

# FREEMEN'S COVID RISK ASSESSMENT

## City of London Freeman's School COVID Risk Assessment

Freemen's has, in line with the Government guidance, stepped up certain measures in order to mitigate against rising cases in the autumn (both nationally and in our school community) and the emergence of the more transmissible Omicron variant in December. All schools continue to be required to assess and reduce the risk of COVID transmission, and to document this in a written risk assessment. The most recent amendments of significance are highlighted in green.

This COVID Risk Assessment has been drawn up a template supplied by the Independent Schools Bursars Association. It is required by and is compliant with *Schools coronavirus operational guidance* (most recent version published 4<sup>th</sup> January, hereafter referred to as 'the Guidance') issued by the Department of Education, as well as with the other guidance referred to in that document. In its initial version it was written by the Deputy Head and approved by the Headmaster and the COVID decision-making group. See 8.31 below for procedures for updating and reviewing it. For ease of reference, the latest iteration of this Risk Assessment indicates which restrictions have been removed by striking them through rather than deleting them completely.

Staff are asked to read this document, note actions points relevant to them and seek any necessary clarification. This risk assessment, which the School is required to prepare under the above guidance, is also intended to provide reassurance to staff who are working on site, and especially to those supervising children on site. Staff are therefore also encouraged to raise any concerns that they may have. These enquiries should be directed to Stuart Bachelor, Deputy Head, in the first instance.

In line with the Guidance, the School publishes this Risk Assessment on its website so that pupils and parents can also read it.

### Contents

|   |    |
|---|----|
| Overall Risk Assessment in the COVID-19 Environment .....                               | 2  |
| Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment .....              | 8  |
| Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment .....              | 15 |
| Medical Risk Assessment in the COVID-19 Environment .....                               | 27 |
| Boarding Risk Assessment in the COVID-19 Environment .....                              | 33 |
| Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment ..... | 35 |
| Support Staff Risk Assessment in the COVID-19 Environment .....                         | 37 |
| Facilities Management Risk Assessment in the COVID-19 Environment .....                 | 38 |

## FREEMEN'S COVID RISK ASSESSMENT

### 1. Overall Risk Assessment in the COVID-19 Environment

|   | Hazard   | Control measures   | Outcome               | Remarks / Re-assessment                              |
|---|--|--|-----------------------|--|
| A | Safeguarding policy and procedures not updated and/or staff and pupils not feeling safe. | SP updated in line with Surrey template, <del>including a COVID addendum.</del><br><br>When publishing this RA, we encouraged staff, parents and pupils to raise any safety concerns that they may have.   |                       | Lead: Deputy Head                                    |
| B | Government advice not being regularly accessed, assessed, recorded and applied.          | COVID-19 GROUP and SLT monitor Government announcements and briefings, and advice from Professional Associations (ISC, ISBA, ASCL, HMC, SoH) weekly.<br><br>HM having regular calls with Clive Rickart who is representing the SoH schools in briefings with Govt.<br><br>Decisions are to be Government-led at all times with the intention of minimising the wider transmission and the spread of COVID-19.<br><br>Staff have been informed of their entitlement to COVID testing if they have symptoms<br><br><del>Staying COVID-19 Secure in 2020 poster is signed and placed at front of all inhabited buildings</del>  | Complete (Ops) Jul 20 | Leads: Headmaster, Deputy Head and Marketing Manager |
| C | Changes not regularly communicated to staff, their unions, pupils, parents and governors | Headmaster's weekly newsletter is sent to parents and staff. Governors are regularly briefed as appropriate. Weekly staff briefings are held with senior and junior staff.<br><br>HM is in contact with Chairman on a regular basis; regular meetings with Chairman and Deputy Chairman; COVID-19 Recovery Group in contact with Chairman and Tracey Graham; HM part of Silver education group and meeting with Chief Officers on a regular basis, other City independent school Heads and through Headteachers' Forum.<br><br><del>Governor meetings have been and are to be held remotely through Teams and papers for decision and an information pack will be produced for compliance.</del> |                       | Lead: Headmaster                                     |
| D | Changes to assessments, procedures and other important matters not reviewed by Governors | The School's Risk Assessment was circulated to Governors prior to partial opening and full re-opening and significant changes are communicated to Governors. The December 2021 iteration was approved by the Chairman and Deputy Chairman of Governors.  |                       | Lead: Headmaster                                     |

## FREEMEN'S COVID RISK ASSESSMENT

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| E | Insurers and / or brokers not consulted with school's re-opening and / or amended plans                   | Brokers have confirmed that as long as the School follows Government guidance, the cover is unaffected.  |   | Lead: Bursar  |
| F | Suspended services and subscriptions not re-set or updated due to new needs in time for return to school. | All necessary services have been reinstated by the Head of Operations  |   | Lead: Bursar  |
| G | Access to school not controlled effectively and visitor (if allowed) details not recorded.                | <p><del>In line with the Guidance visitors to the schools are only permitted when absolutely necessary.</del></p> <p><del>No visitors (including parents) are permitted in school without appointment; any non-essential physical contact with the School is being assiduously risk-assessed (e.g. second-hand uniform shop opening).</del></p> <p>There is a Freeman's Visitor letter which is either sent to visitors beforehand or on arrival detailing the necessary rules and regs they have to abide by. A copy of this letter is on display at Reception.</p> <p><b>Visitors attending a school event (e.g. in-person Parents' Evening or concert) are asked to take a LFD before attending (but no need to show proof of this).</b></p> <p>On arrival, visitors are:</p> <ul style="list-style-type: none"> <li>-asked if in good health, particularly re. fever, loss/alteration of smell/taste and cough</li> <li>-told to wash and sanitise hands immediately</li> <li><del>-told to keep 2ms apart at all times</del></li> <li><del>-visitors who have to spend time in school buildings while children are in them are required to wear face coverings</del></li> </ul> | Complete (Ops) Jul 20 Hard copy in Gatehouse and copy sent to contractors as required | Lead: Head of Operations<br><br>All staff sponsors to manage their own visitors on site |
| H | Is there active engagement with NHS Test and Trace and are the procedures understood by all staff.        | <p><del>Staff have been briefed that the School's main effort in relation to COVID is to avoid pupils, staff and visitors coming into close contact with infectious persons while on site, particularly those with symptoms.</del></p> <p>Staff know to keep away from school if they have COVID symptoms and to err on the side of caution if they are feeling unwell, and to report this immediately to HR Manager (non-teaching staff) or Deputy Head (teaching staff) as well as their line manager. Staff will be reminded at the time to request a PCR test and to let the School know as soon as the result is received.</p> <p><b>Staff will be told on return to school in January that, if identified by NHS Test and Trace as a close contact of a confirmed case (irrespective of the variant), they should take a LFD test daily for 7 days.</b></p>  |   | Leads: Deputy Head and HR Manager   |

## FREEMEN'S COVID RISK ASSESSMENT

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|   |  | <p>logging it both with the School and the DoH- and that the same is the case for all pupils in the School. Unvaccinated staff must self-isolate for 10 days.</p> <p>The School is aware of its duty as an employer to 'phone the Self-Isolation Service Hub on 020 3743 6715 if an employee <i>who is unvaccinated</i> contracts COVID <u>and</u> has close contacts who are also employees. The School requests from the infected employee his/her 8-digit NHS T&amp;T Account ID (sometimes known as the CTAS number) in order to facilitate this. This duty is undertaken by Anna Atkins for non-teaching staff who test positive and Stuart Bachelor for teaching staff.</p> <p><del>Staff know that, if a member of the School community tests positive, the School will report this to DfE Helpline on 0800 346 8687 in order to access the dedicated advice service provided by the NHS Business Services Authority, and that those who have come into close contact with the person while infectious will be required to self-isolate.</del></p> <p><del>Staff also know to inform the School as above if a member of their household has COVID symptoms and/or tests positive for COVID.</del></p> <p>Staff are encouraged to use LFD testing twice-weekly and know how to order kits. Kits are regularly dispensed to consenting staff.</p> <p>Consenting pupils aged 11+ are issued new LFD testing kits so that they always have enough to test twice-weekly. Parents have been informed of how to order them directly from the Government.</p> |  |                   |
| I | The school is not ready for the arrival of students                        | <i>no longer relevant</i>  |  | Lead: Deputy Head |
| J | There is not enough staffing to support the testing programme              | <i>no longer relevant</i>  |  | Lead: Deputy Head |
| K | Staff don't know what to do in discharging their testing responsibilities. | <i>no longer relevant</i>  |  | Lead: Deputy Head |
| L | The extra-cost will push us into a financially difficult situation         | <i>no longer relevant</i>  |  | Lead: Bursar      |
| M | Difficulty in getting staff and students to consent to be tested           | High quality communications are sent to staff, students and parents by the Headmaster and Deputy Head. Links to government resources are shared. Questions are invited and concerns addressed. The government documentation on consent is used to guide the creation of a Freeman's consent and privacy notice. The information is displayed publicly on the School's website.   |  | Lead: Deputy Head |
| N | A student at Freeman's tests positive whilst at                            | <del>As per page 18 of the Test and Trace guidance we will:</del>  |  |                   |

## FREEMEN'S COVID RISK ASSESSMENT

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|   | School following a lateral flow test  | <ul style="list-style-type: none"> <li>● Record details</li> <li>● Contact parent / legal guardian immediately</li> <li>● Provide reassurance</li> <li>● Offer support</li> <li>● Reminder to share result of PCR test</li> </ul>   |  |   |
| O | A close contact of a student tests positive for COVID-19  | <del>We use seating plan, bubbles and social distancing to minimise this risk. We have in-house protocol for how to identify and alert close contacts if we are informed of a positive case, both for during and outside school hours.</del>  |  |   |
| P | Issues arising from the handling of personal data.  | The government guidance on privacy is used to guide our consent and privacy notice documentation, which is displayed publicly on the School's website. Parents, pupils and staff consenting to testing have been given the relevant Privacy Notice.   |  |   |
| Q | Staff or students refuse to consent   | They are informed of their legal responsibilities to self-isolate according to the advice given to them by the NHS Test & Trace service.  |  |   |
| R | What if boarders return to Freeman's ahead of the staggered return to school dates?                                     | <i>no longer relevant</i>   |  | Lead: Head of Boarding  |
| S | <del>Social Distancing (SD) and other</del> hygiene rules not sufficiently robust, understood, communicated or applied. | <p>Social distancing and hygiene rules are formulated in line with Government guidance.</p> <p>This Risk Assessment has been distributed to all staff and main points covered in briefings. Staff can ask questions and raise concerns; concerns will be responded to positively.</p> <p>Staff unambiguously instructed to follow guidelines; Staff Code of Conduct updated accordingly.</p> <p>Pupils are spoken to regularly by Heads of Section. The headline messages are:</p> <ul style="list-style-type: none"> <li>- if you begin to feel unwell when at school, tell an adult immediately</li> <li>- you <b>must</b> bring your own sanitiser and tissues to school in the same way as you'd expect to bring a pencil case</li> <li>- <b>if on school/public transport, in indoor lessons, or in indoor communal areas, and aged 11 or over, wear a face covering and store in a plastic bag during the day</b> (unless exempt / eating / drinking)</li> <li>- <b>the wearing of face coverings by pupils at other times (including individual silent private study in areas specifically designated for this purpose) is voluntary, with individual choice to wear or not to wear respected</b></li> </ul> |  | <p>Lead: Deputy Head</p> <p>All staff are responsible for observing social distance; all staff who interact with children as part of their role are responsible for ensuring that pupils observe it</p> |

