

UPDATED COVID-19 Risk Assessment for Schools

A Risk Assessment for Re-opening Schools in September (as at 31st August 2020)

Introduction

The UK is to fully re-open schools in September. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures. Government advice for re-opening in September is relatively well set but recognises that while COVID-19 remains in the community schools will be required to make judgments concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources.

Advice and Guidance

ISBA aims to provide up to the minute advice and guidance to the independent schools 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 how these risks are scored and mitigated. 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 take to control the 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.

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

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

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

Running the School - Assessing the Risk

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

There is a legal requirement for schools to revisit and update their risk assessments, building on the learning to date and the practices already developed, and to consider the additional risks and control measures to enable a return to full capacity in the autumn term. 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 reviewed by governors?
- E. Are changes shared with insurers?
- F. Is there early liaison and active engagement with the local health protection team.
- G. Do staff understand NHS Test and Trace procedures?
- H. Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?
- I. Is contact minimised and distance maximised between all those in school, wherever possible?
- J. Are Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?
- K. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?
- L. Are high-risk areas being regularly monitored (including boarding areas) for hygiene?
- M. Are suspended services and subscriptions re-set or updated due to new needs?
- N. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- O. Are there sufficient supplies of hygiene materials and are they well placed?
- P. Are contingency plans in place for operational changes such as re-closing, loss of catering?
- Q. Are all the hazards identified properly mitigated and regularly re-assessed?

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

- R. Currently the Government does not recommend wearing a face covering in schools although they may be worn by certain staff (cleaners, chefs, medical staff etc) or on certain occasions such as in buses to help mitigate risk although this is not mandated on dedicated transport.
- S. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities. PPE may include:
 - a. Face coverings.
 - b. Gloves.
 - c. Eye protection.
 - d. Shields (for lecterns, desk separators, staff desks, reception, servery).
 - e. Sanitisers (gel and tissues).
- T. Enhanced cleaning arrangements to:
 - 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.
- U. Consideration of how to reduce contact and maximise distancing between those in school, where ever possible, and minimise potential for contamination by:
 - a. Using outdoor space.
 - b. Altering classroom layout with desks facing the front.
 - c. Staggering timetables for drop-off, assemblies, breaks, lunch, playtime, pick-up times.
 - d. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.
 - e. SD in spaces such as halls and dining areas and groups are staggered through spaces.
 - f. Recording groups and bubbles compositions in case pupils need to self-isolate.
- V. Medical.

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- a. Staff and students with covid19 symptoms within the 10 days prior to school opening, should not attend unless they are able to provide evidence of a negative test.
- b. Although staff retain their rights to confidentiality regarding their health, we would ask those with medical conditions that may deem them “extremely vulnerable” (<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>) to share this information, in confidence, with Katie Applin and Wendy Bull to assist in risk assessment and providing your safest return to work.
- c. A confidential list of vulnerable students, and staff will be requested and maintained by Sister Wendy Bull. Any confidential information is shared on a need to know basis. Staff information would only be shared with their specific consent.
- d. All extremely clinically vulnerable (high risk) and clinically vulnerable (moderate risk) staff and students are able to return to a school environment that is Covid-secure. Those in the high risk group are strongly advised to take advice from their GP and/or Consultant. Advice may change in accordance with local public health recommendations.
- e. Sister Wendy Bull will maintain and monitor a record (via password protected excel spreadsheet) of all staff and students covid tests and the results. Information will also be documented in school held medical notes.
- f. Staff and students who have been in contact with anyone with a positive covid result outside of the school environment must follow government guidance and isolate. We would request that this information is shared with Sister Wendy Bull.
- g. Staff and students who have travelled abroad must monitor government advice regarding any potential isolation on their return. We would request that school is kept informed of this situation. <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>
- h. Have all adhered to the external socialising rules set by the school for shopping, parties, day trips, games, play, activities and travel (other than home to school and return)?
- i. Parents are currently unable to attend any school events such as plays, concerts and sporting events. Parent and teacher meetings will be maintained online.

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

System of Controls

DfE/PHE has a set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and build on the hierarchy of protective measures. When implemented with a “revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced”.

Prevention:

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

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

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

Number 6 applies in specific circumstances.

Response to any infection:

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

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

Conclusion

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

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

One last note of caution: do consult your insurance company or brokers once you have decided upon your plans. Your risk assessment will be a critical part of this decision-making process and may be sought as evidence of the school's approach to risk.

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Annex A to
ISBA COVID-19
Risk Assessment

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Risk Level	Control measures	Outcome Risk Level	Action required by	Date Completed	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Medium	All policies and procedures have been checked and updated to include Covid-19 reopening considerations	Low	Sarah L		
B	Government advice not being regularly accessed, assessed, recorded and applied.	High	A Covid-19 Planning Advisory Team (CPAT) has been formed. Members include Sarah Lettley, Katie Applin and Wendy Bull who will regularly review government guidance and the policies and procedures in place at WHS	Medium / Low	CPAT	Aug 2020	
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	High	CPAT have produced a Covid-19 Operational policy for the return to school which will be shared with all staff, along with the full RA before they return. Training will also be provided for all staff. A parent's guide will be issued to parents before the start of term with an opportunity for them to raise questions or concerns. The bulletin will be issued weekly with regular reminders and new information.	Low	CPAT and H&S Governor		
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Medium	CPAT will meet on a daily basis at the start of term to ensure that the RA remains dynamic and any changes are immediately implemented. These changes will be fed into	Low	CPAT, Head, LG, Director of Marketing		

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			<p>LG at least weekly, more frequently if required. A daily briefing from the Head will allow for daily communications to the staff body who will be expected to communicate with Pupils. Weekly updates to parents via the bulletin and any additional, urgent communications will be sent via Clarion. Marketing Dept. to ensure that the School's social media reflects any changes where possible.</p>				
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Medium	The RA and Covid-19 Operations Policy will be dynamic documents updated daily if required. Critical amendments will be sent to the H&S governing team on an adhoc basis, otherwise fortnightly updates will be sent.	Low	CPAT		
F	Insurers and / or brokers not consulted with school's re-opening and / or amended plans	Medium	The School's insurers will be sent a copy of the RA and Operational Policy before the school reopens and will be advised should any critical changes occur that will impact the Insurance Policy. Katie Applin is in regular contact with the Insurers.	Low	Katie A		
G	Local authority and health protection team not engaged prior to the beginning of term.	Medium	Sister Bull to keep up to date with all NHS requirements	Low	Wendy Bull		
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Medium	Sister Bull to keep up to date with all NHS requirements and will be available for advice to staff and parents. Requirements will be published before the start of term and updated as required.	Low	Wendy Bull		

