



DUBAI GEM PRIVATE SCHOOL

STRIVE FOR EXCELLENCE

Risk Assessment Policy

Covid-19

COVID-19 PANDEMIC

RUNNING THE SCHOOL - ASSESSING THE RISK

COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) or pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

1. Is Government advice being regularly accessed, assessed, recorded and applied?
2. Are changes regularly communicated to staff, pupils, parents and proprietors?
3. Are changes reviewed by Directors, Governors & Management?
4. Is access to school controlled effectively and are visitor (if allowed) details recorded?
5. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
6. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and Social Distancing (SD) rules?
7. Are there sufficient supplies of hygiene materials and are they well placed?
8. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?
9. What precautions are being used to keep shared teaching equipment (e.g. musical instruments) hygienic?
10. Are high risk areas being regularly monitored for hygiene?
11. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
12. Are all the risks identified properly mitigated and regularly re-assessed?

In addition to the above the following will need to be considered for pupils, parents, and staff:

1. What SD rules have the school decided? Are they different for parents, children, children in “bubbles”, activities such as games, drama?
2. What PPE has been recommended and, dependent on Risk Assessment, what has the school decided to equip staff and pupils? The range of PPE may include:

- Masks
 - Gloves
 - Shields (for face or lecterns, desk separators, staff desks)
 - Sanitisers (gel and tissues)
 - Aprons
3. Medical. Who has:
- Pre-existing medical conditions and are they fully declared?
 - Have all vulnerable pupils, parents and staff been identified and recorded?
 - Tested positive for COVID-19 and is it recorded? (for elimination purposes)
 - Come into contact with anyone tested positive to COVID-19?
 - Travelled where: other than home and school? (via app or written diary)
 - Been sent home with COVID-19 symptoms (a new continuous cough, high temperature or loss or change to sense of smell or taste).
4. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the risks, control measures and outcomes, is at Annex A.

The Principal and Senior Management must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors to bring the right information at the right time to schools to allow informed decisions and changes that reflect a safe and secure school environment.

The School's policy towards staff and pupil illness will be that:

If a member of staff or pupil shows symptoms that would require 'self-isolation' under the current Government guidance, they will be sent home immediately to 'self-isolate'

RESPONSIBILITIES

The Principal; SLT; Medical Team; Health and Safety Officer; HR manager

The Principal along with HSO is to maintain and update all information relating to the development of the epidemic and the current advice from the Government, Local Authority and DHA.

SCHOOL STAFF WILL:

- follow government guidance on self-isolation
- follow protocol to report symptoms immediately to the HSO & Medical Team and leave work to go home and to self-isolate and
- report any concerns regarding a child displaying relevant symptoms.

HYGIENE PRECAUTIONS

Children and staff will be required to follow the government advice on regular hand washing as being the best method of avoiding transmission of the virus. Hand sanitiser and tissues will be available in school. Signs and posters will be used to remind staff and children of the above.

PUPIL TRAVEL

Parents should advise of any foreign travel plans of any family members for our records.

Where pupils move around in their immediate neighbourhood, they should consider the following:

- the choosing of destinations based on more/less likely exposure risk;
- avoiding busy times for visits to reduce exposure and

STAFF TRAVEL

Staff should not attend external events such as conferences, training and information exchange visits to other schools until further notice.

VISITORS TO SCHOOL

General visits to school should be cancelled during school hours to minimise the exposure of our children. Other visitors to school can be admitted provided:

- The visit is essential for the education, health or wellbeing of the child
- The visit is to carry out essential urgent maintenance on school property – non urgent maintenance should be carried out when children are not present in school.
- The visitor is not showing any symptoms that would require ‘self-isolation’ under the current government guidance.

- The visitor follows the hand washing / sanitisation requirements.

PARENTAL CHOICE

The school recognises that some parents/carers may judge that the risk to a child will be minimised if they do not attend school. This is most likely to be the case for those pupils or their family members at highest risk from COVID-19. The school will authorise such absences.

