

A Risk Assessment for Re-opening St Chris in September 2020

Version 1.4

Date	Version	Review	Review By	Remarks
7 Aug 20	1.0	Original		
28 Aug 20	1.1	Update following DfE guidance - Guidance for full opening: schools	WH & MS	https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools
3 Sep 20	1.2	Update following DfE guidance - Coronavirus (COVID-19): guidance for residential educational settings with international students under the age of 18	SLT	https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-boarding-schools-with-international-students/coronavirus-covid-19-guidance-for-residential-educational-settings-with-international-students-under-the-age-of-18
8 Sep 20	1.3	Additional guidance updates added to Section A	EKH	
8 Sep 20	1.4	Positive test actions and contact details updated	BN	Event flow chart being updated and endorsed by SLT

Introduction

The UK is to fully re-open schools in September. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures. Government advice for re-opening in September is relatively well set but recognises that while COVID-19 remains in the community schools will be required to make judgments concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources. As with any other Health and Safety area, ensuring our safety and the safety of pupils, staff and visitors is the responsibility of everyone. One of the functions of this document is to show what is in place and provide a reference point should any concerns be raised or for any input into the process be offered by staff or community members.

Advice and Guidance

This revised COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published.

Risk assessments (and there will be many for different age groups, activities, buildings etc) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors have changed. The resulting measures should be available on school websites. Further reference documents are available in ISBA's bulletins.

The logic behind these actions, and the need for this note, is the on-going 'duty of care' the school has for their whole community: governors, staff, parents, pupils, visitors and contractors. A 'duty of care' means a legal obligation to ensure the safety and wellbeing of others. The test when considering whether a duty has been discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?". Where "must" is shown below this reflects the action is essential for public health reasons, as advised by PHE.

All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:

- Identify what could cause injury or illness in the organisation (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk

Running the School - Assessing the Risk

Assessing 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) and pupils of varying age groups and class size.

There is a legal requirement for schools to revisit and update their risk assessments, building on the learning to date and the practices already developed, and to consider the additional risks and control measures to enable a return to full capacity in the autumn term.

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 with a "revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced".

Prevention:

- 1 minimise contact with individuals who are unwell by ensuring 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.

Conclusion

Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents, visitors and contractors (if allowed). The leadership team will need to analyse and co-ordinate identified measures. Generating confidence in governors, staff, parents and pupils is paramount to the process of re-opening.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors and contractors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence ought to be recorded).

A. Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	DSL monitoring advice and updating policies and training	Termly	RJ	Monitoring and implementation in place	updates 28/8/2020 and updates 7/9/2020 as well as BSA boarding update 27/8
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT monitoring advice – information inflows from ISBA, BSA and DfE monitored regularly by EKH, WSBH, RJ	Weekly	HEAD	Monitoring in place	updates 28/8/2020 and updates 7/9/2020 as well as BSA boarding update 27/8
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	Return to school booklet provides full details	Weekly	SLT	Monitor and update as required	
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Teaching staff communication –EKH	Staff – weekly	SLT	Base position set out ;	

	Hazard	Control measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
		Support staff communication – Bursar email and briefing on return to work -pupil and parent communication through parent mail Governors updated by email/ Teams - EKH/WSBH	Parents - /Pupils – as required Governors-monthly update		updates communicated	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Monthly briefings to governors in addition to formal 5 meetings each year; regular direct contact between Chair and Head.	Monthly	Chair/ Head	Governors kept informed	
F	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Pre-opening Risk Assessment to be sent to Marsh		Bursar	Insurers engaged	Before start of term
G	Local authority and health protection team not engaged prior to the beginning of term.	Contact maintained by DSL; medical reporting arranged through School nurse ; Boarding staff to	Termly	School Nurse		Any staff with a positive Covid 19 test must inform their line manager and

	Hazard	Control measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
		contact duty SLT out of hours of suspected symptoms with positive test results reported to nurse for further reporting to PHE				<p>the nurse. Any pupils with a positive test must inform the school and the nurse.</p> <p>Nurse to keep a spreadsheet of confirmed positive cases,</p> <p>Contact for our health protection team :-</p> <p>East of England health protection team - Harlow - Essex</p> <p>0300 303 8537 - they would advise us and arrange track & trace</p>
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Through School Nurse and local Health team	Termly	School Nurse	Updates and changes to be	

