



St. James' School

*A Woodard School*

# COVID-19 School Reopening and Operation Policy

## April 2021 update

St James' School  
18-24 Bargate  
Grimsby  
N. E. Lincolnshire  
DN34 4SY  
Tel: 01472 503270

Web: [www.saintjameschool.co.uk](http://www.saintjameschool.co.uk)  
Email: [Enquiries@saintjameschool.co.uk](mailto:Enquiries@saintjameschool.co.uk)

# **Contents:**

## **1. Introduction**

## **2. UK government guidance for schools**

- (a) Guidance for full opening: schools
- (b) Coronavirus (COVID-19): implementing protective measures in education and childcare settings
- (c) Coronavirus (COVID-19): guidance on isolation for residential educational settings
- (d) Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)
- (e) Face coverings in education
- (f) Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection
- (g) Public Health England – easy read guide Stay at home advice

## **3. Attendance**

## **4. Procedure if anyone becomes unwell at St. James'**

## **5. What happens if there is a confirmed case of coronavirus in a setting?**

## **6. Infection Control and precautions**

- (a) Risk Assessment
- (b) Symptoms
- (c) Attending school with other illnesses
- (d) Cleaning
- (e) Uniform
- (f) Drop off and collection
- (g) Social Distancing
- (h) Group Sizes
- (i) Classroom equipment
- (j) Transitioning around the School
- (k) Toileting
- (l) Handwashing
- (m) Face Coverings
- (n) Stationery & other personal items
- (o) Food & Drink
- (p) Visitors, including domestic and international

## **7. Curriculum, Teaching and Learning**

- (a) Physically within St. James'
- (b) At home

## **8. Testing**

- (a) General
- (b) Mass Testing in Schools

## **Appendix A – Risk Assessment**

## **Appendix B – Mass Testing in Schools Risk Assessment (suspended)**

## 1. Introduction

The following represents St. James' Schools response to the UK government plan to have all pupils, in all year groups, return to school full-time from the beginning of the autumn term.

Due to the continually changing national and global situation, the information in this document will be under continued review.

Without notice the school may elect, or be mandated, to alter its precautions or operating procedures. In this event, the School will communicate these changes as soon as is practical, always seeking to prioritise and protect pupil/staff safety and wellbeing.

## 2. UK government guidance for schools

The government have published a series of documents in connection with the reopening of educational settings after the COVID-19 lockdown. This policy has been written with reference to the following documents:

- (a) **Guidance for full opening: schools** - [Click here](#)
- (b) **Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)** - [Click here](#)
- (c) **Face coverings in education (under review)** – [Click here](#)
- (d) **Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection** - [Click here](#)
- (e) **'How to Guide' Rapid Testing in Schools and Colleges**
- (f) **Training Guide Rapid Testing for Schools and Colleges**

and will be altered according to new information released or changes to this guidance.

## 3. Attendance

The following extract is quoted directly from: "What parents and carers need to know about early years providers, schools and colleges in the autumn term"

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19->

[outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term#school-and-college-attendance](#)

*"It is vital that children and young people return to school and college - for their educational progress, for their wellbeing, and for their wider development. School and college **attendance will again be mandatory from the beginning of the new academic year**. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.*

*A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend school or college for this reason, you should talk to your school or college about what support is in place in terms of remote education.*

*Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.*

*If you have concerns about your child returning to school or college, because you consider they may have other risk factors, you should discuss with your school or college the measures they are putting in place to reduce risks in line with government guidance."*

**We are, therefore, expecting all pupils to return to St. James'.**

Routine daily absences can be reported through the usual Pupil Absence mechanisms:

**Email:** [pupilabsence@saintjameschool.co.uk](mailto:pupilabsence@saintjameschool.co.uk)

**Telephone:** 01472 503260 and speak with Mrs Champion

#### **4. Procedure if anyone becomes unwell at St. James'**

If anyone at St. James' becomes unwell with a **new, continuous 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 the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).**

Whilst a child is awaiting collection, they will be moved to the Medical Room.

If they need to go to the bathroom while waiting to be collected, they should use the Staff toilet upstairs in the Senior Department. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

After the child has been collected the Medical Room will be cleaned with normal household disinfectant. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

## **5. What happens if there is a confirmed case of coronavirus in a setting?**

**Where the child, young person or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 10 days.**

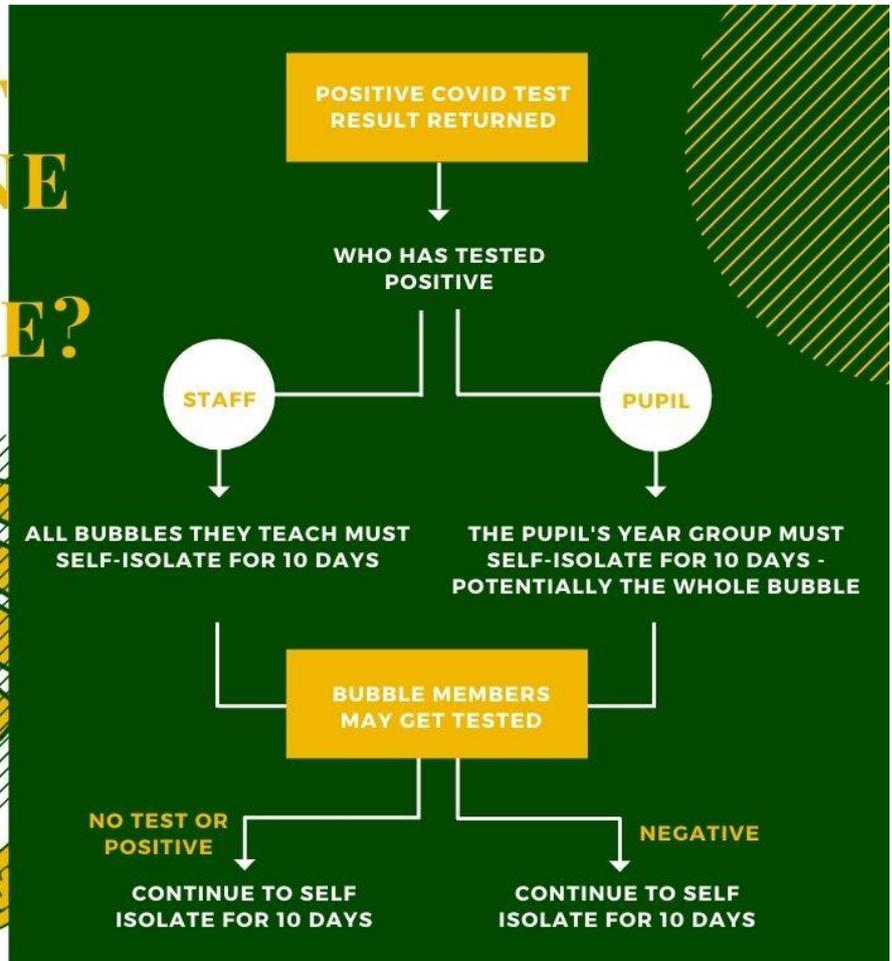
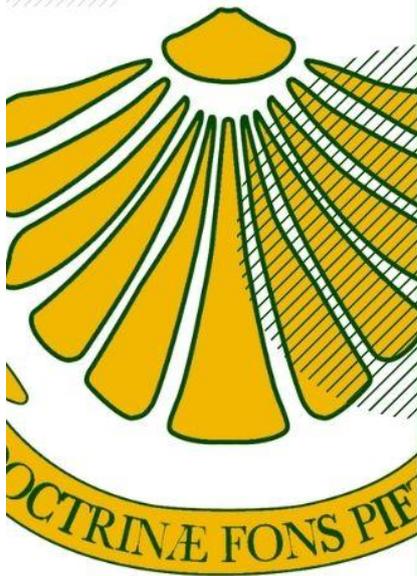
If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

The other household members of staff/pupils in that bubble **do not** need to self-isolate unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

If other cases are detected within St. James' School, Public Health England's local health protection teams will conduct a rapid investigation and advise on the most appropriate action to take. A larger number of other children *may* be asked to self-isolate at home as a precautionary measure – in our case, perhaps the whole Nursery/Pre-Prep/Prep or Senior department, the whole school, or just a bubble. As St. James' School is observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary.

**Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.**

# WHAT IF SOMEONE TESTS POSITIVE?



## 6. Infection control and precautions

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus (COVID-19) outbreak, to help prevent the spread of the virus.

Preventing the spread of coronavirus (COVID-19) involves dealing with:

- **direct transmission** (for instance, when in close contact with those sneezing and coughing) and;
- **indirect transmission** (via touching contaminated surfaces). A range of approaches and actions should be employed to do this.

These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges

- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)  
We plan to do this via managing the following, evolving list:

### **(a) Risk Assessment**

St. James' School has produced a comprehensive risk assessment for the partial reopening of the School, which has been approved by the Governing Body.

See Appendix A

### **(b) Symptoms**

The symptoms of COVID -19 are:

- **a new, continuous cough or;**
- **a high temperature, or;**
- **a loss of, or change in, their normal sense of taste or smell**

### **(c) Attending School with other illnesses**

St. James' School wishes to allow a return to face-to-face teaching for as many pupils as possible but is mindful of the similarity of many other illnesses to coronavirus (COVID-19).

We urge parents to show good judgement in sending their children to school, and to take a cautionary position for the safety of their child, other children, staff members, and for the continuity of face-to-face teaching at St. James'.

The following is taken from the government advice on restricting attendance during the lockdown:

*In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to*

*protect their pupils and staff from possible infection with coronavirus (COVID-19).*  
Taken from p25.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/958906/Restricting\\_attendance\\_during\\_the\\_national\\_lockdown\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958906/Restricting_attendance_during_the_national_lockdown_schools_guidance.pdf)

We wish to work together with parents to maximise attendance whilst minimising risk.

### **(d) Cleaning**

To prevent the indirect spread of the virus we will intensify our cleaning regime at St. James' School.

Thorough cleaning will continue to occur before/after school, and will follow the guidance set out by the government:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Additionally, and throughout the school day, frequently touched surfaces such as:

- Door handles
- Handrails
- Desks/tables/chairs/furniture
- Play equipment
- Sinks
- Light switches
- Electronic devices

#### **And**

- Toilets

Will be regularly cleaned with detergent/bleach.

During the *transition time* between lessons teachers will sanitise the desks in their classroom, or shared equipment such as computers, art supplies, PE equipment etc. In all other cases, additional hours and/or variations to our cleaners' working patterns will be utilised to implement the enhanced cleaning regime.

### **(e) Uniform**

The advice from government has changed:

*"Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal."*

**Therefore, from 1<sup>st</sup> September 2020, pupils at St. James' School will be required to wear full school uniform, including PE kit during these lessons.**

However, due to the need for ventilation in classrooms, pupils are allowed to wear warm overcoats, sweater/jumpers, gloves, hats, scarves etc.

### **(f) Drop off and collection**

Drop off and collection are crucial moments in controlling the spread of COVID-19 and will be our primary area of focus.

**We cannot remove the virus from *within* children and adults, but we can remove it from their person and possessions.**

**Before entering any school buildings** all children will have their **hands and possessions cleaned and sanitised with Zoono** (<https://zoono.co.uk/>). This will be done under the control of a member of St. James' staff who will be obviously stationed outside The Rectory.

**Parents will not be allowed to enter the School buildings at this time**, instead handing children over to staff outside. Parents should not congregate either before or after drop off / collection, instead leaving the school site as soon as is practical.

Only one parent from each family should accompany their children to school.

Different year groups will access their classrooms via different entrances and at different times:

#### **Nursery – enter/exit via the Pre-Prep Building**

Drop off: from 8.00am                      Collection: up to 6.00pm\*

\*depending upon your child's sessions

#### **Reception - enter/exit via the Pre-Prep Building**

Drop off: from 8.30am                      Collection: from 3.30pm-3.40pm

#### **Prep 1 & Prep 2 – enter/exit via Main Reception**

Drop off: from 8.30am                      Collection: from 3.30pm-3.40pm

#### **Prep 3, 4, 5 & 6 – enter/exit via Pelham Road entrance\***

##### **Prep 3 & 4**

Drop off: 8.40am-8.50am                      Departure: 3.40pm-3.50pm

##### **Prep 5 & 6**

Drop off: 8.30am-8.40am                      Departure: 3.50pm-4.00pm

*\*we would be grateful if parents could be sensitive to our neighbours when parking on Pelham Road.*

## **Senior – enter/exit via the Markham Hall Entrance**

### **Years 10 – Year 13**

Drop off: 8.30am-8.40am

Departure: 3.50pm-4.00pm

### **Years 7 – Year 9**

Drop off: 8.40am-8.50am

Departure: 3.40pm-3.50pm

## **(g) Social Distancing**

### **Pupils**

The government guidance relating to social distancing within schools has changed, removing the requirement for children to remain a fixed distance apart. The overarching aim is now to **minimise** the amount of time pupils are in face-to-face contact.

For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. Schools doing this where they can, and even doing this some of the time, will help.

### **Staff**

It is the strong advice of Public Health England that staff maintain their distance from pupils, ideally 2m. However, in order to effectively teach and support pupils learning this is not always possible, particularly when working with younger children. Where adults can do this, they should.

Staff *can* have closer contact with pupils but should **minimise** time spent within 1 metre of anyone.

Individual class/subject teachers must take responsibility for the reorganisation of their teaching space in order to adhere to this guidance, specifically seating pupils side-by-side and facing forwards, rather than face to face or side on. Any unnecessary equipment and furniture should also be removed.

### **General**

In order to maintain distancing St. James' School will be divided into the following bubbles:

- Reception & Nursery
- Prep 1 & Prep 2
- Prep 3 & Prep 4
- Prep 5 & Prep 6
- Years 7, 8, & 9
- Years 10, 11, 12 & 13

Through effective timetabling and other logistical measures, such as:

- separate play spaces
- staggered arrivals and collections

- one-way systems
- staggered lunches
- virtual assemblies
- activities that minimise direct pupil contact will be carefully chosen.

Bubbles will be kept apart and movement around the school will be kept to a minimum.

Separate outdoor play areas will be used, for example but not rigidly:

- Nursery & Reception - Pre-Prep garden
- Year 1 & Year 2 – the Paddock and/or Forest School,
- Year 3-6 – Prep yard and Trim Trail.

### **(h) Group sizes**

The maximum group size of no more than 15 **has been removed from the guidance.**

Full classes will be taught throughout the school, up to our maximum class size of 18.

### **(i) Classroom equipment**

The equipment/resources available within classrooms will be simplified by:

- removing unnecessary items from classrooms and other learning environments where there is space to store it elsewhere
- removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)

### **(j) Transitioning around the School**

The different bubbles will be kept apart and movement around the school will be kept to a minimum.

**Pupils and staff in the Senior department must wear face coverings at all times when they are indoors.**

Pre-Prep and Prep classes moving to and from the Dining Hall will do so under direct staff supervision, utilising a clearly separated queuing area, and ensuring that bubbles remain distant.

### **(k) Toileting**

With all pupils returning it will be necessary for different groups of students, potentially in different bubbles, to use the same toilet facilities.

To mitigate the risk of cross contamination these facilities will be cleaned each day before school, mid-morning, and again during afternoon school.

