



**Glendower
Preparatory School**

COVID-19 – RISK ASSESSMENT

Effective 15.9.20

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. Schools will be required to make judgements concerning how to balance and minimise risks whilst providing a full educational experience for children using their existing resources.

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website. However there is no requirement to publish any existing risk assessments that do not directly address risks associated with COVID-19.)

The School relies on guidance from the Government, and Educational bodies such as ISC, GSA, IAPS and ISBA. This Risk Assessment has been compiled using the ISBA template and will be reviewed and updated weekly following the SLT meeting and with reference to any new guidance.

Rationale

The School acknowledges its ‘duty of care’ towards the whole community: governors, staff, parents, visitors and pupils. A ‘duty of care’ means a legal obligation to ensure the safety and well-being of others.

The test when considering whether a duty has been properly discharged is ‘what would the reasonable person have done, or not done, in the circumstances of this particular incident?’ For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* – the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.

b. *seriousness of likely injury* – this will have to be assessed on a case-by-case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.

c. *cost and difficulty of taking precautionary measures* – closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors or trips. (this has applied from 22 June 2020)
3. Open In transition: some teaching in school and some remotely.
4. Open In transition: with boarders and Open K (below).
5. Open Key staff and vulnerable children in school. All other teaching remote.
6. Open Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size. Schools must update their Risk Assessments building on learning to date and to consider any additional risks and control measures that may apply to the Autumn Term

The overall assessment of risk will require daily revision and will 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? (Daily)
- C. Are changes regularly communicated to staff, pupils, parents and governors? Yes
- D. Are changes reviewed by governors? Yes
- E. Are insurers consulted over changes? Yes
- F. Is there active engagement with the Local Health Protection team? Yes
- G. Do staff understand NHS Test and Trace ? Yes
- H. Are their contingency plans for self isolation for staff, and pupils? Yes

- I. Is access to school controlled effectively and are visitor (if allowed) details recorded? yes

- J. Are Social Distancing (SD) and other hygiene rules communicated, understood and checked? Yes
- K. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules? yes
- L. Are there sufficient supplies of hygiene materials and are they well placed? Yes
- M. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high-risk areas? Yes
- N. What precautions are being used to keep shared teaching equipment (e.g. keyboards, printers, pens) hygienic? Staff /pupils wipe as required
- O. Are high risk areas being regularly monitored for hygiene? Janitor on daily patrol
- P. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions? Yes
- Q. Are all the hazards identified properly mitigated and regularly re-assessed? Yes as far as known

In addition to the above, the following have been considered for pupils, parents and staff:

- R. SD rules: what is realistic for pupils and staff?
- S. Currently the Government does not recommend wearing a face covering or face mask in schools or other education settings. However, the school has decided to equip staff with PPE The range of PPE includes:
 - a. masks;
 - b. gloves;
 - c. shields (for face or lecterns, desk separators, staff desks);
 - d. sanitisers (gel and tissues).
- T. Enhanced cleaning of:
 - a. Toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces.
 - b. Keyboards, pens, copiers, kettles, biscuits tins etc.
 - c. Musical instruments, balls, bats etc
 - d. Kettles, biscuit tins, cleaning equipment
 - e. Clothes, school uniform, aprons, towels (if used) cloths, mops etc
 - f. Note: remove where possible soft toys, furnishings and items that are hard to clean. Yes
- U. Contact and mixing are minimised by:
 - a. Altering classroom layout with desks spaced, if possible, 1m apart.
 - b. Changing timetables so drop-off, breaks, lunch, playtime, pick-up times are staggered.
 - c. **Consistent groups (pods/bubbles) of pupils**
Pupils to remain in 'pods' at all times during the day.
 - d. 'Pods/bubbles' as far as possible, stay away from other people and groups.
 - e. Spaces such as halls and dining areas are used at reduced capacity and groups are staggered through these spaces.
 - f. Using outdoor space
- V. Medical:

- a. Are all staff and pupils or those tested positive in the last 7 days staying at home?
 - b. Who has pre-existing medical conditions and are they fully declared? Yes
 - c. Have all vulnerable pupils, parents and staff been identified and recorded?
 - d. Are extremely vulnerable staff and pupils able to return to school?
 - e. Who has tested positive for COVID-19 and is it 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? (via app or written diary).
 - h. Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
 - i. 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 such as:
- a. shopping;
 - b. parties;
 - c. games and play;
 - d. travel (other than home to school and return).
- X. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

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:

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.