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I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	High	<p>The school will be split into three bubbles and within these bubbles there will be five teams (N&R, Yr1&2, Yr3&4, Yr5&6, Yr7&8) which will allow specific, smaller groups to isolate should they be required. In order to deliver a full and broad curriculum, staff will be required to move between the teams but they will need to maintain social distancing between themselves and the children and other staff members at all times.</p> <p>A Sanitorium has been set up next to Surgery for day pupils to isolate should there be a requirement. A separate boarding Sanitorium has also been identified.</p>	Medium	Wendy Bull, Assistant Head Academic		
J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	High	<p>Given the nature of the site and the specialist style of teaching from yr5 upwards, it has been recognised that the School is unable to eliminate all contact between bubbles and teams. It has also been recognised that Social Distancing of 2m cannot be maintained in all instances, however, each area has been considered to reduce risk as far as possible while still delivering a full and broad curriculum.</p> <p>Children will be split into bubbles (PP, Selgiman and US) and then smaller teams (N&R, Yr1&2, Yr3&4, Yr5&6, Yr7&8) in order to reduce the level of mixing that is</p>	Medium / Low	CPAT, Katy Dallimore, James Martin		

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			<p>appropriate to the size of the School site. Each bubble will have their own drop off and pick up times and points. Each team will have their own outdoor spaces, dining slots (with PP remaining on the Manor Road site at the beginning of term), changing and bathroom facilities (by year group) and after school activities.</p> <p>Wherever possible, teachers will move to the children rather than the children moving around the site (especially so for Yr3&4 to protect the Seligman bubble wherever possible).</p> <p>Classrooms will be arranged to maximize the space between children, taking into consideration the importance of maintaining distance between the teacher and pupils. Teaching staff will be responsible for ensuring that the room is cleaned at the end of each lesson, especially where a group from a different bubble will then enter.</p> <p>Boarding for Yr7&8 only for Michaelmas term with a reduced staffing team to avoid unnecessary contact between bubbles in the boarding house.</p> <p>Staffroom seating to be removed and smaller tea and coffee stations to be set up around the school so that staff are not moving through the site unnecessarily.</p>				
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			<p>Visiting staff asked to move around site as little as possible and avoid the communal areas wherever possible.</p> <p>Staff will be attached to a bubble for dining and activities, which will be the bubble that they spend most of their time with (e.g. the year group of their tutor group)</p> <p>Staff meetings to take place online wherever possible and especially where they include staff members from separate teams and bubbles. No physical meeting should take place if there are more than six members of staff.</p>			
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	High	Wendy Bull to lead on medical signage and messages throughout school. Signage to be prevalent throughout the site. Hand Sanitizer dispensers have been put up around site (automatic to reduce risk of misuse by children) and each classroom will be supplied with a sanitation basket. Staff to be trained during INSET on the importance of applying hygiene rules set in place and taking ownership of cleaning their classrooms at the end of each lesson, which will be in between formal cleans by domestic staff	Medium /Low	Wendy Bull, Katie Applin, Emma Goldsmith	
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	Medium	Covid-19 policy to include details on operational elements of Sports, Music, Drama and Boarding which have	Medium / Low	CPAT, Sam Stoop, Chris Price, Shelley Irvine,	

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			been created with the HoDs' input. CPAT will remain vigilant in checking updates for these areas and will be available for advice should it be required by HoDs.		Charlie Ponder		
M	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	High	<p>New cleaning regimes in place. Template from reopening in June to be used. Domestic Manager to work with Katie Applin to ensure that cleaning regimes are being followed and checklists are being completed daily. Adhoc meetings as required between domestic manager and Katie Applin. The enhanced cleaning regimes will include: 3 x daily cleaning of all high risk areas (Bathrooms, communal areas, touchpoints) and fogging of every room daily.</p> <p>Teaching staff to be responsible for cleaning their classrooms in between lessons, especially where another team/ bubble will be entering the area. Staff also responsible for sanitizing children's hands when they enter/ leave the classrooms.</p>	Medium / Low	Debbie Molloy, Katie Applin, CPAT		
N	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	High	<p>Domestic Manager/ Domestic Supervisor to regularly monitor and check all on site checks. Daily checklists to be completed and amendments to regime made as required. Domestic Manager to meet with Katie Applin regularly, as required, to</p>	Medium / Low	Debbie Molloy, Katie Applin		

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			implement any changes necessary. Staff may speak directly to Domestic Manager with any concerns.				
O	Suspended services and subscriptions not renewed or updated due to new requirements in time for return to school.	Medium	All contractors to be contacted before School returns in order to ensure that needs are met. Contractors to be informed of the School's Covid-19 Contractor on site Risk Assessment and the necessity to comply with site rules. Wherever possible contractors will be asked to come on site outside of school hours.	Low	Katie Applin		
P	Access to school not controlled effectively and visitors' (if allowed) details not recorded.	Medium	The School gates will remain closed at all times apart from drop off and pick up. Visitors to site will be required to call the school office so that they can be admitted. Once on site they will be informed of the School requirements and will be asked to sign the declaration to say that they are symptom free. School Office /Teresa Hughes will be responsible for the recording of details of those on site. Parents to be regularly reminded that they may not exit their vehicles during drop off and pick up and that they will have no other access to site unless by prior agreement.	Low	School Office, Teresa Hughes, Katie Applin		
Q	Insufficient supplies of hygiene materials. Materials not readily available, suitably stored or	High	Domestic Manager and Domestic Supervisor to be responsible for ensuring that stock levels are maintained. Supplier	Medium / Low	Debbie Molloy and Katie Applin		

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	located.		base has been widened to ensure continuity of supply. Higher than usual stock levels to be held.				
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	High/ Medium	In the event of an issue with catering supply, parents would be asked to bring children a packed lunch.		Katy D, James Martin, Katie Applin		
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	High	Plans in place to isolate students and staff in school and boarding house. Plans in place to monitor incidence and liaise with Public Health.	low	Wendy Bull		
T	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Medium	CPAT will be available to all staff for feedback and all Policies and RA's will remain dynamic. Pupils should speak with their tutors or Wendy Bull directly should they have concerns.	Low	CPAT		
U	All hazards identified properly mitigated and regularly re-assessed?	Medium	CPAT will meet daily at the start of term to discuss any potential hazards not covered by initial RA and Policy. CPAT will take findings to LG and these will be regularly communicated with staff. The bulletin will be used to regularly communicate with parents.	Low	CPAT, LG		

