



Overall Risk Assessment re WACS: High level Building-wide assessment in the COVID-19 Environment

Risk assessment for: all persons working in, living in or visiting WACS	Who might be harmed: Any person relevant to this risk assessment
Assessment Date: 17 August 2020 (assessment of all levels of school activity of which this is a distillation) as reviewed by Governors 17/8/20 - 24/8/20; further review PAR: 29/8/20 & 2/9/20. To go to review by Working Group 5/9/20-8/9/20.	Review: at least weekly under current emergency circumstances and must always take into account government advice updates. Updates to be overseen by RA Working Group of Governing Body

Westminster Abbey Choir School has carried out the following risk assessment in conjunction with all current advice published by the UK government. As detailed (below) the standard risk assessment process has been used. This assessment is shared with all employees, parents and others involved in the running of the Abbey.

System of Controls

DfE/PHE has a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and build on the hierarchy of protective measures. When implemented these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced. These measures are fully incorporated into the detailed risk assessment documents from which this high-level document derives and in the Standard Operating Procedures that will be communicated to stakeholders and inform daily practice. All documents are living documents and will be amended and updated to reflect future guidance and improvements that can be made by reflecting on the experience.

Prevention:

- 1 minimise contact with individuals who are unwell by ensuring that those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- 2 clean hands thoroughly more often than usual.
- 3 ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
- 4 introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- 5 minimise contact between individuals and maintain social distancing wherever possible.
- 6 where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7 engage with the NHS Test and Trace process
- 8 manage confirmed cases of COVID-19 amongst the school community
- 9 contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

	Hazard or Risk Identified	Control measures	Additional controls or actions needed	Overall risk acceptable? (Y/N) <small>i.e. has the risk of harm been reduced to a reasonable and acceptable level?</small>	Remarks / Re-assessment	Actions completed Signed off / dated	Remaining Risk High/Medium/Low
	Government advice not being regularly accessed, assessed, recorded and applied: RISK: Compliance/Insurance cover	Subscription to IAPS, BSA, The Key, ISBA etc mean multiple links to govt advice. Daily check on .gov website and review of media/Downing Street briefing. PAR reviews daily and Bursar reviews ISBA feed regularly.	Despite often being published well after working hours or at the weekend, govt advice and guidance is being seen, printed/saved and acted upon.	Y	Constant watching brief necessary.	Log still to be compiled but guidance last reviewed / updated 14/8	Low/Medium



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Changes not regularly communicated to staff, pupils, parents and governors	Regular weekly newsletters to parents. Staff meetings daily in first half of summer term; 3x per week in second. Assemblies daily in term time. CoG and Safeguarding/Covid Governors briefed as and when changes occur; full governors meeting monthly since March and as required.	Changes updated quickly and fully to all parties in detail/format appropriate to age and role.	Y	Timetable for summer comms re reopening approved by Governors on 14/7/20	14/8 to Govs & staff Y w/c 17/8 to parents delayed by Govt omission w/c 24/8 to parents Y 3/9 to parents ___	Low
Access to school not controlled effectively and visitor (if allowed) details not recorded.	All access to school to be via amended door pin with controlled list of recipients (core WACS staff, CoW, Security & Fire Beadles only). All others to be admitted by intercom and signed in before allowed access. Hand sanitizing and face masks for visitors.	TBC Peris to continue to teach online for first half of term and then reviewed. Abbey singing lessons under social distancing rules tbc	Y	New guidance 14/8 permits brass and singing with control measures	2/9/20 PAR reviewed in line with 14/8 guidance Y by 8/9/20 decision on singing lessons JOD/PAR ___	Low as currently planned
Active engagement with NHS Test and Trace not in place; procedures not understood by all staff.	Contact to be with PHE North West London Health Protection Team, 61 Colindale Avenue, London, NW9 5EQ Phone: 020 3326 1658 Fax: 020 3326 1654 Out of hours for health professionals only: please phone 01895 238 282	Bursar to check details by contacting	Y		CD by 4/9 ___	Low
Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated or applied. Risk of transmission thus increased.	Social distancing rules to be disseminated to all in community for information and explained to children in person in briefing. Posters to be displayed at point of entry, in all corridors and throughout school. All staff to be briefed and policies amended/addenda prepared re enforcing SD/hygiene rules. Whilst boys and Matrons become a "household" for self-isolation purposes, pupils still to avoid unnecessary contact and practise good hygiene. SD for staff to be maintained – additional staff rooms.	Posters and policies to be clearly displayed. An ongoing process to be employed – responding to the realities once back and the conditions as they emerge. INSET and boys INSET to take place on 7/8 Sept and 9 Sept respectively	Y	RA to staff, Govs and parents in that order. Staff to walk through in week before term.	S: 14/8/20 Y G: 17/8/20 Y P: w/c 31/8/20 Y w/c 7/9/20 ___ Boys: 9/9/20 ___ PAR / Form teachers	Low-medium
Insufficient consideration of how to reduce contact and maximise distancing between those in school where ever possible and minimise potential for contamination	The boys will form one group or bubble – 29 boys in total. Boys in first form who are weekly boarders will have a separate dormitory and continue to have a separate bedtime so that use of bathrooms is followed by opportunity for taps, sinks and showerheads to be sprayed. Meals to be taken in year groups with 2&3; 4&5 on large tables and 1 on top table. Form 1 takes lessons in own classroom save for Science, Art & Music.	Whilst "household" for self-isolation purposes allows a more normal existence it does not obviate need for good hygiene and avoidance of unnecessary risk: it is not an either/or scenario and thus measures proposed alongside SD or adults aims to mitigate risk as far as is practicable in all the circumstances.	Y		Briefings with staff and boys to be signed off in first days and pre-term PAR	Low-medium



