

Template Risk Assessment: Testing for COVID-19 in Schools

1. **Summary introduction.** When England moves to Step 4 of the roadmap, the government will continue to manage the risk of serious illness from spreading the virus. This will be a new phase in government responses to the pandemic, moving away from stringent restrictions on everyone's day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. More detail is at: [COVID-19 Response: Summer 2021](#).
2. **When Step 4 is adopted changes include:**
 - a. removing the need to keep pupils in consistent groups ('bubbles')
 - b. not requiring routine contact tracing for pupils
 - c. close contacts will be identified directly by NHS Test and Trace (T&T).
 - d. Schools may be contacted in exceptional cases to help with identifying close contacts
 - e. Pupils who test positive will be subject to the normal T&T process, which will identify close contacts most at risk of contracting COVID-19
 - f. face coverings no longer advised in classrooms or communal areas
 - g. no need for primary age pupils (year 6 and below) to test over the summer period
 - h. Staff and secondary pupils attending summer school should continue to test regularly.
3. **From Monday 16 August.**
 - a. pupils under 18 years old, and those who are double vaccinated, will no longer be required to self-isolate if they are identified as a close contact.
 - b. NHS T&T will inform close contacts of a positive case and strongly advise a PCR test.
 - c. Self-isolation will continue for those who have tested positive for COVID-19.
4. **Testing.** It is worth noting:
 - a. the [Royal College of Paediatrics and Child Health](#) is clear that the overwhelming majority of children and young people still have no symptoms or very mild illness only
 - b. All secondary school pupils should receive 2 on-site lateral flow device tests, 3 - 5 days apart, on their return in the autumn term and may commence testing from 3 working days before the start of term and stagger the return of pupils across the first week.
 - c. Pupils should then continue to test twice weekly at home until the end of September, when this will be reviewed.
 - d. Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.
5. **Contingency Framework.** DfE has outlined principles for [managing local outbreaks of COVID-19](#) including responses to variants and types of measures to be prepared, how and when they should be lifted and the decision making process.
6. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures for individual education and childcare settings. Where there is a need to address more widespread issues across an area, Government ministers will take decisions on an area-by-area basis. In most cases a 'cluster' will be no more than 3 or 4 settings linked in the same outbreak.
7. **New control measures**
 - a. Ensure good hygiene for everyone including use of [PPE](#), hand and respiratory hygiene.
 - b. Maintain appropriate [cleaning regimes](#), using standard products such as detergents
 - c. Keep occupied spaces well ventilated. See [Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE COVID-19 advice](#)
 - d. Follow PHE advice on testing, self-isolation and managing confirmed cases of COVID-19. When an individual develops COVID-19 symptoms or has a positive test they should follow PHE advice on [when to self-isolate and what to do](#) and not come into school if they have symptoms.

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Now, more than ever, schools must regularly review and update their risk assessments - treating them as 'living documents' - as circumstances at school and the public health advice changes.

A Risk Assessment for schools when Step 4 is announced (written as at 9 July 2021)

Introduction

Latest updates are shown in Grey (9 July 2021). Changes to previous ISBA COVID-19 Risk Assessment templates are highlighted, for ease of reference, in:

- Green (18, 22, 31 Dec 20 and 25 Jan 21 – Do email ISBA if you need these changes),
- Pink (24 Feb 21)
- Green (20 Apr 21)
- Turquoise (18 May 21)

ISBA aims to continue to provide up to the minute advice and guidance to the independent school's community through the bursar and their staff. There is no monopoly on good ideas and practice. Key is generating confidence across the school community and having all the resources to ensure the safety of all. Therefore do please email any comments and suggestions to office@theisba.org.uk so as to support others and develop best practice. The feedback we have received has been hugely useful.

This document identifies likely hazards but leaves the school to decide which risks are applicable, scored and mitigated according to their own settings. An example HSE format is:

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to control risks?	Who needs to carry out the action?	When is the action needed by?	Done
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Further information is available from

<https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm>

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.

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

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As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people's education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for two doses by mid-September

As the government's emphasis turns towards advising people on how to protect themselves and others so schools must take responsibility to identify the measures needed to reduce the risks from COVID-19 so far as is reasonably practicable. General information on how to make a workplace COVID-secure, including how to approach a COVID-19 risk assessment, is provided by the [Health and Safety Executive \(HSE\) guidance on working safely](#).

Some risk assessments may require daily revision and should include but not be limited to:

- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
- B. Is government advice being regularly accessed, assessed, recorded and applied?
- C. Are changes regularly communicated to staff, their unions, pupils, parents and governors?
- D. Are changes and the testing training, process and details reviewed by governors?
- E. Are changes and the testing training, process and details shared with insurers?
- F. Is it understood that the Secretary of State has a statutory power to order schools remain open?
- G. Is there active engagement with the local Health Protection Team (HPT)?
- H. Is the advice of HPT sought and implemented?
- I. Are there sufficient systems and staff in place to support training, self-testing, the Asymptomatic Testing Site (ATS) and contact tracers?
- J. Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures?
- K. Are testing activities sufficient to provide reassurance including feedback and Q&A?
- L. Are those that are self-testing (at home and in school) trained and competent to do so?
- M. Are those working in the Asymptomatic Testing Site (ATS) trained and competent to do so?
- N. Is it understood which staff and pupils may be unable to self-swab?
- O. Are those unable to self-swab given additional support and reasonable adjustments?
- P. Are there measures in place to reduce anxiety over testing and coping with a positive result?
- Q. If pupils are still in specific groups are the names recorded and updated?
- R. Is an outbreak management plan prepared and:
 - a. Only considered as a last resort?
 - b. kept to the minimum of groups possible?
 - c. for the shortest time possible?
 - d. include details for switching to remote learning?
- S. Is there a plan, if it is necessary, to reintroduce "bubbles" for a temporary period?
- T. Are the plans to minimise contact and maximise distance between all those in school, if required?
- U. Are occupied spaces well ventilated?
- V. If notified by NHS Test & Trace is the requirement to self-isolate understood?
- W. Are control and hygiene measures regularly communicated, understood, applied and checked?
- X. Is the cleaning regime still enhanced, regularly re-assessed and, if necessary revised?
- Y. Is PHE advice on testing, self-isolation and managing confirmed COVID-19 cases understood?
- Z. Are contract providers suspended or unable to attend school?
- AA. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- BB. Are there sufficient supplies of hygiene materials and are they well placed?

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- CC. Are outbreak management / contingency plans in place for operational changes such as re-imposing control measures, closing, loss of catering or teaching staff?
- DD. Are all the hazards identified properly mitigated and regularly re-assessed?
- EE. Where risks are identified are there mitigating measures in place for:
 - a. Elimination: stop an activity that is not considered essential if there are risks attached.
 - b. Substitution: replace the activity with another that reduces the risk. Care is required to avoid introducing new hazards due to the substitution.
 - c. Engineering controls: design measures that help control or mitigate risk.
 - d. Administrative controls: identify and implement the procedures to improve safety.
 - e. Is PPE used in circumstances where the measures suggest PPE use?

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

- FF. Is there a protocol in school to ensure symptom vigilance?
- GG. Are face coverings being worn, stored and disposed of appropriately according latest advice?
- HH. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities including Testing. PPE may include:
 - a. Face coverings including where appropriate transparent face coverings.
 - b. Gloves.
 - c. Eye protection.
 - d. Aprons.
 - e. Shields (for lecterns, desk separators, staff desks, reception, servery).
 - f. Sanitisers (gel and tissues).
- II. Ensuring good hygiene and enhanced cleaning for all pupils and staff which may include:
 - a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces.
 - b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers
 - c. Musical instruments, balls, bats, bails, batons etc
 - d. Kettles, biscuits tins, milk containers, Aprons, towels (if used) cloths, mops etc
 - e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.
 - f. Testing site / area including process for spillages and waste disposal.
 - g. Consider limiting the amount of time cleaners spend on specific tasks.
- JJ. Consideration of how to:
 - a. Ensure good hygiene for everyone.
 - b. Maintain appropriate cleaning regimes.
 - c. Keep occupied spaces well ventilated.
 - d. Implement PHE advice on testing, self-isolation and managing COVID-19 cases.
- KK. Medical.
 - a. Are ill staff and pupils or those tested positive in the last 10 days staying at home?
 - b. Pre-existing medical conditions are fully declared?
 - c. Have all vulnerable pupils, parents and staff been identified and recorded?
 - d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
 - e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes)
 - f. Who has come into contact with anyone tested positive to COVID-19?
 - g. Who has travelled where (and when): other than home and school?
 - h. Have those who have been abroad self-isolated / quarantined appropriately?
 - i. Do staff and pupils know that from Monday 16 August:
 - i. those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if identified as a close contact.