**Annex A to
ISBA COVID-19
Risk Assessment**

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	COVID Safeguarding Annex created 19.04.20; reviewed 1.9.20	Hazard addressed	25/08/20
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT views daily guidance and attends webinars.	Hazard addressed	On going
C	Staff and parents do not understand the system of controls (see above) and how they are applied	Staff and parents briefed in updates	Hazard addressed	24.8.20
D	Changes not regularly communicated to staff, pupils, parents and governors	Regular updates for school community by zoom and email. Autumn Term re-opening plans shared 24/8/20	Hazard addressed	As required
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Governor visits on 10 and 11 June to review procedures and SCR. Review of Year 5 procedure on 15.6.20. Autumn Term arrangements sent to Governors	Hazard addressed	25.08.20
F	Insurers not consulted with school's re-opening and / or amended plans	Bursary staff have contacted insurers RA , policy and plan sent and approval received for openings. School autumn term plan sent	Hazard addressed	25.08.20
G	Local authority and health protection team not engaged before start of term	School has contact details	Hazard addressed	25.8.20
H	Engagement with Track and Trace not understood by parents and staff	Staff made aware of programme at INSET. (contact for Track and Trace 0344 225 3861)	Hazard addressed	1.9.20

I	Suspended services and subscriptions not re-set.	Services and subscriptions closely monitored in light of latest situation and Office Team ready to re-set when appropriate.	ongoing	27.8.20
J	No contingency plans for self isolation of staff, pupils or parents	Procedure established and understood	Hazard addressed	27.8.20
K	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Visitors not allowed without appointment. Visitor sign in required, with "Track and Trace" data being collected. Staff and pupils, and their location, registered each morning and after lunch.	Hazard addressed	27.8.20
L	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Notices deployed round the school. Procedures communicated at staff INSET 1.9.20 Health and Safety Training for pupils on first day back on site Parents kept informed via regular emails and zoom meetings.Reviews at staff meetings see above	Hazard addressed	27.8.20
M	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Pupils instructed on return on 3 September in their first lesson. Weekly reminders for girls. Tannoy announcement of hand-washing every hour. Teachers intervene when they see breach of SD.	Hazard addressed	27.8.20

N	Insufficient supplies of hygiene materials and not being suitably placed.	Hand washing required on entrance using new troughs by entrance areas to the school. Hygiene pack in each classroom containing hand sanitiser and wipes. Masks, aprons, gloves and visors available for staff if required. Daily review and re-stock Regular and scheduled hand washing built into school day. Girls assigned to certain toilets.	Hazard addressed	27.8.20
O	Insufficient or unsuitable cleaning regime - lack of regular re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Bursar has contacted director of Calabash. Premises specially (enhanced) cleaned during week comm 24 .8.20 using disinfectant wipes and spray. Enhanced cleaning every day from 3.9.20. Each area has its own work sheet for daily completion. Full-time janitor in school sanitising door knobs, toilets, banisters etc	Hazard addressed	24.8.20
P	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Hygiene pack in each classroom containing hand sanitiser, wipes and PPE. Keyboards and telephones cleaned at least daily.	Hazard addressed	24.8.20

Q	High risk areas not being regularly monitored for hygiene.	Toilets, corridors, stairways regularly sanitised during the day. Cleaning Worksheet on classroom doors which records daily cleaning tasks completed checked by Bursary staff	Hazard addressed	24.8.20
R	All hazards identified properly mitigated and regularly re-assessed?	This RA will be updated/monitored weekly by SLT	ongoing	24.8.20
S	Insufficient contingency plans in case of medical need of self isolation of individuals, multiple pupils, staff or local outbreaks	In the event of confirmed cases, the school will contact the local Health Protection Team (020 3326 1658)	ongoing	31.08.20

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	ICT team ensure all channels are working	Hazard addressed	On going
2	No proper induction process for staff, parents and pupils at the start of term	Parents and staff have received written briefing. Pupils received on 3.9.20	Hazard addressed	Complete by 3.9.20
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Chair, Head and SLT constantly dealing with parent, staff and governor feedback. Office keeping log of staff concerns, including those reported to teachers by pupils and parents, and passing on to SLT. Regular contact with PA. Staff survey July 2020	Hazard addressed	On going