## FREEMEN'S COVID RISK ASSESSMENT

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|   |  | <p>— keep 2ms from adults (but softening of message for KS2 pupils i.e. “try to...”)</p> <p>- when in your bubbles, “no cuddling and no huddling” outdoors; no physical contact under any circumstances</p> <p>- follow one-way systems and walk on the left in two-way corridors</p> <p>- if there are queuing marks on the ground, stand on them!</p> <p>- sanitise or wash hands for 20 secs. on arrival, before eating and after going to the toilet</p> <p>- sanitise hands after sneezing/coughing, on arrival at a classroom having travelled from a different one, at the end of period 2 (prior to Break) and at the beginning of periods 3 and 5 (fine to politely remind the teacher!)</p> <p>- follow the rules when not at school, esp. around meeting up with friends</p> <p>Staff have been told that they are all expected to enforce these rules: with patience and good humour initially but with resort to the Behaviour Policy if necessary.</p> <p>Behaviour Policy updated with COVID Addendum.</p> <p>Parents’ role has been clearly set out to them, particularly around: keeping ill children at home; being ready to collect ill children from school promptly; remaining in cars at drop-off/pick-up; sending pupils to school with sanitiser, tissues and (if using school or public transport) face covering and protective bag.</p> |  |  |
| T | SD rules for activities (play, games, drama, music) not understood or adhered to?  | <p>Directors of Music, Drama and Sport are, in liaison with SLT line managers, formulating and communicating rules in line with Government guidance and guidance from professional bodies. The School keeps abreast of updates to the Government’s <i>Working Safely During Coronavirus</i>, which has sections for the performing arts and grassroots sports/gyms.</p> <p>Rules for play were taught to pupils on their first day back by Heads of Section. See 2.16 for the rules.</p>  |  | Leads: Directors of Music, Drama and Sport for co-curricular activities; Heads of Section responsible for communicating rules on play. |
| U | Insufficient consideration of how to reduce contact and maximise distancing between those in school where ever possible and minimise potential for contamination | <p>The COVID group has given careful consideration to a plan that minimises risk of transmission without impeding the delivery of a broad, balanced curriculum. This has been made Freeman’s specific, making the most of the buildings and space that we have at our disposal.</p>   |  | Lead: Headmaster   |

## FREEMEN'S COVID RISK ASSESSMENT

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| V | Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.   | The responsibility of all staff to lead by example and to correct poor behaviour has been emphasised by SLT throughout the epidemic and will continue to be so. Pupils have been reminded on countless occasions to keep their distance and wash their hands, and sometimes staff have been challenged directly, too. All are aware that a deliberate refusal to observe social distancing and/or hygiene rules by pupils will incur sanctions under the COVID-amended Behaviour Policy. Duty staff ensure that pupils sanitise their hands before entering the Dining Hall.   |                       | Lead: Deputy Head and Head of Junior School |
| W | <del>Insufficient supplies of hygiene materials and not readily available, suitably stored or located.</del>  | <del>We have already built up a suitable stock of materials, including 20,000 wipes.</del>   | Ongoing (Ops)         | Lead: Head of Operations                    |
| X | Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces. | The School is aware of the updated version of Public Health England's <i>COVID-19: cleaning in non-healthcare settings outside the home</i> (updated 19 <sup>th</sup> July 2021) and has accordingly enhanced its cleaning schedule.   | Complete (Ops) Aug 20 | Lead: Head of Operations                    |
| Y | No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards, remotes) hygienic.   | <del>The School is aware of and will act in line with the relevant Government guidance: "For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles". Details are provided below.</del> |                       | Lead: Deputy Head                           |
| Z | High-risk areas not being regularly monitored (including boarding areas) for hygiene.   | In line with the Government guidance, frequently touched surfaces (e.g. door handles, taps, fridges, water fountains, photocopiers, switches, banisters, step hand rails, tops and sides of chairs in classrooms with more than one bubble in) are wiped down twice a day, at least one of which will be at the beginning or the end of the working day. Periods when classrooms are free are identified and used for cleaning in the middle of the day.<br><br>All toilets, communal kitchens and all communal areas of Walbrook (boarding house) will be cleaned fully at least twice a day.   | Ongoing (Ops)         | Lead: Head of Operations                    |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |  | <p>All communal crockery and cutlery has been removed from all communal kitchens for the time being. Colleagues are requested to bring in their own and preferably wash it at home.</p> <p>Cleaning is carried out in line with the Government's guidance <i>COVID-19: cleaning in non-healthcare settings outside the home</i> (updated 19/7/21)</p> <p>Medical Centre and Room 25 (isolation room) are cleaned in line with the afore-mentioned Government guidance immediately after suspected COVID case has left the premises; Medical Centre is cleaned twice-daily.</p> |  |                             |
| AA | Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?                     | This has been discussed by the COVID group. All possible mitigating actions have been taken.   |  | Lead: Headmaster            |
| BB | Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks? | <p>We have a dedicated COVID self-isolation room. Parents will be called immediately to collect their child as soon as possible.</p> <p style="background-color: yellow;">In case of an outbreak, the School responds in line with the latest version of <i>UKHSA South East Educational Settings Outbreak Pack</i></p> <p>In the case of a local outbreak and the school site being closed to the majority of pupils, the School can fall back on a successful experience of remote learning during lockdown, including the lessons learned.</p>                              |  | Lead: School Nurse Managers |
| CC | All hazards identified properly mitigated and regularly re-assessed?   | This will continue to be discussed at COVID group, which meets weekly as a minimum. This RA will be updated as necessary. All staff have been encouraged to voice concerns and make suggestions, and know that they have a duty to report hazards.   |  | Lead: Deputy Head           |

### 2. Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

|   | Hazard  | Control Measures   | Outcome | Remarks / Re-assessment               |
|---|---|--|---------|---------------------------------------|
| 1 | Communication channels not working and not reviewed. (Email, text, facebook etc).             | Weekly Friday 4pm new updates from the School community will be distributed to parents and staff via School portal. Back-up copies automatically sent to personal inboxes. |         | Lead: Marketing Manager               |
| 2 | Lack of a robust feedback and reply system to ensure best practice and two-way communications | SchoolPost email replies are routed back to the sender, to their SchoolPost account and to their inbox.  |         | Leads: Headmaster / Marketing Manager |

## FREEMEN'S COVID RISK ASSESSMENT

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|   | for pupils, parents, staff and governors   |   |  |   |
| 3 | No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call. | Non-teaching staff- Anna Atkins (HR Manager) 07922 383019<br>Teaching staff and pupils- Stuart Bachelor (Deputy Head and DSL) 07753 100367<br>HM in regular contact with Chairman of Governors  |  | Lead: Deputy Head / HR Manager                              |
| 4 | No school representative identified to liaise with local authorities and local health protection team.   | This will be Deputy Head  |  | Lead: Deputy Head   |
| 5 | Local authorities and health protection teams not engaged  | We are aware that our HPT is Surrey and Sussex Health Protection Team on 0344 225 3861. We have familiarised ourselves with what will happen if a member of the School community tests positive for COVID.  |  | Lead: School Nurse Managers                                 |
| 6 | No plan to inform local health protection team if threshold for extra action is reached  | <p><b>if:</b></p> <ul style="list-style-type: none"> <li>- outside Walbrook, 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or</li> <li>- outside in Walbrook, 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or</li> <li>- within Walbrook, 2 children, pupils, students and staff, who are likely to have mixed closely test positive for COVID-19 within a 10-day period; or</li> <li>- any pupil or member of staff is admitted to hospital with COVID-19,</li> </ul> <p><b>we shall:</b></p> <ul style="list-style-type: none"> <li>- try to identify any group that is likely to have mixed closely (e.g. Form, class, friendship group, pod in Walbrook)</li> <li>- review testing, hygiene and ventilation measures in place</li> <li>- require staff to wear a face covering when interacting with that group (if not required anyway)</li> <li>- all <i>practicable</i> steps are taken to prevent that group mixing with other groups</li> <li>- increase heating in affected classrooms so that windows can be opened</li> <li>- send home a Warn and Inform letter to parents, including the option for pupils above and below the age of 11 to take LFD tests at home</li> </ul> |  | Leads: Deputy Head / School Nurse Managers<br>Receptionists |

## FREEMEN'S COVID RISK ASSESSMENT

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|---|--|---|--|---------------------------------|
|   |  | <p>If we feel that the situation is escalating further, we shall 'phone the DfE helpline on 0800 046 8687 option 1 to seek advice, noting that pupils should not be advised to stay at home without endorsement of this by our Local Health Protection Team.</p> <p>We contact our Local Health Protection Team immediately and directly if there is a hospitalisation, death or media interest relating to a COVID case.</p> <p>We are vigilant for overall rises in sickness absence; Receptionists know to ask parents for clarification of symptoms rather than just accepting a generic message that a child is ill.</p>   |  |                                 |
| 7 | No system to communicate with parents and staff who are unable or have not returned to school for fear of infection.   | <p>Expectations of pupils as to who should and should not be on site are made clear to parents. We note Government guidance that "the usual rules on school attendance will apply", with maintained schools allowed to reinstate fixed penalty notices for non-attendance. However, school communications home also seek to reassure parents that the Government guidance is being followed assiduously and that we have confidence in it.</p> <p>As ever, parents who disagree with the School's approach are aware of the informal and formal routes for lodging complaints. In the first instance, though, parents are asked to discuss their concerns with the Deputy Head in the first instance, who may enlist the support of the Medical Centre to offer reassurance.</p> <p><del>A communication was sent to all staff in February acknowledging that some staff may be concerned about a return to work and invited all staff to complete a self-assessment so that they had an opportunity to register these concerns. Where concerns were present, that individual has the opportunity to work through a full risk assessment with his/her line manager.</del></p> |  | Leads: Deputy Head / HR Manager |
| 8 | Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school. | <p>On 26/8/21 the Government announced that children were no longer deemed clinically extremely vulnerable to COVID and removed them from the shielding list. All children are expected to attend school; Government guidance does not recommend any extra precautions. Nonetheless, the School has continued to collect data on CV and CEV children so that we can target support and react quickly if there is a reversal. In addition, our policy if there is a positive case in the school, is to inform parents with a child in the same year-group who is a) CV b) CEV or c) has a family member who is CEV. The data is therefore needed for this reason, too.</p>   |  | Lead: School Nurse Managers     |
| 9 | No staff, pupil and / or parent health declaration implemented.  | <p>The School already has a clear, comprehensive and well-publicised system in place for staff and parents declaring their COVID 'status'. This will be iterated prior to September.</p> <p>There is a single record for all pupils and all staff, with all relevant dates, of who:</p> <ul style="list-style-type: none"> <li>• has tested positive</li> <li>• has tested negative using PCR following symptoms</li> <li><del>• is self-isolating because a household member or support / childcare bubble member has tested positive</del></li> </ul>   |  | Lead: Deputy Head               |