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

	Hazard	Risk Level	Control measures	Outcome Risk Level	Action required by	Date Completed	Remarks / Re-assessment
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1	Communication channels not working and not reviewed. (Email, text, facebook etc).	Medium	Director of Marketing to ensure that all communication channels are regularly reviewed and updated	Low	Chris Higgins		
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	High	<p>All returning staff prior to term beginning have been provided with Covid training.</p> <p>On 1st September RA and Covid-19 Operational Policy will be issued to all staff. Online training with the Head and Sister Bull will be available before the return to site. Katie Applin to issue Fire Procedure reminder and online COSHH training.</p> <p>During INSET staff will be trained on the potential hazards and the need to repeat these messages to the children.</p> <p>Parents will be sent a declaration to sign along with a Parental Guide to the Return to School and help cards. Bulletin reminders will also be sent weekly.</p>	Medium/ Low	Katie Applin, Wendy Bull, Katy Dallimore, Emma Goldsmith		
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Medium	CPAT identified to ensure that all communications are made in a timely and efficient manner to all stakeholders.	Low	CPAT, School office, Jenny Blake		
4	No Governor and / or LG member for school / department responsible for COVID-19 matters. Governor / LG members' contact	Medium	CPAT identified and will report into the Head and H&S Governors - Prof Martin Wetherill and Mr Patrick Bradshaw, who will sign off all documentation. Governing body to	Low	Martin Wetherill, CPAT,		

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	details not known and not on call.		discuss before start of term and critical updates to be sent on an adhoc basis. Update briefing with Governing Body if required in the first weeks.				
5	No school representative identified to liaise with local authorities and local health protection team.	Medium	Sister Wendy Bull to liaise with all external Medical Bodies. Katie Applin to liaise from an Operational prospective.	Low	Wendy Bull, Katie Applin		
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection not utilised).	Medium	Sister Wendy Bull to liaise with all external Medical Bodies. Katie Applin to liaise from an Operational perspective.	Low	Wendy Bull, Katie Applin		
7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	High	Sister Wendy Bull to liaise with all external Medical Bodies. Maintaining and monitoring symptomatic cases and test results.	Low	Wendy Bull		
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Medium	Staff have been regularly communicated with since March and before return will have access to the full RA and operational policy. CPAT available to discuss any concerns with staff.	Low	LG, CPAT		
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.	Medium	Parents will have access to Sister Wendy Bull to discuss concerns. Risk Register will be issued with Parental Operational Guide outlining the risks and then measures put in place to reduce these risk.	Low	Wendy Bull		
10	No staff, pupil and / or parent health	Medium	Google form created for parents to return before	Low	CPAT, Teresa		

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	declaration implemented or recorded.		the start of term. Staff will be asked to sign a similar form		Hughes		
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Medium	As per the declaration, parents asked to declare any travel due to take place. Staff will be asked to similarly declare their movements	Low	CPAT, Teresa Hughes		
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Medium	Head sent communication to staff asking them to consider this at start of summer. Google form created for parents to return before the start of term. Staff will be asked to sign a similar form	Low	CPAT, Teresa Hughes		
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Medium	Sister Wendy Bull to provide medical training online before staff return to site. This will be monitored by HoDs and CPAT. Retraining will be provided to those staff not enforcing standards.	Low	Wendy Bull, CPAT		
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching.	Medium	Sister Wendy Bull to provide medical training before staff return to site and retraining will be available should it be required. This will be monitored by LG and CPAT who will issue reminders and updates as required.	Low	Wendy Bull		
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Medium	Parents will be issued with a Parents' Guide to Return in which it will be clear that parents may not exit vehicles at drop off or pick up. Members of LG will be visible at the start of term to remind parents of this. Staff members will also be at pick up and drop off and	Low	CPAT, LG		

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			will remind parents that they may not have access to site at this time.				
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Low	Parents will not have access to site during drop off/ pick up	Low			
17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	Medium	Public travel guidance will be issued as part of Parental Guide although it is not regularly used by the School body. RA for school transport in place and RA for children using Trusted Cars	Low	CPAT		
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol.	Medium	Very few corridors on site. Oak Corridor set up for "walk to left". One way system not practical for WHS site but bubble separation has been considered. Training will be provided prior to return to site to ensure that Staff are aware of rules. Common rooms as a socialising space have been removed with tea and coffee stations around site.	Low	Katie Applin		
19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Medium	All classrooms will be reconfigured to confirm with recommendations wherever possible-children facing the front of the class with as much distance as possible between them and the teacher. Outdoor spaces separated by team to avoid unnecessary	Low	Katie Applin, Rachel Smith, Katy Dallimore		

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			crossing of teams Library to remain closed at the start of term.				
20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Medium	Wherever possible, Bubbles will remain within their own spaces, although this will impact the delivery of the full and broad curriculum. Especially for PP and Yr3&4, specialist teachers will come to the children, rather than the children moving to the teachers. The length of the school day will remain the same. After school activities will be in team groups and, wherever possible with a member of teaching staff who is attached to that team. No boarding for children outside of yr7&8	Low	Katy Dallimore, James Martin		
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Medium	Drop off and pick up times to be lengthened to allow for a less pressured time. Public transport is not widely used by the School body	Low	CPAT		
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Medium	DSL, Sister Bull and Wellbeing Mentor available for all staff and pupils. All are fully up to date on the current guidance in relation to these matters	Low	CPAT, Suzanne Grey		
23	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising	Medium	Head of ICT to reassess and monitor. All pupils have signed an internet agreement	Low	Chris Leach		

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access to the internet, checking apps, websites and search results etc						
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Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Risk Level	Control measures	Outcome Risk Level	Action required by	Date Completed	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Medium	DSL to review all safeguarding policies and meet with PMG before the start of term. Director of Operations to review code of practice and staff handbook policies to include any Covid related changes.	Low	Sarah L, PMG and Katie Applin		
2	CPD/INSET does not reflect training required for COVID-19 related procedures, safeguarding, H&S, well-being etc	Medium	INSET programme will include return to site training from Katie Applin and medical Covid related training from Sister Bull. DSL to meet with PMG to discuss safeguarding related issues.	Medium/ Low	Katie Applin, Wendy Bull, Katy Dallimore		
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Medium	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	Sarah L, Suzanne Grey, Wendy Bull		
4	DSL and ADSL not easily contacted and their contact information not known to all.	Medium	During INSET staff will be reminded of Safeguarding team details.	Low	Sarah L		
5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding,	Medium	Covid-19 Operational Policy will be issued to all staff prior to INSET, along with full RA.	Low	CPAT		

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	hydration, well-being etc.						
6	Revised fire drills, registers, routes and assembly points not rehearsed.	Medium/ Low	Fire Policy will be issued to all staff during INSET with Fire Drill taking place in the first few days.	Low	Katie Applin		
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Medium/ Low	Activities programmed into team groups. Heads of bubbles have been consulted and opportunities for queries to be raised.	Low	Sarah L, Sam Stoop		
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2m between adults)	Medium	Guidance is clear in the Covid-19 Operational Policy that the responsibility is that of the member of staff to maintain distancing. Staff will be regularly reminded of this guidance.	Medium/ Low	Katy D, James Martin		
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Medium	Peri and temporary staff have been asked to only work at one school per day as far as possible and change before getting to site where this is not possible. Only music practice rooms that are big enough to maintain distance to be used and peris who need to be face to face with the pupils asked to wear visors. To avoid visiting staff mixing with other staff, packed lunches to be provided.	Medium/ Low	Katie Applin, Chris Price, Sam Stoop, CPAT		
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Medium	Those who are able to work from home have been identified and flexible working patterns to be agreed with line manager. Fixed schedules to be agreed for fire roll call purposes.	Low	Jenny Blake, Katie Applin, Janis Hill		
11	The "ideal" of adults	Medium	Staff training to be given and this measure to be	Medium/ Low	CPAT		