Children must wash their hands immediately after using the toilets and apply hand sanitiser upon entering the classroom.

### **(l) Handwashing**

Excellent personal hygiene is the single greatest defence against COVID-19.

All pupils will wash and sanitise their hands upon arrival and prior to leaving the School.

Pupils will also wash their hands frequently throughout the day and **always** at the transition between activities and/or lessons, with gel sanitiser available in each classroom.

### **(m) Face coverings**

The government is currently reviewing the guidance regarding 'Face coverings in education':

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>

However, the latest school operational guidance has **significantly** changed:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/963541/Schools\\_coronavirus\\_operational\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf)

It is now advised that:

*[For] pupils in year 7 and above ... we recommend that face coverings should be worn by adults and pupils when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.*

***In addition, we now also recommend in those schools, that face coverings should be worn in classrooms or during activities unless social distancing can be maintained.***

*Face coverings do not need to be worn by pupils when outdoors on the premises.*

*In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).*

*Children in primary school do not need to wear a face covering.*

*We are taking this additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.*

Until Easter, St. James' School will apply the guidance concerning face coverings as follows:

- **School Mini-Buses**

Pupils traveling to and from St. James' School on our School minibuses **must** wear face coverings during these journeys.

- **Public Transport**

For their own, and the safety of others, face coverings must be worn when travelling on public transport. This would include both to and from school each day.

- **In Lessons / Indoors**

**Face coverings are to be worn in all classrooms where social distancing cannot be maintained – this will be the rule, not the exception.**

In most classrooms, pupils sit side-by-side with another pupil on a 2-seat desk. Previous guidance deemed this to be low risk due to all pupils facing the same way, however this guidance has now been superseded.

- **Senior School Lesson Transition**

Pupils should continue to wear face coverings worn in lessons while transitioning between lessons.

- **Break, Lunch, and Outdoors**

There is **no** requirement to wear face coverings when outdoors.

## **(n) Stationery & other personal items**

We wish to limit the number of items that leave and enter the school each day; this will be valuable in helping stop the spread of the virus.

Pupils should continue to use their own stationary, but pencil cases should **not** be made of fabric or absorbent material.

Pencil cases will be cleaned on arrival at St. James' and then should remain in school overnight/weekends.

Any other personal items that come to St. James' should be capable of being cleaned.

Non-essential personal items should remain at home.

### **(o) Medication & First Aid**

If your child routinely requires medication during the school day, a regular prescription for instance, these should be left at **Reception** in The Rectory or given directly to the School Nurse for safekeeping during the COVID reopening.

Epipens will be passed to class teachers immediately.

At all times, our School Nurse will be available on the school site to deal with any accidents.

Any children who fall ill during the day will need to be collected as soon as possible.

### **(p) Food & Drink**

Hot food will be available in the Dining Hall at lunchtime for those pupils for whom the school provides it.

Pupil bubbles will be admitted separately and effectively segregated, either through staff control (Pre-Prep and Prep) or by staggering their arrival times (Senior).

Pupils who bring pack-ups will eat with their bubble in the Dining Hall,

Water bottles should be clearly labelled. **Pupils must not share these.**

### **(q) Lunch Times**

In order to minimise contact and maximise distancing, the capacity of the Dining Hall has been reduced.

It is necessary, therefore, to stagger the arrival time of pupils to the Dining Hall, but different bubbles can use the Hall simultaneously, with their distancing being maintained via use of separate tables and orderly pupil movement.

Staggered lunches will have no negative impact upon lessons as an elongated lunch has been accommodated within the timetable restructure.

Nursery & Reception:	11:30am
Prep 1 & Prep 2:	11.45am (playtime/reading whilst waiting)
Prep 3 & 4:	12.20pm (playtime after finishing eating)
Prep 5 & 6:	12.35pm (playtime in Prep whilst waiting)

#### **(r) Visitors, including from overseas**

Visitors will be welcomed to St. James' by appointment only.

The process of scheduling an appointment will involve screening for recent travel, specifically whether a period of self-isolation has been necessary and correctly completed. All visitors will be asked the same standard list of questions.

All appointments will be conducted with high regard for social distancing.

### **7. Curriculum, Teaching and Learning**

#### **(a) No cases within bubble/school**

##### **(i) Academic provision**

Whilst there are no positive cases in any bubbles all pupils will be taught in person, on site, following the EYFS framework, the National Curriculum, our usual internal Schemes of Work for Years 7-9 and the appropriate GCSE and A-Level specifications in Years 10-11 and Sixth Form.

##### **(ii) After-School Care**

After-School Care will resume for pupils in the Pre-Prep and Prep School from 1<sup>st</sup> September 2020. Parents have been canvassed and the deadline has now passed to sign up to this service.

Due to the need to keep groups separate, we will now finalise these arrangements and communicate them directly to parents.

##### **(iii) Extra-curricular provision**

At this stage after-school clubs will not operate. We are constantly reviewing the School's position as new guidance is released, and as soon as it is safe to do so, our full programme of enrichment activities will begin.

#### **(b) Positive case confirmed within bubble/school**

In the event that a positive case is confirmed and bubble(s) have to self-isolate, we will *temporarily* initiate our Home Learning Programme as follows:

### **(i) Nursery**

A year is a significant period of a child's life when they are of Nursery age, and if a period of self-isolation to occur shortly into the Michaelmas Term the complexity and volume of activities would be different to if the self-isolation occurred in the Trinity Term.

Initially, therefore, play activities and the weekly phonic lesson will be sent home. If the closure began mid-week, the plan was for the rest of the school week would be communicated, including how this could be continued at home. Children that need to be challenged/extended in any area would be provided with additional activities to help them if parents wish to receive them.

### **(ii) Pre-Prep**

Reception to Prep 2 will be provided with pre-recorded instructional videos for how to complete a comprehensive array of learning activities.

The school day will be bookended with two Zoom sessions; one to preface the day, and the other a story time and round-up of the day.

Daily reading will continue uninterrupted.

### **(iii) Prep**

Prep 3 to 6 will be taught two separate English and Mathematics lessons via Zoom each morning, with a further Humanities or Science lesson via Zoom in the afternoon.

In addition, French and Spanish lessons would continue to be delivered via Zoom at their usually timetabled time.

Spellings, Times tables, and reading homework exercises will continue uninterrupted.

### **(iv) Years 7-9**

The normal lesson timetable will continue to be followed whilst pupils are at home. All lessons will be taught via Microsoft Teams.

After considering the relative merits of Zoom and Teams, we have decided to migrate to Teams due to the synchronisation with OneNote and the enhanced messaging and file sharing capabilities. Training for pupils will be given on Teams in school from September ahead of any periods of self-isolation.

## (v) Years 10-13

The normal lesson timetable will continue to be followed whilst pupils are at home. All lessons will be taught via Microsoft Teams.

## 8. Testing

### (a) General

All members of the St. James' community and members of their households will have access to testing if they display symptoms of coronavirus (COVID-19).

Parents will have a number of routes to access testing for them and their children. Visit the [guidance on coronavirus \(COVID-19\) testing and how to arrange to have a test](#)

If the test proves to be negative, children can **more quickly** return to school.

### (b) Mass Testing in Schools

Having completed the initial *in school* testing, St. James' will continue to provide home test kits to Senior pupils and all staff until further notice.