## FREEMEN'S COVID RISK ASSESSMENT

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|----|---|--|--|-------------------|
|    |   | <ul style="list-style-type: none"> <li><del>• is self isolating because they were in a school bubble with someone who has tested positive</del></li> <li>• has symptoms and is self-isolating</li> <li><del>• is self isolating because household member or support / childcare bubble member has symptoms</del></li> <li><del>• is self isolating following call at home from NHS Test and Trace</del></li> <li>• is self-isolating in quarantine having returned from abroad</li> <li>• is clinically vulnerable according to government definition</li> <li>• is clinically extremely vulnerable according to government definition</li> <li>• has a household member extremely clinically vulnerable according to government definition</li> </ul> <p>And, for staff only, who:</p> <ul style="list-style-type: none"> <li>• live with someone or is a close contact of someone who has tested positive for COVID (this is so that the recommended precautions can be put in place as specified in <i>NHS Test and Trace in the workplace</i>)</li> <li>• has a household member clinically vulnerable according to government definition</li> </ul> <p>Records populated by:</p> <ul style="list-style-type: none"> <li>• Pupils- School Nurses</li> <li>• Teaching staff- Deputy Head</li> <li>• Non-teaching staff- HR Manager</li> </ul> <p>Past data is stored.</p> |  |                   |
| 10 | Lack of knowledge of where pupils/staff have travelled from (other than home and school) on holiday or at weekends. (via app or written diary?) | <p>Staff know that they are expected to follow Government advice around quarantine and to keep the School informed.</p> <p>We highlight to parents the Government advice around quarantine and emphasise its importance for reducing the risk of COVID transmission in the School community. We ask parents to let us know if their child needs to quarantine but do not regard a more intrusive approach as necessary or appropriate.</p>   |  | Lead: Deputy Head |
| 11 | Staff and pupils not self-isolating or quarantining (for 2 weeks?) after visiting non-government agreed countries.                              | see 2.10 above   |  | Lead: Deputy Head |
| 12 | <del>Lack of robust rules for hygiene standards for staff and pupils and failure to adequately enforce standards</del>                          | <p><del>Expectations for all pupils and staff are:</del></p> <ul style="list-style-type: none"> <li><del>— Wash hands on arrival (we have installed several outdoor basins close to drop-off points), before lunch and after visiting the toilet</del></li> <li><del>— Sanitise hands after sneezing/coughing, on arrival at a classroom having travelled from a different one (during the taking of the register), at the end of period 2 (prior to Break) and at the beginning of periods 3 and 5 (during the taking of the register)</del></li> </ul>   |  | Lead: Deputy Head |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |   | <p style="text-align: center;"><del>— If coughing / sneezing, use tissues or at least crook of arm, then into (preferably pedal) bin.</del></p> <p><del>Expectations are laid out clearly, and teaching staff know that they have a duty to enforce them, with resort to sanctions if necessary.</del></p>  |                                     |  |
| 13 | Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?                        | <p><del>Staff know to stay alert for COVID-19 symptoms, primarily a new, continuous cough and/or fever (temperature) and/or loss/alteration of sense of smell or taste. Staff have been told clearly what the rules are re. social distancing and that they are non-negotiable. Staff Code of Conduct has been updated accordingly, with message reinforced at Briefings.</del></p>   |                                     | Lead: Deputy Head  |
| 14 | At drop-off and pick-up parents not complying with SD policy outside gates and entrances.                                     | <p><del>During partial re-opening, parents were very supportive of the School's request for them to remain in their cars. As well as having made this request afresh at the beginning of term, we have designed a 'kiss and go' system that will encourage parents to remain in their cars (exceptions are made for new joiners at the beginning of the year). F1-L3 pick-up is manned by their Period 6 teachers; U3-U6 drop-off is manned by teachers as their weekly Duty; both drop-offs have plenty of additional safety personnel provided by Sodexo under the leadership of Head of Operations.</del></p> <p><del>Parents dropping off / picking up on foot or by bicycle have been asked to part / meet their children at any one of the many pedestrian entry / exit points to the site rather than coming onto site. They have been reminded to observe social distancing if waiting.</del></p>   |                                     | Leads: Deputy Head and Head of Operations  |
| 15 | Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol? | <p><del>One-way entrances to buildings are easy for pupils to forget/ignore and onerous for staff to enforce; most of our corridors and entrances are wide. Instead, we adopt a 'walk on the left' protocol in all our buildings, with signage to nudge people accordingly. However, where corridors/entrances are particularly narrow and/or busy, one-way systems have been put in place. These are: entrances to Senior School Common Room by Reception and Deputy Head's Office; MFL corridor; English corridor; route between Ferndale Theatre main entrance and the tuck van; Junior School corridors.</del></p> <p><del>Flow within buildings (where the risk of transmission is greater) is reduced by teachers dismissing pupils via doors that open onto the outside of buildings.</del></p> <p><del>Haywood Centre Foyer, Sixth Form Common Room and area between Dining Hall and Haywood Centre are marked out to ensure 1m distance between those sitting down. Common Rooms are marked out at 2ms distance.</del></p> | Actioned and monitored (Ops) Aug 20 | Lead: Head of Operations, liaising with Deputy Head for SS and Head of Junior School for JS<br><br>Teachers to dismiss pupils via exterior doors where practicable |
| 16 | Learning and recreational spaces rules for different groups or bubbles not deconflicted or configured to SD rules             | <p><b>Junior School (Years 3-8):</b></p> <p><del>Bubbles are tutor groups, with the vast majority of teaching happening in Form rooms. However, these bubbles are enlarged to year-group size for Games only.</del></p>   |                                     | Deputy Head  |

## FREEMEN'S COVID RISK ASSESSMENT

Equipment in shared classrooms (e.g. Art room) is cleaned between use by bubbles using the tub of medical-grade wipes on the teacher's desk (not to be moved from that classroom) or rotated so that it is left unused for 48 hours (72 hours for plastics); if a department doesn't have a technician to do this, it is the responsibility of the teacher whose pupils have just used the equipment.

Where practicable and if it can be done without impeding collaborative learning, seating will be moved so that pupils are side-by-side rather than face-to-face or at right angles. Teachers ensure that, however many pupils are in the room, they are spread out as evenly as possible. Doors are kept propped open (less fire doors but including doors opening onto the outside air) and windows opened for ventilation. re. screening in classrooms, we have installed it in classrooms where we can't guarantee 2ms distance between the pupils and the teacher when at desk and board

At Break, lunchtime and before school, JS pupils spend time either in their bubble's classrooms or outside (as opposed to common indoor areas). Any named packed lunches are delivered to corridor outside form rooms and either consumed there or, if the weather is fine, outdoors (same for those bringing in their own lunch).

Pupils enter the Dining Hall one year-group at a time, with Forms kept apart as much as possible; queuing inside is kept to a minimum, with maximum use made of covered outdoor approaches to the Dining Hall, where pupils stand on queuing marks 1m apart. Pupils fill up the hall from one side so that late finishers are kept well apart from the first to arrive from the next year-group. Diners are sat over 1m apart, with places indicated by green crosses on the benches.

Bubbles are not segregated when outdoors; rather, duty staff ensure that all pupils from different bubbles keep at least 1m apart (which meets the Government's "1 metre-plus" standard). When playing, pupils should touch the same equipment by hand as little as possible and sanitise hands thoroughly if they do. Contact football is permitted, but only within bubbles. Pupils will be able to use the Library at Break and lunch, but only limited numbers are allowed at any one time so as to ensure 2ms distance between pupils from different bubbles (or 1m for less than 15 minutes).

Staff supervision of pupils at lunch: Pupils will be supervised by staff on duty, assisted by Prefects; form teachers are not expected to supervise their groups while they eat lunch in classrooms / outside. However, teachers teaching immediately before lunch always have a role to play by sending ALL pupils to wash their hands at the end of the lesson in preparation for lunch.

### **Senior School (Years 9-13):**

Bubbles are year-groups (except Games for L6 and U6, where they are one bubble), but most SS classrooms are used by a variety of year-groups in any one day. Equipment in classrooms (e.g. computers) is cleaned between use by bubbles using the tub of medical-grade wipes on the teacher's desk (not to be moved from that classroom) or rotated so that it is left unused for 48 hours (72 hours for

## FREEMEN'S COVID RISK ASSESSMENT

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|    |   | <p>plastics); if a department doesn't have a technician to do this, it is the responsibility of the teacher whose pupils have just used the equipment.</p> <p>Where practicable and if it can be done without impeding collaborative learning, seating will moved so that pupils are side-by-side rather than face-to-face or at right angles. Teachers ensure that, however many pupils are in the room, they are spread out as evenly as possible. Doors are kept propped open (less fire doors but including doors opening onto the outside air) and windows opened for ventilation.</p> <p>Re. screening in classrooms, we have installed it in classrooms where we can't guarantee 2ms distance between the pupils and the teacher when at desk and board.</p> <p>Pupils are encouraged to spend free time outside, but each year-group has a designated social area that is marked up to ensure 1m distance between pupils (Sixth Form Common Room divided in two for L6/U6; upper floor of Haywood Centre; Haywood Centre Foyer divided in half). Any named packed lunches are delivered to outside Form rooms and are either eaten there or outside (same for packed lunches brought in from home). An exception is made for Forms whose Form room is a Science or DT laboratory, in which case lunches are delivered to their bubble's social area for consumption either there or outside. Sixth Form packed lunches will be delivered by 1230 so that pupils who are free Period 4 can collect them and take them to the SFCR.</p> <p>Pupils enter the Dining Hall one year-group at a time, with Forms kept apart as much as possible; queuing inside is kept to a minimum, with maximum use made of covered outdoor approaches to the Dining Hall, where pupils stand on queuing marks 1m apart. Pupils fill up the hall from one side so that late finishers are kept well apart from the first to arrive from the next year-group. Diners are sat 1m apart, with places indicated by green crosses on the benches.</p> <p>Bubbles are not segregated when outdoors (although in practice it is rare for year-groups to mix socially); rather, duty staff ensure that all pupils follow a "no huddling, no cuddling" message on social distancing. When playing, pupils should touch the same equipment by hand as little as possible and sanitise hands thoroughly if they do. Contact football is permitted, but only within bubbles. The Library can be accessed only by Sixth Form during the school day and by Fifth Form 1600-1800. Seating ensures 1m's distance between pupils from same bubble plus 2ms between pupils from different bubbles (or 1m for less than 15 minutes).</p> <p>Staff supervision of pupils at lunch: Pupils will be supervised by staff on duty, assisted by Prefects but all teachers teaching immediately before lunch always have a role to play by sending ALL pupils to wash their hands at the end of the lesson in preparation for lunch.</p> |  |                   |
| 17 | Little consideration of different age groups in | We have a large site, meaning that minimising exposure of different age groups to one another isn't difficult. However, recognising that morning drop-off and afternoon pick-up are clustering hotspots, we   |  | Lead: Deputy Head |

## FREEMEN'S COVID RISK ASSESSMENT

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|    | timetabling, length of the school day and exposure to other age groups.   | have: enlarged the drop-off and pick-up zones, with separate ones for school transport; de-conflicting pick-up for KS2 and KS3-5 pupils (KS2 finishing school 15 mins. earlier than usual and the rest 5 mins. later than usual); encouraging parents to explore travel options that don't involve drop-off by car on site; staff encouraged to walk/cycle to work. See 3.41 below for details of procedures for pick-up/drop-off.   |  |  |
| 18 | Insufficient consideration and alternatives to using public transport including staggering school start and finish times. | see 3.41 below for staggering start and finish times<br><br>Re. alternatives to public transport, we are running our usual schedule of school coaches and minibuses; we have encouraged parents to consider using these as a more prudent alternative to public transport and to help to relieve congestion on site.   |  | Lead: Deputy Head  |
| 19 | No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.                      | The School has a Bereavement Policy which is regularly updated.<br><br>The School Counsellor is available three days per week. We have a generously resourced pastoral team, many of whom are trained in Mental Health First Aid.<br><br>Re. behavioural issues, standards of behaviour are already extremely high at Freeman's. However, the <i>Behaviour Policy</i> and <i>School Rules and Code of Conduct</i> have been amended to reflect expectations around social distancing and hygiene etc.. |  | Lead: Deputy Head<br><br>Sophie Blair /<br>Sarah Sergeant re.<br>webinar |

