

Coronavirus (COVID-19): Risk Assessment Action Plan for full opening from 1st September 2021
(Template provided by Herefordshire Council)

Hereford Cathedral School (Whole School, Nursery to Year 13)

Assessment conducted by: PAS, BGB, RP, PLJ, JD	Job title: Headmaster, Deputy Head, Bursar, Assistant Head	Covered by this assessment: Whole school
Date of assessment: started 4.6.20. Last update: 31.08.21	Date of next review: ongoing	

The sole purpose of this risk assessment is to support HCS operating in line with the UK Government requirement **while reducing the risk of coronavirus transmission**. The Risk Assessment has been updated to account for updated guidelines for the return of pupils from Wednesday 1st September. Furthermore, a separate contingency plan is in place for outbreaks and changing restrictions. The School is following the advice and guidelines of Public Health England, the DfE and complying with its Health and Safety statutory requirements

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19). Coronavirus (COVID-19) is a new respiratory illness that has not previously been seen in humans. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV).
- Schools must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to schools as a template to assist in the production of a comprehensive document that covers the particular circumstance of the setting – **as such, the risks and risk controls should be deleted/amended/added-to to reflect the school.**
- The risk assessment will be reviewed by the Senior Leadership Team and School’s Health and Safety Committee and in consultation with the staff NEU representatives. This document is treated as a living document and includes a system of controls that are either preventative or respond to an infection.
- This should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below:
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)
 - <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
 - <https://www.gov.uk/government/publications/school-attendance/addendum-recording-attendance-in-relation-to-coronavirus-covid-19-during-the-2021-to-2022-academic-year>
 - <https://www.gov.uk/coronavirus>

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting . Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	LIKELIHOOD prior to control <>	Risk Controls	LIKELIHOOD now <>	IMPACT <>	Planned completion Date
The school lapses in following national guidelines and advice, putting everyone at risk	LOW	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> • The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly • Pupils updated via classrooms/email/text as necessary. • Any change in information to be shared with the Headmaster, Deputy Head and Bursar and passed on to parents, staff and Board/ Chair of Gobs as necessary by email • Parents informed of relevant guidance and most relevant sections highlighted to them. The school website directs to government guidance on what to do if an individual develops (COVID-19) symptoms or has a positive test: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance <p>As a result, the school has the most recent information from the government, and this is distributed throughout the school community. N.B. Note risk that information is fluid and advice changes rapidly (and without changes being adequately signposted). SLT will continue to attempt to act on latest guidance.</p> <p>Staff – extremely clinically vulnerable, vulnerable, non-vaccinated and pregnant workers:</p> <ul style="list-style-type: none"> • Staff to be asked to identify themselves to HR if they fit into one or more of the above categories and meet with HR/Line Manager in confidence to discuss any concerns, the risk management measures in place and assess individual risk. https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm and https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on- 	LOW	HIGH	Ongoing

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		<p>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#school-college-and-other-educational-settings for more information</p> <ul style="list-style-type: none"> For women less than 28 weeks pregnant with no underlying health conditions a workplace RA should take place For women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus a more precautionary approach should be taken and discussions must take place with HR to determine whether adjustments to working conditions are required. Pupils, parents and staff know when pupils and staff should self-isolate and not attend school. For new admissions, tours for prospective parents and carers will take place although masks will be expected to be worn indoors when travelling around the site for both visitors and tour guide(s). 			
Poor communication with parents and other stakeholders	L	<ul style="list-style-type: none"> All staff/parents/pupils aware of current actions and requirements and reminded frequently using school communication systems Headmaster to share risk assessment with all staff Parents notified of risk assessment plan and shared with parents on school website. Reported cases of coronavirus are managed and appropriately reported amongst the school community. <p>As a result, all parents, pupils and all staff working with pupils are adhering to current advice.</p>	L	H	Ongoing
Lack of awareness of policies and procedures	L	<ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated All staff made aware of procedures for H&S, arrival and departure from school, moving around the site, school nurse systems. All staff to be aware of H&S, safeguarding, behaviour and first aid policies, as ever. 	L	H	Ongoing

Risk Description/Area of Concern	LIKELIHOOD prior to control <>	Risk Controls	LIKELIHOOD now <>	IMPACT <>	Planned completion Date
		<p>All staff to be made aware of: Schools coronavirus (COVID-19) operational guidance DfE 27 Aug 2021</p> <ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus including how to report cases of coronavirus or symptoms in their households Parents are made aware of the school's infection control procedures in relation to coronavirus via letter at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus Pupils are reminded of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 01 September 2021. All are informed that they must tell a member of staff if they begin to feel unwell Regular briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>			
Poor hygiene practice in school - general	M	<ul style="list-style-type: none"> Posters are displayed around school reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. thoroughly washing or sanitising hands more often than they would) Classrooms and other areas where people are together should be well ventilated, with windows open. Teachers to reiterate key 'Catch it, kill it, bin it' messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> Cover coughs and sneezes with a tissue, To throw all tissues in a bin To avoid touching eyes, nose and mouth with unwashed hands. 	L	H	Ongoing