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- ii. close contacts of a positive case will be informed by NHS T&T and strongly advised to take a PCR test
- iii. that self-isolation will continue for those who have tested positive for COVID-19.
- LL. Have all adhered to the external socialising rules if still set by the school for shopping, parties, day trips, games, play, activities and travel (other than home to school and return)?
- MM. Are plans for school events including plays, parent and teacher meetings appropriate?
- NN. Educational Day Visits.
 - a. Has the school undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely?
 - b. Are consistent groups and COVID-secure measures required during the visit?
 - c. Are transport details including seating, ventilation and the cleaning regime in place?
 - d. Are the Step 4 control measures understood and implemented?
 - e. Does the school risk assessment consider the control measures required at venues?
 - f. Has the school consulted the health and safety guidance on educational visits?
 - g. Is there a requirement to consider overnight sleeping arrangements in groups (of 6?) and for adults to have separate rooms?
 - h. Is there a requirement to limit the use of shared facilities (bathrooms, kitchens etc)?
 - i. Are the shared facilities effectively and frequently sanitised and cleaned?
 - j. Are there contingency plans and rapid response protocols for individuals developing symptoms and needing to self-isolate?
 - k. Are drivers (and escorts) where appropriate:
 - i. included in staff briefings, regularly briefed on changes and revised schedules
 - ii. have sufficient and appropriate PPE and cleaning materials
 - iii. protected by screens and / or procedures that are known to all those on the trip
 - l. Are accommodation providers (where appropriate) implementing the control measures including hygiene and the HSE standards on ventilation?
 - m. Is there sufficient COVID-19 cancellation, travel insurance and adequate financial protection.

Test and Trace (T&T) process

- OO. Has a revised communication (NHS T&T etc) been sent to parents / pupils, staff and governors?
- PP. Has the school "COVID-19 Testing Privacy statement" been reviewed and communicated to staff, parents, pupils and governors?
- QQ. Has T&T data been recorded securely, and consideration been given to deletion after 14 days?
- RR. Do those that have been identified as "close contact" via NHS T&T know they must self-isolate?
- SS. Have all those tested completed an age-appropriate consent statement (under / over 16)?
- TT. Are test instruction posters, booklets, FAQ and briefings readily available and apparent?
- UU. Is the test supervised by trained staff?
- VV. Do those self-testing have the testing kits, instructions and advice to ensure the proper testing procedures, result records and information to take the appropriate actions depending on result.
- WW. Are those pupils and staff unable to self-swab given additional help and support?
- XX. Is the AST area controlled to limit access to testers, those being tested and supervisors?
- YY. Is the AST process maintaining social distancing where appropriate, good hand and respiratory hygiene and keeping occupied spaces well ventilated?
- ZZ. Where appropriate is the social distancing advice between testing staff and those being tested including distances between desks, chairs etc being observed or supervised?

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- AAA. Are the key layout requirements including staff (see grid below) met?
- BBB. Are those staff assisting with taking the swab wearing appropriated PPE?
- CCC. Has the process of swabbing followed the guidance and training?
- DDD. Is the tested sample handled safely throughout the process and disposed of correctly?
- EEE. Is the process for informing parents / pupils / staff understood and implemented?
- FFF. Is the process of barcoding, recording and communicating test results accurate and supervised?
- GGG. Is there adequate supervision / checking to ensure equipment handled correctly and not shared?
- HHH. Is the process of lost LFD, failed scans or damaged barcodes understood?
- III. Whilst the extraction solution with lab test kit does not have a hazard label (there are no manufacture anticipated hazards) are they appropriately handled, stored and disposed?
- JJJ. Are users and supervisors (where appropriate) reminded to follow LFD user instructions?
- KKK. Does the training reflect hazards identified with testing and are these communicated to testing and cleaning staff?
- LLL. If LFD test is positive are those waiting for a PCR test self-isolating?

Working / Schooling at Home

- MMM. Are those working / schooling at home:
- provided sufficient information and training to work safely?
 - Advised on suitable furniture and equipment?
 - Able to take regular breaks, stretching exercises, avoiding eye fatigue etc?
 - Completed a Display Screen Equipment (DSE) assessment?
 - Kept in regular contact with the school and there is sufficient regard to their well-being?
 - Advised on stress and mental health?
 - Have an emergency point of contact and know how to gain help if needed?

Lateral Flow Devise (LFD) Testing ([See LFD Testing Risk Log Template](#))

- NNN. Are LFD Kits:
- Supplied and distributed to school in time?
 - Stored between 2 – 30°C?
 - Managed and tracked?
 - Distributed safely?
 - Kept away from children?
- OOO. Are:
- Positive results reported?
 - All results properly reported and recorded by the individual and the school?
 - Incidents reported to help school identify emerging issues and these are reported to DfE / DHSC?
 - The incident protocols and feedback loop understood and implemented?

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

Conclusion

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

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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).

Now, more than ever, schools must regularly review and update their risk assessments - treating them as 'living documents' - as circumstances at school and the public health advice changes. This is particularly relevant as schools prepare to welcome back pupils from holiday. This includes having active arrangements in place to monitor that the controls are effective and working as planned.

One last note of caution: do keep your insurance company or brokers up to date with your plans. Your risk assessments will be a critical part of this decision-making process and may be sought as evidence of the school's approach to risk.

Annex A: ISBA COVID-19 Risk Assessment

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Annex A to
ISBA COVID-19
Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

		Hazard	Control measures	Risk Level Outcome	Remarks / Re-assessment - JAN 2022
	A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding Policies have been regularly checked and kept up to date during the pandemic.	Low	Sarah Leftley as DSL assumes responsibility for this
	B	Government advice not being regularly accessed, assessed, recorded and applied.	CPAT kept regularly up to date with the latest government guidance, meeting regularly and keeping LG informed of proposed changes	Low	CPAT no longer meet, all decisions are processed through the LG team who keep up to date with latest government guidance
	C	Staff and parents do not know or understand the new 'control measures (see above) and how they are applied.	Latest Government guidance will be shared with all staff prior to the start of term along with the full RA and the updated Covid-19 Operational Plan	Low	Communication sent to staff and parents regarding latest control measures- mask wearing for yr7&8 children and staff while indoors- including the classroom (as a temporary measure)
	D	Changes not regularly communicated to staff, their unions, pupils, parents, visitors, contractors and governors	Latest Government guidance will be shared with all staff and parents prior to the start of term along with the full RA and the updated Covid-19 Operational Plan. Parents will be sent an updated communication outlining the procedures in place for the start of term. The visitor's policy annex will be reviewed and updated accordingly.	Low	All communications sent via Head each time a new measure is put into place by the Government.

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E	Changes to assessments, procedures and other important matters not reviewed by Governors	Prior to the start of term, all information will be shared with the H&S governor in order for him to share with the governing body. WHS COBRA committee will also receive all information prior to the start of term	Low	Updated Risk Assessments and high level announcements to be shared with the Stowe Group H&S Manager and H&S Governing body as appropriate
F	Insurers and / or brokers not updated with school's amended plans	Prior to the start of term, all information will be shared with the insurance brokers. As per their previous recommendations, government guidance will be followed at all times	Low	
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	It is understood by the school that this is the case and will measures will be taken to follow government advice to remain open.	Low	
H	Insufficient liaison with local authority and health protection team over testing and actions.	Sister and Katie Applin will remain the WHS contacts with LA's and HP teams	Low	In the temporary absence of a school nurse, Katie Applin will liaise with LA and HP teams
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Communications will be sent out prior to the start of term updating staff and parents of the required involvement with NHS track and trace going forward.	Low	
J	Insufficient systems and staff to support training and testing and contact tracers.	Sister Wendy Bull and her team have completed all required Government training for testing. Katie Applin and Teresa Hughes have also completed the required training. In the event of staff shortage due to illness, LG would complete the training to assist with any testing requirements	Low	In the temporary absence of a school nurse, Katie Applin will lead on this with the surgery team
K	Staff, parents, visitors, contractors (and pupils) do not understand and follow NHS Test and Trace procedures.	Communications will be sent out prior to the start of term updating staff and parents of the required involvement with NHS track and	Low	

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			trace going forward. This will be led by Sister Wendy Bull. The annex of the visitors policy will be updated accordingly on the sign in IPad		
L	Testing Training modules and assessment not completed and recorded for specific roles	Sister and her team have completed all required Government training for testing. Katie Applin and Teresa Hughes have also completed the required training. In the event of staff shortage due to illness, LG would complete the training to assist with any testing requirements	Low	In the temporary absence of a school nurse, Katie Applin will lead on this with the surgery team	
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Sister has an excellent understanding of requirements and is in regular contact with the relevant government helplines. She is available for staff and parent Q&A's and will speak to all staff during inset at the start of term	Low	In the temporary absence of a school nurse, Katie Applin will lead on this with the surgery team	
N	No contingency or outbreak management plan in case of an outbreak in school or local area?	In the event of a local outbreak, Sister will seek advice from Public Health. The Covid 19 Operational Plan will be updated with the latest government guidance and will be followed at all times	Low	WHS Contingency Covid 19 Operational Policy has been put in place in case of an outbreak- this will be used as required. CPAT would reconvene at this point and if necessary the WHS Cobra Committee	
O	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Sister and her team have completed all required Government training for testing. Katie Applin and Teresa Hughes have also completed the required training. In the event of staff shortage due to illness, LG	Low	In the temporary absence of a school nurse, Katie Applin will lead on this with	

