

	Task/Activity	Aldenham Senior School Coronavirus Risk Assessment										Issue Date:	18 August 2020
	The Aldenham Foundation												
People Affected:	Employees	✓	Contractor or Agency staff	✓	Public/visitors Client staff	✓	Pupils	✓	Other	✓	AREA:	Aldenham Senior 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 on a regular basis 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 Head of the Senior School 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. Contact details are checked and updated where necessary. Risk Assessment placed on School website and shared with all stakeholders. Ensure all stakeholders know who to contact to if they have any concerns. Timely responses are provided to all communications. 	Headmaster	2	3	6

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, including the addendum specific to the Covid pandemic – published on the School website and MSP. Refer to the Safeguarding Risk Assessment. Actively engage with parents of children not sent to school. 	DSL	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. 	DSL	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"> Parents advised drop off and collection locations are behind Beevor's House or the Prep School car park. Details effectively communicated to parents and enforced by staff. Pupils to open their own car doors and parents to remain in the car. 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. Pupils will make their way direct to their allotted class for registration ensuring they maintain social distancing. Sufficient staff will be on duty to cover the drop off points. 	Head	2	3	6
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

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			L	S	R			L	S	R
9	In class	Staff and pupils placed at greater risk due to proximity	3	5	15	<ul style="list-style-type: none"> Classrooms will be configured to ensure maximum separation between the pupils. Teaching staff will maintain 2 metre distance wherever possible and only break the social distancing rules in extreme situations. A Perspex screen will be fitted to teacher desks where it is not possible to provide a 2 metre distance from the nearest pupil. Large Perspex screens will be provided for individual music lessons. Requirements for social distancing will be reiterated to pupils on a regular basis and monitored for compliance. Pupils will not be able to share accessories within the classroom. Sanitizing wipes and gel will be available in every classroom. Windows will remain open throughout the School day to maximise ventilation and air circulation. 	Head	2	3	6
10	Break 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. Areas will be closely monitored by staff. Access to the Houses will be on a daily rotational basis, by fixed year groups as this will minimise the opportunity for year groups to mix. Year groups not accessing the Houses will use be required to use Top Field or their Tutor room if inclement weather. Tuckshop provision will be limited to those pupils in House and timings will be staggered between year groups. Pupils will be strongly encouraged to bring their own snacks on a daily basis, following the guidance at Reference 37 below. 	Head	2	3	6
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, lunch times will be staggered for each year group. For staff, lunch times will be staggered based on role. Breakfast and dinner timings will be staggered for boarders. The Sixth Form Centre will be used as an additional dining facility. The number of staff / pupils at each table will be minimised to enhance separation. The dining rooms will be cleaned after each year group / 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. Pupils and staff will be required to wear a face covering when queuing for lunch. 	Bursar	3	3	9

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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 will be minimised as far as possible. Staff will ensure pupils do not linger in corridors when transiting classrooms. 	Head	1	3	3
14	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. Staff encouraged to stagger breaks wherever possible. No more than eight staff to use the upstairs area of Common Room at any one time. No more than four to use the downstairs area at any one time. No more than one to use the photocopying machine at any one time. Staff encouraged to take their breaks outside of the Common Room. 	Head	2	3	6
15	Chapel and Assembly	Staff and pupils placed at greater risk due to proximity	4	5	20	<ul style="list-style-type: none"> Full School Chapel services and assemblies will not take place. They will normally take place in tutor rooms. On occasion, individual year groups may have a face-to-face assembly in the Chapel and strict social distancing will be adhered to. 		2	3	6
16	Boarding Houses	Staff and pupils placed at greater risk due to proximity	4	5	20	<ul style="list-style-type: none"> During the School day, access to the boarding houses will be minimised to day pupils as per reference 10 above. Full boarders and flexi boarders will be split into two 'Household' bubbles: Years 9, 10 & 11 and Years 12 & 13. Household bubbles will be allocated separate areas of the House to include common and ablution areas. Boarders will be allocated single rooms wherever possible. Where this is not possible, occupancy of multiple rooms will be kept to the minimum numbers in each. Boarders will be reminded that they must not share any personal items such as clothing, equipment, drinking vessels, toiletries, towels or bed space. Access to the fitness suite in sports hall will be permitted in the evening on a rotational basis between 'Household' bubbles. An isolation area has been identified for full boarders who may be required to self-isolate. Staff will be on hand to ensure these controls are strictly adhered to. 		3	3	9