	Hazard	Control measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
					informed through SLT	
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Contingency plans for individual or multiple cases. 3 individual cases managed in surgery. Pupil and staff cases sent home. If boarding community exceeds surgery capacity, while arrangements being made, isolate in rooms.	Termly	School Nurse	Further surge capacity to be identified as required	
J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Year-group bubbles strategy adopted; physical arrangements in facilities reviewed by HoD and class teachers. Non-pupils reminded of 2m distance rule between each other and pupils	Weekly	HEAD	Further measures to be considered depending on any further Government advice/guidance along with practicalities within the school	
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	INSET day and pupil briefing , following up booklet for parents	Weekly	HEAD	Reported through HoDs and SLT	Consider adding as standing item

	Hazard	Control measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
		pupils and staff. SLT review on a rolling basis that rules are being followed. Stress responsibility of the whole community as with other H&S issues.				on SLT weekly agenda
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	INSET day and pupil briefing, following up booklet for parents pupils and staff. SLT review on a rolling basis that rules are being followed. Stress responsibility of the whole community as with other H&S issues.	Weekly	HEAD		Consider adding as standing item on SLT weekly agenda
M	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.	In place; Review HSM; monitored by Bursar.	Weekly in first instance	House Services Manager		
N	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	HSM/Bursar/ Head of Boarding to monitor	Weekly in first instance	House Services Manager		

	Hazard	Control measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	Services and controls maintained by support team during "closure"		Bursar/ Estates Manager		
P	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Standing visitor rules maintained	Termly	Deputy Head		
Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	HSM to monitor and re-order as necessary	Daily	House Services Manager		
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	SLT reviewing plans and scenario planning	Termly	SLT		Set out contingent events; review in light of changing HPT advice
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	School nurse reviewing plans and scenario planning	Termly	SLT/ School nurse		
T	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Timescales and responsibilities identified; Issues to be raised along lines of current H&S procedures with line manager/ Bursar.	Termly / reviewed after first week or as necessary	HoD/ Bursar		
U	All hazards identified properly mitigated and regularly re-assessed?	Timescales and responsibilities identified; Issues to be raised along lines	Before opening	Bursar/ SLT		

	Hazard	Control measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
		of current H&S procedures with line manager/ Bursar. Issues reported to SLT	and on a "live" basis			

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

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Communications to all staff seen by SLT; parent mailings monitored by Marketing and Communications Manager("MCM")	On each major communication	MCM		
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	INSET day and pupil briefing , following up booklet for parents pupils and staff	On return and each return thereafter	SLT/DSL/ HoPastoral		
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Feedback encouraged; communications kept open	Weekly	MCM		Consider establishing formal channel – potential specific email address, then can be logged and replied to.

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
						Any common themes or significant issues can be identified, briefed to SLT and addressed through established processes
4	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.	On –call point – emergency contact lists.	Termly	Head		Consider formal notification policy and emergency contact documentation
5	No school representative identified to liaise with local authorities and local health protection team.	Head prime contact. DSL/ HoBoarding/School Nurse secondary contact	Termly	Head		
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	Contact information and process to be confirmed by School Nurse before start of term and circulated to all SLT	Termly	School Nurse		
7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	Contact information and process to be confirmed by School Nurse before	Termly	SLT		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
		start of term and circulated to all SLT				
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Emailed briefing to staff ; Return to work form circulated; INSET ; direct follow-up when notified of concern/ absence	Daily	Dep Head / HoJS		
9	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.	Head of Pastoral /HOY and using normal MIS/ my concern ; to raise raise concerns weekly at SLT where necessary	Daily	Ho Pastoral/ HoJS		
10	No staff, pupil and / or parent health declaration implemented or recorded.	Emailed briefing to staff and parents ; Return to work form circulated; direct follow-up when notified of concern/ absence		Dep Head - SS staff HoJS – JS staff/ pupils/ parents Bursar – support staff D Pastoral – SS pupils / parents		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Return to school form circulated and completed before return.	Half term	HoJS/ DoPastoral		
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Return to school form circulated and completed before return.	Half term	HoJS/ DoPastoral		
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Booklet and inset	Weekly	SLT		
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	INSET / HoD	Termly and when guidance updated	SLT		
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Booklet; monitored by staff on gate duty.	Daily	HoJS/ Do Pastoral		Feedback to SLT
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Booklet; monitored by staff on gate duty.	Daily	HoJS/ Do Pastoral		
17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	Booklet; monitored by staff on gate duty. Buses monitored by Assistant Bursar	Termly – but weekly for first half term	HoJS/ Do Pastoral		
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Booklet; Signage	Termly – but weekly for first half term	HoJS/ Do Pastoral		FURTHER SIGNAGE ; REVIEW