Risk Description/Area of Concern	LIKELIHOOD prior to control <>	Risk Controls	LIKELIHOOD now <>	IMPACT <>	Planned completion Date
		<ul style="list-style-type: none"> • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area, dining hall, classrooms and other key locations for staff, pupils and visitors • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE’s guidance e.g. promotion and engagement in asymptomatic testing such as school and home-based Lateral Flow Testing. • Pupils and staff follow guidance on sharing of equipment Where possible pupils bring their own equipment to school. • Sufficient supply of soap (or hand sanitiser where applicable), clean water, hand-driers or paper towels and waste disposal bins are supplied in all toilets and kitchen areas • Pupils and staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils, <i>or use dedicated school equipment</i> • All utensils are thoroughly cleaned before and after use • Cleaners are employed by the school to carry out additional cleaning. Door handles, doors and toilets are regularly cleaned during the day and paper/hand towels are refilled regularly. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>			
Ill health in school.	M	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a persistent cough, high temperature, or loss of smell and taste; and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell • All staff are informed of the procedure in school relating a pupil becoming unwell in school which involves engagement with test and trace. • Any pupil who displays specific Covid symptoms or signs of being unwell is immediately referred to School Nurse 	L	H	Ongoing

Risk Description/Area of Concern	LIKELIHOOD prior to control <>	Risk Controls	LIKELIHOOD now <>	IMPACT <>	Planned completion Date
		<ul style="list-style-type: none"> • Any staff member who displays specific Covid symptoms or signs of being unwell immediately refers themselves to School Nurse and is sent home and required to engage with test and trace guidelines - contact details provided: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ • Where the nurse is unavailable, staff ensure that any unwell pupils are moved to an empty well-ventilated room whilst they wait for their parent to collect them. School admin team to contact parents. Parents advised to follow the COVID-19: Guidance for households, including accessing testing • If a pupil needs to use the bathroom, they should use a separate bathroom which will be cleaned after use. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask should be worn by the supervising adult who should socially distance by at least 2 metres • If contact with a child or young person is necessary, then gloves, an apron and a face covering should be worn by the supervising adult. If there is a risk of splashing, eye protection should also be worn • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen including 999 if need be. • Unwell pupils who are waiting to go home are supervised in isolation room in Medical Room (St David's Hall for JS), where they can be at least two metres away from others • Unwell pupils are not allowed to travel home by public transport • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. • If close contact care has been provided the member of staff concerned may have to self-isolate or take a PCR test subject to government guidelines, if the symptomatic person tests positive, or the member of staff develops symptoms, or tests positive themselves or are contacted by NHS Test and Trace. 			

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		As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.			
Large Indoor Gatherings	• L	Leaders to consider and RA large indoor gatherings and the potential for super-spreading events e.g. whole school assemblies.	<u>L</u>	<u>H</u>	Ongoing
A pupil is tested and has a confirmed case of coronavirus.	M	In line with government advice: <ul style="list-style-type: none"> Promote and engage with NHS Test and Trace Introduce contingency plans (outbreak management plans) if advised by local outbreak team As a result, school leaders taken appropriate action in the event of a confirmed case of coronavirus, and outbreaks are contained by following local health protection team advice.	<u>M</u>	<u>H</u>	Ongoing
Insufficient staff to run face-to-sessions for pupils.	• M	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of extremely clinically vulnerable adults for their school Protocols for staff to inform leaders if they need to self-isolate are clearly in place Leaders ensure there is a plan in place for cover in the instance that staff have to self-isolate. As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.	<u>L</u>	<u>M</u>	Ongoing
Pupil movement between lesson, at breaktime and lunchtime increases the risk of infection.	M	<ul style="list-style-type: none"> Rotas published for use of Dining Room by year group 1 way where possible to be put in place for pupils arriving and leaving shared lunch space/lessons. Lunchtime to be staggered for different year groups Supervision of pupils to sanitise hands before lunch Tables to be cleaned between year groups using lunchtime facilities 	<u>L</u>	<u>H</u>	Ongoing