ILLNESS OF MEMBER OF STAFF OR CHILD

If a member of staff or pupil becomes ill, the symptoms will be assessed against current Governmental advice. If the symptoms are consistent with a requirement to 'self-isolate' the member of staff or child will be sent home. It is recognised that the judgement about whether the symptoms are consistent with the need to self-isolate may be difficult for mild symptoms. The school recognises that this is likely to result in a significant increase in staff and/or pupil absence from school, but also that this is appropriate to limit the risk to all members of school and their families.

OVERALL RISK ASSESSMENT IN THE COVID-19 ENVIRONMENT

	Risk	Control Measures / Remarks / Notes
1	Are KHDA protocols being regularly accessed, assessed, recorded and applied?	<p>Ensure key emails and communications are disseminated, recorded and understood by all involved</p> <p>Regular update emails sent out to parents and staff as required</p> <p>Advice a regular feature on the weekly parent newsletter</p> <p>KHDA information posters can be found in key areas around the school. The Principal to work with the Health and Safety Officer (HSO) in ensuring that the most up to date information is displayed</p>
2	Are changes regularly communicated to staff, pupils,	All changes communicated through school website, Email system and d6 Communicator

	parents and Directors?	Pupils provided with daily messages from their form tutors during daily registration
3	Are changes reviewed by stakeholders?	Close contact maintained between the principal and all stakeholders
4	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>Staggered start and finish times ensuring pupils & parents from different year groups do not cross over where possible</p> <p>Parents encouraged to avoid coming to school during entry/exit times for any work other than pick up and drop</p> <p>Online transactions encouraged to avoid crowding</p> <p>Designated entry & exit points with temperature monitoring at the Gate</p> <p>Separate Waiting Area to monitor temperature of unstable cases</p>
5	Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?	<p>Posters & demarcation as appropriate. Emails to parents detailing school stance</p> <p>2m spots and markers to support social distancing measures within the school environment, this includes at drop off and collection points</p> <p>Hand sanitising stations located at the entry gates, passages and other common areas</p> <p>Social distancing measures in place in the toilet areas</p> <p>All classroom pods will be kept well ventilated</p>
6	Are staff and pupils being reminded and checked to ensure they are complying with hygiene and Social Distancing (SD) rules?	<p>'Back to school' briefings</p> <p>Posters & information</p>
7	Are there sufficient supplies of	Washrooms provided with adequate cleaning

	hygiene materials and are they well placed?	materials, cleaning staff provided with gloves and masks, sanitiser dispensers installed across the school, PPE kits provided to the medical team in case of a possible symptomatic case identified
8	Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas such as toilets, door handles, switches, hand rails and regularly used hard surfaces?	<p>Daily cleaning schedule updated, with key areas (door handles, bins, toilets being cleaned at regular intervals during the school day)</p> <p>The school is cleaned every evening by an external cleaning company</p> <p>In addition to this:</p> <p>Class teachers will regularly wipe down surfaces, equipment within their classroom bubble</p> <p>Cleaning staff will wipe down handles, switches, railings etc in all public areas throughout the day</p> <p>Toilet areas will also be cleaned on a regular basis throughout the day</p> <p>Cleaning Staff to empty classroom and office bins between the shifts</p> <p>Outdoor areas, walkways and corridors will be sanitised on a regular basis</p>
9	What precautions are being used to keep shared equipment hygienic?	<p>“Sitting” carpets in classrooms and soft furnishings have been removed</p> <p>Water coolers and water dispensers to be removed and Vending machines installed</p> <p>Where possible avoid all use of shared resources, eg children to supply their own resources. Daily clean of all surfaces</p> <p>Pupils will have a designated desk and chair within their classroom bubble. The classrooms have been redesigned to ensure that each</p>

		pupil area is 1.5m apart. Pupils will be allocated resources for their use only within their designated work area
10	Are high risk areas being regularly monitored for hygiene?	Yes, cleaning rota in place Cleaning sign off sheets implemented
11	Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?	Yes, ongoing
12	Are all the risks identified properly mitigated and regularly re-assessed?	Yes