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	maintaining 2 m distance from each other, and from pupils not realised.		reiterated regularly, especially during the first weeks of term. Staff to configure rooms during INSET and any concerns about distances to be discussed with CPAT before term starts.				
12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Medium	RA and Operational Policy to be regularly monitored and updated. Staff body will be informed of CPAT members and encouraged to share hazards with them. The SD message will be regularly reiterated to staff and children, especially during the first weeks of term	Medium/ Low	CPAT, LG, Katy Dallimore, James Martin		
13	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Medium	Bubbles and the teams within the bubbles will be kept apart whenever possible. The logistics and practicalities of this will be reviewed and changes made by CPAT in the first days and weeks of term.	Low	CPAT, Staff Body		
14	Insufficient control measures for larger groups with greater risk of infection and subsequent need to all isolate.	Medium	Large gatherings (assemblies, chapel, school plays, choirs) will not take place in the first weeks of term in line with the government guidance. Gathering sizes will not be larger than team groupings.	Low	CPAT, Katy Dallimore, James Martin, Staff body		
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Medium	Assemblies and chapel will not take place physically, these will take place online.	Low	CPAT, Katy Dallimore, James Martin, Staff body		
16	Insufficient controls for those pupils allowed to mix into wider groups for	Medium/ High	Specialist teaching will take place in team groups. During wraparound care, children will be reminded of importance of SD and	Medium/ Low	Katy Dallimore, James Martin		

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	specialist teaching, wraparound care and transport.		where possible will be grouped in their teams. On school transport children will be seated in either teams or sibling groups where possible.				
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Medium	The message will be regularly repeated to the younger children. Code word for when children are getting too close to staff. PP to remain in their own bubble and avoid all contact with US. "Happy Birthday" reminders. PP staff to avoid contact with PP staff in other teams as far as possible.	Medium/ Low	Sarah L, Vickie Berrie		
18	No specific help and preparation for the changes to routine for SEND pupils (whether education, health and care plans or on SEN support).	Medium	DSL and PMG to discuss all updates and additional requirements during INSET	Medium/ Low	Sarah L		
19	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.		N/A				
20	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Medium	All classrooms to be reconfigured during INSET and teachers to discuss any potential concerns with CPAT	Low	Teaching Staff, CPAT		
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.		N/A				
22	Volunteers not checked, left unsupervised,		N/A				

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	allowed to work in regulated activity or supported.						
23	Recruitment process and pre-appointment checks not following legal requirements.	Medium/ Low	Recruitment policies remain in place and all regulations followed.	Low	Lesley Mansfield		
24	New staff and pupil registration and induction processes not adapted or compliant.	Medium/ Low	All new staff will be trained during INSET 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	Lesley Mansfield Jessica Baker		
25	Support staff and TAs in regulated activity do not have the appropriate checks.		N/A				
26	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Medium/ Low	DSL and PMG to ensure updates are made before the start of term.	Low	Sarah L		
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	Medium	Covid-19 Operational Policy outlines new measures in place for meeting spaces, activities (which will be in team groups) and outdoor play	Medium/ Low	CPAT		
28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Medium	Director of Sport has met with H&S governor and all professional body advice and guidelines will be adhered to, separate RA's for Sports programme to be completed before the start of term. Forest School may continue for PP children following completion of RA.	Medium/ Low	Sam Stoop, Sarah L		
29	Physical education, sport and physical	Medium/ low	Director of Sport has met with H&S governor and	Low	Sam Stoop		

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	activities not following the measures in their system of controls.		all professional body advice and guidelines will be adhered to, separate RA's for Sports programme to be completed before the start of term. Forest school may continue for PP children following completion of RA.				
30	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Medium	Covid- 19 Operational Policy to include sports details and guidance for outdoor play. Director of Sport to continue following professional sporting bodies guidance and update H&S Governor and CPAT regularly of any changes.	Medium/ Low	CPAT, Sam Stoop, Martin Wetherill		
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Medium	PE and Games sessions to be in team groups with teaching staff maintaining SD at all times. Sessions to be held outdoors wherever possible, indoor sessions in the Sports Hall with doors open for ventilation. Sports staff to be responsible for the cleaning of equipment that will be used by different teams.	Low	Sam Stoop/ CPAT		
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	Medium/ Low	Sports staff to be responsible for cleaning equipment to be used by multiple teams. Fogging available once daily where equipment will allow.	Low	Sam Stoop, Debbie Molloy		
33	Risk assessment for play, drama and dance activities not re-	Medium	CPAT to constantly review all RA's, especially in the	Medium/ low	Sam Stoop, CPAT		

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	assessed, applied or checked.		first weeks of term				
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Medium	RA for all Musical activities. Where possible, singing will be outside. No choirs or ensemble groups as per government guidance. School play rehearsals in small groups within teams.	Low	Chris Price, CPAT		
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	Medium	Communal staffroom no longer in use. Tea and coffee making facilities around school so that staff can make drinks within their bubbles/ teams. Chairs removed and staff advised that socialising, especially where SD cannot be followed is not advised. Maximum number of people per space signage to be put up in shared spaces	Low	Katie Applin		
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Medium/ High	Daily staff briefing to be held online and recorded or notes issued. Minutes to be issued for those unable to attend. Any issues to be raised at the briefing should be emailed to CPAT with as much notice as possible Staffrooms to be out of bounds for socialising (chairs removed). Staff to be briefed on where they should make tea and coffee in Covid-19 Operational Guide. Photocopiers and other shared equipment should be wiped down before and	Medium/ Low	Staff body, Jenny Blake, CPAT		

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			after use.				
37	Staff not having sufficient down time / rest during the working day / week.	Medium	Teaching staff to continue with timetabled breaks during the day/ week. Support staff to take breaks in offices or off site.	Low	Katy Dallimore, James Martin		
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Medium	Workloads to be managed by CMG with LG for guidance	Low	Katy Dallimore, James Martin		
39	Staff unable to manage the provision of both in school and remote learning.	Medium	To be managed by CMG with LG for guidance	Low	Katy Dallimore, James Martin		
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Medium	CCTV regularly monitored and reviewed by Director of Operations.	Low	Katie Applin		
41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Medium/ High	Parents' Guide to be sent out before the start of term with details of drop off and pick up included. Staff Operational guide to include these details so that they they are confident with what is required. Contractors to be advised upon arrival of site requirements.	Medium/ Low	Katie Applin, Jenny Blake, CPAT School Office		
42	Appropriate safety measures not in place for wraparound childcare for both indoor and	Medium	Wraparound care will run on a Wednesday afternoon for those children who cannot be collected by 4.30pm. This	Medium/ Low	Charlotte DeHaan, CPAT, LT		