### 3. Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

|   | Hazard  | Control Measures  | Outcome | Remarks / Re-assessment                    |
|---|---|---|---------|--|
| 1 | Lack of review, update or sharing of safeguarding code of practice, and staff handbook policies.                            | Safeguarding and other key policies have been amended in light of COVID in line with advice from DfE and local partners, and staff and parents have been alerted.   |         | Lead: Deputy Head (DSL)                    |
| 2 | Inset does not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc                 | Deputy Head has communicated re. re-escalation of restrictions to staff.  |         | Lead: Deputy Head                          |
| 3 | DSL and DDSLs not easily contacted and their contact information not known to all.  | As ever, every occupied room has a poster with the photographs and contact details of all members of the Safeguarding Team.   |         | Lead: Deputy Head                          |
| 4 | No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc. | This Risk Assessment takes the place of such a policy; it contains all contingencies for re-opening as required under Government guidance, plus others that we think to be necessary. All staff are expected to read, digest and act upon it. |         | Lead: Deputy Head<br><br>Action: all staff |

## FREEMEN'S COVID RISK ASSESSMENT

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| 5  | Revised fire drills, registers, routes and assembly points not rehearsed.  | A Fire Drill is scheduled to happen before the end of the Spring Term. Fire evacuation procedures are as usual, with the following exceptions in order to maintain social distancing: pupils will be evacuated using classroom fire exits leading immediately outdoors; pupils try to keep 2ms apart as they move to muster area, with staff enforcing this; pupils line up at least 1m apart from one another; staff keep 2ms apart from pupils and staff throughout the evacuation procedure.  | Complete 16 Oct 20, registered with CoL (Ops) | Lead: Bursar<br>Action: all staff.   |
| 6  | Contact between pupils and staff is not sufficiently managed or reduced.   | see 3.10 below   |   | Lead: Deputy Head  |
| 7  | Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)                               | Government guidance notes that people passing one another in corridors is both inevitable and acceptable. One-way systems are in place to reduce the residual risk. Staff have already received the following headline instruction: staff-staff contact is to be $\geq 2$ metres at all times or 1-2 metres fleetingly.  |   | Lead: Deputy Head  |
| 8  | Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff. | In line with Government guidance, the same rules on social distancing and contact apply to supply and peripatetic teachers as apply to all staff. However, also in line with guidance, staff who move between schools are directly requested by their line managers to take particular care to observe social distancing between themselves and pupils/staff.  |   | Lead: Deputy Head<br>Action: line managers of supply and peripatetic staff |
| 9  | Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.                                   | The School follows the Government's current guidance that "workers who can work from home should do so" and be supported in that. Staff and line managers continue to liaise with them to identify whether or not they should be working from home.  |   | Lead: Bursar   |
| 10 | The "ideal" of adults maintaining 2 m distance from each other, and from pupils, not realised.   | We note that the guidance gives schools some latitude around social distancing so that the delivery of a broad, balanced curriculum and pastoral care is not compromised. Our interpretation, made with our school context in mind, is as follows:<br><br>-staff working with KS2 pupils: 2 metres, but won't always be practicable;<br><br>-staff working with U3-U6 pupils: 2 metres, by staying at the front of the class or mitigated by plastic screens where this is not possible; if they have to move closer briefly, a face covering is worn<br><br>-social distancing is trumped by need to give first aid or physically to protect a child from harm<br><br>Staff-staff social distancing is particularly important in order to minimise precautionary self-isolation if a colleague tests positive. Therefore, staff have been told: |   | Lead: Deputy Head  |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |   | <p><i>Staff staff contact should be 2 metres or 1-2 metres fleetingly. We are aware that some staff work areas mean that colleagues would normally work in quite close proximity to one another, such as Departments based in the Haywood Centre. In these areas, it will be the responsibility of Heads of Department (or the most senior person in that space) to ensure that no-one comes into "close contact" with anyone else. To help, socially-distanced work stations with laptops will be set up in the Dining Hall for overspill.</i></p> <p><i>The Common Rooms have been marked out so that colleagues cannot sit closer than 2m apart. Sinks and hot water dispensers are areas where colleagues converge; please be prepared to wait for a colleague to clear out of that space before moving in. Wipes will be on hand to disinfect high-touch areas such as taps and photocopiers; please use them.</i></p> | <p>Actioned / Monitored<br/>Sep 20<br/>(Ops)</p> |  |
| 11 | <p>Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.</p>   | <p>Measures to achieve this are covered elsewhere in this document. In terms of enforcement, our strategy is to teach pupils how to behave in a COVID-aware manner, to iterate our expectation that they will behave accordingly and to emphasise to staff that they have a responsibility not to ignore breaches of the rules. Freeman's pupils are exceptionally well-behaved and sensible on the whole and will respond to being given this important responsibility.</p> <p>Duty staff will be reminded of their particular responsibility for ensuring social distancing between pupils.</p>   |  | <p>Lead: Deputy Head</p>                         |
| 12 | <p>Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.</p> | <p>We have made it clear that bubbles will not mix for lessons, Assemblies or other activities (with some limited exceptions for JS pupils). Outside lessons, segregation of bubbles, queuing marks for tuck van, outdoor wash basins, Reception etc., and duty staff ensure social distance between pupils from different bubbles. We do not seek to segregate bubbles outdoors other than in the case of playing contact football.</p> <p>All teachers are expected to enforce a seating plan of their choice that is mindful of the skeleton seating plans circulated by Heads of Year, and to change it only if absolutely necessary. This means that, in the event of a positive case, we know who will need to self-isolate. Deputy Head Academic is taking the lead on this.</p>   |  | <p>Leads: Deputy Head / Deputy Head Academic</p> |

## FREEMEN'S COVID RISK ASSESSMENT

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| 13 | <p>Insufficient controls measures for larger bubbles with greater risk of infection and need to all isolate.</p>                                      | <p>These larger and riskier groups are U4 (Year 9) and above, and the imperative is to minimise the number of peers with whom any pupil will be face-to-face within 1m indoors for any amount of time or 1-2ms for longer than 15 mins. To this end, U4/L5 setting for Science and English will follow the Maths groups. In other subjects, groups will typically be smaller and therefore social distancing easier to achieve. In Sixth Form, all classes tend to be small in number. Deputy Head Academic takes the lead on this.</p> <p>Outside lessons, segregation of bubbles, queuing marks for tuck van, Reception etc., max. occupancy for toilets, and duty staff ensure social distance between pupils from different bubbles.</p> <p>Older children are thought to have a greater risk of infection because they are more likely to socialise with a wide range of peers, commonly unsupervised by parents. It is vital that, out of school, they follow the Government's guidance on meeting with people from other households so that they don't pick up the virus and bring it into Freeman's. Pupils have been requested to be mindful of this, and their parents have been asked to enforce the message at home.</p> |  | <p>Leads: Deputy Head / Deputy Head Academic</p>                  |
| 14 | <p>Large gatherings such as assemblies or collective worship with more than one group not avoided.</p>  | <p>In-person Assemblies do not take place.</p> <p>Staff in-person social gatherings have been postponed for the time being</p> <p>Staff Briefings currently on-line via Microsoft Teams rather than in person</p>  |  | <p>Leads: Deputy Head/Head of Section/Heads of House/Chaplain</p> |
| 15 | <p>Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.</p>                | <p>The only "wider groups" are for pre-booked after-school Junior and Senior Homework Clubs and for school transport. For the former, pupils from different bubbles will be 2ms apart and the usual range of activities in Junior HC will be curtailed.</p> <p>On school coaches and minibuses, a series of controls are in place- see section 6 of this risk assessment for details.</p>  | <p>Actioned monitored Sep 20 (Ops)</p> | <p>Lead: Deputy Head</p>  |
| 16 | <p>Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.</p>     | <p>As will all pupils, KS2 children will be spoken to on the first day about how to maintain social distance and why it is important.</p>  |  | <p>Lead: Head of Junior School</p>                                |
| 17 | <p>No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).</p> | <p>Changes to routine are minimal for all pupils. However, we have an ASD Co-ordinator who meets regularly with ASD children to meet their needs, and it may be that they need reassurance around lunch routine. The School has agreed to exempt several ASD pupils from wearing face coverings all/some of the time.</p>  |  | <p>Lead: Learning Support Manager</p>                             |