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

	Risk	Control Measures / Remarks / Notes
1	Are communication channels working and being reviewed?	Yes, Email, website etc
2	Is there a robust feedback and reply system to ensure best practice and two way communications for pupils, parents, staff and proprietors?	See above 1 - yes
3	If there is a member of the school nominated to be responsible for daily COVID-19 matters are their contact details known and are they on-site?	HSO on site Medical team and HR also monitoring all incoming emails and available on phone
4	Who is responsible for virus response planning and coordination?	Principal, HSO, Medical Team and Admin Team
5	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Yes – email/phone
6	Who has travelled where: other than home	Standard procedures for travel and advice are understood. Online Travel

	and school?	Declaration Form to be filled by staff and students Where an issue is raised the Principal will take appropriate action
7	What are and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Reminders through verbal communication and posters displayed around the school site Cleaning schedule prepared for each day with people accountable for continuous cleaning & sanitisation of the school premises
8	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Yes
9	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	No transport being used
10	How is Registration throughout the day managed including temperature / health checks?	Pupils are registered twice daily. Due to the small size of the school all children are fully monitored by class teachers. Non-contact thermometer available on site Any case identified by the Staff to be referred to the Medical Team and HSO as per Incident Reporting Protocol
11	Are all spaces configured to SD rules?	Yes – areas of congestion will be taken out of use as far as is practicable SD stickers placed on the floor in common areas DO NOT SIT stickers on benches in common areas Directions set for movement through

		<p>passages and stairs</p> <p>Pupils to work in smaller classroom bubbles no larger than 12 pupils</p> <p>Packed lunches will be eaten in classroom bubbles</p> <p>No assemblies</p>
12	Are learning and games spaces configured to SD rules?	Yes, class teachers will adapt as necessary/per activity
13	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups?	ALL year group needs have been assessed and addressed
14	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	<p>Yes</p> <p>Wellbeing initiatives implemented by Counsellors</p>

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

	Risk	Control Measures / Remarks / Notes
1	Are Safeguarding, code of practice, staff handbook policies been updated, regularly reviewed and shared?	Yes – on website and within the staff policy folders located in the school server
2	Are the KSL /SLT/ COUNSELLORS easily contacted and their contact information known to all?	Yes contact information shared
3	How are new staff and pupils inducted and has the registration and recruit process been adapted to ensure compliance?	<p>Appropriate training and recruitment guidance will be followed</p> <p>Orientation for new students TBC</p>
4	Are sporting, play and SD rules clear to staff and pupils?	Yes
5	Are drama, dance and music activities	Initially no drama, dance or music

	applying SD rules?	activities
6	How are staff meetings and staff rooms regulated in terms of space, equipment, resources (copiers, kettles, etc) timings, SD and purpose?	The staff room has been rearranged to ensure 2m social distancing Increased cleaning where necessary Staff meetings presently via Google Meet, Zoom School going Paperless
7	Are all security and access systems regularly checked, updated and (where necessary) re-coded?	Yes
8	Are drop-off and pick-up procedures, in/out routes shared, understood and applied?	Yes Staggered entry exit/exit times and days for different Levels (FS, Primary, Secondary) Separate entry/ exit gates for different Levels
9	Are all spaces configured to SD rules?	Yes – areas of congestion will be taken out of use as far as is practicable
10	Do classrooms reflect SD layout and regular cleaning rules?	Yes Classrooms have been redesigned Students & staff encouraged to follow self-hygiene protocols and carry their own sanitisation kits, stationery & devices. STRICT NO SHARING POLICY TO BE FOLLOWED
11	Can staff manage, whilst in the transition phase, both in school and remote learning?	Use of Google G-Suite works well, however problems may be faced when returning to school if some children remain at home and expect to be taught on G-suite whilst a member of staff is delivering a lesson in school