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	outdoor provision.		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 and groups will be encouraged to SD where possible and remain in their team.				
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Medium	Three bubbles within school (maximum 120 children), mixing between these bubbles to be kept to absolute minimum (PP to remain in PP at all times, Seligman to avoid crossing to quad wherever possible without hindering the delivery of a full and broad curriculum), US to remain in Quad area except for mealtimes and Sport. Corridors are minimal on site, teachers to supervise children leaving buildings wherever possible. Outdoor play spaces to be separated by team.	Medium/ Low	CPAT, Katy Dallimore, James Martin		
44	Classrooms don't reflect recommended layout, PPE, screening, 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, especially when the next lesson is with a different team. Classroom layouts to be reconfigured during INSET and teachers to advise CPAT with any concerns that SD		CPAT, Katie Applin, James Martin, Katy Dallimore		

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			cannot be adhered to. PPE will be provided in line with government guidance.				
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Medium	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 sanitizing children's hands upon entry into classroom and again when they leave. Signage around school will remind children of the need to wash hands.	Medium/ Low	Katie Applin, Wendy Bull, Staff body		
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Medium	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 to have a hygiene basket including wipes, Virabact, hand sanitizer and blue roll.	Medium/ Low	Katie Applin, Debbie Molloy		
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Medium	Staff to be 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. Bins to be checked and emptied three times daily along with cleaning of classrooms	Low	Debbie Molloy/ Katie Applin		

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48	Unnecessary and unused items not removed from classrooms and other learning environments.	Medium	Staff advised to configure classroom and remove any unnecessary items during INSET	Medium/ Low	Staff body, CPAT		
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Medium	Staff advised to configure classroom and remove any unnecessary items during INSET	Medium/ Low	Staff body, CPAT		
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Medium	Staff advised in Operational Guide to use own equipment. Yr3+ to have their own pencil cases with equipment provided by the school.	Medium/ Low	Staff body, CPAT		
51	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Medium	Staff advised to wipe items down frequently and to leave items which can be cleaned by the fogging machine out overnight.	Low	Debbie Molloy, Staff body		
52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Medium	Staff advised to wipe items down frequently and to leave items which can be cleaned by the fogging machine out overnight. Teaching staff to be responsible for wiping down in between lessons Advice to be provided during inset on isolating equipment	Low	Staff body, Debbie Molloy		
53	Use and cleaning of lockers, changing rooms,	High	Domestic manager or Domestic Supervisor to	Medium/ Low	Debbie Molloy, Katie		

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	toilets and showers not managed and supervised		regularly check and monitor all areas. Checklists to be completed daily by domestic staff. Changing rooms to be separated by year group and no entry for other years.		Applin		
54	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, hats, coats, books, stationery and mobile phones.	Medium/ Low	Pupils only allowed to bring school bag with pencil case into school. Kit list reduced to avoid unnecessary equipment in school. No pupil mobile phones allowed on site.	Low	CPAT, Staff body		
55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Medium/ Low	Pupils will be allowed to take school bags and reading books home. Books will be quarantined upon return (Sarah Leftley to offer advice on the best way to do this during INSET as it was successfully managed in PP during Summer Term)	Low	CPAT, teaching staff		
56	Outdoor playground equipment should be more frequently cleaned or left fallow.	Medium/ Low	Outdoor equipment to be cleaned once daily in PP by Grounds and Estates team. Seligman once weekly. Timber Trail to be used by different teams on alternating weeks.	Low	Grounds and Estates, Katie Applin		
57	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Medium/ High	Assemblies to take place in year groups online. Outdoor spaces sufficient that each team has their own space and therefore no requirement to stagger breaks in Upper School. PP to stagger breaks so that the different teams do	Medium/ Low	James Martin, Katy Dallimore, Katie Applin, Sarah Leftley		

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			not mix. Mealtimes to consist of 4 sittings to avoid cross contamination with PP remaining on the Manor Road site for the first few weeks.				
58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Medium/ Low	No overnight educational visits during the Michaelmas Term	Low	N/A		
59	Meal times not de-conflicted or impossible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Medium	No off duty staff to join breakfast service. Lunch to be served over four sittings for year groups only. Teams to eat in the same rooms one after the other. Place settings to be set so that children are staggered down the table and maximum distancing achieved. Tea to be served in two sittings with Teams eating in the same areas. No salad bar, cold offering to be prepacked and served from behind the counter. Sneeze screens in place on counters.	Medium/ Low	Katie Applin		
60	Organisation of breakfast and after school club not revised into small, consistent groups and maintaining year groups or bubbles.	Medium	Wrap around clubs may need to mix groups but only in line with Government Guidance. SD will remain in place at all times in these situations.	Medium/ Low	LG		

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61	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Medium	PMG to keep mental wellbeing under constant review. DSL, Sister Bull and Surgery team and Wellbeing Officer (Suzanne Grey) available to all staff and pupils.	Medium/ Low	Sarah L, PMG, Suzanne Grey, Wendy Bull		
62	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Medium/ Low	Pastoral support to be monitored by PMG who will meet prior to the start of term and once weekly thereafter. Activities have been planned in year groups.	Low	Sarah L, PMG, Suzanne Grey, Wendy Bull		
63	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Medium/ Low	PMG, Wellbeing mentor and the Surgery team lead by Sister Wendy Bull will be available to provide this support.	Low	Sarah L, PMG, Suzanne Grey, Wendy Bull		
64	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Medium/ Low	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	James Martin, Sam Stoop CPAT		
65	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Medium	ISI inspection due imminently. Bursary Consultant to ensure that all policies and documentation is up to date.	Low	Leadershi p Group		
66	Roles suitable to home working, such as administration, not considered to	Medium/ Low	Support roles where home working is possible have been identified and during	Low	Jenny Blake, Katie Applin,		

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help reduce risks of infection in school.		INSET a schedule will be drawn up in discussion with Line Managers.		Janis Hill		
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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Risk Level	Control Measures	Outcome Risk Level	Action Required	Date Completed	Remark/Re-assessment Level
1	Sickness management rules and the "don't come to work if you are ill" not understood or observed	High/Medium	Staff to read risk assessment and agree to terms. Staff to read Covid-19 Operations Policy. Staff training provided by Sister Wendy Bull.	Low	Wendy Bull		
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	High	Staff to read risk assessment and agree to terms. Staff to read Covid-19 Operations Policy. Staff training provided by Sister Wendy Bull. Parents to read the Parental risk register and Operational Return to School Guide. Clear communication with parents/carers and staff.	Low/Medium	Wendy Bull		
3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	High/Medium	Staff to read risk assessment and agree to terms. Staff to read Covid-19 Operations Policy. Staff training provided by Sister Wendy Bull. Parents to read the Parental risk register and Operational Return to School Guide. Clear communication with parents/carers and staff.	Low/Medium	Wendy Bull		
4	Given (Serial 1 & 2) above household or	High/Medium	Staff to read risk assessment and agree to terms.	Medium/Low	Wendy Bull		