4	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Chair of Governors is in regular contact with Head and Bursar. Sarah Martyrossian in contact as Chair of H & S. Safeguarding governor in regular contact with DSL SLT have access to governor and each other's contact details. Staff can contact SLT via email at any time. Governors approved re-opening of the School on 28.5.20 and visits to school on 10/11 June to review procedures. Briefing note sent 25.8.20	Hazard addressed	26.8.20
5	No system to communicate with parents and staff that have not returned to school for fear of infection.	Survey taken of all pupils/parents and staff as regards their intentions and reasons for non attendance. Letter sent to staff on 26.8.20	Hazard addressed	26.8.20
6	No school rep. identified to liaise with Local Authority and local health protection team	Head or Bursar will act as rep	Hazard addressed	27.8.20
7	Local Authority and health protection teams not identified prior to re-opening	Details obtained and in policy. Local Health Protection Team (020 3326 1658)	Hazard addressed	27.8.20
8	Lack of mechanism for concerned parents of pupils with significant risk factors to discuss concerns	Contact with parents encouraged. Head or Pastoral Deputy will deal	Hazard addressed	27.8.20
9	No staff/pupil/parent health declarations recorded	Surveys conducted regularly; week com 24.8.20 Reconfirmed 31.08.20	Hazard addressed	24.8.20 31.08.20

10	Staff/parents/pupils not self isolating after holidays or work visits where required	Monitor results of staff /parents survey. Importance emphasised to those affected Reconfirmed 31.08.20	Hazard addressed	27.8.20 31.08.20
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Parents asked to confirm in survey that they have not travelled recently. Re-confirmed 24.8.20 Reconfirmed 31.08.20	Hazard addressed	24.8.20 31.08.20
12	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Pupils must maintain SD where possible, wash their hands frequently, use hand sanitiser. Staff have access to appropriate PPE Tannoys throughout the day to remind staff and pupils to wash hands.	Hazard addressed	continuous from 3.9.20
13	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Covid symptoms, SD (where possible) and hygiene re-enforced at INSET 1.9.20.	Hazard addressed	1.9..20
14	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	No off-site activity at present. Will review if transport used	n/a	1.9.20
15	At drop-off and pick-up parents must maintain SD outside gates and entrances.	Parents remain outside the school at drop-off, maintaining SD where possible, and wait until their daughter has been admitted to school. At pick-up parents wait outside school gates for girls to be released.	Hazard addressed	24.8.20
16	Staff and parents not cleaning frequently touched surfaces of bike, pram etc before and after school	All children must wash their hands before entering school	Hazard addressed	27.8.20 onwards

17	Insufficient guidance on safe travel to school (e.g. walking/cycling)	Most pupils are local and travel to school on foot. Staff are aware of Cycle Scheme. School follows guidance from gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers		
18	Insufficient registration throughout the day including lack of temperature / health checks.	Registration taken as normal at beginning of day and after lunch. Temperatures checked on entry. Any pupil with temperature not allowed into the school.	Hazard addressed	3.9.20
19	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Signs and tape used where appropriate Training given to staff and girls. Parents informed about SD at drop-off and collection of pupils Each pod uses stairs and playground at different times. Use keep left approach	Hazard addressed	1.9.20
20	Learning and recreational spaces not configured to SD rules.	Playground use controlled so that SD rules are not broken. Pods use Hyde Park in fine weather	Hazard addressed	1.9..20
21	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Girls remain in pods with others in their year group. Staggered start and finish times	Hazard addressed	1.9.20
22	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Usual first aid/sickness procedures apply. School mentor available for girls and staff on request.	Hazard addressed	1.9.20

		<p>Play therapist available for girls on request.</p> <p>Staff can report any concerns to DSL.</p> <p>Parents asked to communicate if a parent/family member is very ill</p> <p>School INSET day Training on delivering effective pastoral care during COVID-19 and self-care for staff</p>		
23	Strategy to keep children safe on line not re-assessed and insufficient checks of apps, websites etc	School policy in place. DSL, Deputy Head Academics and IT team monitor network use	Hazard addressed	1.9.20

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Safeguarding policy reviewed and updated.		1.9.20
2	INSET does not cover training for covid-19 related procedures, safeguarding, H & S and well being	INSET on 1.9.20 will emphasise all 3 of these	Hazard addressed	1.9.20
3	Staff don't know how to identify and help vulnerable pupils, parents and staff	Guidance given at DSL Safeguarding briefing 02.09.20		
4	DSL and DDSL not easily contacted and their contact information not known to all.	<p>Notices round the school and staff reminded at INSET on 1.9.20</p> <p>DSL at staff meetings twice a week and all staff have mobile number of DSL and 2xDDSL.</p> <p>Parents have also been reminded.</p>	Hazard addressed	1.9.20

