



COVID-19 Risk Assessment for Ursuline Preparatory School – September 2023 Updated March 2023

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks/ Risk Assessment
A	Safeguarding Policy and procedures not updated and /or staff and pupils not feeling safe. (9.09.22)	<p>Ensure policy is updated and in line with guidance. The updated policy should be circulated to staff and placed on the school website. Policy updated in line with Covid-19 safeguarding in schools. New Safeguarding updates are given to staff during the weekly Staff Meetings.</p> <p>All staff and parents are aware that the Safeguarding Policy relevant to remote learning is being used during the lockdown period. Staff have contact at least weekly with all children.</p> <p>Children are aware of the procedure if they would like to speak to a member of staff, Our Safeguarding Lead continues to monitor any child or children that are at risk.</p> <p>Any vulnerable children on role continue to be monitored.</p>	Staff and parents aware that the policy is available on the school website.	Updated 3/2023 Ongoing assessment
B	Government advice not being regularly accessed, assessed, recorded and applied.	<p>Regular checks on guidance from Government, Dfe, LA, UKHSA, and ISA. Relevant information circulated to staff and Governors.</p> <p>Government Guidance updates given at weekly staff meetings.</p>	SLMT aware of key guidance and plans, procedures and policies amended accordingly.	Updated 03/2023 Ongoing assessment
C	Unions not consulted over plans.		Not required – not a unionised school.	

D	Changes not being regularly communicated to staff, pupils, parents and governors.	Email, Parent Mail, Parent Portal are all used to communicate with regular updates to key stakeholders.	Key stakeholder's aware of changes as required.	Updated 03/2023 Ongoing assessment
E	Hygiene rules not communicated, understood and applied.	Hygiene stations around the school site at entrances/exits. Children sanitize their hands when returning from all break. Hand sanitisers are available in all classrooms and staff areas.	Key stakeholders aware of the hygiene rules.	Updated 09/2022 Ongoing assessment
F	Insufficient supplies of hygiene materials and not being suitably placed.	Regular audit of supplies.	Hygiene levels sufficient for the number of staff and pupils.	Updated 09/2022 Ongoing assessment
g	Insufficient or unsuitable cleaning regime – lack of regularly reassessment and revision to high-risk areas such as toilets, door handles, keypads, switches, hand rails, and regularly used hard surfaces etc.	Written schedule of enhanced cleaning in place. Adequate staffing levels. Supervision of cleaning staff. Written logs kept and monitored. Suitable sanitizing chemicals used. Cleaning staff allocated to zones to stop cross contamination. Cleaning materials provided in classrooms and offices.	Suitable and sufficient cleaning regime. Additional cleaning hours added in 2020 are still in place.	Updated 03/2023 Ongoing assessment
H	Independent schools to follow guidance.	Completed	Completed	Updated 03/2023 Ongoing assessment
I	Attendance for all pupils who test positive for Covid 19.	All pupils are advised to stay at home and avoid contact for 3 days if they have either a high temperature or do not feel well enough to participate in normal activities.	All parents informed.	Updated 03/2023
J	Attendance for all staff who test positive for Covid 19	Staff are advised to remain at home and avoid contact with others for 5 days if they have symptoms of covid and they have either a high temperature or do not feel well enough to return to normal activities.	Staff informed.	Updated 09/2022

	Hazard	Control Measures	Outcome	Remarks/ Re-assessment
K	Lack of rules/ procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards.	Staff and pupils reminded and checked regularly that they are complying with hygiene regarding handwashing, ventilation and staff that are eligible for Covid 19 vaccinations.	Staff and pupils are aware and adhere to the rules.	Updated 03/2023 Ongoing assessment
L	Staff not trained or regularly updated in COVID-19 symptoms.	Staff and pupils reminded and checked regularly that they are aware of the new COVID-19 symptoms, of congestion, nausea and diarrhea. .	Staff and students are aware of the symptoms.	Updated 03/2023 Ongoing assessment

M	Confirmed cases to be reported to the L.A. Health Department.	It is no longer necessary to report positive covid 19 test results.		
N	Children’s education not to be hindered due to positive COVID-19 test.	Children to receive remote learning where possible and if they are well enough to participate.	Staff and parents made aware of this situation, when it is applicable to them.	Updated 03/2023