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			would complete the training to assist with any testing requirements		the surgery team
P	Are those that are self-testing (at home and in school) trained and competent to do so?		Staff and Parents have been offered advice on how to test, and have been supplied with testing kits plus instructions. Children will be tested on site upon their return and will be reminded of the correct procedure	Low	
Q	Is it understood which pupils may have difficulty are unlikely to be able to self-swab?		Sister and her team will supervise the on site test at the start of term and will identify and help those who need extra support	Low	In the temporary absence of a school nurse, Katie Applin will lead on this with the surgery team
R	Are those unable to self-swab given additional support and reasonable adjustments?		Sister and her team will supervise the on site test at the start of term and will identify and help those who need extra support	Low	In the temporary absence of a school nurse, Katie Applin will lead on this with the surgery team
S	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.		Online systems remain in place and within the Covid-19 Operational Plan. During INSET, staff will be reminded of the required actions to ensure a swift and seamless move should it be required.	Low	WHS Contingency Covid 19 Operational Policy has been put in place in case of an outbreak- this will be used as required
T	If notified by NHS Test & Trace the requirement to self-isolate not complied with or understood		Information will be updated within the Covid-19 Operational Plan which will be shared with staff prior to the start of term. There will be a short session during INSET for Covid-19 matters	Low	
U	Where appropriate a record to support NHS T&T close contacts in case of names of pupils / staff in their groups /		Information will be updated within the Covid-19 Operational Plan which will be shared with	Low	

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		bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	staff prior to the start of term. There will be a short session during INSET for Covid-19 matters and at this stage staff will be reminded of the importance of following current government advice		
	V	Control and hygiene measures not regularly communicated, understood, applied and checked	Domestic Staff will receive reminder training prior to the start of term and the Domestic Manager will continue to check that procedures are being followed. Information will be updated within the Covid-19 Operational Plan which will be shared with staff prior to the start of term. There will be a short session during INSET for Covid-19 matters and at this stage staff will be reminded of the importance of following current government advice as well as the school policy and procedures. Children will be reminded during the first morning back of the importance of good hand hygiene	Low	
	W	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T / HPT	Past experience will be drawn upon and measures put in place to reduce offerings where required to ensure that education is not interrupted in the event of staff having to isolate	Med	WHS Contingency Covid 19 Operational Policy has been put in place in case of an outbreak- this will be used as required
	X	Insufficient updated information (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	ISAMs training has been completed over the summer so that all admin staff are able to communicate via group messages with different groups of parents/ staff.	Low	

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			All system information should be up to date following the change to the new MIS		
Y		Insufficient consideration to minimise contact and maximise distance - if required for a temporary period.	<p>Past experience will be drawn upon and measures put back in place to reduce offerings where required to ensure that education is not interrupted in the event of staff having to isolate.</p> <p>Covid-19 Policies from previous terms have been saved and measures within would be reinstated if required</p>	Low	WHS Contingency Covid 19 Operational Policy has been put in place in case of an outbreak- this will be used as required
Z		Social Distancing, hygiene Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Staff will be reminded of the importance of ventilation prior to the start of term, this information will also be in the Policy	Low	Staff have been reminded again of the importance of good ventilation during the Lent term
AA		Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	Enhanced procedures and checklists will remain in place. The Domestic Manager will continue to check that measures and procedures are being followed.	Low	
BB		High-risk areas not being regularly monitored (including boarding areas) for hygiene.	Enhanced procedures and checklists will remain in place. The Domestic Manager will continue to check that measures and procedures are being followed.	Low	
CC		Access to school not controlled effectively and visitor (if allowed) details not recorded.	The gates will all remain closed and visitors will be required to call the school office to be admitted on to site. All visitors will be expected to sign in on the iPad which outlines the visitor policy.	Low	
DD		Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	The Domestic Manager will regularly check stores and place orders accordingly.	Low	

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EE	Inadequate contingency / outbreak management plans for changes to school operation: temporary lockdown, re-closing, loss of catering or teachers?	Past experience will be drawn upon and measures put in place to reduce offerings where required to ensure that education is not interrupted in the event of a local outbreak.	Med	WHS Contingency Covid 19 Operational Policy has been put in place in case of an outbreak- this will be used as required
FF	Insufficient contingency / outbreak management plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Past experience will be drawn upon and measures put in place to reduce offerings where required to ensure that education is not interrupted in the event of a local outbreak	Med	WHS Contingency Covid 19 Operational Policy has been put in place in case of an outbreak- this will be used as required
GG	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated and communicated.	The covid 19 Operational Plan will be shared with external club providers prior to the start of term and the RA for these activities will be updated. The section within the "educational visits" request form relating to covid will remain in place	Low	
HH	Risk Assessments not regularly reviewed and updated utilising feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	All staff have been asked to complete the Educare course on Risk writing	Low	
II	All hazards identified not properly mitigated and regularly re-assessed.	CPAT will continue to meet regularly and staff will be encouraged to report issues and queries directly to the CPAT email	Med	CPAT no longer meet, all decisions are processed through the LG team who keep up to date with latest government guidance
JJ	No formal protocol in school to ensure symptom vigilance	The Covid 19 Operational Plan will be shared within the school community. CPAT will continue to meet and any adjustments to	Med	CPAT no longer meet, all decisions are processed

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		procedure or protocol will be updated via CPAT.		through the LG team who keep up to date with latest government guidance
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Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	All relevant government literature will be sent to parents and staff. These will be accompanied by WHS communications approved by governors and LG	Low	Updated communications sent to staff and parents with new control measures (mask wearing and a reminder to continue to test)
2	No school "COVID-19 Testing Privacy statement".	Privacy notice provided in government resources is available for staff and parents should they wish to see it. This information is shared within the Operational Plan	Low	
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Privacy notice provided in government resources is available for staff and parents should they wish to see it. This information is shared within the Operational Plan	Low	
4	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	Sister contains all testing records which are kept full up to date.	Low	Up to date records are maintained within the surgery.
5	Test data not recorded securely and kept until further guidance is given to delete the information.	Government guidance - data including name, DOB and test result to be kept for 14 days but destroyed within 1 month Sister will maintain a register of all test results from the ATS testing. Staff and parents of those home testing are requested to send regular updates of tests done and the results. Parents will use	Low	Up to date records are maintained within the surgery.

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		a google document and staff a paper copy to be returned when collecting new home kits.		
6	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	Sister will maintain a register of all test results from the ATS testing. This information will be stored securely within the locked surgery.	Low	Up to date records are maintained within the surgery.
7	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Sister is responsible for the recording of all results and will report any issues as required to the DfE	Low	Up to date records are maintained within the surgery.
8	Those that have been identified as "close contact" via NHS T&T not self-isolating	All new government guidance will be issued to close contacts as and when they are identified. Sister will be available to offer additional advice and support as required Staff and parents will be asked to be honest with the school in a bid to keep the whole community safe	Med	
9	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Wording in the Operational Plan lets parents know that they are agreeing to following government guidance and opting in to testing unless they let us know otherwise	Low	Only children in year 7&8 will be tested on site following guidance from PHE
10	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	All government literature will be sent to staff and parents prior to testing taking place. Posters will be placed in the testing centre (Surgery)	Low	
11	Testing Training modules and assessment not completed and recorded for specific roles.	All staff members involved with testing have completed the relevant training modules. Sister holds copies of certificates and has confirmed roles to DfE	Low	Up to date records are maintained within the surgery.

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12	Tests not supervised or conducted by trained staff.	<p>Sister has completed all government training and has identified other testing staff who will have completed the training prior to testing commencing.</p> <p>Sister Wendy will be the site Team Leader and will be responsible for ensuring that testing is appropriately conducted and supervised.</p>	Low	Up to date records are maintained within the surgery.
13	AST area not sufficiently controlled to limit access to testers, those being tested and supervisors	<p>The test centre will be set up in the Surgery This is a coded area and children do not have access.</p> <p>The area will remain closed until Sister, or the identified team are available to supervise.</p>	Low	
14	AST process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	<p>All government training will be completed by identified staff prior to the testing starting.</p> <p>Staff involved with testing will remind those being tested of procedures as outlined in the government training modules.</p> <p>Numbers within the testing centre will be kept to a minimum and test will be "by appointment"</p>	Low	
15	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	<p>Sister as Team Leader, will supervise the set up of the test centre with Katie Applin.</p> <p>Before the start of each session Sister will confirm that she is happy with the set up and that nothing has been moved. She will report any issues to Katie Applin for the Maintenance or Domestic team to action if required.</p>	Med	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
16	Staff assisting with taking and processing swabs not wearing appropriated PPE.	All staff will be provided with appropriate PPE and will have	Low	