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	group members do not understand that they must self-isolate for 14 days.		Staff to read Covid-19 Operations Policy. Staff training provided by Sister Wendy Bull. Parents to read the Parental risk register and Operational Return to School Guide. Clear communication with parents/carers and staff.				
5	No isolation room and separate bathroom available, inadequate signs for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	High/medium	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 Wendy Bull and Katie Applin.	low	Wendy Bull		
6	Procedure is not clear for those staff who have helped someone with symptoms and pupils who have been in "close contact".	Medium	Staff to read risk assessment and agree to terms. Staff to read Covid-19 Operations Policy. Staff training provided by Sister Wendy Bull. Clear communication with staff.	Low	Wendy Bull		
7	Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1m, including being coughed on, 	High/Medium	Staff training provided by Sister Wendy Bull during CPD days. Refresher and advice accessible via Wendy Bull.	Medium/Low	Wendy Bull		

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	<p>talking face to face, or unprotected physical contact (skin-to-skin).</p> <ul style="list-style-type: none"> Proximity contacts: extended close contact (within 1 to 2m for more than 15 minutes) with infected individual. Sitting in a small vehicle (car) with an infected person. 						
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	High	Record and monitoring of Covid-19 cases by Sister Wendy Bull. Liaison with local Public Health By Sister Wendy Bull for advice or should 2 or more Covid-19 tests prove positive.	Low	Wendy Bull		
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Medium	Staff training and advice by Sister Wendy Bull. Provision of adequate handwashing facilities and hand sanitiser.	Low	Wendy Bull Debbie Molloy & House-keeping		
10	Procedure for cleaning, with normal household	High/medium	Housekeeping staff informed & trained in Covid-19 cleaning	Low	Wendy Bull & Katie		

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	bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.		requirements by Katie Applin & Sister Wendy Bull. 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.		Applin		
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	High	Whole school staff training by Sister Wendy Bull during CPD days.	Low	Wendy Bull		
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Medium/low	Surgery staff will only check for fevers in symptomatic children. Houseparents are taking on the role of parents for those boarding. Therefore, to ensure that boarding students are not starting a school day with Covid-19 symptoms, they will check boarding student temperatures in the morning. Boarders will also have their temperatures checked on Sunday evenings/Monday when arriving at the boarding house.	low	Wendy Bull Houseparents		
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Medium	Houseparents to check with infrared thermometers. Training in use and interpretation of readings to be given by Sister Wendy Bull. Surgery staffed 8-6 by medical staff.	low	Wendy Bull Houseparents		

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14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Medium	Training in use of and interpretation of infrared thermometer readings to be given by Sister Wendy Bull. Staff signature list to be completed.	Low	Wendy Bull		
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	High	Staff to read risk assessment and agree to terms. Staff to read Covid-19 Operations Policy. Staff training provided by Sister Wendy Bull. PPE and cleaning materials provided by Katie Applin, Debbie Molloy and Sister Wendy Bull	low	Wendy Bull Katie Applin Debbie Molloy		
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Medium	Temperature testing in surgery recorded in medical notes. Staff wearing PPE. Temperature testing with infrared thermometers only recorded by Team or Household members, infrared allows some social distancing. Tympanic thermometer then used by surgery staff in PPE. Documented in medical notes. Staff training by Sister Wendy Bull.	Low	Wendy Bull		
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	High/ medium	Isolation areas identified for boarding and day students. Areas identified in the Risk Assessment and Operations policy.	Low	Wendy Bull		
18	Insufficient	Medium	Contractors only allowed	Low	Wendy		

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	registration, induction, supervision (and temperature checking) of contractors working on site.		on site in PPE and following Government guidance for Covid safe working. To work outside of school hours where possible. Minimal staff and student contact.		Bull & Katie Applin & Maintenance		
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	High/medium	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. Student training by staff	Medium/low	Wendy Bull & Tutors		
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Medium	Staff to follow risk assessment and operations policy. Staff in LD to receive training to understand the rules and reinforce.	low	Wendy Bull L&D staff		
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Medium	Training powerpoint to be provided by Sister Wendy Bull for use by tutors. Posters around the school environment to reinforce the message.	Low	Wendy Bull & Tutors		
22	Hygiene rules not effective. "Catch it, bin it, kill it" not re-publicised or applied.	Medium	Training powerpoint to be provided by Sister Wendy Bull for use by tutors. Posters around the school environment to reinforce the message	Low	Wendy Bull & Tutors		
23	Pupils not aware of behaviours which may increase the risk of droplet	High/medium	Staff training. Staff to read risk assessment and operations policy	Low	Wendy Bull & all teaching staff		

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	transmission (such as biting, licking, kissing or spitting).						
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, etc.	Medium	Staff to read the risk assessment and covid operations policy. Sister wendy Bull or other surgery staff will liaise with GPs, local authorities etc.	Low	Wendy Bull		
25	Visits from or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	low	Parents/carers to follow school guidance and inform school of any child absence.	low	School Office / Tutors		
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Medium	Staff training by Sister Wendy Bull	low	Wendy Bull		
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary)	Medium	Sister Wendy Bull will liaise with local public health bodies. Rooms and space available for a mobile testing unit.	Low	Wendy Bull & Katie Applin		
28	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	High	Staff training and knowledge of school policies. Health & Safety routinely monitored by committee and governors.	Low	Katie Applin, Wendy Bull & Martin Wetherill		
29	No early liaison with local health	Medium	Sister Wendy Bull will liaise with local public	Low	Wendy Bull		

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	protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)		health.				
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	High/ Medium	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	Wendy Bull		
31	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	High/ medium	Staff information in Risk Assessment and Covid Operations Policy. Staff training by Sister Wendy Bull	Low	Wendy Bull		
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	Medium	16 staff with current Paediatric Emergency First Aid certificate. No need for 3 month extensions.	Low	Wendy Bull		
33	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Medium	Staff to read risk Assessment and Covid Operations Policy. Staff training by Sister Wendy Bull	Low	Wendy Bull		
34	Pregnant women are in the 'clinically vulnerable' category and not following the	High/ medium	Staff considered clinically vulnerable or extremely vulnerable have been advised to inform sister Wendy Bull and/or Katie Applin	Medium/ low	Wendy Bull		