Tests should be administered at home, following the instructions provided, and results must be uploaded to the NHS/Government and also emailed to school at [negative@saintjameschool.co.uk](mailto:negative@saintjameschool.co.uk)

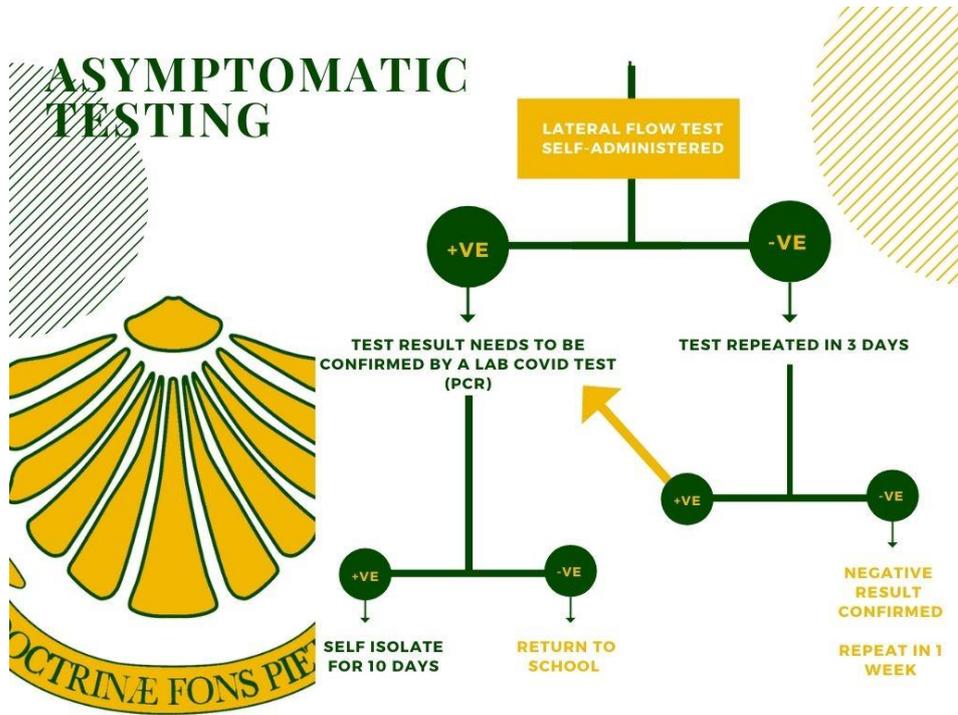
Pre-Prep and Prep children **will not be** tested.

Mass testing is voluntary, however St. James' School strongly encourages all pupils and staff to be tested to best protect each other.

Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection.

Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health England (for example as a close contact). They should continue to apply all sanitising, social distancing and face-covering measure adopted by the school.

**ALL OTHER MITIGATIONS AND PROCESSES REMAIN UNCHANGED FROM THE MICHAELMAS TERM. TESTING DOES NOT REMOVE THE NEED FOR THESE.**



A full version of the government risk assessment for mass testing can be found in Appendix B

## Appendix A



# St. James' School

*A Woodard School*

# COVID-19 School Reopening and Operation Risk Assessment

St James' School  
18-24 Bargate  
Grimsby  
N. E. Lincolnshire  
DN34 4SY

[Tel: 01472 503270](tel:01472503270)

[Web: www.saintjameschool.co.uk](http://www.saintjameschool.co.uk)

[Email: Enquiries@saintjameschool.co.uk](mailto:Enquiries@saintjameschool.co.uk)

## Introduction

The COVID-19 outbreak is dynamic and changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload.

This COVID-19 risk assessment identifies risks and assesses and describes methods of controlling those risks. We recognise that this risk assessment must be a dynamic process, updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.

## Rationale

The logic behind these actions, and the need for this risk assessment, is the ongoing 'duty of care' the School has for its whole community: Governors, staff, parents and pupils.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 Schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?".

For COVID-19 there are three important factors to take into account:

- a. *State of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *Seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the School population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *Cost and difficulty of taking precautionary measures* - closing Schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to School fees and examinations.

## The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for Schools have been considered:

1. Fully Open      Business as usual: no travel or trip restrictions.
2. Open            Business as usual: with caveats – no visitors or trips.
3. Open T         In transition: some teaching in School and some remotely.
4. Open K         Key staff and vulnerable children in School. All other teaching remote.
5. Open R         Teaching is all achieved remotely.
6. Fully Closed    No one on site except residents, security and maintenance staff.

## **Risk Assessment**

Government advice states that "every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings." St. James' School has undertaken an initial consultation with its Health & Safety Consultants, Langness, on 14<sup>th</sup> May 2020, and with staff on 20<sup>th</sup> May 2020.

## **Running the School - Assessing the Risk**

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a School will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and will include, but not be limited to, the following questions:

- A. Is government advice being regularly accessed, assessed, recorded and applied?
- B. Are changes regularly communicated to staff, pupils, parents and Governors?
- C. Are changes reviewed by Governors?
- D. Is access to School controlled effectively and are visitor (if allowed) details recorded?
- E. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- F. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- G. Is there sufficient supplies of hygiene materials and are they well placed?
- H. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
- I. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
- J. Are high risk areas being regularly monitored for hygiene?
- K. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- L. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above, the following will be considered for pupils, parents and staff:

- M. What SD rules has the School decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground) and have all adhered to these SD rules?
- N. What PPE has been recommended and, dependent on risk assessment, what has the School decided to equip staff and pupils? The range of PPE may include:
  - a. Masks;

- b. Gloves;
  - c. shields (for face or lecterns, desk separators, staff desks);
  - d. sanitisers (gel and tissues).
- O. Medical. Who has:
- a. Pre-existing medical conditions and are they fully declared?
  - b. Have all vulnerable pupils, parents and staff been identified and recorded?
  - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
  - d. Come into contact with anyone tested positive to COVID-19?
  - e. Travelled where: other than home and School?
  - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- P. Have all adhered to the external socialising rules set by the School such as:
- a. shopping;
  - b. parties;
  - c. games and play;
  - d. travel (other than home to School and return).
- Q. Are plans being considered for School events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, is at Appendix A.

## **Conclusion**

The phrase "a lot of moving parts" has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. So many different stakeholders of varying ages and health will bring multiple shifting risks which will be considered on a daily basis for the safety of pupils, staff and parents.

The Executive Leadership Team (ELT) (Headmaster and Bursar) will analyse and then co-ordinate the way ahead. To do this, information will be drawn from all relevant agencies in order to ensure informed decisions and changes that reflect a safe and secure School environment.

## Annex A

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

	Risk	Control Measures	Implemented	Remarks / Re-assessment
A	Is government advice being regularly accessed, assessed, recorded and applied?	<ul style="list-style-type: none"> <li>• HM monitors ISA, DfE/Gov.uk</li> <li>• Bursar monitors ISBA/DfE/Gov.uk and HSE</li> <li>• HM/Bursar attend all relevant sector association webinars</li> <li>• Governors are provided with access to information and opportunity to discuss via video conference meetings</li> </ul>	Yes	
B	Are changes regularly communicated to staff, pupils, parents and Governors?	<ul style="list-style-type: none"> <li>• General announcements are communicated by the HM via letter/email.</li> <li>• Urgent updates may go via SMS message</li> <li>• Updated Policy document is available to staff via OneDrive and Parents via the School Website.</li> <li>• Pupils receive updates from teaching staff directly.</li> </ul>	Yes	
C	Are changes reviewed by Governors?	<ul style="list-style-type: none"> <li>• Governors review the Risk Assessment Overview document on a weekly basis in an online meeting with the HM and Bursar.</li> <li>• Governors ratify any decision to open the School or make any amends to the School's "status of operation".</li> </ul>	Yes	
D	Is access to School controlled effectively and are visitor (if allowed) details recorded?	<ul style="list-style-type: none"> <li>• From 23/3/2020: visitors only permitted by advance arrangement, declaration of good health in advance (completion of online questionnaire) and continued mandatory ID checks including photographs provided in advance.</li> </ul>	Yes	