## FREEMEN'S COVID RISK ASSESSMENT

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| 18 | Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks. | n/a- no children dual registered   |  |                            |
| 19 | Classrooms do not have side-by-side seating or forward facing desks to reduce risks.   | This is not an absolute requirement made in the Government guidance. See 2.16 above for our approach.  |  | Lead: Deputy Head          |
| 20 | Needs of each age group and class not considered discretely in terms of support, activities and facilities.  | As is clear in many places in this document, we have not adopted a one-size-fits-all approach to our pupils. However, our over-arching principle has been to keep things as normal as possible without compromising safety.  |  | Lead: Deputy Head          |
| 21 | ITT trainees not sufficiently briefed, hosted and integrated in their support to school.   | n/a- no ITTs this year   |  |                            |
| 22 | Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.   | <i>no longer relevant</i>  |  | Lead: HR Manager           |
| 23 | Recruitment process and pre-appointment checks not following legal requirements.   | Colleagues in charge of this are aware of what can and cannot be altered in light of COVID and follow the guidance assiduously.  |  | Lead: HR Manager           |
| 24 | New staff and pupil registration and induction processes not adapted or compliant.   | n/a no new pupils  |  | Lead: Deputy Head          |
| 25 | Support staff and TAs in regulated activity do not have the appropriate checks.  | as 3.23 above  |  | Lead: HR Manager           |
| 26 | SCR not updated with DBS related issues and required documents not properly verified or recorded.  | as 3.23 above  |  | Lead: HR Manager           |
| 27 | Plans to separate work, learning, meetings, activities and play outside not fully considered   | These are separated.   |  | Lead: Deputy Head          |
| 28 | Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered  | Teachers are urged to explore opportunities for learning outside the classroom. The P.E. Dept. have prepared a programme of sport that is exciting and challenging yet compliant.  |  | Leads: Heads of Department |
| 29 | Sporting, play and SD rules unclear to staff, pupils, parents and visitors.  | Director of Sport has written and disseminated a comprehensive <i>CLFS Physical Activity in COVID Risk Assessment</i> , updated for the Summer Term. He will use Department time to brief staff thoroughly on the rules around social distancing and cleaning of equipment, which are in |  | Lead: Director of Sport    |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |   | line both with guidance from sporting bodies and the DfE guidance for full re-opening. Currently there are no plans for fixtures until after Easter at the earliest, so no parents spectating.<br><br>For rules at playtime, see 2.16 above.   |                                  |   |
| 30 | Physical education, sport and physical activities not following the measures in their system of controls.   | see 3.29 above   |                                  | Lead: Director of Sport   |
| 31 | Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities. | see 3.29 above<br><br>Pupils are kept in consistent bubbles for sporting activities. Requests for bubbles to be burst are risk-assessed on a case-by-case basis, and, if permitted, controls put in place to reduce the risk (with a much higher bar set for indoor activities). The principal such control is physical distance.                  |                                  | Lead: Director of Sport / Deputy Head / Head of Co-curricular   |
| 32 | Sports equipment not sufficiently cleaned between each use by different individual groups.  | see 3.29 above   |                                  | Lead: Director of Sport   |
| 33 | Risk assessment for play, drama and dance activities not re-assessed.   | For playground equipment and rules for playing games during free time, see 2.16 above<br><br>Drama and dance activities have been re-shaped by Director of Drama in accordance with Government guidance for performing arts that was updated on 10/2/21.   |                                  | Leads: Deputy Head / Director of Drama  |
| 34 | Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.   | Director of Music, in liaison with Head of Co-curriculum, has written a policy for instrumental lessons that heeds Government guidance for performing arts updated on 10/2/21. This policy will be explained to staff, parents and pupils and will be monitored by Director of Music.  |                                  | Lead: Director of Music   |
| 35 | Shared staff spaces are not set up or used to allow staff to distance from each other.  | Common Rooms are marked out so that colleagues cannot sit any closer than 2ms. For workspaces, it is the responsibility of Heads of Department (or the most senior person in that space) to ensure that no-one comes into "close contact" with anyone else. To help, socially-distanced work stations are set up in the Dining Hall for overspill. | Actioned / Complete Sep 20 (Ops) | Lead: Deputy Head<br><br>Head of Operations to oversee s-d of Common Rooms<br><br>Director of IT to oversee Dining Hall overspill<br><br>Heads of Department to monitor and |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |  |   |   | <p>enforce s-d in staff workrooms</p> <p>All staff to s-d from one another proactively</p>  |
| 36 | <p>Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.</p> | <p>Staff have been told: <i>Sinks and hot water dispensers are areas where colleagues converge; please be prepared to wait for a colleague to clear out of that space before moving in. Wipes will be on hand to disinfect high touch areas such as taps and photocopiers; please use them.</i></p> <p>All communal crockery and cutlery has been removed from all communal kitchens for the time being. Colleagues are requested to bring in their own and preferably wash it at home.</p>   | <p>Actioned/<br/>Complete<br/>Sep 20<br/>(Ops)</p>  | <p>Lead: Deputy Head</p> <p>Head of Operations to oversee provision of wipes and removal of crockery / cutlery</p> <p>All staff to s-d from one another proactively</p> |
| 37 | <p>Staff not having sufficient down time/rest during the working day/week?</p>   | <p>Our response to Government guidance is such that workload ought not to be any higher than usual, with the possible exception of facilitating the learning of pupils in self-isolation and a more complex lunch offer.</p> <p>Provided the Government do not continue to make last minute changes to requirements, even SLT workload might be manageable.</p> <p>We are aware that, if boarding staff are required to attend to isolating and unwell pupils needing 24 hour care, this may be a significant increase in their workload.</p> |   | <p>Lead: Deputy Head</p>  |
| 38 | <p>Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.</p>                                     | <p>n/a- see 3.37 above</p>  |   | <p>Lead: Deputy Head</p>  |
| 39 | <p>Staff unable to manage the provision of both in school and remote learning.</p>   | <p>n/a- all pupils back in school</p>   |   |   |
| 40 | <p>Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.</p>  | <p>CCTV will be in place as normal; no need for re-coding or extra checking.</p>  | <p>Actioned/<br/>Monitored<br/>Sep 20<br/>(Ops)</p> | <p>Lead: Head of Operations</p>   |



## FREEMEN'S COVID RISK ASSESSMENT

- Pupils with siblings in U2 and above are held back in the Junior School under the direction of the HoYs. They are released at 1550 (if oldest sibling is in U2/L3) or 1605 (if oldest sibling is in U3 or above). This avoids them waiting in the cold unnecessarily.
- When a parent pulls in, the child leaves the queue and gets into the car on the driver's side.
- Siblings queue in the eldest sibling's form group area
- Those on coaches/minibus get on and wait for older pupils if necessary; any with siblings in U3-U6 wait for them either on the coach or, if a shuttle service and they want to ensure that they are on the same coach/minibus, the bus stop.

### U2-L3:

- Parents asked to arrive no earlier than 1550 and no later than 1610.
- The sports pitches side of the drive all the way down to the Rookery Hill gate is divided into sections by year group and within that by tutor group. Year group areas are denoted by 'estate agent' style signs that can be seen easily by parents turning into the drive. Form group areas are marked by 'sandwich board' signs behind which pupils can wait.
- Pupils depart classrooms 1545 (or slightly earlier if necessary) to arrive to queue at their form group area no later than 1550.
- When a parent pulls in, the child leaves the queue and gets into the car on the driver's side.
- Siblings queue in the eldest sibling's form group area
- Those with siblings in U3-U6 wait on the sports pitch until 1610 or, if it is raining, the Junior School Foyer until making their way to down to pick-up. They meet their sibling(s) in the eldest sibling's Form area.
- Those on coaches/minibus get on and wait for older pupils if necessary; any with siblings in U3-U6 wait for them either on the coach or, if a shuttle service and they want to ensure that they are on the same coach/minibus, the bus stop.

### U3-U6:

- Parents asked to arrive no earlier than 1610 and no later than 1630.
- The sports pitches side of the drive all the way down to the Rookery Hill gate will be divided into sections by year group and within that by tutor group. Year group areas are denoted by 'estate agent' style signs that can be seen easily by parents turning into the drive. Tutor group areas are marked by 'sandwich board' signs behind which pupils can wait.
- Pupils depart classrooms 1605 to arrive to queue at their tutor group area no later than 1610.
- When a parent pulls in, the child leaves the queue and gets into the car on the driver's side.

Visitor  
letter in  
Gatehouse  
, sent to

## FREEMEN'S COVID RISK ASSESSMENT

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|    |   | <ul style="list-style-type: none"> <li>● <del>Siblings queue in the <u>eldest sibling's</u> tutor group area</del></li> <li>● <del>Those with siblings in KS2 meet up with them in the U3-U6 sibling's Form group area.</del></li> <li>● <del>Those on coaches/minibus embark on the Philp House side.</del></li> </ul> <p><del>Pick-up is supervised by duty teaching staff as well as by Sodexo staff.</del></p> <p><del>No visitors (including parents) are permitted in school without appointment; any non-essential physical contact with the School is being assiduously risk-assessed (e.g. second-hand uniform shop opening).</del></p> <p><del>Visitors give their details orally to Gatehouse staff, who then write them down for the visitor (in order to reduce risk of surface contamination). On arrival, visitors:</del></p> <ul style="list-style-type: none"> <li><del>-asked if in good health, particularly re. fever, loss/alteration of smell/taste and cough</del></li> <li><del>-told to wash and sanitise hands immediately</del></li> <li><del>-told to keep 2ms apart at all times</del></li> <li><del>-visitors who have to spend time in school buildings while children are in them are required to wear face coverings</del></li> </ul> | contractors (Ops) |  |
| 42 | <del>Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.</del>           | <del>Homework Club participants will be from different bubbles and will therefore be kept 2ms apart. Booking system in place so that we know that we can accommodate everyone who attends. Same rules apply for shared equipment as for lessons.</del>   |                   | Lead for Junior Homework Club:<br>Head of Junior School<br>Lead for Senior Homework Club:<br>Deputy Head |
| 43 | <del>Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.</del> | see 2.15 above   |                   | Lead: Deputy Head  |
| 44 | <del>Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.</del>                  | see 2.16 above for classroom layout and screening<br><br><del>Government guidelines are that PPE only needs to be donned when administering first aid or care in the Medical Centre.</del>   |                   | Lead: Deputy Head  |
| 45 | <del>Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.</del>  | <del>Staff on duty before school will direct arriving pupils straight to wash hands or sanitise. Staff direct pupils to use their personal sanitiser / wash hands at times noted at 2.12 above.</del>  |                   | Lead: Deputy Head  |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |  | Pupils and parents know that personal sanitiser is part of the standard school equipment, just like a pencil case, ruler etc.. <del>Minor sanctions to be issued for repeat offenders.</del>   |                            |   |
| 46 | Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc  | We have provided several additional outside wash basins plumbed into the mains as our hygiene stations. These are augmented by pupils bringing in their own stock of sanitiser as an expectation. Wall-mounted sanitiser pumps are installed in several staff areas as well as at main entrances to buildings. | Ongoing<br>Sep 20<br>(Ops) | Lead: Head of Operations                                  |
| 47 | Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.   | These checks feature on Sodexo's daily cleaning log.   |                            | Leads: Sodexo Deputy General Manager / Head of Operations |
| 48 | <del>Unnecessary and unused items not removed from classrooms and other learning environments.</del>   | <del>These have been removed as seen fit.</del>  |                            | Lead: Head of Operations                                  |
| 49 | <del>Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.</del>   | <del>These have been removed as seen fit.</del>  |                            | Lead: Head of Operations                                  |
| 50 | <del>Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).</del>   | <del>This is enforced by classroom teachers.</del>   |                            | Leads: all teachers                                       |
| 51 | <del>Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.</del>                                 | <del>In line with guidance, these will be cleaned more regularly than normal – each single-bubble classroom will be cleaned once a day.</del>  |                            | Leads: Sodexo Deputy General Manager / Head of Operations |
| 52 | <del>Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).</del> | <del>see 2.16 above</del>  |                            | Lead: Deputy Head   |
| 53 | <del>Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.</del>                                  | <del>This has been mentioned to parents in communications home.</del>  |                            | Lead: Deputy Head   |

## FREEMEN'S COVID RISK ASSESSMENT

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| 54 | <del>Pupils and staff taking necessary books and other shared resources home not sufficiently managed.</del>  | <del>This has been mentioned in communications to staff.</del>  |  | Lead: Deputy Head                                 |
| 55 | <del>Outdoor playground equipment should be more frequently cleaned or left fallow.</del>   | <del>This is subject to enhanced cleaning.</del>  |  | Leads: Head of Junior School / Head of Operations |
| 56 | <del>Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.</del>   | <del>This is not an absolute requirement of the Government guidance. Because we have a very large site, the only need for staggering is at pick-up (see 3.41 above)</del>   |  | Lead: Deputy Head                                 |
| 57 | <del>Trips going ahead in contravention of Guidance</del>   | <del>Trips are planned and permitted to go with due regard for the Step 3 Roadmap guidance. Currently day trips and domestic residential trips are permitted. We note the cardinal importance for the latter of maintaining bubbles &lt;30 and making these consistent with the bubbles that they're in during the school day.</del><br><br><del>We note that international trips are not recommended until 6<sup>th</sup> September at the earliest.</del>   |  | Lead: Deputy Head                                 |
| 58 | <del>Meal times not de-conflicted or possible to avoid over-crowding in the servery and dining areas whilst still providing sufficient nourishment.</del> | <del>The Dining Hall has been identified as somewhere prone to clustering and therefore an increased risk of transmission. Therefore, arrangements have been made for U5 to dine in the Fifth Form Common Room.</del>   |  | Lead: Deputy Head                                 |
| 59 | <del>Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.</del>             | <del>Such a re-organisation is not practicable or cost-effective. The presence in Homework Clubs of pupils from different bubbles will be offset by pupils from different bubbles being kept a minimum of 2ms apart.</del>  |  | Lead: Deputy Head                                 |
| 60 | <del>Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.</del>              | <del>n/a CEV pupils and staff currently following Government guidance to shield until end of March 2021 at least.</del>   |  | Lead: Deputy Head                                 |
| 61 | <del>Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.</del>  | <del>Every pregnant member of staff has, in liaison with HR, completed a COVID risk assessment. The School continues to follow the Department for Health's <i>Coronavirus (COVID-19): Advice for pregnant employees</i>, as signposted by the Guidance. For women 28+ weeks pregnant, it is particularly important that the advice on social distancing is and can be followed. In such instances, the Deputy Head and HR Manager work with the employee to identify a pattern of work that the employee is comfortable with and which reduces risk to a level that is mutually acceptable.</del> |  | Leads: Deputy Head / HR Manager                   |
| 62 | <del>Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.</del>                       | <del>Advice is being followed, with pupils and staff at home checked in with regularly.</del>   |  |   |