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		<ul style="list-style-type: none"> All pupils and staff follow one-way system through Dining Hall <p>As a result, the risk of infection during unstructured time is reduced.</p>			
Spread of infection in vehicles and classrooms/shared areas.	M	<ul style="list-style-type: none"> Face coverings to be worn by staff and Senior School pupils on school transport. Wilmott House (as a single household) are not required to wear face coverings on school transport unless pupils not living at Wilmott house are also in the vehicle. Junior School pupils are exempt. All unnecessary items to be removed from classrooms and learning environments and stored elsewhere Tissues and hand sanitiser to be located in each classroom/learning space Bins to be emptied daily in classrooms. Contact with communal surfaces, such as door handles etc to be minimised. Doors to be kept open Where possible, windows to be opened to provide ventilation. Ventilation increased in between lessons. Pupils to wear layers to prevent getting cold. Inform all the pupils that they must bring the required equipment to school (stationery, calculators etc) to reduce the risk of infection Pupils/staff to clean IT equipment (esp keyboards) before and after each day Shared teaching resources to be cleaned prior to and after use If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned Guidance issued to staff on the use of the staff room and staff toilet area, including maximum numbers at any one time. Staff to be reminded to adhere to social distancing where possible if unvaccinated or CEV. Hand sanitiser to be used after use of photocopiers/shared keyboards/telephones etc Staff must wash and dry their own cups, plates and utensils, using disposable towels. Music <ul style="list-style-type: none"> Ensure surfaces are cleaned regularly. Nobody should borrow an instrument from another pupil. 	L	H	Ongoing

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		<ul style="list-style-type: none"> - No wind players should use the same reed on a school instrument. - School instruments should be thoroughly cleaned before loaned. - All instruments should be cleansed between players. - Wind, Brass and Singing teaching will have priority in the larger rooms. - Rooms should be suitable for the number of performers with attention to ventilation. • Sport <ul style="list-style-type: none"> - Minimise congestion and use of changing area by allowing pupils to wear sports kit to school on allocated days (e.g. PE and Games day). - Allocated changing areas and times given to pupils who require changing facilities during the day. - Any indoor activity should have all ventilation available in use (e.g. doors and windows open, sports hall ventilation system open). - Games activities and any fixtures will follow Government and NGB guidelines (e.g. England Hockey, England Cricket Board). - Hand washing should be available before and after each activity and good hygiene should be encouraged for all. - Only team sports that are permitted according to NGB and Government guidelines to be played. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>			
Poor pupil behaviour increases the risk of the spread of the infection	L	<ul style="list-style-type: none"> • Pupils are reminded of the behaviour policy on their return to school • Sanctions are clearly communicated to pupils and parents. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	L	H	Ongoing
Vulnerable pupils and pupils with SEND do not receive appropriate support	L	<ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school – <i>staffing, school nurse</i> • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. 	L	H	Ongoing

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		As a result, pupils with SEND and those concerned about returning to school are well supported.			
Increased number of safeguarding concerns reported after lockdown	L	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils DSL present Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns Follow up any referrals made by staff swiftly <p>As a result, safeguarding remains of the highest priority and practice.</p>	L	H	Ongoing
Staff and pupil well-being not sufficiently supported	L	<ul style="list-style-type: none"> Extend mental health support for pupils and teachers Line managers, Tutors and Heads of House to be consider staff and pupils whop may require additional support 			
Cleaning is not sufficiently comprehensive.	L	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures Where possible, additional cleaning staff employed (or given additional hours) to increase the regularity of cleaning “fogging” machines purchased to enhance effectiveness of cleaning where practical Health and Safety guidance provided for staff using foggers. Whilst pupils are at breaktime/lunchtime, an identified member of staff to clean tables/door handles with a disinfectant spray. Gloves to be worn during this and hands washed afterwards. Cleaners to act upon guidance normally linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room). <p>As a result, high standards of cleanliness are maintained in school.</p>	L	H	Ongoing
Contractors, deliveries and visitors	M	<ul style="list-style-type: none"> All contractors to be checked to ensure that they are essential visitors prior to entry to the school 	L	H	Ongoing

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increase the risk of infection		<ul style="list-style-type: none"> • Agree arrival and departure times with contractors/visitors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site • Contractors and visitors are directed to specific/designated handwashing facilities • All areas in which contractors work are cleaned in line with government guidance • Contractors to bring own food, drink and utensils onto site. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers are not permitted to enter the school premises when making deliveries • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building • Surfaces to be cleaned after any deliveries have been made. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>			
Lateral Flow Testing		There is a detailed risk assessment produced by PHE and the HSE which the School follows.			
Other risk assessments		There are further risk assessments for boarding (Wilmot House) and all staff to complete Remote Working Risk Assessments if situation arises			