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		<p>completed the government training on the correct procedures for putting on and taking off.</p> <p>Proof of training certificates to be kept and monitored by Sister</p>		
17	<p>Process of swabbing not following training and / or updated guidance.</p>	<p>Sister will be available to supervise testing in the first sessions to ensure that procedures are followed out correctly.</p> <p>A competency check will be completed and documented.</p> <p>Sister will keep up to date with all guidance with support from CPAT</p>	Low	<p>Sister will keep up to date with all guidance with support from Leadership</p> <p>IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team</p>
18	<p>Tested sample incorrectly handled safely during the process including disposal.</p>	<p>Sister will be available to supervise testing in the first sessions to ensure that procedures are followed out correctly.</p> <p>Testers will be assessed competent by Sister prior to completing tests without supervision.</p> <p>Sister will keep up to date with all guidance with support from CPAT</p>	Low	<p>Sister will keep up to date with all guidance with support from Leadership</p> <p>IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team</p>
19	<p>Process for informing parents / pupils / staff not understood and implemented.</p>	<p>All government literature will be sent to staff and parents prior to testing taking place.</p> <p>Information leaflet with FAQs produced by Sister for staff & parents</p> <p>Sister and CPAT will be available to offer further advice and guidance if required</p>	Low	<p>Sister Wendy will keep up to date with all guidance with support from Leadership</p> <p>IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team</p>

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20	The process of barcoding, recording and communicating test results is not accurate and supervised	All staff members involved with the testing process will have completed the appropriate government training, certificates will be recorded by Sister	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
21	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	All staff members involved with the testing process will have completed the appropriate government training, certificates will be recorded by Sister Sister will be available to supervise the process and ensure that all procedures are being followed in the first testing sessions Testers will be assessed as competent by Sister prior to working without supervision. Audit of test results for invalid results and quality.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
22	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	All staff members involved with the testing process will have completed the appropriate government training, certificates will be recorded by Sister Sister will be available to supervise the process and ensure that all procedures are being followed in the first testing sessions Audit of results.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
23	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	All staff members involved with the testing process will have completed the appropriate government training, certificates will be recorded by Sister Sister will be available to supervise the process and ensure that all procedures are being followed in the first testing sessions Testers & processors will be assessed as competent by Sister	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team

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		prior to working without supervision.		
24	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	All staff members involved with the testing process will have completed the appropriate government training, certificates will be recorded by Sister Sister will be available to supervise the process and ensure that all procedures are being followed in the first testing sessions	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
25	Those tested positive with LFD not confirming the positive result with a Polymerase Chain Reaction (PCR) test and failing to self-isolate pending confirmation.	Covid-19 operational plan will provide advise on what actions to take in the event of a positive LFD, this, along with the Government Advice will be issued to all staff and parents	Med	As per latest government guidance, those who are Asymptomatic but receive a positive LFD no longer need to confirm with a PCR test, they will be advised to self isolate for 10 days or until day 7 if they receive 2 negative LFD's on day 6&7

Risk Assessment for COVID-19 AST Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
26	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Sister will lead on ensuring that she has sufficient, competent staff in place. In the event of staff shortages, LG will complete training and step in to assist	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
27	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Sister and, her team of matrons, Katie Applin and Teresa Hughes have all completed the training. LG will be required to find the time (outside of work hours if	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team

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		required) to complete the training in the event of staff shortage		
28	Consent forms are not available and properly completed?	Parents are advised in the operational plan that children will be offered tests unless they opt out	Low	Only children in Year 7&8 will be offered on site testing in accordance with advice received from PHE
29	Test site not kept separate from other activities (where space allows)?	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Lent 2021	Low	SPO will be used for one on site test for all Y7&8. This has been cleaned prior to testing taking place
30	Test site flooring is not non-porous.	Surgery floor is non-porous	Low	SPO will be used for one on site test for all Y7&8. Floor is non-porous
31	Test site is not well lit with a good airflow	Surgery lighting has been recently upgraded and there are plenty of windows within surgery to allow for good air flow	Low	SPO will be used for one on site test for all Y7&8. The doors will remain open and all lights switched on
32	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Two doors in surgery allow for a one way system	Low	SPO will be used for one on site test for all Y7&8. One way system no longer required
33	Test chair in swabbing bay not a minimum of 2m apart.	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Michaelmas 2021	Low	SPO will be used for one on site test for all Y7&8. Chairs for children will be set up at a 2m distance

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34	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Michaelmas 2021	Low	SPO will be used for one on site test for all Y7&8. Chairs for children will be set up at a 2m distance
35	No clear division and demarcation between swabbing and processing area.	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Michaelmas 2021	Low	SPO will be used for one on site test for all Y7&8. Surgery team have set up the area as per the usual testing centre
36	Non-authorized people and test subjects able to enter the processing area	Surgery has a coded door on a need to know basis	Low	SPO will be used for one on site test for all Y7&8. Staff will be onsite from 7.30am to ensure that children do not have unauthorised access
37	Inadequate evidence of quality assurance, guidance and supervision.	Sister is leading on testing and, as a competent person is able to monitor QA, offer guidance and supervision	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
38	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Michaelmas 2021	Low	SPO will be used for one on site test for all Y7&8. Surgery team have set up the area as per the usual testing centre

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39	Disorderly entry, processing, social distancing and exit movement.	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Michaelmas 2021	Low	SPO will be used for one on site test for all Y7&8. Surgery team have set up the area as per the usual testing centre LG will be available to assist with controlling the children
40	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Maintenance are available to assist with moving boxes and have received appropriate training	Low	
41	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Michaelmas 2021	Low	
42	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Test site has been identified, set up and used during Summer Term 2021. This has proved successful and will therefore stay in place for Michaelmas 2021	Low	SPO will be used for one on site test for all Y7&8.

Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
43	LFD kits not supplied and distributed in time or safely.	Supplies of testing kits have been received and Sister has distribute accordingly. Sister has offered all staff additional kits as required contact to request further supplies. Children will be given further stocks of the kits during the first week of term	Low	Kits remain in stock and are available for staff and children as required. Surgery team are responsible for reordering

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44	Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	All kits will be kept in Surgery which is kept at ambient room temperature	Low	
45	LFD Testing kits not properly managed and tracked	All kits will be kept in Sugery and stock levels will be managed by Sister and her team	Low	
46	Test kit not kept away from children until needed.	Testing kits will be kept in surgery, which is a coded room. Kits will be signed out by Sister who will keep track of all kits	Low	
47	Self-testing not conducted in accordance with guidelines and supervised where required.	Sister and her team will ensure that the revised information booklet is provided for all staff and pupils when they receive their Home Test Kits. Receipt of the information leaflet is logged.	Med	
48	Positive results not reported.	Staff and parents of year 7 & 8 pupils using home test kits are requested to advise Sister of any positive test results. Staff & parents sign a consent to agree to inform identified school staff of a positive LFD test.	Med	
49	Those utilising LFD unaware that PCR test may be taken (within 2 days of the positive LFD) and overrides LFD test.	Staff and Parents will be sent latest government guidance as well of a copy of the Covid 19 operational plan which will outline details. Sister will be available for further advice	Med	As per latest government guidance, those who are Asymptomatic but receive a positive LFD no longer need to confirm with a PCR test, they will be advised to self isolate for 10 days or until day 7 if they receive 2 negative LFD's on day 6&7
50	All results not reported, collated and recorded by the individual and the school.	Sister maintains a log for all tests obtained in school at ATS. Staff and children expected to report all results to gov website,	Low	IN the temporary absence of a Sister, Katie Applin will

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		only positive cases recorded by school		lead on this with the surgery team
51	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	Sister will monitor test results submitted. She will monitor any void results and will respond to any positive results. Sister will report any concerns to DfE.	Med	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
52	Incident protocols and feedback loop not understood and / or implemented.	Sister to ensure that she has read and understood all documents related to asymptomatic testing.	Low	
53	If appropriate test and report on children under 12 not tested by confident adult.	Sister & matrons to be available for advice and support. Sister to ensure that appropriate information leaflet is provided. ATS testing available if any child & parent is struggling to home test.	Low	
54	Are those unable to self-swab given additional support and reasonable adjustments?	Sister & Surgery team are available for support. ATS testing available	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
55	Are there measures in place to reduce anxiety over testing and coping with a positive result?	Revised Information leaflet provided with home test kits. Video link available. Sister & Matrons to help parents & children with 1st on site test. ATS testing remains available. Sister & Matrons available to support and advise 8-6 daily.	Low	
56	Clinical incident which has potential to harm not reported to https://coronavirusyellowcard.mhra.gov.uk and school.	Sister to monitor the testing on site (ATS) and home testing results and concerns. Sister Wendy is Team Leader and will report any concerns.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
57	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	Sister will monitor ATS and report. Parents & staff with home test kits will be informed to contact Sister Wendy.	Low	IN the temporary absence of a Sister, Katie Applin will