## FREEMEN'S COVID RISK ASSESSMENT

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| 63 | <del>Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.</del> | The guidance does not require schools to identify BAME pupils for COVID purposes, nor does it suggest that additional control measures need to be put in place for these pupils.   |  |                   |
| 64 | Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.                                 | We have a generously resourced pastoral team. August 2021 INSET focused on the role of the Form Tutor in supplying pastoral care, including for those for whom lockdown has contributed to mental ill health.  |  | Lead: Deputy Head |
| 65 | <del>Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.</del>                        | see 2.19 above   |  | Lead: Deputy Head |
| 66 | <del>Insufficient support to address and equip pupils to respond to COVID-19 related issues.</del>  | see 2.19 above   |  | Lead: Deputy Head |
| 67 | <del>Re-scheduling of activities not operating efficiently or safely due to SD rules and timings</del>  | We are confident that this will not happen.  |  | Lead: Deputy Head |
| 68 | Plans, briefing and statistics for ISI / Ofsted visit not updated.  | SLT has continued to work on ISI Inspection preparation during the epidemic.   |  | Lead: Headmaster  |
| 69 | <del>Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.</del>                | All line managers have been requested to consider whether or not members of their team can work fully and efficiently from home.   |  | Lead: Bursar      |
| 70 | Insufficient ventilation in classrooms and other areas  | Staff briefed that good ventilation- open windows, open doors, fresh-air air conditioning- is the most important risk control. Pupils are permitted to wear coats indoors. Morning cleaners open windows as they clean ready for the day ahead. High-quality, durable "COVID-19 : Open Me" signs have been placed on all classroom windows. Notices on all classroom provide staff with a checklist of how to ensure good ventilation. |  |                   |

### 4. Medical Risk Assessment in the COVID-19 Environment

|   | Hazard   | Control Measures  | Outcome | Remarks / Re-assessment |
|---|--|---|---------|-------------------------|
| 1 | Are those staff and pupils who are ill or tested positive in the last 10 days staying at home? | Yes- communicated to parents and staff, and we follow up if we have any doubts about whether or not this is being heeded. On 4/1/22 we communicated to parents the new rules about early release from self-isolation pending negative LFDS on Days 6 and 7. |         | Lead: Deputy Head       |

## FREEMEN'S COVID RISK ASSESSMENT

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| 2 | Is the procedure of isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test understood if anyone becomes unwell in school?  | Yes- communicated to parents and staff, and we follow up if we have any doubts about whether or not this is being heeded. <b>On 4/1/22 we communicated to parents the new rules about early release from self-isolation pending negative LFDS on Days 6 and 7.</b> |  | Lead: Deputy Head           |
| 3 | <del>Given the above do members of their household or group understand they should self-isolate for 10 days?</del>   | <del>Yes- communicated to parents and staff, and we follow up if we have any doubts about whether or not this is being heeded</del>  |  | Lead: Deputy Head           |
| 4 | Is there an isolation room and bathroom available and adequately signed (from reception?) for those waiting collection and do those in attendance have access to PPE?  | Yes- Room 25 in Philp House, with pupils and staff knowing to come to the Medical Centre in the first instance for triage. School Nurses have adequate PPE and regard it as adequate.  |  | Lead: School Nurse Managers |
| 5 | <del>Staff who have helped someone with symptoms and pupils who have been in "close contact" know they do not need to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test)?</del>  | <del>Yes- communicated to staff</del>  |  | Lead: Deputy Head           |
| 6 | Staff not aware of meaning of "close contact": <ul style="list-style-type: none"> <li>• Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin).</li> <li>• Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual.</li> <li>• Sitting in a small vehicle (car) with an infected person.</li> </ul> | Communicated to staff  |  | Lead: Deputy Head           |
| 7 | Do all understand they must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell?   | Communicated to staff  |  | Lead: Deputy Head           |
| 8 | Do staff know the area around a person with symptoms must be   | If someone has symptoms on site, staff know to inform Deputy Head and Head of Operations, who will take control of the situation, including thorough cleaning.   |  | Lead: Deputy Head           |

## FREEMEN'S COVID RISK ASSESSMENT

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|    | cleaned after they have left to reduce the risk of infection?   |  |  |                             |
| 9  | Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell.<br><del>Consistent groups help.</del>                              | The SLT and COVID groups understand this.  |  | Lead: Headmaster            |
| 10 | <del>Is it understood that routine temperature testing is not a reliable method for identifying COVID-19 (or recommended by PHE)</del>  | <del>We have eschewed temperature testing throughout the epidemic for these reasons (other than on arrival for COVID testing), which decision has not been met with any objection from pupils or staff.</del>                                    |  | Lead: Deputy Head           |
| 11 | Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.  | Communicated to staff and pupils on several occasions by various means, and will continue to be so.  |  | Lead: Deputy Head           |
| 12 | No supervision of hand sanitiser use given risk of ingestion by young children. (Skin friendly cleaning wipes is an alternative).   | Pupils have been taught about applying a sensible amount- not too little, not too much.  |  | Leads: Heads of Section     |
| 13 | Young children and those with complex needs not supported in understanding importance of hygiene rules.   | We are careful to communicate key messages in different registers to different age-groups  |  | Lead: Head of Junior School |
| 14 | Lack of information on how to react to coughing and sneezing using tissues (and their disposal) or crook of arm and immediately cleaning hands with soap and water or hand sanitiser. | Pupils have been and will be told this, and it will be enforced by staff   |  | Lead: Deputy Head           |
| 15 | Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).  | Pupils are well behaved; we do not have any SEN pupils for whom biting etc. is behaviour associated with their SEN.<br><br><del>Simplified advice "No physical contact at all" will be issued to all pupils, which covers this adequately.</del> |  | Lead: Deputy Head           |
| 16 | Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs etc.  | We have two nurses on duty every day and a number of bank nurses upon whom we can call for extra support if required.  |  | Lead: School Nurse Managers |
| 17 | <del>Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.</del>    | <del>see 4.16 above</del>  |  | Lead: School Nurse Managers |

## FREEMEN'S COVID RISK ASSESSMENT

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| 18 | Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.   | We satisfy this ratio comfortably and take care to train up P.E. staff.  |  | Lead: School Nurse Managers |
| 19 | Procedures for First Aid to those that do not have COVID-19 symptoms unclear and not briefed. (no need for extra measures).                                      | Pupils and staff know that they should continue to come to the Medical Centre as usual, although staff have been asked to avoid unnecessary attendance and to use first-aiders when treating children for the most minor bumps and scrapes. This frees up nurses to focus on COVID prevention and monitoring, as well as avoiding clustering in the Medical Centre which could increase risk of transmission- not least to school nurses, whom it is critical to keep well and on-site at this time.   |  | Lead: Deputy Head           |
| 20 | Requirements in EYFS on PFA certification not identified given recent modifications and 3 month extensions.  | n/a- no EYFS   |  |                             |
| 20 | No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. | staff have been trained by nurses on how to take temperatures  |  |                             |
| 21 | Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?   | see 4.19 above   |  | Lead: Deputy Head           |
| 22 | Medical room(s) not properly equipped.   | We have three treatment rooms plus an isolation room and dedicated toilet. The Medical Centre budget is such that all necessary medicines and equipment can be purchased.  |  | Lead: School Nurse Managers |
| 23 | Lack of School decision or policy for level of PPE required for staff or pupils.   | <p>On PPE: we continue to follow the Government advice, which, in our context, means that non-medical staff need only don PPE (apron and gloves) when administering first aid involving physical contact.</p> <p>On face coverings:</p> <ul style="list-style-type: none"> <li>- if on school/public transport, in indoor lessons, or in indoor communal areas, and aged 11 or over, pupils wear a face covering and store in a plastic bag during the day (unless exempt / eating / drinking)</li> <li>- the wearing of face coverings by pupils at other times (including individual silent private study in areas specifically designated for this purpose) is voluntary, with individual choice to wear or not to wear respected</li> <li>- staff follow the same guidelines as pupils, with the exception that they may remove face coverings in lessons and when sat down in work rooms, offices etc.</li> </ul> |  | Lead: Headmaster            |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |  | A generous supply of disposable face coverings is available at Senior and Junior Receptions.   |  |                                 |
| 24 | <del>Insufficient training for the wearing of face coverings including fitting, storing, care and disposal arrangements.</del>   | All pupils have been taught how to do this and from that point on monitored by duty staff so that we know that they are doing it correctly. It was made clear to parents and pupils that, if they are travelling on school transport, they will be expected to be able to produce a small plastic bag for storing/disposing their covering.  |  | Lead: Deputy Head               |
| 25 | Sickness management rules and the "don't come to work if you are ill" not understood or observed.  | Throughout the pandemic, we have made this message clear and simple for all staff, insisting that they err on the side of caution because the symptoms of COVID are variable.  |  | Leads: Deputy Head / HR Manager |
| 26 | <del>Different age groups with different risk profiles for each group of staff and pupils not risk assessed?</del>   | <del>In line with Government guidance, we have been proactive and insistent in asking staff and pupils/parents to declare if they are or think that they might be clinically vulnerable or clinically extremely vulnerable. We hold this information in a secure location with access limited on a need-to-know basis. In terms of age groups, those 70+ are in the clinically vulnerable category and we are aware of who they are. The NHS website also says that risk increases as you get older, and Freeman's employees had the opportunity to raise concerns about their individual risk when they completed their most recent individual risk assessment.</del> |  | Lead: Deputy Head               |
| 27 | Lack of knowledge on who has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested. | The School has already communicated to staff and parents the need for us to know who and when has been tested, and what the results are. We do not request evidence of positive or negative results. This information is held in a central secure location accessed on a need-to-know basis by staff.  |  | Lead: Deputy Head               |
| 28 | <del>Insufficient information on who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and if recorded.</del>                                   | <del>as for 4.27 above recorded on the same spreadsheet for ease of reference.</del>   |  | Lead: Deputy Head               |
| 29 | Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).   | as for 4.27 above- recorded on the same spreadsheet for ease of reference  |  | Lead: Deputy Head               |
| 30 | Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.  | Form Tutor informed and tasked with liaising with home, including co-ordinating provision of work if and only if child well enough   |  | Lead: pupil's Form Tutor        |
| 31 | <del>Information on anyone that may still be shielding another family member and</del>   | <del>as for 4.27 above recorded on the same spreadsheet for ease of reference</del>  |  | Lead: Deputy Head               |