		<ul style="list-style-type: none"> <li>No visitors permitted from 1<sup>st</sup> June 2020 without the express permission of the HM or Bursar.</li> <li>Lanyards for authorised visitors to be produced in advance by School Office to negate requirement to use signing in book.</li> <li>All visitors directed to The Rectory (Reception). Communicated in advance of arrival and strictly observed.</li> </ul>		
E	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<ul style="list-style-type: none"> <li>Rules and requirements are updated dynamically and communicated to parents, pupils and staff on a weekly basis by the HM (Email) and by regular update on the School website.</li> <li>Pupils are advised directly by teaching staff on a daily basis.</li> </ul>	Yes	
F	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?	<ul style="list-style-type: none"> <li>Posters in classrooms and corridors to remind of the SD requirements.</li> <li>Reminder communicated by daily email to all pupils and staff, organised by IT department.</li> </ul>	Yes	
G	Is there sufficient supplies of hygiene materials and are they well placed?	<ul style="list-style-type: none"> <li>The School has ordered sufficient initial stocks of soap, hand sanitiser, disinfectant and disposable towels.</li> <li>Pupils should wear masks but they are not being provided by the School.</li> <li>All toilets have good quantities of disposable towels.</li> </ul>	Yes	
H	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door	<ul style="list-style-type: none"> <li>A deep clean of the school will be undertaken from 24<sup>th</sup> August by St. James' domestic staff under the direction of the Campus Manager</li> <li>Cleaning staff will operate throughout the school day</li> </ul>	Yes	

	handles, switches, hand rails and regularly used hard surfaces?	<p>cleaning toilets and wiping down hard surfaces during routine site walks in the AM and PM.</p> <ul style="list-style-type: none"> <li>• All Cleaning staff will observe the Schools SD rules and requirements and wear the appropriate PPE.</li> </ul>		
I	What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?	<ul style="list-style-type: none"> <li>• Any shared equipment is wiped down between uses</li> <li>• Each member of staff and every pupil will be required to use and retain their own pens, pencils and other stationery equipment.</li> </ul>	Yes	
J	Are high risk areas being regularly monitored for hygiene?	<ul style="list-style-type: none"> <li>• All members of the ELT and the Campus Manager will regularly check high risk areas to ensure that appropriate hygiene standards are being observed.</li> <li>• Operation of a "tick-list" in all areas to confirm regular checks by Campus staff.</li> </ul>	Yes	
K	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	<ul style="list-style-type: none"> <li>• This policy constitutes such plans.</li> <li>• Rapid decisions to be communicated through established channels; email, SMS etc.</li> </ul>	Yes	
L	Are all the risks identified properly mitigated and regularly re-assessed?	<ul style="list-style-type: none"> <li>• The Bursar will discuss operational risks observed (building/facilities/health) on a daily basis, having also consulted the Campus/Cleaning staff team onsite.</li> <li>• Teaching Staff will report concerns to the HM who will consider/action in conjunction with the Bursar/ELT/Governors as appropriate.</li> <li>• Initially a daily update will be provided to the HM by the Bursar.</li> </ul>	Yes	

		<ul style="list-style-type: none"> <li>A weekly update will be provided to Governors by the HM and Bursar.</li> </ul>		
--	--	---	--	--

## B) Pupils, Parents and Staff Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Implemented	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, Facebook etc	<ul style="list-style-type: none"> <li>The School uses Facebook, Instagram and Twitter in addition to its own website, email and texting channels to communicate with parents and staff. These channels are maintained and reviewed operationally by the Head of Admissions.</li> <li>During Covid-19 the Head of Admissions is operating a Social Media Marketing and Messaging operation and will report service interruptions.</li> <li>ELT monitor content of messages posted on Social Media.</li> <li>Email services checked operationally by PrimaryTec (School's IT Contractors/Consultants).</li> <li>Feedback from parents being received by all and fed back to the HM personally.</li> </ul>	Yes	
2	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and Governors?	<ul style="list-style-type: none"> <li>The Headmaster and Bursar are all available by email at all times for parents and staff to communicate to.</li> <li>Pupils are directly connected each day with their tutors and class teachers. Every day the teaching staff ask pupils for feedback.</li> </ul>	Yes	

		<ul style="list-style-type: none"> <li>• Governors undertake a weekly review meeting by video conferencing with HM and Bursar. Some Governors have pupils and School and therefore can review effectiveness of communications received from a parental perspective.</li> <li>• The Chair of Governors, Vice-Chair of Governors, are in regular contact with the HM and Bursar and available on need to assist with strategic matters and provide some operational feedback.</li> </ul>		
3	<p>If there is a Governor and / or officer for the School / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?</p>	<ul style="list-style-type: none"> <li>• The Chair of Governors co-ordinates all Covid-19 related matters with the Governing Body. The CoG contact details are published on the School website for parents.</li> <li>• The Bursar acts as the "Covid-19 Co-ordinator" (available by email/phone) working closely with the HM.</li> <li>• The HM lives on site and therefore available as required for staff and pupils. Parents can contact by email or telephone through well-established channels.</li> <li>• All staff emails were published in the Home Learning Programme brochure and are also available on the School website for parents use.</li> <li>• Staff on site will be provided with a "Useful information Pack" in each classroom providing guidance and contact details.</li> </ul>	Yes	
4	<p>Is there a system to communicate with parents and staff that have not</p>	<p>No longer applicable; only critical worker children who wish their children to attend are allowed to.</p>	Yes	

	returned to School for fear of infection?			
5	Who has travelled where: other than home and School?	<ul style="list-style-type: none"> <li>The Headmaster asks this question of parents on a weekly basis via email, and teaching and support staff by regular email reminders and in the "welcome back to School Useful Information pack".</li> </ul>	Yes	
6	What are, and have the hygiene rules set by the School been adhered to by pupils, parents and staff?	<ul style="list-style-type: none"> <li>The hygiene rules are communicated to staff and pupils via posters displayed around the School.</li> <li>Teaching staff update pupils personally on a daily basis, and staff are reminded weekly by the HM and Bursar via email.</li> </ul>	Yes	
7	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<ul style="list-style-type: none"> <li>All staff are reminded of the symptoms of COVID-19 and the requirements for SD via posters around the School and by emails from the HM and Bursar.</li> <li>Governor (GH) to provide a link to a training video / information video to be provided in advance to all staff by email – including how to wear protective personal equipment correctly</li> </ul>	Yes	
8	Is School transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	<ul style="list-style-type: none"> <li>School transport will be in operation. All necessary measures, including the compulsory wearing of masks and enhanced cleaning will be employed.</li> <li>School transport is restricted to a fixed group (bubble) by prior arrangement.</li> </ul>	Yes	
9	How is registration throughout the day managed including	<ul style="list-style-type: none"> <li>Temperature checks will not be undertaken as the government guidance states this is not an effective measure of detection.</li> </ul>	Yes	

	temperature / health checks?	<ul style="list-style-type: none"> <li>• Morning registration and afternoon registration are taken as normal. Data must be submitted daily to the DfE via an online form copied to the Local Authority.</li> <li>• Pupils or staff reporting COVID19 symptoms are directed to a member of the ELT where they will be assessed by First Aid staff (wearing suitable PPE) and if necessary isolated in the Medical Room.</li> </ul>		
10	Are transit spaces (corridors), social zones (car parks, staff rooms, playgrounds) configured to SD rules?	<ul style="list-style-type: none"> <li>• Clear signage is displayed in all transit areas.</li> <li>• Staff will be briefed regarding staff room usage and adhering to SD guidance.</li> <li>• Within the Senior School due to the narrow nature of some spaces, pupils will be encouraged to wear masks when transiting.</li> <li>• Playgrounds are not marked, but whenever possible play areas are exclusive to a particular bubble at a particular time. Staff will be proactive in maintaining pupil separation through verbal instructions. Small classes will mitigate the need.</li> </ul>	Yes	
11	Are learning and games spaces configured to SD rules?	<ul style="list-style-type: none"> <li>• Furniture will be rearranged in classrooms to ensure adequate SD. Where the building restricts this, alternative teaching spaces which <b>can</b> be adequately configured will be used.</li> </ul>	Yes	
12	Are different age groups catered for in terms of timetabling, length of the School day	<ul style="list-style-type: none"> <li>• Staggered drop-off and collection times in line with the usual school day.</li> <li>• Where shared equipment is used this will be cleaned before and after use.</li> </ul>	Yes	

	and exposure to other age groups.	<ul style="list-style-type: none"> <li>Contact between different bubbles will be restricted to transiting to and from classrooms either between lessons, or on arrival/departure, and going out/returning from break/lunch.</li> </ul>		
13	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<ul style="list-style-type: none"> <li>Normal School rules will apply, with the additional requirement to SD.</li> <li>DSL on site.</li> <li>Counselling, via Kooth, available 24/7</li> </ul>	Yes	