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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.	Daily cleaning regime to be amended to focus on lavatories (daytime loos first, then classrooms, then returning dormitories; daytime loos and classrooms as needed before caretaker leaves), sinks, handles, switches, stairwell handrails. Cleaners to return to deep-clean building from 24 August: cleaning schedule to be practised and amended under active supervision of Matron.	Schedule to be reviewed during week of 31/8. Amendments to be made during term – daily briefing of cleaning staff to ensure feedback. Weekly domestic staff meeting to be supplemented in first week by daily catch up at 9am.	Y		To be reviewed with Matron w/c 31/8 PAR/MH Amendments: __	Low-medium
High-risk areas not being regularly monitored (including boarding areas) for hygiene.	Daily inspection by Matron team prior to end of main cleaning shift each day. Matron & Caretaker to have daily short meeting with PAR to discuss any problems and confer on standards.	Risks minimized so far as practicable and any problems or improvements to be constantly under review and acted on.	Y		Ongoing: log to be kept	Low-medium
Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks leading to risk of transmission not being mitigated as far as possible?	School will follow PHE guidelines: Matrons lead care aided by retained GP staff and backed up by local hospital. Age of pupils such that isolation to be at home where possible in individual case pending testing result: if not possible isolation in Sick Bay with curtained areas and separate loo. Staff to isolate at home if symptomatic. Liaison with PHT in case of positive result: liaison with families/guardians and any close contacts: implementation of Track and Trace under PHT guidance.	Protocol for steps to be taken in case of suspected case/symptoms to be followed to minimise so far as practicable the possibility of spread.	Y	Protocol responsive to staffing and space, advice from HPT from PPE Parents to be consulted re preferences and advised of above status	To be communicated w/c 24/8 Y Parents responses to be chased w/c 31/8 PAR & EN	Medium but TBC post 31/8
Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Procedure and expectations to be communicated to parents/guardians w/c 24 August – need to adhere to guidance for safety of whole community and families to be stressed. Parents to fill in questionnaire confirming recent travel and any quarantine, COVID status esp re testing and symptoms, and consent for boy to return under the procedures and practices to be adopted by WACS.	WACS boarding household can link with home households as per separated parent status (BSA)	Y		Parents letter & questionnaire: _____ INSET: _____ Boys: _____	Medium but Low-medium if all families follow gov't guidance
Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Fire routine to continue given household nature of school. Amendments re staff SD to be reflected in addendum. Fire procedures to be rehearsed on first full day.		Y		CD/PAR _____	Low-medium
Non-compliance with policies and rules leading to increased risk of transmission	Investigation to be undertaken by Bursar and Headmaster to identify wilful failure to comply with SOPs and Risk Assessment provisions	Referral to HR in case of employee failure	Y	Underlines importance of INSET and availability and comprehension of SOPs	PAR / HR	Low-medium