## FREEMEN'S COVID RISK ASSESSMENT

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|    | <del>why this may preclude their attendance at school.</del>  |   |  |  |
| 32 | No separate area for holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?   | Room 25 (isolation room) cleaned after use  |  | Lead: School Nurse Manager                 |
| 33 | <del>Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.</del>  | <del>temperature testing is undertaken by staff wearing PPE</del>   |  |  |
| 34 | <del>No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.)</del> | <del>If this happens, we shall act on the advice immediately. Parents of pupils involved will be informed immediately. Our broad policy is to keep all parents informed if there is a positive test for a member of the school community who was / may have been infectious while on site.</del>  |  | Lead: Deputy Head                          |
| 35 | Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.   | RV will be Room 25, which is next to the main entrance. If an ambulance is called, it will be met by the Deputy Head who will guide crew to Room 25.  |  | Leads: Deputy Head / School Nurse Managers |
| 36 | No links with local health protection teams who provide advice (and may recommend large groups self-isolate or school closure)  | We are aware that our HPT is Surrey and Sussex Health Protection Team on 0344 225 3861- and that we need to ring the DfE Coronavirus Helpline in the first instance.  |  | Lead: School Nurse Managers                |
| 37 | <del>Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.</del>  | <del>n/a</del>  |  |  |
| 38 | Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy or hospital unless an emergency.   | Staff have been guided to the relevant NHS web-pages, and, on reporting COVID symptoms, will be talked through what to do next by Deputy Head / HR Manager / Medical Centre   |  | Leads: Deputy Head / HR Manager            |
| 39 | Insufficient registration, induction, supervision (and temperature checking) of contractors where essential work is required on site.   | <del>Contractors give their details orally to Gatehouse staff, who then write them down for the contractors (in order to reduce risk of surface contamination).</del> On arrival, visitors:<br><br>-asked if in good health, particularly re. fever, loss/alteration of smell/taste and cough<br><br>-told to wash / sanitise hands immediately<br><br>-told to keep 2ms apart at all times |  | Lead: Head of Operations                   |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |  | <p><del>-contractors who have to spend time in school buildings while children are in them are required to wear face coverings</del></p> <p>We do not take temperature of contractors.</p> <p>Our written <i>Contractors Policy</i> applies as usual.</p>                               |  |                             |
| 40 | Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.                                  | All nurses have RCN PINs, together with wide paediatric experience; they have adequate cleaning resources and PPE, and regard these as adequate. School Nurse Managers meet fortnightly with Deputy Head as a minimum, and lines of communication are open and free.                    |  | Lead: School Nurse Managers |
| 41 | Policy on wearing uniform <del>and if washing also required to prevent infection for staff and pupils not re-considered.</del> | Pupils know that they are permitted to wear coats in lessons so that ventilation can be kept in place. <del>Government guidance is: "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."</del> |  | Lead: Deputy Head           |

### 5. Boarding Risk Assessment in the COVID-19 Environment

|   | Hazard   | Control Measures   | Outcome               | Remarks / Re-assessment               |
|---|--|--|-----------------------|---------------------------------------|
| 1 | Boarding policies and procedures not updated, regularly reviewed and communicated.       | All Boarding Staff meet weekly for a full meeting, and more frequently if required. Procedures are discussed at these meetings and, once agreed, are communicated and explained to the team, with colleagues encouraged to ask questions or raise concerns.  |                       | Leads: Head of Boarding / Deputy Head |
| 2 | Security and access systems (if now in use) not regularly checked, updated and re-coded. | The pupil door re-coded by Head of Boarding; main entrance manned whenever open; CCTV coverage   | Actioned Sep 20 (Ops) | Lead: Head of Operations              |
| 3 | Boarding staff have inappropriate PPE, cleaning materials and training for tasks.        | PPE is held in the boarding office along with information regarding how to use PPE safely.   |                       | Lead: Head of Boarding                |
| 4 | Communication and procedures for welcoming back overseas pupils not applied.             | Communications took place over the summer holidays to ensure parents and pupils understand the arrangements for the start of term. Communications regarding Christmas travel plans are taking place through the Autumn term Details of travel to school and declarations of health and, where required, quarantine service are being collated and monitored for suitability by the Head of Boarding in advance of the start of term. . |                       | Lead: Head of Boarding                |
| 5 | No plans or alternative arrangements for boarders to travel on dedicated                 | Parents and guardians are responsible for arranging safe travel to school and details submitted via Orah to be reviewed by Head of Boarding before pupils arrive on site.  |                       | Lead: Head of Boarding                |

## FREEMEN'S COVID RISK ASSESSMENT

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|    | school transport rather than public transport.  |   |                           |                          |
| 6  | Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.  | <del>Parents and guardians submit quarantine arrangements (where required) in Boardingware, reviewed by the Head of Boarding. Arrangements are in place to safely isolate those serving quarantine in the boarding house.</del>   |                           | Lead: Head of Boarding   |
| 7  | Insufficient controls for boarders to move between residential and school day groups.   | <del>Boarders attend breakfast in boarding bubbles and move straight into school bubbles from the dining facility, overseen by duty staff. Sixth form only (one bubble in school) are allowed to return to Walbrook during the school day.</del>  |                           | Lead: Head of Boarding   |
| 8  | SD, separation and socialising rules not adhered to in the boarding house.  | Duty staff provide adequate supervision, signage is clear and pupils regularly reminded of protocols  |                           | Lead: Head of Boarding   |
| 9  | Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.  | Rules regarding who can take an exeat have been clearly communicated to parents and pupils in line with government guidance. Requests for exeat are reviewed by boarding staff before approval.<br><br>Protocols for returning from exeat to be clearly communicated to parents and pupils when planning exeats through Orah. Boarding staff to ensure that those returning from exeat undertake correct hygiene measures on return to house.<br>The requirement to make appointments for visits to be clearly communicated to parents and guardians before the start of term. Security measures (security guard at reception, coded locks on doors) in place to avoid unexpected visitors. |                           | Lead: Head of Boarding   |
| 10 | Staff unaware of their role and responsibilities  | Staff briefing held before return. Documents outlining roles and responsibilities sent before return. Staff encouraged to speak with Head of Boarding or Deputy Head in instance of uncertainty   | Complete 5.3.21 (HoB)     | Lead: Head of Boarding   |
| 11 | Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)   | Instructions communicated during new boarder induction and in early boarding meetings. Boarding fire drill scheduled early in the term and repeated if necessary to ensure correct procedures are followed.   | Completed 01 Sep 20 (HoB) | Lead: Head of Operations |
| 12 | Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff)?  | There are 4 isolation rooms available within the boarding facility supervised by boarding staff. Parents are requested that, wherever possible, they arrange for pupils to isolate off-site. Residential staff will isolate in their private accommodation separate from boarding pupil accommodation.  |                           | Lead: Head of Boarding   |
| 13 | Do those in attending isolated cases know the procedures and have access to PPE?  | Appropriate information is available in boarding office. PPE is available for attending pupils in isolation.  |                           | Lead: Head of Boarding   |
| 14 | <del>Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).</del> | <del>Consultation in progress and will be complete by start of term. Parents informed that, due to limited isolation facility, isolation with family or guardians is preferred.</del>   | Completed 1.9.20          | Lead: Head of Boarding   |

## FREEMEN'S COVID RISK ASSESSMENT

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| 15 | Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely. | <del>Pupils have own bedding. Some board games are removed from circulation. Equipment to be shared only within the boarding bubble. Pupils are advised to wipe down games after use and signage indicates this.</del> |  | Lead: Head of Boarding |
| 16 | Staff to pupil ratio does not reflect SD rules (including medical and emotional support).              | Staff:pupil ratio in boarding never above 1:30. Measures are taken to ensure SD can be maintained by staff and pupils  |  | Lead: Head of Boarding |
| 17 | Insufficient bathroom facilities if bed spaces have been reconfigured.                                 | No reconfiguration   |  | Lead: Head of Boarding |
| 18 | Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.           | Boarders are able to use mobile technology to communicate. If this is not possible, they may borrow school devices, as per usual school procedures   |  | Lead: Head of Boarding |
| 19 | Boarders aware of global news and how it may affect them or their family.                              | Boarders use devices and social media to learn of global news. TV in Hub often shows world news. Anything directly affecting pupils is communicated by boarding staff in person, as per usual school procedures        |  | Lead: Head of Boarding |
| 20 | Boarder return to Freeman's at a time when the rest of the School is not permitted on the School site  | Students undertake remote learning from the boarding house   |  | Lead: Head of Boarding |
| 21 | Boarders in quarantine unsure of regulations   | <del>Quarantining boarders sent quarantine information sheet with details surrounding their restricted movement in advance of arrival. Details also posted in quarantine rooms</del>                                   |  | Lead: Head of Boarding |
| 22 | Boarder in quarantine becomes unwell or in need of adult support urgently                              | Telephone numbers given on quarantine information sheets. Details of what do if exit is required due to emergency given on quarantine information sheet.   |  |                        |

### 6. Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

|   | Hazard   | Control Measures   | Outcome                                 | Remarks / Re-assessment  |
|---|--|--|---|--------------------------|
| 1 | Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices. | Drivers have been briefed about insisting that pupils wear a face covering before getting onto the coach and to sanitise hands. An arrangement will be reached with operators for there to be sanitiser by the entrance plus a small stock of face coverings in case a pupil has forgotten one, and a procedure for reporting the pupil's name to Head of Operations, who will alert Deputy Head so that parents can be contacted. | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |
| 2 | Drivers not fully considered or supported (particularly relating to age and vulnerability).                | This is largely for the operator to consider. We support by doing everything that we can to foster a culture of wearing face coverings on transport, as well as urging parents not to send ill pupils to school. <del>We also support seats within 2ms of driver being cordoned off.</del> Duty staff see pupils on and off coaches, and they check for compliance re. face coverings. Deputy Head                                 | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |

## FREEMEN'S COVID RISK ASSESSMENT

|    |   |   |                                   |   |
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|    |   | issues letters of exemption to pupils so that these can be shown to the driver, thus obviating misunderstanding and confrontation.  |                                   |   |
| 3  | Drivers have insufficient/inappropriate PPE, cleaning materials and training.                                       | This is for the operator to consider, but we have sought and obtained reassurances from the operator that this is the case. In particular, we are assured that coaches are cleaned properly between uses by different schools, with especial attention paid to high-touch areas such as hand-rails and headrests. Further details can be provided directly from the transport operators   | Actioned / Monitored Sep 20 (Ops) | Lead: Head of Operations                |
| 4  | Dedicated transport not aligned with the principles underpinning the system of controls                             | Aligned, as illustrated by the rest of this section   |                                   | Lead: Deputy Head                       |
| 5  | Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.  | On school coaches and minibuses, the following controls will be in place: <ul style="list-style-type: none"> <li>• use of hand sanitiser upon boarding</li> <li>• additional cleaning of vehicles, esp. between uses by different schools</li> <li>• organised queuing and boarding at afternoon pick-up, supervised by duty member of staff</li> <li>• <del>pupils not to share a double seat unless absolutely necessary, and even then only with someone within their bubble</del></li> <li>• the use of face coverings for children (compulsory for those aged 11+ without an exemption and voluntary for under-11s)</li> <li>• pupils wash / sanitise hands immediately upon disembarking vehicle at Freeman's- there are outdoor basins adjacent to the coach bays</li> </ul> | Actioned / Monitored Sep 20 (Ops) | Leads: Deputy Head / Head of Operations |
| 6  | <del>Pupils not grouped together on transport reflecting the bubbles that are adopted within school.</del>          | <del>In order for Freeman's school transport to be practicable, pupils from different bubbles will need to be on the same transport. This is permitted by the Government guidance. However, where possible pupils should only sit next to pupils from the same bubble.</del>  |                                   | Lead: Deputy Head                       |
| 7  | <del>Insufficient or no use of hand sanitiser upon boarding and/or disembarking.</del>                              | <del>see 6.1 above</del>  |                                   | Lead: Head of Operations                |
| 8  | No additional cleaning of vehicles (all touch points) before and after each journey.                                | see 6.3 above   |                                   | Lead: Head of Operations                |
| 9  | <del>Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.</del>       | <del>Queuing at Freeman's end of the day is supervised by duty member of staff. It will help that Junior and Senior finish times are staggered (Junior pupils will wait on the coach until Seniors arrive, unless it is a shuttle service).</del>   |                                   | Lead: Deputy Head                       |
| 10 | Use of face coverings for children over the age of 11 as a mitigating measure not understood by pupils and parents. | The rationale behind this element of the Government guidance (i.e. that perforce bubbles are mixed on school transport, so risk must be reduced in other ways) has been explained to pupils and parents.  |                                   | Lead: Deputy Head                       |
| 11 | Measures, in case of emergency, for the movement of a symptomatic pupil   | This would be done by ambulance after ringing 999. If that is not necessary, pupil will remain in isolation room until collected by parent or guardian.   |                                   | Lead: Deputy Head                       |