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	relevant guidance.		Staff to read Risk assessment and Covid Operations policy.				
35	Lack of School decision or policy for level of PPE required for staff or pupils.	Medium	Staff to read Risk assessment and Covid Operations policy. Staff training by Sister Wendy Bull Parents to read Risk register and Parents Operational return to School Guide. Monitor latest updates from the government	medium/low	Wendy Bull & Katie Applin		
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	High/medium	Staff training by Sister Wendy Bull.	low	Wendy Bull		
37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Medium	Risk Assessments completed.	low	CPAT		
38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	High/medium	Extensive risk assessment completed. Staff and parents requested to advise the school of vulnerabilities. Staff to read the Risk assessment and Covid Operations Policy. Parents to read the Risk register and Parents Operational Return to School Guide.	Medium	Wendy Bull & Katie Applin		
39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	High/Medium	Staff to read the Risk assessment and Covid Operations Policy. Parents to read the Risk register and Parents Operational Return to School Guide. Clear communication	medium/low	Wendy Bull		

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			with staff and parents.				
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	High/medium	Staff and parents requested to advise the school of vulnerabilities. Staff to read the Risk assessment and Covid Operations Policy. Parents to read the Risk register and Parents Operational Return to School Guide.	Medium/low	Wendy Bull		
41	Lack of knowledge of whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	High/medium	Sister Wendy Bull to maintain and monitor covid test results. This is a password protected excel spreadsheet. Staff and parents agree to keep school informed of test results.	Low	Wendy Bull		
42	Insufficient information and / or record of who is still shielding or had contact with anyone testing positive or suspected of COVID-19 and why this may preclude their attendance at school.	High/medium	Sister Wendy Bull to maintain and monitor those with Covid symptoms and Covid test results. This is a password protected excel spreadsheet. Staff and parents/carers to be given clear guidance via the portal regarding isolation. Communication clear between Sister Wendy, Tutors and the school office.	Medium/low	Wendy Bull		
43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Medium	Sister Wendy Bull to maintain and monitor using a password protected excel spreadsheet.	Low	Wendy Bull		
44	Lack of regular	Medium	Communication	Low	Wendy		

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	dialogue with those that have suffered from COVID-19 and / or are isolated at home.		requested as per Risk Assessments and operation guidance. Staff or parents are requested to inform Sister Wendy Bull of any test results. Quick reference cards give information about government guidance and contact details for Sister Wendy Bull		Bull		
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Medium	Parents Operational return to School Guide recommends a clean uniform daily. Staff training by Sister Wendy Bull regarding change of clothing for staff.	Low	Wendy Bull		

Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Risk Level	Control Measures	Outcome Risk Level	Action Required	Date Completed	Remark/Re-assessment Level
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Medium	Head of Boarding to review and Update any policies prior to start of term. Boarding Operation Policy produced and implemented	Low	Shelley Irvine		
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Medium/Low	Keypads to be recoded prior to the start of term	Low	Tim Dunn		
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Medium	Boarding staff to be fully briefed by Sister Wendy Bull prior to start of term. Sister Wendy Bull to ensure that medical PPE is supplied to the department and staff will	Medium/Low	Wendy Bull, Debbie Molloy		

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			be responsible for ensuring that stock levels are maintained. Domestic Manager and Domestic staff will ensure that regular cleaning materials are in place				
4	Communication and procedures for welcoming back overseas pupils not applied.		N/A				
5	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.		N/A				
6	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.		N/A				
7	Insufficient controls for boarders to move between residential and school day groups.	Medium/ Low	Boarding Operational Policy outlines procedures which will be communicated to boarders upon their return. Measures include designated area for school bag storage, shoe storage and shower and change of clothes upon entering the boarding house.	Low	Shelley Irvine, Michelle Merritt		
8	SD, separation and socialising rules not adhered to in the boarding house.	Medium	Social Distancing rules to be relaxed within Households and best practises to be followed. e.g. children to keep a distance when seated and	Medium/ Low	Boarding Staff		

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			face the front rather than each other. All measures outlined in Boarding Operational Policy				
9	Rules and procedures for trips and activities out (or not!), appointments or visits from family and / or guardians not complied with understood.	Medium	Children will be briefed upon their return as per the Boarding Operational Policy. No off site activities to begin with.	Low	Shelley Irvine, Michelle Merritt		
10	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Medium/ Low	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	Katie Applin, Shelley Irvine		
11	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Medium	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	Shelley Irvine		
12	Do those attending isolated cases know the procedures and have access to PPE?	Medium	Full training will be given to boarding parents by Sister Wendy Bull prior to the start of term.	Medium/ Low	Wendy Bull		
13	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in	Medium	Boarding Operational Policy to be communicated to parents 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	Medium/ low	Shelley Irvine, Wendy Bull, CPAT		

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	school (rather than go home).		earliest time parents can collect.				
14	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. Games that cannot easily be cleaned to be removed from houses. Wipes to be made available for children to wipe down equipment that has been used. Soft furnishings to be removed and securely stored.		Jo Dawson, Shelley Irvine, Michelle Merritt		
15	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Medium	Ratios have been considered and risks assessed - staffing will be reduced based on significantly reduced numbers. Only HP, AHP and Gappers will provide cover in the Houses	Low	Shelley Irvine, Michelle Merritt		
16	Insufficient bathroom facilities if bed spaces have been reconfigured.	Medium	Bathroom facilities have been considered and there will be one toilet per dorm, each dorm has at least two sinks.	Low	Shelley Irvine, Michelle Merritt		
17	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Medium/ Low	Pupils will be issued with Phone Cards. Parents may call on House Phones which will be answered and then wiped by HP's	Low	Shelley Irvine, Michelle Merritt		
18	Boarders aware of global news and how it may	Medium/ Low	Boarding Staff to maintain these communications	Low	Shelley Irvine, Michelle		

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affect them or their family.		with Boarders.		Merritt		
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Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment		
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Medium	Communication with drivers through Bursar's Assistant. Sister Wendy Bull to advise prior to the start of term on recommended behaviours. RA to be completed	Medium/Low	Lesley Mansfield, Katie A	
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Medium	Drivers will be able to communicate through Bursar's Assistant who will have access to CPAT	Low	Lesley Mansfield, Katie A	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Medium	Cleaning materials will be supplied on the buses, which will be fogged once daily. Drivers asked to wear face mask during journeys	Low	Debbie Molloy	
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Medium	Parents to be advised of procedures before the start of term. Drivers will not have screens but will wear face masks and sanitize children's hands upon entry and exit from vehicle.	Medium/Low	Drivers, Lesley Mansfield, Katie A	

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5	Dedicated transport not aligned with the principles underpinning the system of controls	Medium	CPAT to consider and keep under constant review	Medium/ Low	CPAT		
6	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Medium	Covid-19 Operational Policy to be shared with drivers and to include details of SD and hygiene rules. Drivers to be responsible for cleaning buses at end of journey	Medium/ low	CPAT, Drivers		
7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Medium	Once children on each route are confirmed a plan will be put into place and communicated to drivers and parents. Wherever possible, children will be seated in groups and if not then with siblings.	Medium/ Low	Lesley Mansfield, Drivers		
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Medium	Driver will be responsible for ensuring that children's hands are sanitized upon entry and then exit.	Medium/ low	Drivers		
9	No additional cleaning of vehicles (all touch points) before and after each journey.	Medium	Drivers will be responsible for ensuring that the touchpoints are wiped down at the end of a journey. Fogging of bus once daily.	Low	Drivers, Debbie Molloy, Katie A		
10	Poorly organised queue and boarding	Medium	Driver to remind children of SD in	Medium/ Low	Drivers		

