



Kirkstone House School

Covid – 19 Risk Assessment

In School during full opening or when open to vulnerable pupils or those of Key worker parents.

Also incorporating measures to ensure quality of education and emotional /pastoral support for pupils at home who are learning remotely.

1. Risk: Transmission of Covid-19 amongst pupils in School (Rate of Risk: High)

Control Measures:	Notes:	Responsibilities:
a) Lower and Senior School pupils to be separated.	Lower and Senior School pupils will be separated as far as is reasonably possible. Timings of lunch has changed: 12:00noon Lower School; 12:45pm Senior School to enable cleaning between sittings	CLJ / JR / Staff
Cleaning between Year Groups	Staff teaching both Lower and Senior School pupils in specialist rooms must ensure that cleaning is carried out between lessons. Cleaning spray is available in rooms.	All staff
Reduction of whole community events	There will be no whole school assemblies. However, separate Lower and Senior School assemblies may take place with social distancing observed.	CLJ / JR
Sharing of resources	Any activity such as Food / PE where there may be contact e.g. shared resources will be separately assessed.	AH / NB / AB /AP LK/RS
Staff across both areas of the School	Staff teaching in both sections of the school must socially distance themselves from pupils.	Staff
Hygiene	All pupils will be reminded of the need for socially distancing and good hygiene	All staff
Control Measure in Place	✓	

b) Ensuring good respiratory hygiene.	The 'Catch it, bin it, kill it' approach will be adopted and adhered to. All classrooms have covered bins and tissues. Pupils are encouraged to take responsibility for their hygiene with regular handwashing and hand sanitiser available to them. LSAs to support SEN pupils in relation to this.	All staff and pupils
Control Measure in place	✓	



c) Testing	<p>Senior pupils in school will have Lateral Flow Testing in line with Government guidelines. This will be done with parental permission and in a designated space which will be allocated for testing.</p> <p>The organisation of testing and monitoring will be the responsibility of the Covid Co-ordinator who is also the Deputy Head. Staff will also be tested and encouraged to take up offers of vaccination.</p>	Covid co-ordinator / Deputy Head SS
Control Measure in Place	✓	

Control Measures:	Notes:	Responsibilities:
d) Maintaining social distancing.	Pupils are encouraged and instructed to maintain social distancing. Clear instructions and guidelines are posted around the School. Sections of the School form 'bubbles' and pupils should not interact with pupils in other 'bubbles' Where interaction is unavoidable, every effort should be made to minimise contact.	All staff and pupils.
Classroom organisation	Classrooms are organised so that pupils are socially distanced. Staff and LSAs are also socially distanced from children.	Classroom staff
Signage	There is clear signage for entry and exit in both sections of the School.	Office and Proprietor
Class sizes	Class sizes remain under 20.	
Control Measure in Place	✓	

Control Measures:	Notes:	Responsibilities:
e) Clear guidance in relation to the isolating and management of pupils displaying Covid-19 symptoms.	The document: Covid-19 Protection: Quick Guide has been issued to all parents and staff. We have issued government guidance: guidance/stay-at-home-for-households-with-possible-coronavirus-Covid-19-infection and Covid-19-getting-tested .	All staff and parents.
Use of medical room	Pupils who display Covid-19 symptoms will be isolated in the medical room until such time that they can be collected. Staff involved in the care of such pupils will be provided with PPE.	Office First Aiders
Control Measure in Place	✓	



Control Measures:	Notes:	Responsibilities:
f) Clear guidance in relation to face coverings and school uniform.	Parents have been informed of the latest government advice: face coverings should be worn when pupils are in communal areas such as corridors. Face coverings must also be worn in classes by staff and pupils where social distancing is not possible in Senior School.	All staff, pupils and parents.
Face coverings and transport	Pupils should abide by the advice given in respect of wearing face coverings on public transport.	Bus drivers
Uniform amendments	Pupils will wear school uniform but may wear school PE kit to school on days when they have PE in order to avoid breaking social distancing in changing rooms.	Staff and parents.
Control Measure in Place	✓	

Control Measures:	Notes:	Responsibilities:
g) Risk assessment for classrooms, common areas and activities.	All staff have risk assessed their classrooms and commonly used spaces for which they are responsible in the light of Covid-19 guidance issued by the government.	All staff.
Extra-curricular activities	Any extra-curricular activity has also been risk assessed to ensure social distancing can be maintained.	Staff responsible for the activity
Groupings of pupils	Staff have given consideration to grouping of pupils in lessons; need for PPE/ face coverings if there is close contact with pupils and classroom configuration.	All staff
	The changing rooms will not be in use.	
Control Measure in Place	✓	

2. Risk: Transmission of Covid-19 amongst staff. Issues relating to ‘vulnerable staff’. Keeping staff safe from risk of infection. Supporting the mental health of staff: risk of anxiety. (Rate of Risk: medium)

	Control Measures & Notes:	Responsibilities:
a) Staff risk assessments	A personal risk assessment has been issued to all staff. These have been completed and returned to B Taylor. Specific guidance has also been issued to: staff who are clinically vulnerable; staff who are pregnant and those who would otherwise be at risk from Covid-19.	CLJ / JR / SS / All staff.