5	No COVID-19 specific policy that includes medical responses, SD (including updates), teaching, socialising, feeding, hydration, well-being etc.	COVID-19 policy prepared and updated as necessary.	ongoing	update w/com 1.9.20
6	Fire drills, routes and assembly points not rehearsed.	No change to fire procedure. Staff reminded to check exit routes at INSET. Fire practice Monday 7 sept.	Hazard addressed	15.9.20
7	Class sizes not reduced and kept together in their 'bubble' (minimising contact with others) or properly supervised.	Girls taught in class/ year group bubble with designated teacher and/or TA. Girls stay in bubbles to move around school for breaks and arrival or departure. List of girls in each bubble kept on classroom door.	Hazard addressed	1.9.20
8	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Year groups in separate bubbles. All staff in school	Hazard addressed	1.9.20
9	Staff (including temporary and peripatetic staff) moving between classes not maintaining distance from pupils and other staff	Use keep left policy. Remind staff of importance at INSET	Ongoing	1.9.20
10	Consider whether some roles can be performed from home	Staff asked whether they have concerns around the return to school. No replies received as at 27.8.20. Risk assessments conducted for pregnant staff.	Will continue to monitor and respond to any requests 1 member of staff working from home (34 weeks pregnant) 1 member of staff with enhanced risk managements in place (17 weeks pregnant)	1.9.20
11	Not able to maintain 2m distance between adults	Importance emphasised and need for extra hand washing and sanitising. Limited numbers in staff rooms.	Ongoing	1.9.20

12	Contact between bubbles not minimised	Year group bubbles must be adhered to	Ongoing	1.9.20
13	If consistent bubbles not maintained, it will be difficult to identify those to isolate	As above (12)	Ongoing	1.9.20
14	Large gatherings not avoided	No assemblies or whole school and staff meetings. Parents' evenings held on Zoom	Hazard addressed	1.9.20
15	Insufficient controls on pupils allowed to mix into wider groups e.g. for specialist teaching, transport	Wider groups will not be used for time being	Hazard addressed	1.9.20
16	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Pupils instructed on new procedures on return on 3 Sept in their first lesson. Protocol for recruitment and SCR implemented for all new staff, as per ISBA guidance. Induction Training to be given 1 September (AH)	Ongoing	1.9.20
17	SCR and required documents not properly verified or recorded.	New protocol for recruitment and SCR implemented for all new staff, as per ISBA guidance. SCR inspected by Governor on 11.6.20	Ongoing	1.9.20
18	Plans to working and learning outside not fully considered	Limited opportunity due to small site but playground used where possible and Hyde Park SLT investigating other alternatives such as Stanhope Gardens	Ongoing	1.9.20
19	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered (17.5.20)	Limited opportunity due to small site but playground used where possible. See above SLT investigating other alternatives.	Ongoing	1.9.20

20	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Restrictions on sport at present. Head of PE up to date and following all professional bodies' advice	Hazard addressed	1.9.20
21	Drama, dance and music activities not applying hygiene rules	Any lessons in these subjects will take place in classrooms or larger spaces	Hazard addressed	1.9.20
22	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Same rules apply for these activities as in normal lessons	Hazard addressed	1.9.20
23	During sport/PE activities proper attention not paid to SD rules and cleaning and hygiene	As above (22)	Hazard addressed	1.9.20
24	Volunteers not supervised	One volunteer expected pending Enhanced DBS and has been thoroughly vetted.	Hazard mitigated	1.9.20
25	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, and purpose.	Meetings held in separate locations/times. Main staff and SLT meetings held by Zoom or using SD. Notices used to ensure staff respect reasonable SD in staff room and numbers are limited. Wipes etc available next to photocopier/kettle to use to wipe down after use and cleaning during the day.	Hazard addressed	1.9.20
26	Staff have too little down time	Well-being closely monitored by SLT. Availability of counsellor. Staff permitted to leave early if teaching finished before end of day and no cover needed.		
27	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	System checked prior to re-opening	Hazard addressed	1.9.20