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

	Risk	Control Measures	Implemented	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	<ul style="list-style-type: none"> <li>Safeguarding document has been updated and shared with staff by DSL</li> </ul>	Yes	
2	Is the DSL and DDSL easily contacted and their contact information known to all?	<ul style="list-style-type: none"> <li>The DSL is the HM, information regarding this change has been communicated with staff.</li> <li>Policies have been updated.</li> </ul>	Yes	
3	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes	Yes	
4	Are class sizes reduced and kept together in their "bubble" (minimising contact	<p>SJS will create suitably sized bubbles in accordance with the most recent guidance:</p> <ul style="list-style-type: none"> <li>Nursery &amp; Reception</li> </ul>	Yes	

	with others) and properly supervised? (14.5.20)	<ul style="list-style-type: none"> <li>• Pre-Prep</li> <li>• Prep (bubbled into Prep 3/4 and Prep 5/6)</li> <li>• Senior (bubbled into Years 7-9 and Years 10-13)</li> </ul>		
5	Should the needs of each age group and class be considered separately in terms of support, activities and facilities? (14.5.20)	No more than usual where ALL support, activities and facilities are tailored to individual pupil needs.	Yes	
6	Are staff having sufficient down time / rest during the working day / week? (14.5.20)	Yes	Yes	
7	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<ul style="list-style-type: none"> <li>• Recruitment has been undertaken remotely. From September 1<sup>st</sup> visits to the school will be possible under strict socially distance measures.</li> <li>• New staff were recruited remotely, but have attended in person for ID verification and submission of DBS applications.</li> </ul>	Yes	
8	Are sporting, play and SD rules clear to staff and pupils?	Yes, communicated via reopening policy.	Yes	
9	Are drama, dance and music activities applying SD rules?	<ul style="list-style-type: none"> <li>• Activities and the location of lessons will be adapted to maximise distancing.</li> <li>• Shared equipment will be sanitised between uses.</li> <li>• Peripatetic Staff can/are returning to face-to-face lessons. These will be conducted in suitable locations where SD can be maintained. Masks may be worn, and close contact will be minimised.</li> </ul>	Yes	

10	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, biscuits etc) timings, SD and purpose?	<ul style="list-style-type: none"> <li>• Whole School Staff meetings take place by Zoom, except on INSET day where a SD welcome back meeting will occur in the Markham Hall.</li> <li>• Staff will be briefed to maintain SD when using the staff rooms. Simultaneous use is not usual due to supervision rotas, which will mitigate risks and reduce occupancy.</li> </ul>	Yes	
11	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	<ul style="list-style-type: none"> <li>• Yes – the Bursar.</li> </ul>	Yes	
12	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	<ul style="list-style-type: none"> <li>• Bubbles share entrances, but staggered times mitigate contact. Each entrance has a 'welcome station' outside where sanitisation takes place.</li> <li>• Communicated to parents/staff via the Reopening Policy</li> </ul>	Yes	
13	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	<ul style="list-style-type: none"> <li>• Bubbles have different transit spaces in most cases – except senior department. SD maintained through staff control of pupils.</li> <li>• In the Senior department pupils will wear masks when indoors.</li> </ul>	Yes	
14	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Yes, as far as possible. Face coverings will worn when indoors until Easter to mitigate SD limitations.	Yes	
15	Have unnecessary items been removed from classrooms and other learning	Yes Head of Pre-Prep to coordinate for Nursery to Year 1. Head of Prep to coordinate for Year 6.	Yes	

	environments? (14.5.20)			
16	Are soft furnishings, soft toys and toys that are hard to clean been removed? (14.5.20)	Yes	Yes	
17	Can staff manage to deliver both in-School and remote learning, whilst in the transition phase?	No longer applicable. Face-to-Face learning.	Yes	
18	Are assemblies, break times, drop-off and collection times sufficiently well staggered? (14.5.20)	Yes. No joint assemblies. Assemblies will be conducted in each teaching space or virtually.	Yes	
19	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Yes. <ul style="list-style-type: none"><li>• Staggered arrival times.</li><li>• Separated seating.</li><li>• Screens to protect staff/pupils/food etc.</li><li>• Full menu available.</li></ul>	Yes	
20	What are the risks of providing breakfast and after School clubs? (14.5.20)	<ul style="list-style-type: none"><li>• Current arrangements would require the creation of another bubble containing a fixed group of pupils in from Nursery to Year 6. Plans still under discussion.</li><li>• It is likely that two separate locations will be used for Prep and Pre-Prep wrap around care.</li></ul>	Yes	
21	What vulnerable staff and children are in School / home, is medical advice being followed and are they properly	<ul style="list-style-type: none"><li>• Bursar enquires of Support Staff in advance and logs.</li><li>• HM for teaching staff and teaching assistants and records via the HM PA</li></ul>	Yes	

	supported? (14.5.20)			
22	Is pupil and staff mental health and wellbeing properly considered with individual needs identified and supported? (14.5.20)	Yes. All normal pastoral systems are in effect.	Yes	
23	Where activities have been re-scheduled is SD working and are the timings sufficient?	N/A	Yes	

#### **D) Medical Risk Assessment in the COVID-19 Environment**

	<b>Risk</b>	<b>Control Measures</b>	<b>Implemented</b>	<b>Remarks / Re-assessment</b>
1	Is the science of risk understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help? (14.5.20)	<ul style="list-style-type: none"> <li>HM has advised staff of risks via full circulation of government advice to schools since Feb 2020.</li> </ul>	Yes	
2	How effective are the hygiene rules? Is "catch it, bin it, kill it" still publicised and applied? (14.5.20)	Yes	Yes	
3	Is there anyone in addition supervising the normal first aid trained staff?	<ul style="list-style-type: none"> <li>First Aiders are the School Office staff and teaching staff.</li> <li>No further medical advisors present in the building.</li> </ul>	Yes	
4	Are there sufficient first aid trained staff	Yes	Yes	

	to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?			
5	If temperature testing or taking other precautions that require new equipment, do operators have the appropriate training and has it been recorded? (14.5.20)	No new equipment in use. No temperature testing.	Yes	
6	Have medical policy, procedures and appropriate response to spectrum of medical issues been revised and shared?	<ul style="list-style-type: none"> <li>Reopening Policy directly addresses medication issues and responses arising from COVID-19. All other processes unchanged.</li> </ul>	Yes	
7	Is the medical room(s) properly equipped?	<ul style="list-style-type: none"> <li>School First Aid Room is fully equipped and will be used for non-Covid 19 suspected illness</li> <li>Covid-19 symptomatic patients will be attended to in the Speech and Drama Room.</li> </ul>	Yes	
8	What has the School decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	<ul style="list-style-type: none"> <li>The school Governors have approved the Reopening policy which adheres to government advice regarding PPE.</li> <li>Cleaning staff will wear PPE when cleaning toilets as per government advice on cleaning non-medial settings.</li> <li>In the Senior department face coverings will be worn by all when indoors.</li> </ul>	Yes	
9	Do the sickness management rules need to be re-stated and the	<ul style="list-style-type: none"> <li>HM to communicate to all regularly by newsletter, email and posters in school.</li> </ul>	Yes	