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				lead on this with the surgery team
58	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Parents & Staff made aware of process for reporting any problems with their home test kits. Ensure that the revised instructions leaflet is distributed which contains this information	Med	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
59	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Parents & Staff with Home Test Kits to receive the revised Instruction leaflet containing this information.	Med	
60	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	Revised Instructional Leaflet distributed with information of the link to video.	Low	
61	Surface and hands not cleaned before test or after test (if more than one test).	Revised Instructional Leaflet distributed with information of the link to video. Good hygiene reinforced by Sister & matrons.	Low	
62	Test kit not checked for damage or expiry date.	Home Test kits checked by Sister & matrons when handed to staff & parents. Log of kits maintained by Sister Wendy & batch Numbers and expiry documented.	Low	
63	Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	Revised Instructional Leaflet distributed with information of the link to video. Sister & matrons available to assist with first on site tests and instruct.	Low	
64	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	Revised Instructional Leaflet distributed with information of the link to video. Sister & Matrons perform this process ATS	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
65	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	Revised Instructional Leaflet distributed with information of the link to video. Sister & Matrons perform this process ATS	Low	

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66	Soft, fabric tip of swab and fabric strip touches hands.	Revised Instructional Leaflet distributed with information of the link to video	Low	
67	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Revised Instructional Leaflet distributed with information of the link to video.	Low	
68	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Revised Instructional Leaflet distributed with information of the link to video.. Kits contain waste bag. Sister & matrons dispose of waste at ATS.	Low	
69	Test on children under 12 continued despite child feeling pain.	Revised Instructional Leaflet distributed with information of the link to video. advice and support available from Sister & matrons.	Low	
70	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	Revised Instructional Leaflet distributed with information of the link to video.	Low	
71	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	Revised Instructional Leaflet distributed with information of the link to video. Staff or pupils will be identified for additional support and may be offered ATS testing rather than at home.	Low	
72	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Specific advice available from Sister & surgery team Revised Instructional Leaflet distributed with information of the link to video.	Low	
73	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Specific advice available from Sister & surgery team Revised Instructional Leaflet distributed with information of the link to video.	Low	
74	Unable to take a throat swab. (then swab both nostrils)	Specific advice available from Sister Revised Instructional Leaflet distributed with information of the link to video.	Low	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Marketing and Communications team to ensure that all	Low	

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		communication channels are regularly reviewed and updated		
2	New staff, parents and pupils joining school not provided or updated with full induction process or aware of changes and potential hazards.	All new and returning staff will be provided with the updated information (RA and operational plan) there will also be a reminder of the Training from September 2020. All Parents will be sent a communication relating to any new guidance received. Help cards to be reissued. Bulletin reminders will also be sent weekly	Low	
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	CPAT identified to ensure that all communications are made in a timely and efficient manner to all stakeholders. CPAT emails come directly into members inboxes and meetings are held as required to ensure that matters are dealt with in a timely manner	Low	CPAT no longer meet, all decisions are processed through the LG team who keep up to date with latest government guidance
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.	CPAT identified and will report into the Head and H&S Governors – Mr Richard Greaves sign off all documentation. WHS COBRA governing panel identified and set up, meetings to be held as required.. The Head will report to ELT at Stowe	Low	CPAT no longer meet, all decisions are processed through the LG team who keep up to date with latest government guidance
5	No school representative identified to liaise with local authorities and local health protection team.	Sister to liaise with all external Medical Bodies. Katie Applin to liaise from an Operational perspective.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	Sister point of contact with all external Medical Bodies (Mr Richard Greaves to provide additional support). Katie Applin	Low	

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		to liaise from an Operational perspective.		
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	Sister to liaise with all external Medical Bodies.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Staff have been regularly communicated with and before return have had access to the full RA and operational plan. CPAT available to discuss any concerns with staff.	Low	CPAT no longer meet, all decisions are processed through the LG team who keep up to date with latest government guidance
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.	Parents have access to Sister and KATie Applin to discuss concerns.	Low	
10	If required by NHS T&T insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	If a positive case is identified, Sister will work with Katie Applin and James Martin to, as confidentially as possible, identify contacts throughout the school. This will involve timetable identification as well have "dining" "break" and "club" contacts	Med	
11	Staff, parents and pupils not self-isolating after holiday and work visits abroad - as for government guidance	Communications will be sent prior to the start of term reminding parents and staff of the importance of following the government guidance in terms of isolation	Med	
12	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Covid-19 operational plan will act as a reminder of the importance of maintaining high standards. The children will be reminded in assembly	Low	

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		at the start of term and staff will receive a reminder during INSET.		
13	Class and activity rooms not properly and regularly ventilated with fresh air.	Covid-19 operational plan will act as a reminder Government guidance will be regularly reviewed by CPAT and important changes will be issued	Low	Staff have been reminded of the importance of ventilation in the classrooms and communal areas
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Covid-19 Operational Plan will act as a reminder	Low	
15	At drop-off and pick-up parents not complying with school policy (if required) outside gates and entrances.	Parents will be sent communications regarding drop off and pick up prior to the start of term. LG will be around at these times during the first few weeks of term to ensure that policy guidelines are being followed	Med	
16	Staff and parents not maintaining hygiene on frequently touched surfaces of bike, car, pram etc where appropriate.	Communications will be sent prior to the start of term reminding parents and staff of the importance of following the government guidance in terms of hygiene	Low	
17	Insufficient on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	WHS parental body use private vehicles and school minibus	Low	
18	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	WHS parental body use private vehicles and school minibus Staggering start/ end times for US and PP will remain in place to ease traffic	Low	
19	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	DSL, Sister and Wellbeing Mentor available for all staff and pupils. All are fully up to date on	Low	

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		the current guidance in relation to these matters		
20	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	Assistant/ Deputy Head to reassess and monitor. All pupils have signed an internet agreement	Low	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	DSL to review all safeguarding policies and meet with PMG before the start of term. Code of practice and staff handbook policies include any Covid related changes.	Low	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	INSET programme will include access to Covid-19 training reminder and staff will be asked to refresh using the online tools, they will also be reissued with the risk assessment and operational plan and an update of any new measures and requirements. Medical update from Sister Bull as required. DSL to meet with PMG to discuss safeguarding related issues	Low	H&S email sent out to all staff and a short Covid update delivered in INSET
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	DSL to lead on staff training for return to site and vulnerable children. Wellbeing mentor and Surgery staff also available to offer advice and training	Low	
4	DSL and DDSL not easily contacted and their contact information not known to all.	In first days of term, HoD's should remind staff who DSL and Safeguarding leads are	Low	DSL contact details are on the back of each staff members ID badge

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5	COVID-19 specific policy not updated to reflect medical responses, teaching, socialising, feeding, hydration, well-being etc.	Covid-19 Operational Plan issued to all staff prior to return, along with full RA.	Low	
6	Revised fire drills, registers, routes and assembly points not updated or rehearsed	Fire Policy has been updated with Fire Drill taking place in the first few days of term	Low	
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Head of Year's will work with LG to ensure that the specific needs of their cohort will be catered for in the first weeks of term as the children, and staff readjust to school life	Low	
8	Staff and pupils (where and if applicable) not wearing face coverings when and where recommended or appropriate.	Prior to the start of term, staff and parents will be communicated with regarding the new protocols for term. Masks will not be a requirement but staff and pupils will be allowed to wear them if they wish to	Low	As per government guidance, staff and Y7&8 pupils are required to wear face masks when indoors at all times. This will be reviewed in line with government guidance
9	Supply, peripatetic and temporary staff not observing control and hygiene measures.	Peri and temporary staff will be sent the updated Covid-19 Operational Plan and will be asked to familiarise themselves with this prior to the start of term	Low	
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some admin roles) not identified.	All staff will be required to work back on site to ensure that the school is able to return to being fully functional	Low	
11	If required or appropriate the "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	Staff will be reminded that this is the ideal and will be advised to maintain if possible. Advise that	Low	

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		classrooms should remain set up to allow this if possible		
12	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 by NHS T&T.	If a positive case is identified, Sister will work with Katie Applin and James Martin to, as confidentially as possible, identify contacts throughout the school. This will involve timetable identification as well have "dining" "break" and "club" contacts	Med	
13	New controls measures and safety precautions not understood or implemented.	INSET will be used as an opportunity for staff to share any queries or concerns that they may have. RA and Operational Plan will be shared with staff prior to INSET	Low	
14	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	DSL and PMG to discuss all updates	Low	
15	Recruitment process and pre-appointment checks not following legal requirements.	Recruitment policies remain in place and all regulations followed.	Low	
16	New staff and pupil registration and induction processes not adapted or compliant.	All new staff will be trained with rest of staff body. Parents of new children will be required to complete the declaration in the same way as all other students.	Low	
17	SCR not updated with DBS related issues and required documents not properly verified or recorded.	DSL and PMG to ensure updates are made before the start of term.	Low	
18	Plans to separate work, learning, meetings, activities and play outside not fully considered – if required.	Covid-19 Operational Plan outlines new measures in place for meeting spaces, activities and outdoor play	Low	
19	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	External coaches will be contacted at the start of term, RA will be issued to them and they will be asked to ensure that the government guidance for their sports are followed.	Low	