28	Parent, pupil, staff, contractor, visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Explained to staff at INSET 1.9.20 and to parents in written briefing. No visitors at present.	Hazard addressed	1.9..20
29	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to relaxed SD rules.	Signage and tape used as required ; use keep left	Hazard addressed	1.9.20
30	Classrooms don't reflect required SD layout, PPE, screening and regular cleaning rules.	Classrooms configured to relaxed SD requirements. at INSET on 22.5.20. Schedule drawn up for cleaning during the day and each evening. Hygiene packs (including PPE) in each classroom checked each morning.	Hazard addressed	1.9..20
31	Classrooms don't have side by side seating or forward facing desks	Most classrooms ok but Reception classes sit at round tables. Extra vigilance around wipes, sanitising and hand washing regularly	Hazard addressed	1.9.20
32	Minimising contact and mixing not effective in the classroom and during breaks.	Pupils stay in bubble with their assigned staff during lessons and breaks and SD (as relaxed) monitored by teachers.	Hazard addressed	1.9.20
33	No regular breaks for handwashing during the school day.	Tannoy reminds staff and pupils to wash hands throughout the day.	Hazard addressed	1.9.20
34	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	6 wash troughs at entrance/exit points. Toilets and wash areas allocated to bubbles and staff.	Hazard addressed	1.9.20

		Sanitiser stations throughout school		
35	Hygiene stations not stocked, checked and cleaned regularly.	Hygiene stations in each class cleaned and stocked regularly throughout the day with worksheet record.	Hazard addressed	1.9.20
36	Unnecessary items not removed from classrooms and other learning environments.	Items removed 1.9.20	Hazard addressed	1.9.20
37	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Items removed at 1.9.20	Hazard addressed	1.9.20
38	Pencils and pens not shared by pupils and staff	Instruct pupils	Hazard addressed	1.9.20
39	Classroom resources (books, games etc) that are shared between bubbles not cleaned between uses	72 hour book quarantining rule for reading books implemented. (Parents informed.)	Hazard addressed	
40	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Each year dropped off and picked up at different times. Breaks also at different times for each year group. No "live" assemblies larger than a year group bubble. Closely monitored by SLT, who are present at drop-off and pick up times.	Ongoing	1.9.20
41	Meal times not de-conflicted or possible to achieve reasonable SD in the servery and dining areas whilst still providing sufficient nourishment.	Pupils eat in dining hall in year groups or have packed lunches. Staff served lunch from staff room. Reminders of SD posted in staff room.	Hazard addressed	1.9.20

		Staff can eat at desks if preferred and in both staff rooms Any staff concerns to be reported to office.		
42	Hazards and risks of providing breakfast and after school clubs not understood.	No breakfast club. No after-school clubs at present.	Hazard addressed	1.9.20
43	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	DSL is key contact for vulnerable staff and children and ensures medical advice and support is in place.	Hazard addressed	1.9.20
44	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	School mentor available to all staff and pupils. DSL maintains regular communication with staff, parents and pupils and addresses any mental health and wellbeing issues and is well assisted by two DDSLs. INSET training for all staff on self-mastery	Hazard addressed	1.9.20
45	Pupils need water bottles refilled during the day.	Each LS bubble appoints staff member to refill water bottles from designated water fountains. Bottles wiped after refill and returned to pupils. Years 5 and 6 pupils allowed to fill their own water bottles	Hazard addressed	1.9.20
46	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Activities on site and trips to parks where possible in year groups	Hazard addressed	1.9.20
47	Increased use of Hyde Park for US pupils requires pupils and staff to walk there	Pupils reminded of safety rules. Correct pupil/ staff ratio used.	Hazard addressed	1.9.20

		Roads crossed at designated points.		
--	--	-------------------------------------	--	--

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell	Science of risk reinforced at staff INSET. SLT constantly updating knowledge with updates and guidance.	Hazard addressed	1.9.20
2	Hygiene rules not effective. 'catch it, bin it, kill it' not re-publicised or applied.	Hygiene rules reinforced at staff INSET 1.9.20. Posters throughout school offer reminders.	Hazard addressed	1.9.20
3	No / insufficient staff supervising / supporting normal medical staff?	All staff are first aid trained Staff INSET training on First aid provided 1.9.20	Hazard addressed	1.9.20
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Designated member of staff will be tannoyed to deal with any suspected cases of COVID-19, don PPE and treat patient in isolation in sick room.	Hazard addressed	1.9.20
5	Insufficient First Aid trained personnel (ratio) for pupils in school	All staff are first aid trained Staff INSET training on First aid provided 1.9.20	Hazard addressed	1.9.20
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Temperature testing in place since 1.6.20. Staff understand how to use and record	ongoing	1.9.20
7	Staff and pupils who have tested positive must not come to school	Made clear to parents and staff in briefing document 24.8.20	Ongoing	1.9.20
8	Procedure for isolating staff and pupils sent home to isolate and be tested is not understood	As above	Ongoing	1.9.20