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	process and SD not observed within vehicles wherever possible.		queues and then on board the bus. Driver to remain in control while children are on board.				
11	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Medium/low	This measure will be communicated to parents prior to the start of term.	Low	Lesley Mansfield		
12	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Medium/high	Currently no contingency plan in place. Lesley Mansfield is trying to recruit a new driver	Medium/high	Lesley Mansfield		
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Medium	Bursar's Assistant leads on all compliance checks. Drivers to let Bursar's Assistant know of any material shortages.	Low	Lesley Mansfield		

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.	Medium/Low	Once weekly support team meeting. CPAT to issue changes to RA and Operational Policy to all staff as required.	Low	Katie Applin, Jenny Blake, CPAT		

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2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Medium	No physical meetings of more than six staff to take place. Where physical meetings must take place they will be held in meeting room with windows and doors open (as appropriate).	Low	Staff body		
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Medium	Office to be cleaned once daily and to have cleaning materials available. Training to be delivered by Sister Wendy Bull prior to the start of term	Low	Debbie Molloy, Katie Applin, Wendy Bull		
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Medium/ High	Office to be 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	Medium/ Low	Debbie Molloy, Katie A		
5	Security and access systems not regularly checked, updated and re-coded.	Medium	All keypads to be re-coded prior to the start of term.	Low	Tim Dunn		
6	Reconfigured areas, zones and routes hampering fire exits and routes.	Medium/ low	Exit routes checked and not impacted.	Low	Katie Applin		
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Medium/ low	Fire exit routes checked and not impacted.	Low	Katie Applin		

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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment			
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Medium	Additional sinks installed in Upper Quad and Seligman. 20 new automatic hand sanitizers installed around the school and hand sanitizer in each classroom. Wipes available around school (especially near shared equipment)	Low	Debbie Molloy, Katie Applin		
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Medium	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. School office to hold stock of PPE for visitors arriving without.	Medium/ Low	Katie Applin		
3	Contractor health declaration and pre-work briefings not considered or implemented.	Medium/ low	All contractors to complete google form before entering site.	Low	Katie Applin, Tim Dunn, Debbie Molloy		
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Medium/ low	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. School office to hold stock of PPE for visitors	Low	Marie Harris, CPAT		

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			arriving without.				
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Medium/low	Gas central heating when required. Doors and windows to be left open wherever possible to ensure good ventilation of rooms.	Low	Tim Dunn, Katie Applin		
6	Insufficient gas supply, maintenance, checks, venting and valves.	Medium/Low	Checks have been made and all legal requirements are up to date	Low	Tim Dunn		
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Medium/Low	Kitchen checks upheld by Catering Contractor	Low	Katie Applin		
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.		N/A				
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Medium/low	All testing is up to date	Low	Tim Dunn, Katie Applin		
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-	Medium/Low	All testing is up to date	Low	Tim Dunn, Katie Applin		

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	opening facilities.						
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Medium/low	All checks are up to date and the pool will be reopened as of 7 th September	Low	Tim Dunn, Katie Applin		
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Medium/low	Services and checks are all up to date	Low	Tim Dunn, Katie Applin		
13	Fire doors propped open to limit use of door handles and increase ventilation.	Medium	Staff training to include fire doors must not be propped open unless automatic emergency closers fitted and operational	Low	Katie Applin		
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Medium	Support staff who can work from home have been identified and a schedule of who will be in the office and when will be drawn up before the start of term. Use of common areas to be kept to a minimum with tea and coffee making facilities provided around the school. Maintenance and grounds to stagger start, finish and break times to avoid congestion in their shed	Low	CPAT, Katie Applin		
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Medium	Catering Contractor to ensure the areas is cleaned and fully stocked for the opening of school. RA to be provided	Medium Low	Katie Applin		

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16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Medium	Chef working hours to be reconfigured before the start of term. Reduction in hospitality provides additional hours for cleaning etc. Restructured food services to provide additional times.	Medium/ low	Katie Applin		
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Medium/ high	Covid-19 Operational Policy provides full details of split services. Year groups will be served individually and tables to leave dining room as they finish	Medium/ low	Katie Applin		
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Medium/ Low	Glasses of water will be provided at lunch time. Children must bring their own water bottles, which will be outlined in the parents guide to return. Water fountains available for refilling bottles but top drinking spout part of fountains will remain out of action	Low	Katie Applin		
19	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	Medium	Daily and weekly checklists in place to be checked off by domestic manager and domestic supervisor as necessary. Evening cleaning team to be split to provide afternoon cleaning cover on site. Daytime teams given own areas to clean and be responsible for Fogging to be undertaken once daily,	Medium/ Low	Debbie Molloy, Katie Applin		

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			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.	Medium	Training to be provided by Sister Wendy Bull and Katie Applin prior to the start of term	Medium/low	Wendy Bull, Katie Applin, Debbie Molloy		
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.		N/A				
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Medium/low	Daytime cleaning staff asked to work additional hours to cover extra duties. This will be reviewed as required in the first days and weeks of term.	Low	Katie Applin, Debbie Molloy		
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Medium/High	Sister Wendy Bull to lead on medical cleaning requirements, training will be provided before the start of term	Medium/low	Wendy Bull		
24	Cleaning staff not equipped or using appropriate PPE including	Medium/High	Sister Wendy Bull to lead on medical cleaning requirements,	Medium/low	Wendy Bull		

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	aprons, gloves, face coverings and their subsequent disposal.		training will be provided before the start of term For general duties, staff will have PPE available				
25	Laundry washers and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Medium/low	Laundry equipment has been serviced and contracts in place for maintenance should issues arise.	Low	Tim Dunn, Jo Dawson		
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Medium/Low	All services have been resumed	Low	Katie Applin, Debbie Molloy, Tim Dunn		
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Medium/Low	No scheduled building works in place at present	Low	Tim Dunn		
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Medium	All deliveries to site will need to come through main gates which will be kept closed. School office to confirm site rules upon arrival.	Medium/Low	Marie Harris, Jenny Blake, Tim Dunn, Debbie Molloy, Katie A		
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Medium/low	Waste schedule considered and resumed for 7 th September. Will remain under review.	Low	Katie Applin, Tim Dunn		
30	Pest control services not sufficiently regular, recorded	Medium/Low	Pest control company has been contacted and site visit due before	Low	Tim Dunn, Katie Applin		

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	or deficiencies identified and actioned.		the start of term				
31	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	High	This risk assessment will be reviewed by CPAT daily in the first weeks of term and then weekly thereafter. LG to be informed of changes and H&S Governors to be informed of Critical changes.	Medium	CPAT		