## FREEMEN'S COVID RISK ASSESSMENT

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|    | by school transport not considered in policy.   |   |   |                          |
| 12 | School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials. | Usual procedures for insuring and maintaining vehicles apply.<br><br>A tub of sanitising wipes is kept in each minibus. | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |

### 7. Support Staff Risk Assessment in the COVID-19 Environment

|   | Hazard   | Control Measures   | Outcome                                 | Remarks / Re-assessment                               |
|---|--|--|---|---|
| 1 | Support staff not regularly briefed on changes.  | Key non-teaching staff are present at both COVID part of SLT meetings and all Staff Briefings.   |   | Lead: Bursar  |
| 2 | Drivers not fully considered or supported (particularly relating to age and vulnerability).          | Our current policy is not to use any Freeman's staff to drive any pupils in school minibuses or private cars (other than in an emergency).   |   | Leads: Head of Operations / Deputy Head               |
| 3 | Support staff have insufficient/inappropriate PPE, cleaning materials and training.                  | We avoid this by following the Government guidance <i>COVID-19: cleaning of non-healthcare settings</i><br><br>Sodexo team to monitor cleaning supplies and Facilities Team to double-check  | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations                              |
| 4 | Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules. | See various points above for the enhanced cleaning regime, specifically 1P. Sodexo's Deputy General Manager is responsible for co-ordinating and checking cleaning, and the School's Head of Operations has responsibility for checking the work of cleaners on behalf of the School. If he has any concerns, he shares these with the Bursar and the Deputy Head, as well as reporting in to the COVID group. | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations                              |
| 5 | Security and access systems not regularly checked, updated and re-coded.                             | Fob-entry systems have been returned to their usual settings.  | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations                              |
| 6 | Reconfigured areas, zones and routes hampering fire exits and routes.                                | no hampering exists in the first instance  | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations<br><br>all staff responsible |
| 7 | Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.       | If doors are propped open to ensure good ventilation for COVID purposes, wedges are kicked away by staff as they evacuate the building. NO FIRE DOORS ARE TO BE WEDGED OPEN  | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations<br><br>all staff responsible |

## FREEMEN'S COVID RISK ASSESSMENT

### 8. Facilities Management Risk Assessment in the COVID-19 Environment

|   | Hazard   | Control Measures   | Outcome                                 | Remarks / Re-assessment  |
|---|--|--|---|--------------------------|
| 1 | Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.                        | We have purchased and installed 14 new outdoor wash basins with soap dispensers so that all pupils can wash their hands-on arrival at school and before lunch without having to queue for a long time. Wall-mounted sanitiser stations are situated at the entrances to main buildings, including Common Rooms.  | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |
| 2 | Policy and procedures for contractors on school sites not updated and / or enforced.   | Contractors Policy to be updated to reflect agreed COVID procedures.<br><br>Gatehouse have been briefed by Head of Operations and Sodexo Deputy General Manager, with expectations made clear. Head of Operations to monitor implementation.   | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |
| 3 | Contractor health declaration and pre-work briefings not considered or implemented.  | see 4.39 above   |   | Lead: Head of Operations |
| 4 | Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).  | not specific to COVID- usual standards apply and are followed  | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |
| 5 | Insufficient gas supply, maintenance, checks, venting and valves.  | not specific to COVID- usual standards apply and are followed  | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |
| 6 | Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops). | The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation. Good ventilation, by opening windows and doors, can help reduce the risk of spreading coronavirus, so the focus is on improving general ventilation, preferably through fresh air or mechanical systems.<br><br>Guidance is that one can continue using most types of air conditioning system as normal. We do not have centralised / recirculation ventilation systems.<br><br>There is no need to adjust air conditioning systems that mix some of the extracted air with fresh air and return it to the room as this increases the fresh air ventilation rate. We do not need to adjust systems in individual rooms or portable units as these operate on 100% recirculation. We also focus on maintaining a good supply of fresh air ventilation in the room. | Actioned / Monitored<br>Sep 20<br>(Ops) | Lead: Head of Operations |
| 7 | Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.                     | See 8.6 above  |   | Lead: Head of Operations |
| 8 | Electrical tests not up-to-date including emergency lighting and PAT   | not specific to COVID- usual standards apply and are followed  | Actioned / Monitored                    | Lead: Head of Operations |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |  |   | Sep 20 (Ops)                         |                             |
| 9  | All electrical equipment bought in to school PAT tested?   | not specific to COVID- usual standards apply and are followed   | Actioned / Monitored Sep 20 (Ops)    | Lead: Head of Operations    |
| 10 | Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.   | Water testing has been completed as per statutory regulations, with additional flushing and decontamination of cold water storage tanks (CWST) where they remained static due to the shutdown. All test certificates and records are available through the CoL Facilities Dept.   | Actioned / Monitored Sep 20 (Ops)    | Lead: Head of Operations    |
| 11 | Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.  | The pool has been brought up to the required standards for operating within a COVID environment as per Pool Water Treatment Advisory Group (PWTAG) and Swim England guidance.   | Actioned / Monitored Sep 20 (Ops)    | Lead: Head of Operations    |
| 12 | Fire alarm panel, system and extinguishers not in date and not serviced.   | not specific to COVID- usual standards apply and are followed   | Actioned / Monitored Sep 20 (Ops)    | Lead: Head of Operations    |
| 13 | Fire doors NOT propped open to limit use of door handles and increase ventilation.   | All staff, maintenance and security are to ensure that all fire doors (classrooms, corridors etc.) are NOT PROPPED OPEN unless they have a fire door guard system (Magnetic / battery) in place. Any issues with a fire door must be reported soonest to ensure corrective maintenance can be completed.  |                                      | All staff responsible       |
| 14 | <del>Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.</del>                                      | <del>Some administrative staff will be asked to work from home because they can do their jobs fully and effectively without coming onto site.</del><br><br><del>So that staff workrooms don't become overcrowded, work stations with IT have been set up in the Dining Hall. An area of the Dining Hall has been set up for staff dining in order to avoid over-crowding in Common Rooms and other staff areas.</del> | Actioned / Monitored Sep 20 (Ops/IT) | Leads: Bursar / Deputy Head |
| 15 | <del>Kitchen not reconfigured, stocked and cleaned if closed over a long period.</del>   | <del>It is very unlikely that COVID-19 is transmitted through food (HM Govt). Due to the enhanced cleaning practices within the kitchen there is no additional practices required. Anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared. Clean frequently touched surfaces regularly.</del>              | Actioned / Monitored Sep 20 (Ops/IT) | Lead: Head of Operations    |
| 16 | <del>Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.</del>   | <del>Sodexo havhase their own system of internal controls and checks, and have assured us that these will be in place and adjusted as necessary in light of <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery</a></del>     | Actioned / Monitored Sep 20 (Ops/IT) | Lead: Head of Operations    |
| 17 | <del>Servery and dining room rules not fully considered, inadequate or safe including wiping table, chairs and hard surfaces between sittings.</del> | <del>The staging area of the Dining Hall used for staff work stations is a distinct and physically separate area from the rest of the Dining Hall.</del><br><br><del>Boarders will use Dining Hall for breakfast and supper, and the areas are wiped down after each sitting.</del>   | Actioned / Monitored Sep 20 (Ops/IT) | Lead: Head of Operations    |

## FREEMEN'S COVID RISK ASSESSMENT

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|    |   | <del>During the day, the bulk of the Dining Hall (excluding the staging area) is used for assembling packed lunches and preparing them for delivery to classrooms. At lunchtime, a section of the Dining Hall will be cordoned off for socially-distanced staff dining (packed lunches only).</del>                                       |  |                                     |
| 18 | Insufficient drinking supplies and hydration available in dining room and around the school.                                    | There are ample drinking fountains at which pupils can replenish water bottles.   | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 19 | Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.              | We have hired several new cleaners on day shifts to clean the school during the day in line with 1X above.  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 20 | Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.   | As well as being briefed by Sodexo management, Head of Operations will participate in the briefing of cleaners so that they know what the School's priorities and expectations are. PPE will be provided via Sodexo and worn in line with the Government's guidance <i>COVID-19: Cleaning in non-healthcare settings outside the home</i> | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 21 | New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.            | Work started on drawing up this agreement several weeks in advance of the site re-opening and will be fully in place by September.  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Bursar                        |
| 22 | Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.       | There will be sufficient staff to carry out the enhanced cleaning schedule.   |  | Lead: Head of Operations            |
| 23 | Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.              | The Sodexo Deputy General Manager is familiar with the Government's guidance <i>COVID-19: Cleaning in non-healthcare settings outside the home</i> and will ensure that bodily fluids are cleaned up in line with it. Head of Operations and Deputy Head informed whenever this happens.  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Sodexo Deputy General Manager |
| 24 | Cleaning staff not equipped or using appropriate PPE including aprons, gloves and face coverings and their subsequent disposal. | see 8.20 above  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 25 | Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.   | Having read all the relevant guidance, we do not expect significant additional demand in this area. However, as a boarding school, we are fortunate to have a laundry on hand should the need arise.  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 26 | Suspended services not re-set or reviewed to cater for current school operation including waste disposal.                       | Any suspended services will be reset under the oversight of the Head of Operations. Waste does not need to be segregated (environmental awareness) unless an individual in the setting shows symptoms of or tests positive for COVID-19.  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |

## FREEMEN'S COVID RISK ASSESSMENT

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| 27 | Scheduled or on-going building works not reviewed given revised timetables, staggered drop-off / pick-ups and hygiene measures. | n/a buildings works are segregated from the rest of the school community, including through a dedicated entrance/exit gate onto the building compound.  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 28 | Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc                                    | Routes and arrival times remain unaffected by COVID contingencies. Deliveries are met by the Banksman, who takes responsibility for the safe conduct of delivery drivers while on site re. social distancing. Sodexo challenge suppliers if they are not satisfied with a supplier's hygiene measures.  |  | Lead: Sodexo Deputy General Manager |
| 29 | Waste procedures not reviewed or sufficient to cater for increase in waste measures.  | We recognise that we use extra paper towels every day that will need to be collected and disposed of. Head of Operations and Sodexo's Deputy General Manager have factored this in to working patterns of Gatehouse staff.  | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 30 | Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.                               | Not specific to COVID- usual standards apply and are followed   | Actioned / Monitored<br>Sep 20<br>(Ops/IT) | Lead: Head of Operations            |
| 31 | How often is this Risk Assessment reviewed? Daily? Weekly?  | It is reviewed every time the COVID decision-making group meet, which is at least once per week. However, it is updated in real time in response to changing events and legislation. The person noted as having lead responsibility for controlling a hazard also has responsibility for updating the control measures and progress on implementing them. |  | Lead: Deputy Head                   |