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Termly – but weekly for first half term	Termly – but weekly for first half term	HoJS/ Do Pastoral		
20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Termly – but weekly for first half term	Termly – but weekly for first half term	HoJS/ 2 nd Deputy-Academic (“2DA”)		
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Considered by SLT; JS/SS start times separated; SS departure times adjusted	Termly – but weekly for first half term	HoJS/ Do Pastoral		
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Pastoral arrangements increase awareness of bereavement via HOP and HOY	Termly	HoJS/ Do Pastoral		
23	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	DSL/remote working/ Pastoral/ PHSE	Termly	HoJS/ Do Pastoral/ dsl		

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

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Staff training on return includes these elements; Policies updated and specific training arranged; policies and staff hand books available on shared drive	Termly and as required	DSL		
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Inset planned to include these elements	Termly or as required	DSL		
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Inset planned to include these elements	Termly or as required	DSL		
4	DSL and ADSL not easily contacted and their contact information not known to all.	DSL on site; ADSL on – site during school hours and contactable outside hours.	Termly	DSL		
5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Booklet	Termly	SLT		
6	Revised fire drills, registers, routes and assembly points not rehearsed.	Beginning of term ; evacuation notes updated; spacing between companies extended to 2m	Termly	SLT		Consider marking assembly points on the field.
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Booklet ; HoJS and D Pastoral	Termly	SLT		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Booklet and INSET ; reminders as required	Daily	All ; SLT to enforce		
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Induction for casual / supply staff	As required	Dep Head/ HoJS		
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Limited scope but some implementation where practicable e.g. support staff maternity	As required	Head/ Bursar		
11	The "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised.	Booklet; Risk Assessment and alternative controls being identified and implemented. Responsibility of all. HoDs to monitor;	Daily	SLT to enforce		
12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Booklet; Risk Assessment and alternative controls being identified and implemented. Responsibility of all. HoDs to monitor;	Daily	SLT to enforce		
13	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.	Booklet; Risk Assessment and alternative controls being identified and	Daily	SLT to enforce		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
		implemented. Responsibility of all. HoDs to monitors;				
14	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	Risk assessment for bubble size and VI form.	Termly	SLT		
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Morning talk plans ; booklet	Termly	SLT		
16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Protocols for each of these areas.	Termly and as required	HoD in each of these areas		
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Nursery and JS children supported and educated by class teachers and TAs				
18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	IN procedures Only those pupils with EHCP might identify as needing more support, but wider awareness through pastoral system				
19	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.	Check and address if required	Termly	Registrar		
20	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Forward seating implemented; Risk assessed alternative	Termly	HoD		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
		controls to be put in place where this is not the case.				
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Booklet / individual induction	Termly	Dep Head		
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Volunteers minimised; standing controls over volunteers remain in place	Daily as required	Head/ HoJS		
23	Recruitment process and pre-appointment checks not following legal requirements.	Standing policies and controls remain in place	Termly	Head PA/ Asst Bursar/ Bursar		
24	New staff and pupil registration and induction processes not adapted or compliant.	Standing policies and controls remain in place	Termly	Dep Head/ HoJS		
25	Support staff and TAs in regulated activity do not have the appropriate checks.	Standing policies and controls remain in place	Termly	Head PA/ Asst Bursar/ Bursar		
26	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Standing policies and controls remain in place	Daily as required	Head PA/ Asst Bursar/ Bursar		
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	Plans in place by school division and activity	Termly	2AD/DoPastoral/HoJS		
28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Booklet, daily supervision, individual issues raised through department heads and SLT	Termly	DoActivities/HoJS		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
29	Physical education, sport and physical activities not following the measures in their system of controls.	RAs in place for activities; relevant staff briefed	Termly	DoSport /HoJS		
30	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Parents not allowed to visit site – including for matches. Advice and rules from sport governing bodies and DoE monitored and implemented under direction of DoSport. No visiting teams.	Termly	DoSport /HoJS		
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Bubbles maintained	Termly	DoSport /HoJS		
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	RA/cleaning		DoSport /HoJS		
33	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	RA/cleaning		DoDrama/HoJS		
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	RA/cleaning/ physical controls		DoMusic/HoJS		
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	Briefing and INSET		SLT		
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Briefing and INSET		SLT		
37	Staff not having sufficient down time / rest during the working day / week?	Schedules monitored by 2DH/ Dep Head/ HoJS		Head		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Schedules monitored by 2DH/ Dep Head/ HoJS		Head		
39	Staff unable to manage the provision of both in school and remote learning.	Review of remote learning / hybrid model training in senior school by AE Adam head of IT and tech ready to revert. Additional training will be rolled out as required.		Head/ HoJS/ Deputy Head/Head of IT/		
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Included under existing security and data procedures	Termly	Bursar		
41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Booklet and briefings		HoJS/D Pastoral		
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Booklet and briefings in line with DfE guidance (link at Remarks)		HoJS/D Pastoral/ HoBoarding		https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-boarding-schools-with-international-students/coronavirus-covid-19-guidance-for-residential-educational-settings-with-

