>MMHI teachers</p> <p>w/b 07/09/20</p> <p>MMHI Tutors - ongoing</p>	Low Likelihood and Low Impact

			<ul style="list-style-type: none"> during lessons where a 2 metre distance between staff and pupils cannot be maintained (eg during a science experiment) 			
Communication	Parental understanding of the UK guidance	Medium likelihood and Medium Impact	Invitation to all day pupils' parents to attend a briefing about the measures the school is adopting to mitigate against the risks. Ensure the UK government and NHS guidance with regards to reporting, testing, self-isolating and test/trace are understood.	Briefing for parents of day pupils	SLP by 14/09/20	Low Likelihood and Low Impact
Communication	Parental misunderstanding	Medium likelihood and Medium Impact	<p>Regular updates to parents and guardians with regard to measures and protocols in place at MMHI.</p> <p>Website and social media platforms to be regularly updated.</p>	Head's PA to send regular communications	JES - ongoing	Low Likelihood and Low Impact
Pupil Wellbeing and mental health	Poor mental health in pupils		<p>Approach to support wellbeing, mental health and resilience in place, including bereavement support.</p> <p>Consideration of the impact of COVID-19 on families and whether any additional support may be required. Referrals to social care and other support.</p> <p>Changes to the School day/timetables shared with pupils.</p> <p>All pupils are instructed to bring a water bottle each day. Water fountains are not in use.</p>	<p>Contact made with all families to establish affected families and vulnerable pupils identified.</p> <p>Water bottles supplied if necessary.</p>	SLP/Tutors /Teachers-ongoing	

		Medium likelihood and Medium Impact	<p>Approach to preparing pupils for a return to academic work and new social situations is developed and shared with all teaching staff.</p> <p>Behaviour policy reviewed and amended where necessary in line with the current circumstances. Updated Safeguarding Policy in place.</p> <p>Work with other agencies undertaken to support vulnerable pupils and families.</p> <p>Pupils with SEND - reviews remain in place and staff protocols remain the same. Requests for assessments - protocols remain the same.</p>	<p>Briefing of teachers during INSET.</p> <p>Briefing of pupils during pupil induction as well as regular reminders in tutorials, assemblies and lessons.</p>		Low Likelihood and Low Impact
Sport	Increased potential risk of exposure to infection	Medium likelihood and Medium Impact	<p>PE and Games will continue on the MMHI site.</p> <p>Competitions between different school will not take place.</p> <p>Pupils will be kept in consistent groups and sports equipment thoroughly cleaned between each use.</p> <p>Outdoor sports will be prioritised where possible; where not, natural ventilation flows will be created through opening windows and doors. Distancing between pupils will be maintained as far as possible and scrupulous attention to hygiene and cleaning will be adhered to.</p>	<p>SJB to brief PE teachers.</p> <p>JGRB to oversee cleaning of equipment and ensuring hygiene standards are maintained by pupils.</p>	<p>SJB</p> <p>JGRB</p>	Low Likelihood and Low Impact

School events, including trips	Increased potential risk of exposure to infection	High Likelihood and High Impact	The School's annual calendar of events/trips has been reviewed and decisions will be made on cancelling/going ahead with events/trips in the immediate term on a case by case basis. Decisions will be made in line with the UK government's COVID-19 alert system. As the alert level decreases the events/trip calendar will be reviewed.	Calendar monitored and regularly reviewed.	SJB/AM - ongoing	Low Likelihood and Low Impact
Contingency Planning: Remote Education support						
School attendance	On 28 August 2020, the DfE published guidance for school for contingency planning based on tiers due to local restrictions. Tier 1 involves remaining fully open; tier 2 asks secondary schools to adopt a rota system and to limit on-site attendance; tier 3 requires secondary schools to limit on-site attendance to just vulnerable children and young people, the children of critical workers and selected year groups. In the event of tier 3 local restrictions being implemented the Department for Education will issue operational guidance for the affected area that will confirm which year groups should be prioritised. Tier 4 goes further to limit attendance to just vulnerable children and young people and the children of critical workers. Where there are no local restrictions in place, education provision should continue to remain fully open to all, and these tiers do not apply. In the event of local restrictions staff are expected to continue to attend School. In the unlikely event that shielding will be reintroduced in a local area, relevant advice will be provided and clinically extremely vulnerable staff will not be expected to continue working on-site.					
School attendance	Pupils are kept at home due to a rota system being implemented (tier 2)	Medium likelihood and Medium Impact	<p>Pupils spend 1-2 weeks on-site followed by 2 weeks at home/in boarding houses. Rota groups will be determined by Year groups. There will be enhanced cleaning of classrooms and facilities between use by different rota groups (for shared resources of non-plastics 48 hours – over a weekend – is sufficient time to leave between use by different groups).</p> <p>Pupils at home/in boarding houses will continue to attend classes remotely and the normal timetable will apply.</p>	<p>SLP to liaise with Domestic Bursar regarding cleaning of School.</p> <p>HMs/HPs to liaise with tutors of boarding pupils</p>	<p>SLP/MG – as and when tier 2 implemented</p> <p>HMs/HPs – as above</p> <p>SAL - as above</p>	Low Likelihood and Low Impact

			<p>Tutors/HMs/HPs will monitor engagement with the remote learning.</p> <p>Communication with parents of day pupils to ensure they understand and adhere to the rota system and the wider local restrictions and guidance.</p>	<p>Teachers to liaise with Tutor of day pupils</p> <p>E-mail to inform parents and guardians of arrangements.</p>	SJB - as above	
Pupils are kept at home because they must self-isolate.	Medium likelihood and Medium Impact	<p>If a pupil or group of pupils are told they must self-isolate (due to COVID-19 symptoms, or identified through test and trace, or because of tier 3 implementation) they can attend the classes remotely as in the case of tier 2 implementation. The normal timetable will apply.</p> <p>Tutors/HMs/HPs will monitor engagement with the remote learning.</p> <p>Communication with parents of day pupils to ensure they understand and adhere to the rota system and the wider local restrictions and guidance.</p>	<p>HMs/HPs to liaise with tutors of boarding pupils</p> <p>Teachers to liaise with Tutor of day pupils</p> <p>E-mail to inform parents and guardians of arrangements.</p>	<p>HMs/HPs - ongoing</p> <p>SAL - ongoing</p> <p>SJB - ongoing</p>	Low Likelihood and Low Impact	
Pupils are kept at home due to application of tier 4	Low Likelihood and High Impact	All pupils will remain at home/in boarding houses. Remote education will be provided for all. A new timetable may be implemented to allow for the adaptations of 100% remote learning. Staff will be permitted to work from home.	HMs/HPs to liaise with tutors of boarding pupils	HMs/HPs - as and when tier 4 implemented	Low Likelihood and Low Impact	

			<p>Tutors/HMs/HPs will monitor engagement with the remote learning.</p> <p>Communication with parents of day pupils to ensure they understand and adhere to the rota system and the wider local restrictions and guidance.</p>	<p>Teachers to liaise with Tutor of day pupils</p> <p>E-mail to inform parents and guardians of arrangements.</p>	<p>SAL- as above</p> <p>SAL - as above</p> <p>SJB - as above</p>	
	<p>Pupils are kept at home because parents are anxious about return to school.</p>	<p>Medium likelihood and Medium Impact</p>	<p>Parents will be invited to discuss their concerns with the Deputy Head/Head who will be able to provide reassurance of the measures they have put in place to reduce the risk in school.</p>	<p>Deputy Head to invite parents to a meeting.</p> <p>Attendance will be monitored and reported in the usual way.</p>	<p>SLP - ongoing</p>	<p>Low Likelihood and Low Impact</p>