12	Are mealtimes going to pose SD conflicts, provide appropriate nourishment?	Children to be sent in with a nutritious packed lunch with limited “treats” but with healthy break time snacks. Meals will be eaten in the classrooms
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Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures / Remarks / Notes
1	Is there anyone in addition supervising the normal Medical procedures?	Small number of people in school allows concerns and monitoring to be quickly raised and identified by the Medical Team, HSO and Hygiene Officer
2	Are there sufficient staff to deal with temperature testing, isolating suspect COVID-19 cases, outside appointments and normal medical issues?	Two infra-red thermometers available at three entry points In case of suspected symptomatic cases incident reporting procedure in place to be followed
3	Have medical policy, procedures and appropriate response to the spectrum of medical issues been revised and shared?	See 1. above
4	Is the medical room properly equipped?	Yes – if a child needs isolating through Covid-19 this is now in a separate area of the school which is supervised Parents to be immediately called for collection and Covid-19 guidance followed Other illnesses or injuries will be treated as before in the medical area within the school office
5	What has the school decided is the level of PPE required for pupils and staff and are they trained as to their purpose, use, care and disposal?	School will follow DHA guidance

6	Is the school aware of all pre-existing medical conditions?	Yes, parents should update of any ongoing changes Online Health Declaration Form to be filled by Parents for students & by the Staff
7	Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)?	A list has been created – no immediate risk
8	Who has come into contact with anyone tested positive to COVID-19 and is it recorded?	A list to be formulated on the return of children
9	Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?	Currently nobody. In March 2020 some families stayed away as a precaution
10	Is there regular dialogue with those that have suffered from COVID-19 and / or are isolated at home?	Yes (No case reported so far)
11	If there is a separate area for temperature testing, holding and isolation areas are they easily identified and regularly cleaned?	Temperature testing done at the entry points Holding Area near the entry point Isolation Room close to the school clinic All the above areas are regularly cleaned
12	Is temperature testing safe, reflects SD rules, recorded and kept appropriately.	Yes – no-contact thermometer held on site. All ongoing medical reports held by the office
13	If emergency services are called is there a well understood procedure and cleared routes in and out?	Yes. Ambulance can access the School Clinic through Gate No 1
14	If essential work is required on site are contractors properly registered, inducted, supervised and temperature checked?	No immediate essential work is planned using contractors All contractors/suppliers to access premises after school hours if required and

		temperature check protocol to be followed for all
15	What is the policy on washing school clothes so as to prevent infection?	Clinic uses disposable material and reusable linen is sent for Laundry to maintain high levels of hygiene

Support Staff Risk Assessment

	Risk	Control Measures / Remarks / Notes
1	Are Support Staff briefed on changes regularly?	Yes
2	Do Support Staff have the appropriate PPE, cleaning materials and training?	See above – as directed by DHA
3	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes
4	Are all security and access systems regularly checked, updated & re-coded	Yes
5	Have reconfigured areas, zones, routes hampered fire exits and routes?	No
6	Are fire and other emergency procedures reconfigured where necessary, routes clear and regularly inspected?	Yes

Facilities Management Risk Assessment

	Risk	Control Measures / Remarks / Notes
1	Water supply and wash room supplies checked regularly?	Yes
2	Air conditioning and cooling venting and valves checked?	All checked and appropriately maintained
3	Electrical tests up-to-date including emergency lighting and alerting systems?	Carried out as per policy

4	Water testing for temperature, flow and purity in date for test?	Carried out monthly as per policy
5	Fire Alarm panel, system and extinguishers in date and serviced?	This is tested weekly as per policy. All equipment is operational and service history up to date
6	Have waste procedures been reviewed?	Yes
7	Are pest control services recorded, deficiencies identified and actioned?	Yes – where applicable

Drafted: June 2020

Calendar of risk assessment:

Month	updates	Persons responsible/ signatures
AUGUST 2020		
SEPTEMBER 2020		
OCTOBER 2020		
NOVEMBER 2020		
DECEMBER 2020		