	"don't come to work if you are ill" understood. (14.5.20)			
10	As different age groups have different risk profiles is each group (staff and pupils) risk assessed? (14.5.20)	<ul style="list-style-type: none"> <li>• HM/Bursar/HM PA need to keep a confidential list of staff and pupils and a risk assessment should be signed off by the HM</li> </ul>	Yes	
11	Is the School aware of all pre-existing medical conditions?	<ul style="list-style-type: none"> <li>• Staff medical details and pupil medical details – request to update was sent at the start of September 2019 (Heads PA to confirm receipt).</li> <li>• Ask all staff and pupils intending to attend school during the transition period to provide details to HM/Bursar in advance. HM to include request / reminder in pre-opening communications.</li> </ul>	Yes	
12	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	<ul style="list-style-type: none"> <li>• HM and Bursar maintain a confidential list. Shared with Heads PA and ELT</li> </ul>	Yes	
13	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	<ul style="list-style-type: none"> <li>• HM and Bursar maintain a confidential list. Shared with Heads PA and ELT</li> </ul>	Yes	
14	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	<ul style="list-style-type: none"> <li>• Heads PA to maintain a confidential list.</li> </ul>	Yes	
15	Is there regular dialogue with those that have suffered from COVID-19 and	<ul style="list-style-type: none"> <li>• HM will make regular contact to wish well and assesses symptoms.</li> </ul>	Yes	

	/ or are isolated at home?			
16	Who is shielding another family member and/or who has a condition that precludes their attendance at School? (14.5.20)	<ul style="list-style-type: none"> <li>HM/Bursar to maintain a list of staff and pupils affected. Shared with Heads PA and ELT</li> </ul>	Yes	
17	Is proof required for shielding and of individual conditions? (14.5.20)	Yes	Yes	
18	If there is a separate area for temperature testing, holding and isolation areas and are they easily identified and regularly cleaned?	No temperature testing Yes – separate isolation area	Yes	
19	Is temperature testing safe, reflecting SD rules, recorded and kept appropriately?	N/A	Yes	
20	If emergency services are called is there a (revised?) well understood procedure, RV and cleared routes in and out?	Yes. Emergency Services will arrive to the Senior School and can access via the double gates.	Yes	
21	Are staff and pupils regularly supervised and checked to ensure they are complying with hygiene rules and the use of PPE?	<ul style="list-style-type: none"> <li>ELT and Bursar undertake regular checks with staff to ensure compliance</li> <li>Reminders of how to use PPE provided.</li> </ul>	Yes	
22	If essential work is required on site are contractors properly registered, inducted supervised and	<ul style="list-style-type: none"> <li>Yes, usual access requirements undertaken.</li> <li>Pre-registered visitors details and lanyard production.</li> <li>Access via Reception</li> </ul>	Yes	

	temperature checked?	<ul style="list-style-type: none"> <li>Screening undertaken, and then visitor is taken to area of work and supervised throughout with SD protocols observed</li> </ul>		
23	Do medical staff have the appropriate PPE, cleaning materials and training?	Yes	Yes	
24	What is the policy on washing School clothes so as to prevent infection?	<p>Latest government advice is that clothes can be normally laundered.</p> <p>Full school uniform is in effect.</p>	Yes	

### E) Support Staff Risk Assessment

	Risk	Control Measures	Implemented	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	<ul style="list-style-type: none"> <li>Will be provided with initial training upon return to School and weekly reminders as a minimum.</li> <li>Will be updated when new requirements advised by Govt. PHE etc.</li> </ul>	Yes	
2	Do support staff have the appropriate PPE, cleaning materials and training?	<ul style="list-style-type: none"> <li>Yes all available in each room being used.</li> <li>First Aid rooms fully stocked</li> </ul>	Yes	
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	<ul style="list-style-type: none"> <li>Cleaning regimes reviewed daily by Campus Manager.</li> <li>Regimes updated in line with latest PHE, Govt advice and guidelines.</li> </ul>	Yes	
4	Are all security and access systems regularly checked,	<ul style="list-style-type: none"> <li>All systems are fully maintained and working. The School has been overseen by the HM and</li> </ul>	Yes	

	updated and re-coded?	Bursar through the initial lockdown period.		
5	Have reconfigured areas, zones and routes hampered fire exits and routes?	No	Yes	
6	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	<ul style="list-style-type: none"> <li>• Yes, by Bursar and Campus Manager</li> </ul>	Yes	

## F) Facilities Management Risk Assessment

	Risk	Control Measures	Implemented	Remarks / Re-assessment
1	Heating system including fuel levels sufficient?	<ul style="list-style-type: none"> <li>Heating systems operational</li> <li>Fuel stocks checked by Bursar prior to opening and on usual rotation thereafter.</li> <li>Utility companies contacted and confirmed operational by Bursar</li> </ul>	Yes	
2	Gas supply, venting and valves?	Yes	Yes	
3	Have air conditioning ducts and units been checked and reviewed?	N/A	Yes	
4	Electrical tests up-to-date including emergency lighting and PAT?	<ul style="list-style-type: none"> <li>Yes all up-to-date.</li> <li>Fixed Wire testing scheduled for review October 2020.</li> </ul>	Yes	
5	Water testing for temperature, flow and legionella in date for test?	<ul style="list-style-type: none"> <li>Yes, and maintained throughout lockdown.</li> </ul>	Yes	
6	What is the status of the swimming pool and are appropriate measures in force?	N/A	Yes	
7	Fire alarm panel, system and extinguishers in date and serviced?	Alarms and Extinguishers both reviewed August 2020.	Yes	
8	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Yes. School laundry only used in the event of an emergency	Yes	

9	Have waste procedures been reviewed?	Yes. Collections as usual from Thursday morning.	Yes	
10	Are pest control services recorded, deficiencies identified and actioned?	Yes	Yes	
11	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials if they are to be used?	<ul style="list-style-type: none"> <li>• Confirmed registered, insured, maintained.</li> <li>• Stocked with PPE.</li> </ul>	Yes	

## Appendix B

### Testing Risk Assessment (currently suspended)

Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators.