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
						international-students-under-the-age-of-18
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Plans in place for high risk areas		HoJS/D Pastoral/ 2DA/ Bursar		
44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	HoD to risk assess all departmental areas	Before term ; daily as a dynamic risk assessment	HoD		
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Booklet and briefings. All staff support and enforce	Daily	SLT		
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Entrnace stations planned	Daily	Bursar		
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Checked daily by cleaning staff and supervising academic staff; low levels reported to Alsion Simspn	Daily	HSM		
48	Unnecessary and unused items not removed from classrooms and other learning environments.	Classroom teachers/ HoD to review. Collection can be arranged with HSM	Termly	HoD		
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Removal and storage arranged	Termly	HSM		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Booklet and briefings. All staff support and enforce	Daily	SLT		
51	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.	Booklet and briefings. All staff support and enforce	Daily	SLT		
52	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).	Booklet and briefings. All staff support and enforce	Daily	SLT		
53	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Booklet and briefings. All staff support and enforce	Daily	SLT		
54	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.	Booklet and briefings. All staff support and enforce	Daily	SLT		
55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Booklet and briefings. All staff support and enforce	Daily	SLT		
56	Outdoor playground equipment should be more frequently cleaned or left fallow.	HoJS/ Do Pastoral to review requirements and inform HSM	Termly	HoJS/ Do Pastoral		
57	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	HoJS/ Do Pastoral/ 2DA to review requirements	Initially weekly	SLT		
58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	None allowed	Termly	DoActivities		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
59	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	HoJS/ Do Pastoral to review requirements	Initially weekly	SLT		
60	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	No feeding of these groups; included in booklet	Termly	SLT		
61	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Awareness included in briefings; return to school forms include section for staff	Termly or more frequently as necessary	SLT		
62	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Awareness included in briefings; return to school forms include section for staff	Termly or more frequently as necessary	SLT		
63	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Awareness included in briefings; return to school forms include section for staff	Termly or more frequently as necessary	SLT		
64	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Review by SLT on rolling basis	Weekly initially	SLT		
65	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Covered by standard operating procedures	Termly	SLT		
66	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Reviewed by Bursar and Head	Termly	Head/ Bursar		

D. Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Booklet and briefings	Termly	SLT		
2	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.	Booklet and briefings	Termly	SLT		
3	The procedure for isolating or sending staff and pupils home for 7 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Booklet and briefings	Termly	SLT		
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	Booklet and briefings; return to school forms	Termly	SLT		
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Physical arrangements in place	Termly	School nurse		
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.	Booklet and briefings	Termly	SLT		
7	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> • 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). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person. 	Booklet and briefings	Termly	SLT		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Booklet and briefings	Termly	SLT		
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Booklet and briefings	Termly	SLT		
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Cleaning procedures and briefing to cleaning staff	Termly	HSM		
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Booklet and briefings; PHSE	Termly	SLT		
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Not used by School				
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Not used by School				
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Not used by School				
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE requirements assessed and stock ordered	Daily	School Nurse		
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Not used by School				
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Not used by School				