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		This will be managed by the Activity Lead		
20	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	HoD will be responsible for ensuring that current government guidance is adhered to within their area, CPAT will be available for support with this.	Low	In the absence of CPAT, LG will be available to offer support
21	Physical education, sport and activities not following new control measures in their sport guidance	HoD will be responsible for ensuring that current government guidance is adhered to within their area, CPAT will be available for support with this.	Low	In the absence of CPAT, LG will be available to offer support
22	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	INdoor sports will only take place in the sports hall. Doors should be left open where possible providing sufficient ventilation	Low	
23	Where appropriate guidance on grassroot sports for public and sport providers , safe provision and facilities , and guidance from Sport England , Association for Physical Education and the Youth Sport Trust not followed.	HoD will be responsible for ensuring that current government guidance is adhered to within their area, CPAT will be available for support with this.	Low	In the absence of CPAT, LG will be available to offer support
24	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	All musical activities will be risk assessed prior to the start of term. This will be a dynamic RA. Where possible, singing will be outside or in a well ventilated room. The Director of Music will remain up to date with the current government guidance to ensure that rules and guidelines are followed.	Low	
25	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	A new communal staffroom has been set up in the Manor House and breaks will be staggered to ensure that distancing m.y take	Low	

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		place. Seligman and PP staff will continue to use their smaller staff room areas and a US staffroom will be created in the print room. Tea and coffee making facilities around school so that staff can make drinks within their own areas.		
26	If required or appropriate staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Whole staff meeting will take place in a dining room, while AM briefing will continue online. Smaller staff spaces around the school prevent the need for big groups to regularly come together in small spaces.	Low	AM briefings no longer take place- a second staff meeting has been timetabled for a Thursday morning to communicate "midweek" messages
27	If required or appropriate staff not having sufficient down time / rest during the working day / week?	Teaching staff to continue with timetabled breaks during the day/ week. Support staff to take breaks in offices or off site.	Low	
28	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Workloads to be managed by CMG with LG for guidance	Low	
29	Staff unable to manage the provision of both in school and remote learning.	To be managed by CMG with LG for guidance	Med	
30	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	CCTV regularly monitored and reviewed by Director of Operations.	Low	
31	If required or appropriate Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	A communication will be sent out before the start of term with details of drop off and pick up included. Staff Operational plan includes these details so that they are confident with what is required. Contractors to be advised upon arrival of site requirements.	Low	
32	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Wraparound care will run on a Wednesday afternoon for those children who cannot be collected	Low	

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		by 4.30pm. This will be run by a dedicated member of staff who will have access to the member of Leadership team on duty that day. Wherever possible, the group will be held in an outdoor space. If inside it will be held in the Reading Room		
33	Where required or appropriate Classrooms don't reflect recommended layout, enhanced cleaning rules and timings.	Cleaning of classrooms to happen three times daily, fogging once daily. Classrooms will also have a hygiene basket and teacher will be responsible for wiping down touchpoints between lessons as required. Classroom layouts reconfigured and teachers to advise CPAT with any concerns that SD cannot be adhered to. PPE will be provided in line with government guidance	Low	
34	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Additional sinks installed in Seligman playground and Upper Quad. Children will be regularly reminded to wash hands for at least 20 seconds. Teachers to be responsible for reminding children of the need for good hygiene. Signage around school will remind children of the need to wash hands.	Low	
35	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Automatic hand sanitizing dispensers by all keypads on main site. Sinks in each bathroom facility plus additional sinks in Seligman playground and Upper Quad. Each classroom has a hygiene basket including wipes, Virabact, hand sanitizer and blue roll.	Low	
36	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Staff responsible for letting Domestic Manager know when their own hygiene basket needs restocking. Checklist for Domestic Staff include restocking of any areas where cleaning equipment is running	Low	

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		low. Bins are checked and emptied daily along with cleaning of classrooms		
37	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.	Staff advised to wipe items down frequently and to leave items which can be cleaned by the fogging machine out overnight.	Low	
38	Management of resources shared between classes or bubbles not regularly cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics) .	Staff advised to wipe items down frequently and to leave items which can be cleaned by the fogging machine out overnight. Teaching staff responsible for wiping down in between lessons CPAT email available for any further queries	Low	IN the absence of CPAT, LG are available for help with queries
39	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Domestic manager or Domestic Supervisor to regularly check and monitor all areas. Checklists to be completed daily by domestic staff. Changing rooms to be separated by year groups and no entry for other years.	Low	
40	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.	Pupils only allowed to bring school bag with pencil case into school.. No pupil mobile phones allowed on site.	Low	
41	Outdoor playground equipment not frequently cleaned.	Outdoor equipment to be cleaned once a week in PP and Seligman by Grounds and Estates team.	Low	
42	Overnight educational visits not organised in line with school policy and control measures	No overnight trips are planned for the Michaelmas Term. Any future trips will be fully risk assessed in line with Government guidance	Low	
43	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing	Catering teams will be divided and work separately to ensure that cover can be provided if required	Low	

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44	Organisation of breakfast and after school club revised to support new control and hygiene measures. in to small, consistent groups and maintaining year groups or bubbles.	Wrap around club registers will be held for T&T purposes in line with Government Guidance.	Low	IN the absence of CPAT, LG are available for help with queries
45	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	PMG to keep mental wellbeing under constant review. DSL, Sister and Surgery team and Wellbeing Officer (Suzanne Grey) available to all staff and pupils.	Med	
46	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	PMG to keep mental wellbeing under constant review. DSL, Sister and Surgery team and Wellbeing Officer (Suzanne Grey) available to all staff and pupils.	Med	
47	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	PMG, Wellbeing mentor and the Surgery team lead by Sister will be available to provide this support.	Low	
48	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings as for new control measures	CPAT to keep under review with HoDs and LG. Daily Staff briefings will give staff the opportunity to raise changes that need to be made, all issues should be emailed through to CPAT with as much notice as possible	Low	IN the absence of CPAT, LG are available for help with queries
49	Plans, briefing and statistics for ISI / Ofsted visit / inspection do not reflect new KCSiE or ISI Commentary	ISI inspection due imminently. Deputy Head (Sarah L) and the LG to ensure that all policies and documentation is up to date.	Med	
50	Roles suitable to home working, such as administration, not reflecting new methods of operating.	All support staff will return to working on site to ensure that the school can fully operate within the reduced restrictions. Any staff with queries relating to this are able to contact Katie Applin to discuss	Low	

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51	Those working / schooling at home not provided sufficient information and training to work safely.	N/A- however, if home working is reinstated then the Home working guide will be resent to all staff along with a checklist to complete and return in the case of any queries	Low	
52	Those working / schooling at home not advised on suitable furniture and equipment.	N/A- however, if home working is reinstated then the Home working guide will be resent to all staff along with a checklist to complete and return in the case of any queries	Low	
53	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.	N/A- however, if home working is reinstated then the Home working guide will be resent to all staff along with a checklist to complete and return in the case of any queries	Low	
54	Those working / schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue etc.	N/A- however, if home working is reinstated then the Home working guide will be resent to all staff along with a checklist to complete and return in the case of any queries	Low	
55	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	N/A- however, if home working is reinstated then the Home working guide will be resent to all staff along with a checklist to complete and return in the case of any queries	Low	
56	Those working / schooling at home not advised on stress and mental health.	N/A- however, if home working is reinstated then the Home working guide will be resent to all staff along with a checklist to complete and return in the case of any queries	Low	
57	Those working / schooling at home do not have an emergency point of contact or know how to gain help if needed.	N/A- however, if home working is reinstated then the Home working guide will be resent to all staff along with a checklist to complete and return in the case of any queries	Low	

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Trip Risk Assessment in the Step 4 COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	School not undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely	Educational Trip Policy has been reviewed and updated. Any person planning a trip must complete the RA with Covid considerations documented. This form must be signed by Katie Applin and The Head prior to the trip taking place	Low	
2	Insufficient information and detailed itinerary for parents, pupils and accompanying staff.	The trip planner must consider the communications to staff and parents prior to the trip taking place. This will require Covid considerations to be outlined as per the RA form	Low	
3	Children and staff do not understand or not implementing new control measures during visit or at their destination.	The trip planner must take responsibility for ensuring that they understand current government guidance. CPAT or Katie Applin can be contacted for support, the planner must make contact with the venue to ensure that they have a RA in place and it is strongly advised that this RA is used to complete the school RA form	Med	In the absence of CPAT, LG will be available to offer support
4	Insufficient transport details including seating, queuing, boarding, ventilation and cleaning regime	The trip planner must take responsibility for ensuring that they understand current government guidance. CPAT or Katie Applin can be contacted for support, the planner must make contact with the venue to ensure that they have a RA in place and it is strongly advised that this	Low	In the absence of CPAT, LG will be available to offer support