9	If household member is positive, rest must isolate for 14 days	Emphasised at staff briefing	Hazard addressed	1.9.20
10	Staff not aware of meaning of close contact: e.g.coughed on; extended (15 min) contact with infected person Sitting in a car with an infected person	As above	Hazard addressed	1.9.20
11	Staff don't know how to report a covid-19 case to external authorities	Will be handled by SLT if a pupil or member of staff at school	Hazard addressed	1.9.20
12	Procedure for clearing up after contact with person with symptoms not understood	Will be dealt with by designated member of SLT		
13	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Annexe to First Aid Policy drawn up by Alison Moran 18.05.20	Hazard addressed	1.9.20
14	Medical room(s) improperly equipped.	Reviewed prior to opening.and weekly from 1.9.20 Equipped with PPE. Notices posted for donning and doffing of PPE.	Ongoing	1.9.20
15	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	Masks for pupils are optional. masks, gloves , aprons available to staff who were advised as to use at INSET 1.9.20	Hazard addressed	1.9.20
16	Sickness management rules and the 'don't come to work if you are ill' not understood or observed.	Staff and parents asked to check each morning and stay at home if they have temperature before they leave for work	Hazard addressed	1.9.20
17	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Pupils kept in bubbles of same age. Minimised mixing between bubbles	Risk mitigated	1.9.20

18	School unaware of any staff and pupil pre-existing medical conditions.	Up-to-date survey of staff has asked for details. List of staff and pupil medical conditions compiled from survey results highlighting those in 'extremely vulnerable' category	Ongoing	1.9.20
19	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	All parents and staff surveyed before return on 3.9.20 and regularly to ask if they have had or currently have COVID-19 or have been in contact with anyone showing symptoms.	Ongoing	1.9.20
20	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	All parents and staff surveyed before return on 3.9.20, and updated regularly	Ongoing	1.9.20
21	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Record kept by Office Team. None known at 15.9.20	Ongoing	15.9.20
22	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	None known at present	Ongoing	1.9.20
23	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	All parents and staff surveyed before return on 1.9.20. And weekly review	Ongoing	1.9.20
24	Insufficient proof of shielding and individual conditions?	DSL to ask for proof if there is any doubt.	Ongoing	1..9.20
25	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Medical room available. All staff and pupils receive temperatre checks on entry. Medical room cleaned daily and no entry to any unauthorised personel	Hazard addressed	1.9.20

26	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Completed daily using non-contact thermometer in first instance. A log of those sent home will be kept for each point of entry and then taken to the office for central recording of data. None at 24.8.20	Hazard addressed	1.9.20
27	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	No change to fire procedure. Staff reminded about exit routes at INSET due to changed class locations. Fire drill carried out 7.9.20	Hazard addressed	1.9.20
28	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	Parents to manage or staff to use A&E	Ongoing	1.9.20
29	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	SLT monitor staff and teachers monitor the pupils. Log kept of reviews.	Ongoing	1.9.20
30	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Only known contractors used and outside school operating hours unless under strict distanced supervision	Hazard addressed	1.9.20
31	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE is available as per government guidelines	Hazard addressed	1.9.20
32	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Staff /parents sent a recommendation of daily washing of uniform Staff coming in by public transport must change on arrival All fabric items removed from classrooms. Pencil cases used only by owner.	Ongoing	1.9.20

33	Insufficient attention paid to risks affecting vulnerable staff	Discussions held with vulnerable staff ; separate risk assessment to be prepared.	Ongoing	1.9.20

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Weekly staff meetings ensure latest rules are explained and INSET 1.9..20	Ongoing	1.9.20
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	As above, PPE available. Hygiene packs placed in each classroom Training for PPE and hygiene offered at Staff INSET 1..09.20	Hazard addressed	1.9.20
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaning regime agreed with Calabash and additional all-day cleaner hired. