

UPDATED COVID-19 Risk Assessment – St. Hugh’s School

A Risk Assessment for Re-opening St. Hugh’s in September (original version 1 June 2020, updated 20 June 2020, 7 August 2020 and 31 August 2020)

Introduction and context

The UK is to fully reopen 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.

The COVID-19 outbreak is dynamic, and the context for risk management is changing rapidly with the Government, Local Authority and other agencies providing updated information on a regular basis. This updated COVID-19 risk assessment has been developed upon the guidance and requirements of those bodies available at the time of writing and is based on the ISBA sector best practice template. Due to the dynamic nature of the risk environment, this document will be kept updated as new information and requirements come to light. St. Hugh’s School will continue to monitor implementation and adjust the RA and practice from early learnings of the operation. This document has been updated to reflect the planned return to School of all year groups from 2 September.

The objective of this document is to assess the broad spectrum of significant known risks and considerations in returning to an on-site school operation in the current COVID-19 outbreak and to identify and implement the appropriate, proportionate and reasonable mitigations to manage those risks wherever possible. The primary consideration is the health, safety and wellbeing of the different stakeholders in the St. Hugh’s Community – the staff, parents and pupils.

Advice and Guidance

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 headmaster@st-hughs.lincs.sch.uk so as to support the development of the Risk Assessment as well as to develop best practice.

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:

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- 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.
- a. Are ill staff and pupils or those tested positive in the last 7 days staying at home?
 - b. Pre-existing medical conditions are fully declared?
 - c. Have all vulnerable pupils, parents and staff been identified and recorded?
 - d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
 - e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes)
 - f. Who has come into contact with anyone tested positive to COVID-19?
 - g. Who has travelled where (and when): other than home and school?
 - h. Have those who have been abroad self-isolated / quarantined for 2 weeks: if required?
- W. 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)?
- X. Are plans being considered for school events including plays, parent and teacher meetings?

System of Controls

Both the DfE/PHE have defined 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”.

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Prevention:

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

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

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

Number 6 applies in specific circumstances.

Response to any infection:

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

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

Conclusion

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

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.

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Overall Risk Assessment in the COVID-19 Environment

Risk Assessment for: St. Hugh’s School, Woodhall Spa

(Based on ISBA COVID-19 Template)

Assessor(s): Headmaster

Assisted by: Senior Leadership Team, Whole Staff

Date: 13 August 2020

	Hazard	Control measures and Outcome
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	DSL has updated Safeguarding Policy. All staff briefed at INSET on KCSIE / Safeguarding matters.
B	Government advice not being regularly accessed, assessed, recorded and applied.	All guidance from HMG and DfE is followed and implemented to ensure compliance with national guidelines
C	Staff and parents do not know or understand the ‘system of controls’ (see explanation above) and how they are applied.	Communicated to whole school community prior to beginning of term and reminded by form teachers / SMT.
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	All whole school communication is centralised and ISAMS provides an email trail. Regular meetings of the Governing Board take place with the Head via Google Meet. Pupils will receive communication from their form teachers either by email or in person during form time. Whole staff meeting @ 15.45 on Wednesdays.
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Governors are fully informed by the Head and parent governors also receive copies of all communications to parents.
F	Insurers and / or brokers not consulted with school’s re-opening and / or amended plans	Head to communicate plans to Insurers (Last communication with them was 20 June 2020, prior to whole school reopening). Insurance guidance was, and is, to follow HMG instruction to reopen for all pupils eligible.
G	Local authority and health protection team not engaged prior to the beginning of term.	Headmaster to contact.
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	No visitors to school other than by appointment and records will be kept in line with NHS Test and Trace
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Isolation space available in boarding if needed. Parents contacted and children taken home. Advice to be sought from PHE regarding larger groups etc...

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J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Reminders to whole school community, signage in place.
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	Reminders to whole school community, signage in place.
L	SD rules for activities (play, games, drama, music) not understood or adhered to?	Reminders from relevant staff and activities planned according to NGB guidance.
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.	Cleaning staff to monitor daily – full cleaning regime each morning and domestic staff / site managers / matron to address when need arises during day.
N	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	See above plus Matron / Boarding staff to oversee.
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	N/A – all in place during summer ready for term start.
P	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>Use Pre-Prep gate on Cromwell Avenue to restrict access to Nursery only. Zero access to parents outside of the designated areas.</p> <p>Reception to Y4 through big gate by pavilion with preprep staff meeting their classes. Y5 to go through side gate and Y6-8 going through adventure gate. Y3 and above children make their own way to formrooms.</p> <p>Y3-5 uses signing out entrance and Y6-8 use telephone entrance.</p> <p>Any visitor access restricted to deliveries and in emergency access is to front of school via intercom with office.</p> <p>All routine queries and communication via phone / email.</p>
Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Order made July/August and in place ready for term. Catering Manager to oversee supplies and make timely orders when needed.
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers?	Full online / remote learning platform in place and sufficient staff in place to cover eventualities.
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Isolation space available in boarding if needed. Parents contacted and children taken

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		home. Advice to be sought from PHE regarding larger groups etc...
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.	Yes – regular requests and standing item @ staff meeting.
U	All hazards identified properly mitigated and regularly re-assessed?	Yes

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

	Hazard	Control Measures
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	All comms measures up to date and in place. Voicemail to school triggers and email to Susan Sim.
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	All information communicated to whole school community prior to beginning of term. Updates when required to be sent by Head / Director of Studies.
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Parents have contact details for all staff, including SLT. Chair of Governors contact details available on website. All staff briefings minuted and form teachers in regular contact with children.
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Headmaster and Chair of Governors overall responsibility and contact details for school on website. Teaching staff have HM's phone number.
5	No school representative identified to liaise with local authorities and local health protection team.	Headmaster to fulfil this role.
6	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.	Plan in place and attendance monitored by SLT.
7	No system to communicate with staff who are unable or have not returned to school for fear of infection.	All staff emailed return to school arrangements and invited to feedback if concerned during this planning phase.
8	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.	Open channel of communication between parents and senior staff.
9	No staff, pupil and / or parent health declaration implemented or recorded.	Community reminded of typical symptoms, obligation to report and

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		remain at home if showing. Reminder in place about asymptomatic transmission.
10	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Community to be instructed to disclose movements, including after a period of travel.
11	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	All staff, parents and pupils instructed to remain in self-isolation post travel. Reminder in return to school details and additional reminder prior to holidays.
12	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Timetable in place enables sanitization measures, as well as instructions to all staff to remind children at each break time and arrival point to wash hands etc...
13	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	All staff reminded of symptoms and how SD measures, if relevant, apply to teaching /activities in school.
14	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Identified pick up and drop off zones for bubbles.
15	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Reminders in place regarding standard hygiene measures to be taken and to be alert to inadvertent risk posed by surfaces.
16	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	SD measures in place at gates, guidance re: transport in place.
17	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD.	All transit areas signed and timetable constructed to restrict excess travel flow.
18	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Timetable reflects need for SD and environmental considerations, including de-conflicting.
19	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Timetable structure accounts for these aspects.
20	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	N/A - no public transport.
21	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	MH guidance in place via school staff an pastoral team oversees, through RG (Head of Pastoral Care).
22	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	Sole platform via Google Classroom and through school internet filters. Network Manager has measures in

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	place and parents (in the event of online schooling) are reminded of strategies.
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Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Regular staff meetings, INSET training and communication.
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	INSET schedule includes these aspects.
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	INSET schedule includes these aspects.
4	DSL and ADSL not easily contacted and their contact information not known to all.	Contact details in place.
5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Return to school document includes these aspects.
6	Revised fire drills, registers, routes and assembly points not rehearsed.	PITEOF reviewed and drills will reflect the new arrangements, to be completed in first full week of term.
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Comprehensive return to school plan covers these aspects.
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	All staff reminded and work areas structured to avoid clusters and to allow SD to be implemented.
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Reminder to all peripatetic / visiting staff and for measures in place (visors etc..) to mitigate risk in one to one settings.
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Few staff in this category however will be identified according to school needs.
11	The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.	Layouts of classroom and rooms will enable this. Reminders to all during breaktimes etc...
12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Distinct timetable and structure for each bubble to reduce contact and increase distance.
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.	Record keeping by staff and schoolwide track and trace to identify affected individuals.
14	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	No large groups outside of bubbles.
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	N/A - not offered.

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16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Control measures in place to accommodate these wider bubbles (see minibus instructions and whole school return plan)
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Reminders and hand sanitisers/hygiene measures in place to mitigate.
18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	SENCO briefed on change to routine and parents/carers informed in advance. Careful induction to those concerned at the beginning of term to familiarise them with the new environment.
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.	All classrooms layouts in place forward facing with space between desks.
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	N/A - not offered.
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	N/A - not offered.
23	Recruitment process and pre-appointment checks not following legal requirements.	All recruitment measures remain in place and overseen by School Secretary.
24	New staff and pupil registration and induction processes not adapted or compliant.	Full induction process in place for all and takes place in school.
25	Support staff and TAs in regulated activity do not have the appropriate checks.	SCR and recruitment measures remain robust and reflect safeguarding/ Safer Recruitment requirements.
26	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR up to date and monitored prior to return of children.
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	Full return to school plan reflects these considerations
28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Full return to school plan reflects these considerations
29	Physical education, sport and physical activities not following the measures in their system of controls.	Full return to school plan reflects these considerations
30	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Updated behavioural policy put in place.
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Full return to school plan reflects these considerations
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	Full return to school plan reflects these considerations

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33	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Full return to school plan reflects these considerations
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Await Music Guidance - currently not offered.
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	Zones for staff (e.g. to work in) provided and clearly identified
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Zones for staff (e.g. to work in) provided and clearly identified
37	Staff not having sufficient down time / rest during the working day / week?	Zones for staff (e.g. to work in) provided and clearly identified and non-contact time included in timetable.
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Staff timetables reflect the impact of workload burdens.
39	Staff unable to manage the provision of both in school and remote learning.	All staff fully briefed on measures in place to balance this - e.g. next day teaching online version of lesson from day before).
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Monitored via Finance Office and checked weekly.
41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Clear instructions to all on site. Visitor access by contractors only possible by appointment and via School Office.
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Staffing and ratios comprehensive and in place with clear duty staff allocations.
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Children remain in once classroom except for outside activities. Staff are in transit to reduce number of moving people.
44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Full return to school plan reflects these considerations
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Full return to school plan reflects these considerations and facilities are allocated site wide.
46	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Enhanced cleaning regime, daily checks and reporting in place for replacement stocks in course of day.
47	Unnecessary and unused items not removed from classrooms and other learning environments.	Items surplus to requirements have been removed.
48	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Items which are hard to clean have been removed.
49	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	All children and staff have own equipment dedicated for personal use only.

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50	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.	Non-essential items to be removed where appropriate. All surfaces frequently cleaned. Use of consistent classroom and seating plan further reinforces this.
51	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).	Full return to school plan reflects these considerations
52	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Any use of changing rooms fully supervised.
53	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Full return to school plan reflects these considerations
54	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Each classroom has a quarantine box for resources that have been taken home to be placed and then cleaned.
55	Outdoor playground equipment should be more frequently cleaned or left fallow.	Adventure PG only in use by one consistent bubble.
56	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Full return to school plan reflects these considerations
57	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Not offered
58	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Full return to school plan reflects these considerations
59	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Full return to school plan reflects these considerations
60	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Full return to school plan reflects these considerations
61	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Full pastoral support in school, overseen by Form Teachers and Head of Pastoral Care.
62	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Full pastoral support in school, overseen by Form Teachers and Head of Pastoral Care.
63	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Any rescheduling is dependent on guideline and changes in guidance. Provisionally trips etc.. will revert to Spring Term.
64	Plans, briefing and statistics for ISI / Ofsted visit not updated.	ISI portal will be completed as normal but inspection cycle is not yet fully resumed.
65	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Few staff in this category however will be identified according to school needs.

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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	All staff instructed and clear guidance in place.
2	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.	Those either testing positive or displaying symptoms of COVID19 are not permitted on site until period of self-isolation is complete. Advice to be sought from PHE in case of doubt.
3	The procedure for isolating or sending staff and pupils home for 7 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Full return to school plan reflects these considerations
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	Clear communication of Government Guidance to all via the return to school document.
5	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.	Full return to school plan reflects these
6	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person. 	Full return to school plan reflects these considerations
7	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Return to School Plan details plans in event of suspected or confirmed cases.
8	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.	All staff and pupils reminded and sanitiser available throughout site.
9	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Full return to school plan reflects these considerations
10	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Full return to school plan reflects these considerations, esp. of consistent groups
11	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperature testing only relevant as as a support to other measures in boarding.
12	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Medical arrangements in place.

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13	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Suitable PPE currently available. Awareness of supply issues and school is stocked accordingly.
14	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Isolation area identified and Full return to school plan reflects these considerations
15	Insufficient registration, induction, supervision of contractors working on site.	Full return to school plan reflects these considerations
16	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	To be conducted under staff supervision in Nursery and EYFS
17	Young children and those with complex needs not supported in understanding importance of hygiene rules.	1:1 support in place where required
18	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.	Full return to school plan reflects these considerations
19	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	Full return to school plan reflects these considerations and all form teachers brief children regularly
20	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Reviewed Behaviour Policy in place and understood by all.
21	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	All appointment absence communicated via School Office and recorded in diary
22	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Full return to school plan reflects these considerations
23	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).	Full return to school plan reflects these considerations
24	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Updated PITEOF applies and clear routes in place.
25	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	HM is point of contact
26	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Full return to school plan reflects these considerations
27	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Covered in Return to School Briefing
28	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	PFA trained staff up to date.
29	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Medical policies updated and shared with staff and Governors
30	Pregnant women are in the ‘clinically vulnerable’ category and not following the relevant guidance.	Any pregnant staff identified and given up to date guidance. RA for

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		their role conducted with their line manager
31	Lack of School decision or policy for level of PPE required for staff or pupils.	PPE only to be worn in instances of “intimate care” or in looking after an individual with suspected symptoms.
32	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	Overall measures are robust and in line with Government & PHE guidance. Individual cases assessed advised by medical professionals. Risks assessed and provisions made where increased measures needed.
33	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Staff liaise with any families or staff who are vulnerable to ensure appropriate support and guidance is followed.
34	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Characteristics of those at increased risk known
35	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	All test results (+) communicated to HM who keeps record.
36	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Parents and staff requested to inform school if any of these conditions apply. Training at INSET for staff.
37	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Electronic health record for all children, manual record for staff. Anyone with COVID-19 symptoms will be logged on a separate list held by medical centre.
38	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Matron to follow up with any staff or families who are isolating/quarantining to check symptoms and return dates.
39	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Full return to school plan reflects these considerations

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	Hazard	Control Measures
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Boarding policies reviewed in line with guidance given by the Government and current policies all to be operated alongside COVID 19 risk assessments and guidance documents given to all staff.
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Site checked on routine visits (morning and night) along with weekly fire checks. Parents and visitors are not allowed in the Boarding House.
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Sufficient PPE available to staff.
4	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Should boarders travel on dedicated school transport they will follow all guidance as laid out in the school transport risk assessment. Educational visits involving boarders will be covered by the risk assessment associated with the visit.
5	Insufficient controls for boarders to move between residential and school day groups.	Boarders and day pupils will be taught in Year Group 'Bubbles' and boarders will be considered one bubble due to numbers.
6	SD, separation and socialising rules not adhered to in the boarding house.	Dormitories reviewed following social distancing guidance and bathrooms allocated to pupils. Practice monitored on regular basis by boarding staff.
7	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Fire briefing to be given to boarders on their return and a boarder specific drill to be completed. No changes to exits or alternative exits.
8	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Isolation rooms available in boarding as some areas of the boarding house. Parents to take any unwell pupils to recover at home following a positive test.
9	Do those in attending isolated cases know the procedures and have access to PPE?	Yes, both Matron and Houseparent are aware.
10	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required?	Boarders as local residents will self-isolate at home.

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11	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Clothes and bed linen washed regularly and at appropriate settings. Staff up to date on any guidance issued. Matron staff will launder potentially contaminated clothing & bedding and PPE is available for the purpose.
12	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Sufficient and appropriate level of support and staff in Boarding and all are working to SD guidelines.
13	Insufficient bathroom facilities if bed spaces have been reconfigured.	There are sufficient facilities.
14	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Phone available in boarding and boarders may bring electronic devices.
15	Boarders aware of global news and how it may affect them or their family.	Regular discussion in form groups, boarding and access to external information mean that boarders will remain connected and up to date. Support available through school if required.

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

	Hazard	Control Measures
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	All RA and protocol sent to drivers. Attendance at Briefing and routes/schedules have been circulated. Information circulated to anyone absent
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	All drivers (as staff) invited to contribute to RA process. PPE provision is in place for all.
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	All buses equipped with PPE (masks and gloves) and one bus has a screen fitted to test the effectiveness. Sanitisers and wipes available for touch point cleaning.
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	One bus fitted with screen; pax numbers on most routes relatively low and enable front facing distanced seating. Consideration of appropriate screening being made balancing driver and pupil safety, communication and supervision requirements. Inform all parents of any new procedures, via email.
5	Dedicated transport not aligned with the principles underpinning the system of controls	All control measures applying to school are outlined in the return to school document and apply to all areas of school, including transport. Bus numbers and layout to allow for Social Distancing.

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6	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	All buses run according to updated guidance. Masks not required for pax under the age of 11. Cleaning regime is outlined in Return to School document,
7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Each minibus is a bubble within which children will always sit at the same place. Pupils will be transported in year bubbles where possible. Sufficient spacing between seats will be allocated if amalgamation of year groups is needed. The same groups will always travel together.
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Driver reminders and no access to vehicle without use of sanitiser. All children to use sanitiser prior to debussing.
9	No additional cleaning of vehicles (all touch points) before and after each journey.	Drivers will wipe and clean each handle inside and outside of the bus and the buses will be cleaned once in school.
10	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Use of the service by children is dependent on complying with the rules. Buses departing from school will meet in the Dining Room as a group with their driver and then go to the relevant bus. Use of service is conditional on compliance by both parent and child.
11	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Only pax of secondary school age to be able to wear masks. Driver to wear face covering.
12	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	N/A - symptomatic pupils will remain isolated in school and be picked up by parents. Illness in school will mean parents being required to pick children up.
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All vehicles checked, stocked and serviced prior to beginning of term.
14	No mechanism to avoid contamination of passengers	Ensure that only the driver opens and closes the passenger door. Provide hand sanitiser and ensure that all passengers use it, before boarding the bus. Thoroughly clean all the vehicles at the end of every journey.
15	Lack of social distancing	Allocate seats for all passengers – ensuring that those picked up first are seated towards the back. Therefore, the passing of seated passengers will not happen. When disembarking – children are to remain seated

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		until the driver opens the door. They will then be asked to disembark, individually, working from the front of the bus to the back.
16	Small enclosed area Driver and Passengers	<p>Drive with windows open to provide ventilation.</p> <p>Protect the driver with a screen.</p> <p>Keep children in year bubbles wherever possible and allow plenty of space between them.</p> <p>Adhere to the seating plan when boarding and the disembarking routine when leaving.</p> <p>Recommend masks for those over 11 – This will not be enforced but left for the parents to decide.</p>

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures and Outcomes
1	Support and contract staff not regularly briefed on changes.	All support staff to attend beginning of term briefing and all further updates communicated to all staff by email and via line managers.
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Meeting protocols circulated to all staff and reinforced through regular updates
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	All PPE provision is deployed appropriate to role and activity.
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Daily monitoring of cleaning and immediate referral to domestic staff for resolving if needed. Teaching staff to report matters directly to cleaning staff via noticeboards in classrooms so that specific issues can be addressed. Catering Manager to oversee.
5	Security and access systems not regularly checked, updated and re-coded.	All security systems to be checked prior to beginning of term and codes changed in first 3 weeks of school.
6	Reconfigured areas, zones and routes hampering fire exits and routes.	All routes assessed for access and approved for emergency pathways.
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	PITEOF reviewed in Summer Term and details circulated Autumn Term 2020

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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures and outcomes
1	Insufficient hand washing or hand sanitiser ‘stations’ for all pupils and staff to clean their hands regularly.	Handwashing stations to be found in allocated toilet areas and sanitiser / wipes available in each classroom as well as in the Forbes, Reception and Staffroom areas.
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	All visitors access is only via the Reception and sign in / out is mandatory. Ditto badge wearing for non-school personnel.
3	Contractor health declaration and pre-work briefings not considered or implemented.	Contractors will be required to provide contact details when signing in. Site Manager will carry out pre-work briefings for new contractors. Existing contractors are aware of protocols
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Contractor and visitor toilets use will be guided by main reception and toilet will be cleaned daily as per new protocols. Contractors would not be expected to eat within our buildings and can use the visitor toilet.
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	School has sufficient heating/cooling/workshops inspections and all systems are well maintained with all maintenance up to date
6	Insufficient gas supply, maintenance, checks, venting and valves.	See 5 above
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	See 5 above
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	See 5 above
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	See 5 above
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	See 5 above
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	There are robust cleaning and safety protocols in place for the swimming pool. Covid protocols have been implemented within PSOPs.
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Regular testing and documenting is in place, to ISI standards

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13	Fire doors propped open to limit use of door handles and increase ventilation.	Fire safety awareness communications are provided and inset and start of term to advise staff about not propping open fire doors.
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Communications in the form of email, inset and poster advise staff about social distancing and not overcrowding.
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Completed by Catering Manager as part of the kitchen school close/open procedures
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Existing staff have reviewed old cleaning procedures and new robust procedures have been implemented by Catering Manager
17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	See 16 above
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Drinking facilities available around school site and children bring in full water bottles.
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	See 16 above
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	See 16 above
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	N/A No contract cleaners in place
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Existing staff have reviewed old cleaning procedures and new robust procedures have been implemented.
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Staff have access to PPE and can order new PPE when required without restriction
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Staff have access to PPE and can order new PPE when required without restriction
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	All equipment is serviced and up to date
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services were suspended.
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	No contractor building works taking place for the foreseeable future. Any in house work carried out by staff aware of revised timetables etc
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Suppliers not anticipated to be in buildings. Deliveries are contactless.
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	No change necessary.
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Pest control is still in place and overseen by Site Managers.
31	How often is this Risk Assessment reviewed?	Dynamic and weekly formal review