



**AVON HOUSE
PREPARATORY SCHOOL**

490 High Road Woodford Green Essex IG8 0PN

Risk Assessment Form

**Including Management
for
Health and Safety in School**

EVENT/ACTIVITY:

COVID 19 SAFETY MEASURES

Ref. No:

Department:

Whole School

Date of event: January 2022

Task/Activity/Process/Workplace/Equipment: (Being Assessed)

Risk to school community during coronavirus pandemic – return to school in January 2022

People/Persons at Risk

General	Tick	No.	Specific - Vulnerability	Tick	No.
1. Staff	✓		1.Disabled People		
2. Contractors	✓		4. Mobile Workers		
3. Pupils	✓		5. Temporary/volunteer workers		
4. Visitors	✓		Others:		
5. Parents	✓				

Task/Activity		Existing Control Measures	
No.	List significant steps in Job/Task	People at Risk	Describe fully all existing controls applicable for each hazard.
1	Have hygiene safety measures been implemented?	1-5	Staff have been sent COVID 19 Safety Measures and these are published on the school website.
2	Are 'deep cleans' undertaken at regular intervals	1-5	Deep cleans to be carried out during half term and end of term breaks and as appropriate, for example, after year group closure.
3	Has a regular cleaning regime been implemented for 'high frequency' touch points?	1-5	Surfaces such as key boards and door handles are cleaned on a daily basis and anti-bacterial wet wipes are available throughout the school to wipe down surfaces as necessary.
4	Have good handwashing techniques been promoted?	1-5	Posters/notices placed in and around toilet areas and videos shown to pupils to encourage regular and thorough handwashing. From January 2022, when the pupils return to school after the Christmas break, the handwashing procedure will be increased to 5 times a day. These will be at the following times: <ul style="list-style-type: none"> • On arrival at school • After the morning break • Before they go to lunch • Before returning to class after lunch • Before going home
5	Have measures been put in place to ensure that the sharing of materials is kept to a minimum?	3	All children that attend school are to provide their own water bottle and stationery kit. Prep school pupils each have their own Chromebooks

6	Have sanitising hand rub dispensers been placed in prominent places?	1-5	Hand sanitisers placed in every room in use and dispensers are re-filled regularly. Early Years have been supplied with alcohol free sanitisers.
7	Is the taking of Lateral Flow Tests (LFT) encouraged for all those working at Avon House?	1+2	Staff will be provided with LFT kits and asked to test twice weekly and report the results to the school. Government guidelines should be followed if a result is positive.
8	Have protocols been put in place in the event that someone is taken ill?	1-5	Any person on the premises displaying COVID 19 symptoms will have their temperature taken and be put into isolation before leaving the site and then tested. The Head Teacher's office will be used as an isolation room when necessary. The person will then be required to get a PCR test. If it is negative the person may return to school. Where a COVID 19 case is confirmed, Government guidelines will be followed for self-isolation. If there are no symptoms then a LFT on days 6 and day 7 should be taken and, if negative the person may return to school. For more details, please refer to COVID-19 Safety Measures Jan 2022 as compiled by the school Health and Safety Team.
9	Is Personal Protective Equipment (PPE) available?	1-5	PPE in the form of facemasks, visors, disposable gloves and aprons is available. Face masks will be worn by staff when using communal areas such as the library, office and staff room.
10	Has extra consideration been given to implementing social distancing and general hygiene standards?	1-5	The classes in each year form a group and will not have contact with or mix with other groups. Rooms will be well ventilated with doors and windows opened where possible. CO2 levels are monitored to encourage good ventilation. Refuse bins are to be emptied regularly throughout the day. Children will be encouraged not to touch their hands or mouths. Each group has designated toilet facilities and regular handwashing takes place. Social distancing is to be observed where possible and extra staff protocols have been put in place – see point 15 below.
11	Has consideration been given to playground access?	1-5	There will be no staggering of playtimes as this takes place out of doors or, in the case of wet play in year groups in their classrooms. Playtimes will finish slightly earlier to enable all children to handwash before resuming lessons.

12	Has consideration been given to visitors to the school?	2, 4+5	Notice at the front door informs visitors that they are required to wear a face covering while on site. Only one parent will be permitted on site if picking up their child.
13	Have employees been consulted on hygiene?	1	Letter sent to all employees and feedback/concerns requested. Actions, where necessary have been acted upon
14	Have government guidelines been taken into account?	1-5	Safety measures are updated to take into account any changes to government guidelines and the DfE website is monitored to ensure compliance with any new directives.
15	What further restrictions have been put in place to keep the premises as 'COVID-19 free' as possible?	1-5	Staff to wear a face mask when using communal areas such as the library, the staff room, the hall and the office. Teaching staff will be encouraged to take their breaks in their classrooms rather than a communal area. There will be no Friday assemblies in January and only 1 member of a class team will attend the Monday departmental assembly. Larger classes will have their Music lessons in their own classrooms. Lunches will be held in classrooms for the F1 and F2 classes.
16	Will individual music lessons continue this term?	1,3,4	Individual music lessons will continue but a break in between lessons will be observed so that each room can be cleaned down. This will include cleaning of keyboards, doors and handles. Peripatetic Music teachers will be masked at all times and not be permitted to walk around the school. They will have to take their lunch break in their teaching room bringing their own lunch into school.
17	What considerations have been put in place for sports events	1,3,4	Sports fixtures will continue depending on the activity taking place. A risk assessment from a hosting school will have to be sent which should include details of arrivals, changing (if applicable), toilet facilities and protocols and any catering. See separate risk assessment for sports activities during January 2022.
18	What arrangements are in place about pupils swimming	1,2,3	Swimming in the Prep department will continue on a Y3& Y4 and a Y5 and Y6 weekly rotation. Coach drivers will be asked to mask as will members of staff accompanying the children and the children themselves both on the coach and at the pool. These visits will continue unless the pool state otherwise.
19	What considerations have been given to class visits	1,3,4	Class visits will be reviewed taking into account the destination and likely level of contact with members of the public. The school will do all they can to continue class visits.

Recommendations:				
Is a Safe System of Work Required?		No	Is a Detailed Risk Assessment Required? YES/NO Specify R/ass required by external venues -eg Loughton Swimming Pool	
Is a Standard Operating Procedure required?		No	Workplace	
Is further information required	Yes		Work Equipment	
WILL this activity require a Permit to Work system?		No	Materials/Substances - COSHH	
Additional Comments/Observations:			Manual Handling	
Refer to other relevant school Risk Assessments and policies as necessary			Display Screen Equipment	
			Noise	
			Fire	
			Point Of Work Risk Assessment	

Risk Assessment Circulation list (tick box)			
Employees	✓	Management	✓
Contractors			
Other – Specify:	Parents (via website) ✓		
Assessor:	DR	Signature:	
Date Assessed:	10.01.2022	Review Timescale:	As government guidelines change
Reviewed By:		Date:	
Reviewed By:		Date:	