Hygiene Risk Assessment

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			L	S	R			L	S	R
17	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 all areas to be used within the Senior School 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
18	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 cleaners to be present throughout the school day. Contracts Manager to liaise with Deputy Head (Academic) regarding daily cleaning schedule for cleaning of classrooms, toilets, offices and general areas to include handles and rails. 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
19	Risk of infection through unclean 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 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
20	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 and sterilisation will be adhered to throughout the day. The School Nurse will be available to provide training and advice to all staff throughout the period the School is open. Posters will be placed across the School reminding all of the need for regular hand washing and the correct method. Hand sanitiser and wipes will be readily available throughout the School. 	Head	3	3	9

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21	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
22	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

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			L	S	R			L	S	R
23	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. The School nurse will be available to brief 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
24	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 School 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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25	Mental health wellbeing of pupils	Difficulty reintegrating into a school environment	3	3	9	<ul style="list-style-type: none"> Identify pupils that may struggle to reintegrate into School through liaison with parents prior to the School reopening. Make use of House time to explore the pupils' feelings and understanding of the pandemic. Provide additional support to those pupils who present signs of struggling to reintegrate and /or 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
26	Mental health wellbeing of staff	Difficulty readjusting to working in school	3	3	9	<ul style="list-style-type: none"> The Head and HR have spoken to all staff members and identified those that may find it difficult returning to work. Head and HR will contact the individuals and talk through concerns to try and alleviate any anxiety and provide assurance. 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
27	Unwell pupils 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 pupils that appear to be unwell when being dropped off and sent home with their parents. Parents will be contacted immediately it is apparent a pupil 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
28	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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29	Children becoming unwell while at School.	Staff and pupils placed at greater risk	3	3	9	<ul style="list-style-type: none"> Pupil immediately taken to Health Centre and isolated from other pupils and staff members. The door should remain closed and a window opened. Parents of the pupil are contacted immediately and asked to collect their child as soon as possible. Child should be attended to by the School Nurse who will remain with the pupil until the parent arrives to collect them. Full boarding pupils will be removed to the designated isolation area in Beevor's or Paull's House. 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 Health Centre are to wash their hands for a minimum of 20 seconds at the earliest opportunity. If the symptoms are Covid-19 related (high temperature, new continuous cough or loss of smell or taste) the School Nurse 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 School Nurse 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 pupils within the year group or any others they have had contact with 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 31 below will be instigated. 	Head	2	3	6
30	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 31 below will be instigated. 	Head	1	3	3

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31	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
32	The Health Centre is not available	Staff and pupils placed at greater risk	2	3	6	<ul style="list-style-type: none"> Paul's Annex will be used as a secondary medical room should the need arise. Ensure the School 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
33	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 year group. 	Head	2	3	6
34	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 can return 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
35	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 isolation. Parents to provide the School with details of travel and confirmation that any required periods of isolation have been completed. 	Head	2	3	6

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36	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. Undertake a risk analysis of the trip proceeding. 	Bursar	1	3	3
37	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
38	Insufficient numbers of staff return to School for the facility 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 all members of staff that are due to return to work to identify if any are unable or unwilling to do so. Ascertain if there are any measures that can be implemented to encourage the member of staff to return. 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 return to School; mindful that the continuity of education through remote learning is paramount. 	Head	1	3	3
39	Education Unions advise staff members not to attend work.	School is unable to open 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
40	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 staff briefings. Head of Estates to remind contractors to follow guidelines in accordance with NIHP. 	Head	2	3	6
41	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
42	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
43	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

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			L	S	R			L	S	R
44	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. 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. 	Head / Bursar	2	3	6
45	Risk of injury through lack of familiarity with 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 staff are reminded of fire evacuation procedures. Ensure Fire Wardens are reminded of their responsibilities, mindful that saving life is paramount. Remind the pupils of the fire evacuation routes during the first day back at School. Staff and pupils must be confident in what to do and where to go. 	Head / Bursar	2	3	6
46	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 has been undertaken by the external contractor. The weekly fire alarm tests will continue as is routine. 	Bursar	1	3	3
47	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 has checked 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:	4 June 2020	2nd Review Date:	18 August 2020	3rd Review Date:	
Assessor's Name:	K MAHON	Assessor's Name:	K MAHON	Assessor's Name:	
Assessor's Signature:	<i>Karl Mahon</i>	Assessor's Signature:	<i>Karl Mahon</i>	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).