	In terms of supporting staff agreed measures to keep them safe will be discussed at the training days before the start of term. Staff have also been given the link to http://www.educationsupport.org.uk which provides a free helpline for school staff and targeted support for mental health and well-being. The School has also heeded the advice from both government and NASUWT.	
b) Supporting mental health	Staff have been given increased non-contact time to ensure that classrooms are safely maintained throughout the school day.	
c) Adjustments to staff day	Staff briefings have been reduced from 3 to one per week so that staff can be protected and can read minutes on line. The venue for Monday briefing will be in the Ante-Room Guidance has been issued to all staff in respect of using the staff room; maintaining social distancing; use of equipment; study periods.	CLJ
d) Vulnerable staff	If a member of staff is clinically vulnerable every effort will be made to make provision for a change in responsibility / nature of employment. Our main aim is to keep everyone safe . Staff will not be expected to undertake residential visits until further instructed.	CLJ
e)	PPE equipment will be provided for any member of staff who cannot adhere to social distancing advice e.g. staff helping pupils to the toilet; staff dealing with sick or injured pupils. This is available in the main School office. Guidelines have been issued to staff in respect of what to do if they, or anyone in their household shows signs of Covid-19 symptoms.	CLJ / Office
f)	Face coverings are mandatory in corridors and shared spaces or where social distancing is not possible. Face coverings must be disposed of outside the School buildings. The concerns, thoughts and feelings of staff will be regularly noted via the deputy head, Mrs S Stevens, who has responsibility for School compliance and staff welfare.	CLJ / SS
Control Measure in Place	✓	



**3. Risk: Those associated with: Environmental Factors and School Operations related to transmission of Covid-19.
(Rate of Risk: Low / Medium)**

	Control Measures & Notes:	Responsibilities:
Maintenance	As most areas of the School have been closed since lockdown, a full Health and Safety check has been carried out by the Proprietor. This has included all aspects of School Operations outlined in the Guidance for Full Opening of the School published to all staff and parents. Checks have been made in accordance with advice from the government and NASUWT.	Proprietor, ancillary staff and all staff.
Cleaning of Rooms	A cleaning schedule has been put into place to ensure that it is enhanced through: more frequent cleaning of rooms and shared areas; teacher maintenance of classrooms with appropriate cleaning materials; toilets being cleaned more regularly; changed dining times to facilitate cleaning between sittings.	Proprietor
Practical rooms	In practical rooms such as the Food Room, face coverings will be worn by staff to protect themselves and pupils who have close contact. Disposable aprons will be worn by pupils.	AB (Food staff)
	Pupils will attend School in PE kit on days when they have PE and Changing Rooms will be out of use.	AH /NB (PE staff)
Ventilation	We will ensure the School is well ventilated by opening doors and windows whenever possible.	All staff
Signage	Entry and exit signs are clearly marked. A one- way system is in operation in the dining room. There are clear instructions for visitors to the School in wearing of masks and hand sanitising.	Office
Numbers of pupils in rooms	Numbers of pupils in the ICT suite will be limited to protect social distancing.	AP (ICT staff)
Sanitiser	Hand sanitiser is available at entrances to buildings and in classrooms.	Proprietor and cleaners
	Parents must only access the Main School Office when absolutely necessary. Face covering must be worn by parents inside School buildings.	Office
Control Measure in Place	✓	



4. Risk of pupils being unable to access the full curriculum. Pupils experiencing difficulty in re-settling. (Rate of Risk: Low / Medium)

	Control Measures & Notes:	Responsibilities:
a)	Government advice has been heeded in relation to keeping pupils safe in practical subjects. The curriculum in practical subjects has been amended accordingly.	All staff in practical subjects.
b)	Staff will assess pupils in all subjects to ascertain if there are any gaps in knowledge as a result of lockdown; Pupils will then be supported in catching up.	All staff
c)	Teaching groups will remain small enough to accommodate social distancing, enabling pupils to access specialist rooms e.g. Art, Drama, Music and Food Technology.	Staff
d)	Outdoor spaces for practical lessons will be used whenever possible.	Staff
e)	Risk assessments have been written for SEN pupils in order that the School is able to deliver EHCP provision to the best of its ability.	SENCO
f)	The Pastoral System will support pupils who are finding the transition back to full time education difficult. The PSHE programme will include health information relating to Covid-19 and emotional / mental health well-being.	SG
Control Measure in Place	✓	

5. Risk of pupils losing further access to face to face teaching due to further Covid-19 outbreaks. Risk of further disruption to teaching and pastoral care. (Rate of Risk: Medium).