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Induction and instructions to site contractors amended; number of contractors minimised	Termly	Bursar		
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Booklet and briefing	Termly	All staff		
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Booklet and briefing	Termly	All staff		
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Booklet and briefing	Termly	All staff		
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Booklet and briefing	Termly	All staff		
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Booklet and briefing	Termly	All staff		
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Nurse and relief nurse employed; other staff briefed and First Aid trained	Termly and as necessary	School nurse		
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.					
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Booklet and briefing	Termly	All staff		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
27	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).	Will address as required on advice of local public health		School nurse/ Head		
28	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Existing procedures in place	Annually	SLT		
29	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Will address as required on advice of local public health		School nurse/ Head		
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Nurse and relief nurse employed; other staff briefed and First Aid trained	Termly and as necessary	School nurse		
31	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Nurse and relief nurse employed; other staff briefed and First Aid trained	Termly and as necessary	School nurse		
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.					
33	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Nurse to review existing policies		School nurse		
34	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Policy guidance checked regularly; individuals asked to self identify and can be RA'd on an individual basis		Dep Head/ HoJS/ Bursar		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
35	Lack of School decision or policy for level of PPE required for staff or pupils.	Central decision by head in consultation with SLT		Head		
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Guidance to be given to staff and pupils				
37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Government guidance followed		SLT		
38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	Government guidance followed		SLT		
39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Government guidance followed		SLT		
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Government guidance followed		SLT		
41	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Questionnaire for return to school; request to inform	Termly	SLT		
42	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Questionnaire for return to school; request to inform		Head		
43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Records maintained by nurse	Daily	School nurse		
44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Contact maintained	As required	DoPastoral/ HoJS/ Dep Head		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Included, where applicable (PE kit) , in booklet and briefing	Termly	SLT		

E. Boarding Risk Assessment in the COVID-19 Environment

Additional DfE guidance published 2 Sep 20 (<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-for-boarding-schools-with-international-students/coronavirus-covid-19-guidance-for-residential-educational-settings-with-international-students-under-the-age-of-18>) should be read in conjunction with the individual risk assessments

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Standing controls	Termly	HoB		
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Standing controls	Termly	Bursar		
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	RA and provision from school nurse	Weekly	HoB		
4	Communication and procedures for welcoming back overseas pupils not applied.	Standing controls	Termly	HoB		
5	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Ad hoc response to request from parents; boarding guidance	Termly	HoB		
6	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.	Isolation house set up	Termly	Head/ HoB		
7	Insufficient controls for boarders to move between residential and school day groups.	Boarders briefed and protocols established	Termly	HoB/ DoPastoral		
8	SD, separation and socialising rules not adhered to in the boarding house.	Boarders briefed and protocols established	Termly	HoB		

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
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.	Protocols reviewed/ trips RA and approved by DoActivities	Termly	HoB/ DoActivities		
10	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Standing procedures, with C-19 amendments	At least termly	HoB		
11	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Yes; contingency arrangement included in planning	Termly	HoB/ School nurse		
12	Do those in attending isolated cases know the procedures and have access to PPE?	Yes; contingency arrangement included in planning	Termly	HoB/ School nurse		
13	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).	Briefing to parents and boarders	Termly	HoB/ MCM		
14	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	To be reviewed by Hopause aprents/ HSM to arrange storage	Termly	Houseparents		
15	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Rotas kept under review and contingency plans for cover in place	termly	HoB		
16	Insufficient bathroom facilities if bed spaces have been reconfigured.	Current numbers adequately provided	termly	Bursar		
17	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Houseparents to monitor	termly	Houseparents		
18	Boarders aware of global news and how it may affect them or their family.	Houseparents to monitor	termly	Houseparents/ DoPastoral		