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		RA is used to complete the school RA form		
5	School risk assessment does not consider what control measures required or follow wider advice on visiting indoor and outdoor venues.	The trip planner must take responsibility for ensuring that they understand current government guidance. CPAT or Katie Applin can be contacted for support, the planner must make contact with the venue to ensure that they have a RA in place and it is strongly advised that this RA is used to complete the school RA form which has been updated to include "covid considerations"	Low	In the absence of CPAT, LG will be available to offer support
6	School not consulted the health and safety guidance on educational visits when considering visits.	The trip planner must take responsibility for ensuring that they understand current government guidance. CPAT or Katie Applin can be contacted for support, the planner must make contact with the venue to ensure that they have a RA in place and it is strongly advised that this RA is used to complete the school RA form	Low	In the absence of CPAT, LG will be available to offer support
7	If required or appropriate overnight sleeping arrangements not properly considered with regard to control measures	N/A, no overnight trips are planned for Michaelmas Term	Low	
8	If required or appropriate adults not accommodated (ideally) in their own separate rooms.	N/A, no overnight trips are planned for Michaelmas Term	Low	
9	Shared facilities (bathrooms, kitchens etc) not effectively and frequently cleaned	N/A, no overnight trips are planned for Michaelmas Term	Low	
10	No contingency plans and rapid response protocols for those developing symptoms in a bubble / groups and needing to self-isolate	The trip planner must take responsibility for ensuring that they understand current government guidance. CPAT or Katie Applin can be contacted for support, the planner must make contact	Low	In the absence of CPAT, LG will be available to offer support

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		with the venue to ensure that they have a RA in place and it is strongly advised that this RA is used to complete the school RA form. Contingency plans must be detailed on the RA form prior to sign off by Katie A and Katy D		
11	Drivers (and escorts) insufficiently briefed on implementing revised schedules, procedures or with inappropriate control and hygiene measures (PPE, cleaning materials etc).	All staff members must have been issued with the completed prior to the trip taking place.	Low	
12	Accommodation providers (where appropriate) not compliant with control measures and school requirement e.g. hygiene and HSE standards on ventilation.	N/A	Low	
13	Insufficient COVID-19 cancellation, travel insurance and adequate financial protection.	Trip planner must ensure that they know the cancellation policies prior to booking the trip. This should be discussed with Katie A or Karen H if there are any questions over insurance or cancellation policy.	Low	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
14	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Staff issued risk assessment and operational plan prior to start of term, along with link to government guidance. A short Covid related training	Med	
15	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	Staff issued risk assessment and operational plan prior to start of term. Staff training provided by Sister	Med	As per government guidance, isolation may now end if negative LFD’s have been

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					achieved on day 6&7
16	Staff and pupils not aware that from Monday 16 August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	Communications will be sent to staff and parents prior to the start of term reminding them of the current government guidance, including links to the government website information	Low		
17	Staff and pupils not aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	Communications will be sent to staff and parents prior to the start of term reminding them of the current government guidance, including links to the government website information	Low		As per government guidance, isolation may now end if negative LFDs have been achieved on day 6&7
18	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.	Isolation room available in red area next to surgery room, in SANs (in main house top floor) and in Seymour Room in boarding house. Allocated lavatories available. PPE available through surgery	Low		
19	Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms or been in "close contact".	Communications will be sent to staff prior to the start of term reminding them of the current government guidance, including links to the government website information. Sister will be available for advice	Low		IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
20	Those that have been identified as "close contact" via NHS T&T do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	Communications will be sent to staff prior to the start of term reminding them of the current government guidance, including links to the government website information. Sister will be available for advice	Low		IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team

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21	Those waiting the confirmatory PCR results do not know to self-isolate.	Communications will be sent to staff prior to the start of term reminding them of the current government guidance, including links to the government website information. Sister will be available for advice	Med	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
22	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Record and monitoring of Covid-19 cases by Sister Liaison with local Public Health and contact DfE Helpline (0800 046 8687) by Sister for advice or should 2 or more Covid-19 tests prove positive.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
23	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.	Communications will be sent to staff prior to the start of term reminding them of the current government guidance, including links to the government website information. Sister will be available for advice	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
24	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.	Housekeeping staff informed & trained in Covid-19 cleaning requirements by Katie Applin & Sister Advised use of antiviral cleaning products and fogging machine. Surgery staff to advise when and where additional cleaning is required after a symptomatic case has been in an environment	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
25	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell.	Communications will be sent to staff prior to the start of term reminding them of the current government guidance, including links to the government website information. Sister will be available for advice	Med	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
26	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Surgery staff will only check for fevers in symptomatic children.	Low	

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27	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Surgery staffed 8-6 by medical staff.	Low	
28	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Staff issued risk assessment and Operations Plan. Staff training provided by Sister PPE and cleaning materials provided by Katie Applin, Debbie Molloy and Sister	Low	
29	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature testing in surgery recorded in medical notes. Staff wearing PPE.	Low	
30	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Isolation areas identified for boarding and day students. Areas identified in the Risk Assessment	Low	
31	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Contractors must follow Government guidance for Covid safe working. To work outside of school hours where possible. Minimal staff and student contact.	Low	
32	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Hand sanitiser in PrePrep controlled by staff and kept out of reach of children. Handsfree sanitiser dispensers attached to walls around school for older students.	Low	
33	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Staff to follow risk assessment and operations policy. Staff in LD to receive training to understand the rules and reinforce.	Low	
34	Lack of information on control measures e.g. 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.	Posters around the school environment to reinforce the message.	Med	
35	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Posters around the school environment to reinforce the message Staff will be asked to remind children of the importance of good hygiene in the first days back	Low	
36	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Staff training. Staff to read risk assessment and operations policy	Low	

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37	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Staff issued risk assessment and covid operations plan. Sister or other surgery staff will liaise with GPs, local authorities etc	Low	
38	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Parents/carers to follow school guidance and inform school of any child absence.	Low	
39	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Latest government guidance will be issued to staff in communication prior to the start of term	Low	
40	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.	Sister will liaise with local public health bodies. Rooms and space available for a mobile testing unit.	Low	
41	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Staff training and knowledge of school policies. Health & Safety routinely monitored by committee and governors.	Low	
42	No early liaison with local health protection teams and Local Authorities who provide advice (and may recommend large groups self-isolate or school closure)	Sister will liaise with local public health.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
43	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	High percentage of school staff are first aid trained. Over 40 staff hold a 1 day schools' first aid certificate (including all sports staff). 16 staff (most in Pre Prep) have the 2 day Emergency Paediatric certificate. 3 staff have the 3 day First Aid at Work certificate,	Low	
44	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Staff information in Risk Assessment	Low	
45	Not compliant with requirements for EYFS and PFA certification.	16 staff with current Paediatric Emergency First Aid certificate. No need for 3 month extensions.	Low	
46	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Staff issued risk Assessment and Covid Operations plan Staff training by Sister	Med	

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47	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Staff considered clinically vulnerable or extremely vulnerable have been advised to inform sister and/or Katie Applin and personal RA's have been carried out. Where appropriate these have been passed on to Occupational Team nurse for further assessment Staff issued Risk assessment	Med	
48	Lack of School decision or policy for level of PPE required for staff or pupils.	Staff issued Risk assessment and operational plan Parents to read communication sent out prior to the start of term	Low	
49	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	Staff have been previously asked to identify themselves if they are CV or CEV and RA's have been completed. New Staff will be asked to do the same.	Med	
50	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	Staff have been previously asked to identify themselves if they are CV or CEV and RA's have been completed. New Staff will be asked to do the same. Katie Applin will remain in contact with those considered CEV to ensure that their specific needs are met.	MEd	
51	Control measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	Extensive risk assessment completed. Staff and parents requested to advise the school of vulnerabilities. Staff issued the Risk assessment and Covid Operations Policy. Personal RA's have been completed for vulnerable and extremely vulnerable staff members, where appropriate these have been referred to occupational health nurse and additional measures have been put into place.	Low	In the absence of CPAT, LG will be available to offer support

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			CPAT available for additional support		
52	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and home.		Extensive risk assessment completed. Staff and parents requested to advise the school of vulnerabilities. Staff issued the Risk assessment and Covid Operations Policy. Personal RA's have been completed for vulnerable and extremely vulnerable staff members, where appropriate these have been referred to occupational health nurse and additional measures have been put into place CPAT available for additional support	Med	In the absence of CPAT, LG will be available to offer support
53	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.		Staff have been previously asked to identify themselves if they are CV or CEV and RA's have been completed. New Staff will be asked to do the same. Katie Applin will remain in contact with those considered CEV to ensure that their specific needs are met.	Low	
54	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.		Staff will be asked to be open and honest with the school in accordance with government guidelines. Sister will remain the first point of (confidential) contact.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
55	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.		Staff will be asked to be open and honest with the school in accordance with government guidelines. Sister will remain the first point of (confidential) contact.	Low	IN the temporary absence of a Sister, Katie Applin will lead on this with the surgery team
56	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).		Sister will remain responsible for recording these details. As required, Jenny Blake and James Martin will be	Low	

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			informed, as will the rest of LG if required.		
57	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.		Line Managers (LG) will be asked to take responsibility for this area	Low	

Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
75	Boarding policies and procedures not updated, regularly reviewed and communicated.	Head of Boarding to review and Update any policies prior to start of term. Communication will be sent to parents prior to boarding commencing should it be required in line with SBA and Government Guidance	Low	
76	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Keypads will be checked prior to the start of term and recoded within the first few days	Low	Codes have been reissued during Michaelmas term
77	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Boarding staff fully briefed by Sister prior to start of Michaelmas term. Sister to ensure that medical PPE is supplied to the department and staff will be responsible for ensuring that stock levels are maintained. Domestic Manager and Domestic staff will ensure that regular cleaning materials are in place	Low	
78	Communication and procedures for welcoming back boarders and part-time boarders not applied.	Head of Boarding/ House Parents will be responsible for issuing a communication to parents prior to the start of boarding.	Low	
79	Insufficient consideration of control measures and precautions for flexi and weekly boarders.	Procedures will be communicated to boarders upon their return. Measures will be appropriate to risk level and aspects of previous term's measures may be left in place as required	Low	

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80	If required or appropriate insufficient efforts to reduce travel between home and school to reduce infection risk.	In the event of an increase in local cases, families will be able to increase boarding nights if required	Low	
81	If required or appropriate no alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	School Minibuses are available, however, parents use private transport rather than public to get to and from school	Low	
82	Rules and procedures for exeat, trips and activities out, appointments or visits from family and / or guardians not complied with or understood.	Children will be briefed upon their return and a communication to parents will be sent prior to the start of boarding	Low	
83	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Fire Policy will remain in place with risk to life superseding Covid-19 measures. Fire Drill to be carried out in the first few days of term	Low	
84	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Suitable area has been identified within the Manor House which would be used by either female or male boarder (key pad to prevent access by male boarders)	Low	
85	Do those attending isolated cases know the procedures and have access to PPE?	Full training given to boarding parents by Sister	Low	
86	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).	Communications will be sent prior to the start of term. As WHS is only offering 4 nights of boarding, those isolated with symptoms will be sent home at the earliest time parents can collect	Low	
87	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Laundry will be washed once weekly, although children asked to provide two sets. Wipes to be made available for children to wipe down equipment that has been used.	Low	
88	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Pupils will be issued with Phone Cards.	Low	

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		Parents may call on House Phones		
89	Boarders not aware of global news and how it may affect them or their family.	Boarding Staff to maintain these communications with Boarders.	Low	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Pupils do not know to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. if they are required to quarantine).	A communication will be sent to all parents using the school transport prior to the start of term, this will outline expectations on the buses	Low	
2	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Communication with drivers Katie Applin and Sarah leftley. Sister to advise prior to the start of term on recommended behaviours. RA completed	Low	
3	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	Drivers able to communicate through Katie Applin	Low	
4	Drivers have insufficient / inappropriate PPE, cleaning materials and training if risk level increased or would normally need for their work.	Cleaning materials will be supplied on the buses, which will be fogged once daily. Drivers asked to wear face mask during journeys	Low	
5	Inappropriate cleaning schedule that does not focus on control measures particularly frequently touched surfaces.	Cleaning materials will be supplied on the buses, drivers are asked to wipe down at the end of their journey. Buses will be regularly fogged. Drivers asked to wear face mask during journeys	Low	
6	Pupils not encouraged to switch to active travel (e.g. walk, cycle) and help to reduced journeys where possible.	N/A due to distance of homes to school	Low	
7	Not implementing 'safe streets' policies outside schools.	N/A due to distance of homes to school	Low	
8	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	Drivers will be reminded prior to the start of term to ensure that ventilation is used wherever possible	Low	

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9	If required or appropriate insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Drivers will be reminded prior to the start of term that children should queue sensibly prior to boarding and have their hands sanitised as the board.	Low	
10	Pupils aged 11 and over are unaware that a face covering, is not necessary on transport unless they wish to wear one	Pupils and parents will be advised prior to the start of term about the necessity for face coverings in line with school policy	Low	New government measures require children in Y7&8 to wear masks on buses again- this has been communicated to drivers and parents
11	Pupils and parents unaware that use of face coverings and other control measures may be necessary temporarily.	Pupils and parents will be advised prior to the start of term about the necessity for face coverings in line with school policy	Low	New government measures require children in Y7&8 to wear masks on buses again- this has been communicated to drivers and parents
12	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	Drivers will be reminded prior to the start of term that children should queue sensibly prior to boarding. Parents will be asked to reinforce this to support the drivers.	Med	
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All checks have been completed prior to the start of term	Low	

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	Once weekly operations meeting. CPAT to issue changes to RA and Operational Plan to all staff as required	Low	LG are available for support with any covid related queries in the absence of CPAT

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2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Where physical meetings take place they will be held in meeting room with windows and doors open (as appropriate).	Low	
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	CV staff have been asked to identify themselves so that personal RA's can be completed. Prior to the start of term, support staff (Domestic and Catering) will be gathered for a meeting to discuss the requirements for the new term	Low	
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Offices to be cleaned once daily and to have cleaning materials available. Reminder Training delivered by Katie Applin prior to the start of term. Debbie Molloy to remain responsible for ensuring that stock levels of cleaning equipment are sufficient	Low	
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Offices cleaned by domestic staff once daily and also fogged once daily. Staff to have access to cleaning materials and hand sanitizer to wipe down touch points regularly	Low	
6	Security and access systems not regularly checked, updated and re-coded.	All keypads will be recoded in the first few days of the Michaelmas term	Low	
7	Reconfigured areas, zones and routes hampering fire exits and routes.	Exit routes checked and not impacted., all teaching staff asked to complete a classroom RA and checklist prior to the start of term	Low	
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire exit routes checked and not impacted, all teaching staff asked to complete a classroom RA and checklist prior to the start of term	Low	

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Additional sinks installed in Upper Quad and Seligman. Automatic hand sanitizers installed around the school and hand sanitizer in each classroom. Wipes available around school (especially near shared equipment)	Low	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	All access to site must be through main gates which will remain closed. School office to sign in all visitors to site and relay site rules which must be followed.	Low	
3	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented.	All contractors should complete declaration on IPAD when signing in		
4	If required or appropriate contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	All access to site must be through main gates which will remain closed. School office to sign in all visitors to site and relay site rules which must be followed.	Low	
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Gas central heating when required. Doors and windows to be left open wherever possible to ensure good ventilation of rooms.	Low	
6	Insufficient gas supply, maintenance, checks, venting and valves.	Checks have been made and all legal requirements are up to date	Low	
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Kitchen checks upheld by Catering Contractor	Low	
8	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	All testing is up to date	Low	
9	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	All testing is up to date	Low	
10	Risk assessment of reinstated water and air conditioning systems not reviewed before building occupied	All testing is up to date	Low	
11	Reinstated water and air conditioning systems not cleaned and disinfected, if required, by a competent person before building occupied.	All testing is up to date	Low	

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12	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Swimming Pool open following staff training and checks by Mosaic	Low	Swimming Pool is closed for the winter season
13	Fire alarm panel, system and extinguishers not in date and not serviced.	Services and checks are all up to date	Low	
14	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Staff training includes fire doors must not be propped open unless automatic emergency closers fitted and operational	Low	
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Catering Contractor to ensure the areas is cleaned and fully stocked. RA provided	Low	
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Chef working hours reconfigured before the start of term. Reduction in hospitality provides additional hours for cleaning etc. Restructured food services to provide additional times.	Low	
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Children will be served with two year groups in each dining room, canteen style.	Low	One dining room per year group-to "futureproof" any outbreaks
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Glasses of water will be provided at lunch time. Children must bring their own water bottles, which is outlined in the parents communication prior to return. Water fountains available for refilling bottles but top drinking spout part of fountains will remain out of action	Low	
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Daily and weekly checklists in place to be checked off by domestic manager and domestic supervisor as necessary. Daytime teams given own areas to clean and be responsible for	Low	

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		Fogging to be undertaken once daily, touch points three times daily. Staff to be responsible for wiping touch points in classrooms and offices throughout the day		
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Training provided by Sister and Katie Applin prior to the start of term	Low	
21	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Daytime cleaning staff schedules reviewed and updated to provide the cover required	Low	
22	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Sister o lead on medical cleaning requirements, training provided before the start of term	Low	
23	Cleaning staff not equipped or using appropriate PPE where recommended including aprons, gloves, face coverings and their subsequent disposal.	Sister to lead on medical cleaning requirements, training provided before the start of term	Low	
24	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Laundry equipment has been serviced and contracts in place for maintenance should issues arise.	Low	
25	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	All services have been resumed	Low	
26	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	No scheduled building works in place in Michaelmas Term	Low	No scheduled building works in place in Lent Term
27	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	All deliveries to site will need to come through main gates which will be kept closed. School office to confirm site rules upon arrival	Low	
28	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Waste schedule considered and resumed. Will remain under review.	Low	
29	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Normal service has resumed and remains under review	Low	

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30	<p>How often is this Risk Assessment reviewed? As circumstances change? Daily? Weekly? Monthly? Termly? Annually?</p>	<p>This risk assessment will be reviewed by CPAT as required in accordance with new guidelines issued by the Government. LG to be informed of changes and H&S Governors and WHS COBRA panel and ELT to be informed of Critical changes.</p>	Low	<p>This risk assessment has been reviewed by the Director of Operations on 03/01/2022 to ensure that new, temporary measures are adhered to. Reviewed by the Head and communicated to Group H&S manager, and governor on 5th January 2022</p>
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