	Control Measures & Notes:	Responsibilities:
a)	All staff will have prepared work for Google Classrooms and a range of on-line resources for pupils to access remotely. Pupils will follow their usual timetables and lessons will be moved on line. The School will also provide enrichment activities through Google classrooms.	All staff, parents and pupils.
b)	School will continue to provide Google Classroom lessons in Form Time to support mental health and to support Form identity.	All form staff and supporting LSAs.



c)	Pupils who have 1 to 1 support will continue to receive individual support from a dedicated LSA.	SENCO
d)	Staff will have well planned sequences of lessons with relevant assessments. Feedback will be given both individually and through Google classrooms. The SENCO will 'visit' on-line lessons to monitor access by pupils with SEN.	Staff and SENCO
e)	The Head of Pastoral Care will keep staff up-to-date with CPD training related to pupil welfare.	
Control Measure in Place		✓

6. Safeguarding Risks. (Rate of Risk: Low).

	Control Measures & Notes:	Responsibilities:
a)	In lockdown staff will maintain contact with pupils who have a CP record. This will be done under the guidance of the DSL who may arrange 'door stepping'.	Proprietor / DSL and all staff.
b)	The DSL and DDSL will attend remote TAC / CP meetings if face to face contact is not possible. This will involve preparing reports as required.	DSL / DDSL
c)	A risk assessment will be carried out for all pupils who may be at risk during lockdown, for example in homes where they may be overcrowding, known domestic violence.	DSL
d)	The DSL will ensure that staff training remains current, arranging on-line courses if necessary.	DSL
e)	The DSL is responsible for ensuring that all staff, including new staff are aware of any changes in guidance, for example KCSIE and how to make a referral.	DSL
f)	Safeguarding will remain a standard item on staff meeting / briefing agendas.	CLJ / DSL
Control Measure in Place		✓



7. Risks associated with behaviour including: failure to follow guidance and instructions; deliberate spitting and coughing at others; persistent breaking of social distancing guidelines. (Rate of Risk: Medium / High).

	Control Measures & Notes:	Responsibilities:
a)	The School's behaviour Policy is amended to cover risks presented by Covid-19. This has been updated on the School web-site.	All staff, pupils and parents.
b)	All pupils will be instructed in relation to changes in the School's behaviour Policy and expectations will be discussed with them. Pupils will understand how they can keep themselves and others safe.	Form Staff
c)	Consequences of behaviour which is contrary to Covid-19 advice will be made clear to pupils and parents.	CLJ (HT)
d)	Pupils who are considered to be particularly at risk in relation to behaviour will be individually assessed. For example, for pupils who have difficulty in social distancing, support will be available and transition times between lessons adapted.	SENCO (KT)
Control Measure in Place	✓	

8. Fire Risk and dangers related to social distancing. (Rate of Risk: Low).

	Control Measures & Notes:	Responsibilities:
a)	Pupils will be instructed to follow usual fire procedures but they will be socially distanced when congregated outside the pavilion.	Proprietor and all staff.
b)	Fire practices will take place as usual at the start of each term	
Control Measure in Place	✓	



9. Risks associated with visits, visiting speakers and transport. (Rate of Risk: Low).

	Control Measures & Notes:	Responsibilities:
a)	Residential visits have been halted until further notice.	All staff and pupils.
b)	Any visitor to School must sign a track and trace form. Visitors must also wear face covering on entry to any building on the School campus. Visitors will be kept to a minimum.	Office staff
c)	The use of visiting speakers will be limited with staff making use of on-line resources for assemblies instead.	All staff
d)	There will be no Work Experience for Year 10 pupils. This will be replaced by a dedicated careers Event in School.	Careers Co-ordinator (SD)
e)	Pupils using public transport must follow government guidance in relation to face coverings. Pupils on designated School transport should use the same seat each day. Hands must be washed before and after travelling. Pupils will be reminded of the need to maintain good respiratory hygiene and not to share electronic devices when using transport.	Bus drivers
f)	No educational visits will currently take place.	
Control Measure in Place	✓	

This Risk Assessment is also part of the Appendix to the School's Business Contingency / Emergency Action Plan.