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

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Contractor ensuring guidance followed with school support	Termly	Bursar		
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Contractor ensuring guidance followed with school support	Termly	Bursar		
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Contractor ensuring guidance followed with school support	Termly	Bursar		
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Contractor ensuring guidance followed with school support	Termly	Bursar		
5	Dedicated transport not aligned with the principles underpinning the system of controls	Contractor ensuring guidance followed with school support ; track and trace capacity	Termly	Bursar		
6	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Contractor ensuring guidance followed with school support	Termly	Bursar		
7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Contractor ensuring guidance followed with school support; procedures inplace for start and end of day	Termly	Bursar		
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Contractor ensuring guidance followed with school support	Termly	Bursar		

9	No additional cleaning of vehicles (all touch points) before and after each journey.	Contractor ensuring guidance followed with school support	Termly	Bursar		
10	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Contractor ensuring guidance followed with pastoral backup and support	Termly	Bursar		
11	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Contractor ensuring guidance followed with pastoral backup and support	Termly	Bursar		
12	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Pupils may not be transported if symptomatic				
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Contractor ensuring guidance followed with school support	Termly	Bursar		

G. Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Frequency	Lead Responsibility	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes.	Briefing on arrival and regular updates through departmental managers	Weekly	Bursar		
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Briefing on arrival and regular updates through departmental managers	Weekly	Bursar		
3	Drivers not fully considered or supported (particularly relating to age and vulnerability).	N/A				
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Briefing and manager supervision; standing PPE procedures	Termly	Bursar		

5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Briefing and manager supervision ; government guidance circulated to managers and passed to staff	Termly	Bursar		
6	Security and access systems not regularly checked, updated and re-coded.	Existing controls and procedures maintained	Termly	Bursar		
7	Reconfigured areas, zones and routes hampering fire exits and routes.	Fire exit checked; reconfiguration considered, but only minor amendments required	Termly	Bursar		
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire exit checked; reconfiguration considered, but only minor amendments required	Termly	Bursar		

H. Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Frequency	Lead responsibility	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Facilities reviewed and monitored	Fully before term and initially daily	Bursar		
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Standing procedure in place	Termly	Estates Manager		
3	Contractor health declaration and pre-work briefings not considered or implemented.	Standing procedure in place for briefings; health questionnaires not currently proposed; alternative control minimisation of	Termly	Estates Manager		

		contractor visits and contact.				
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Standing procedure in place	Termly	Estates Manager		
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Standing procedure in place	Termly	Estates Manager		
6	Insufficient gas supply, maintenance, checks, venting and valves.	Standing procedure in place	Termly	Estates Manager		
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Standing procedure in place	Termly	Estates Manager		
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Standing procedure in place	Termly	Estates Manager		
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Standing procedure in place	Termly	Estates Manager		
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Standing procedure in place	Termly	Estates Manager		
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Standing procedure in place	Termly	Estates Manager/ pool manager		
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Standing procedure in place	Termly	Estates Manager		
13	Fire doors propped open to limit use of door handles and increase ventilation.	Fire doors propped; procedure for closing them when site cleared	Termly	Bursar/ HSM		
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Occupancy reviewed and limited where RA suggests the control appropriate	Termly	Bursar		
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Standing procedure in place	Termly	HSM		

16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Standing procedure in place	Termly	Estates Manager		
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Reconfigured and RA in place	Termly – review after first week	HSM/Bursar		
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Reconfigured. Initially bottled water will be available	Termly – review after first week	HSM/Bursar		
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	New procedures covered with all cleaners	Weekly for first half of term	HSM		
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	New procedures covered with all cleaners	Weekly for first half of term	HSM		
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	N/A				
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	New procedures covered with all cleaners	Weekly for first half of term	HSM		
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	New procedures covered with all cleaners	Weekly for first half of term	HSM		
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	New procedures covered with all cleaners	Weekly for first half of term	HSM		
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Washing arrangements reviewed and procedures and products adjusted	Termly	HSM		
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Standing procedures maintained during closure	Termly	HSM/Estates manager		

27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	All schedules and plans reviewed	Termly	Estates Manager/ Bursar		
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Instructions issued to suppliers and deliveries monitored and reminded as necessary	As required	HSM/Estates manager		
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Waste arrangements kept under review	As required	HoGrounds/ HSM		
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Managed under existing procedures	As required	Estates manager		

I. Review

1	How often is this Risk Assessment reviewed	Dynamic risk assessment daily/ Formal RA reviewed weekly by SLT as standing item		SLT		
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