<b>Assessment Date:</b>	22 <sup>nd</sup> February 2021
<b>Lead Assessor:</b>	Headmaster, Richard Murray
<b>Task Description of task:</b>	General and clinical activities on the asymptomatic testing site at St. James' School
<b>Activities Involved:</b>	Testing School staff and students. Traversing the site on foot.
<b>Location:</b>	Masters Room, St. James' School or Medical Room
<b>Who Might be affected:</b>	Staff ✓ Students ✓

#### Hazard Identification and evaluation

No.	Hazards	Associated Risks	Current Control / Mitigation Measures	Risk Evaluation			Additional control needed?
				Rare	Major	4 - Tolerable	
1	Contact between subjects increasing the risk of transmission of COVID19	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Asymptomatic: All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> <li>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by reception / security staff.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>Hand hygiene: All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by reception staff.</li> <li>Social distancing: Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from reception, queue management &amp; sampling staff.</li> <li>A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li>Cleaning: Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and PCR test kits for first 200 subjects</li> </ul>	Rare	Major	4 - Tolerable	
2	Contact between subjects and staff increasing the risk of transmission of COVID19: <b>Welcome &amp; registration</b>	Transmission of the virus leading to ill health or potential death	As above	Rare	Major	4 - Tolerable	<ul style="list-style-type: none"> <li>All staff will be reminded of proper PPE procedures during run through on 5<sup>th</sup> March</li> <li>Relevant signage in testing area</li> <li>No subjects with Covid symptoms allowed on site</li> <li>Near miss documentation will be completed by Covid Coordinator</li> <li>System for recording near misses in place</li> </ul>

							<ul style="list-style-type: none"> <li>Beginning of each session, reminder of proper PPE and testing system</li> <li>Covid Coordinator will act as Quality Control.</li> </ul>
3	Contact between subject and sampler increasing the transmission of COVID19: <b>Sample taking</b>	Transmission of the virus leading to ill health or potential death	As above	Rare	Major	4 - Tolerable	<ul style="list-style-type: none"> <li>As above</li> </ul>
4	Contact between sample and test centre runner increasing the transmission of COVID19: <b>Sample transport</b>	Transmission of the virus leading to ill health or potential death	As above	Rare	Major	4 - Tolerable	<ul style="list-style-type: none"> <li>As above</li> <li>Process signage for test processor role will be displayed in each bay.</li> </ul>
5	Contact between samples and sample testers increasing the transmission of COVID19: <b>Sample processing &amp; analysis</b>	Transmission of the virus leading to ill health or potential death	As above	Rare	Major	4 - Tolerable	
6	6 Contact between samples and sample testers increasing the transmission of COVID19: <b>Sample disposal and waste disposal</b>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All waste disposal will follow the latest guidance</li> </ul>	Rare	Major	4 - Tolerable	<ul style="list-style-type: none"> <li>Waste bags will be removed securely tied at the end of each session and placed in an external dedicated waste bin.</li> </ul>
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>3 identical barcodes are provided to subject at check in</li> <li>The subject registers their details to a unique ID barcode before conducting the test</li> <li>Barcodes are attached by trained staff at the sample collection bay</li> <li>Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station</li> </ul>	Rare	Major	4 - Tolerable	<ul style="list-style-type: none"> <li>Barcode scanners will be used to reduce the requirement for manual entry</li> <li>Registration and recorded results will only be processed by St. James' School staff for GDPR and safeguarding reasons.</li> <li>Staff will be trained and reminded of confidentiality requirements..</li> </ul>
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	Rule based recall of subjects who have not received a result within 1 hrs of registration Subjects are called for a retest	Rare	Major	4 - Tolerable	<ul style="list-style-type: none"> <li>Barcode readers on iphones will be used.</li> </ul>
9	Extraction solution which comes with the lab test kit contains the following components: NA2HPO4 (disodium hydrogen phosphate), NaH2PO4 (sodium phosphate monobasic), NaCl (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li>PPE: nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages. <ul style="list-style-type: none"> <li>Environmental: do not let product enter drains</li> </ul> </li> <li>Spillages: wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures <ul style="list-style-type: none"> <li>Do not use if the solution has expired</li> </ul> </li> <li>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals</li> </ul>	Rare	Negligible	1 - Trivial	<ul style="list-style-type: none"> <li>All staff have completed the relevant training and will be adhering to all guidance and will be wearing relevant PPE.</li> <li>Requirements will be reminded to the testing team at the beginning of every session.</li> </ul>
10	Occupational illness or injury	Lack of capacity to complete testing	<ul style="list-style-type: none"> <li>Ensure Testing Team understand one another's roles so there is not over-reliance on individuals.</li> <li>As much as possible build capacity in the team by training more people than needed.</li> </ul>	Rare	Negligible	1 - Trivial	
11	Manual handling	Movement of furniture Movement of equipment	Campus Staff, trained in manual handling, to move all furniture and equipment	Rare	Moderate	3 - Trivial	
12	Unauthorised access by members of the public	Staff / Pupils come into contact with persons outside their bubble.	Campus is secured with locked gates, or keypad entry into buildings Codes are not known to General Public Codes are changed regularly	Rare	Moderate	3 - Trivial	

		Equipment is contaminated/stolen /damaged.					
13	Uneven surfaces (floor protection in the Testing and Welfare areas)	Slip/Trip hazard	Floor is cleaned regularly Floor is in excellent state of repair	Rare	Minor	2 - Trivial	
14	Stairs to / from sample processing / registration area and welfare space	Slip/Trip hazard	Stairs are cleaned regularly Stairs are in an excellent state of repair	Rare	Minor	2 - Trivial	<ul style="list-style-type: none"> <li>Stairs to entrance will be checked regularly</li> </ul>
15	Inclement weather	Slip hazard	Testing is all indoors	Rare	Negligible	1 - Trivial	<ul style="list-style-type: none"> <li>Internal waiting area, socially distant.</li> <li>Staggered arrival and testing times</li> </ul>
16	Defective electrical equipment	Computer used for recording is defective	All electrical equipment is regularly PAT tested	Rare	Moderate	3 - Trivial	<ul style="list-style-type: none"> <li>If required PAT testing will be undertaken</li> </ul>
17	Use of shared equipment	Transmission of the virus leading to ill health or potential death	Staff are instructed to not use shared equipment	Rare	Major	4 - Tolerable	

### Control Improvements

Action No.	Recommended additional control measures	Responsibility	Target Date	Date Completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Covid Coordinator		
2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Covid Coordinator		

### Risk Evaluation

		Consequence of event occurring (Severity)				
		Negligible	Minor	Moderate	Major	Critical
Likelihood of event occurring (Probability)	Almost Certain	Tolerable 5	Substantial 10	Intolerable 15	Intolerable 20	Intolerable 25
	Likely	Tolerable 4	Substantial 8	Intolerable 12	Intolerable 16	Intolerable 20
	Possible	Trivial 3	Tolerable 6	Substantial 9	Intolerable 12	Intolerable 15
	Unlikely	Trivial 2	Tolerable 4	Tolerable 6	Substantial 8	Substantial 10
	Rare	Trivial 1	Trivial 2	Trivial 3	Tolerable 4	Tolerable 5

**Likelihood**

Rare, will probably never happen/recur  
 Unlikely, do not expect it to happen, but is possible  
 Possible, Might happen  
 Likely, will probably happen  
 Almost Certain, will undoubtedly happen

**Severity**

Negligible  
 Minor  
 Moderate  
 Major  
 Critical

**Risk control strategies**

Intolerable – stop activity, take immediate action to reduce the risk  
 Substantial - Take action within an agreed period  
 Tolerable – monitor the situation  
 Trivial – No action required

**Declaration** - If the above control measures are implemented the risks posed by the task / process / environment assessed will be controlled to as low as is reasonably practicable.

Persons involved in the assessment	
Signature of Lead Assessor	
Date	

**Reviews** – this assessment should be reviewed at intervals no greater than 12 months or when there are changes in operational procedure, personnel, the work environment or following an incident

Review date	Comments	Reviewed By	Signature

**Declaration by employees involved in the activity detailed above** – I fully understand the activity outlined above and the risk control measures that I must implement, use or wear. I have received sufficient information, instruction and training so as to enable me to conduct this activity with the minimum of risk to myself and others.

Policy	Date Approved	Body Approved	Author	Date of next review
COVID-19 Reopening Policy	12 <sup>th</sup> April 2021	ELT	Headmaster	ongoing



St James' School  
18-24 Bargate  
Grimsby  
N. E. Lincolnshire  
DN34 4SY

[Tel: 01472 503270](tel:01472503270)

[Web: www.saintjameschool.co.uk](http://www.saintjameschool.co.uk)

[Email: Enquiries@saintjameschool.co.uk](mailto:Enquiries@saintjameschool.co.uk)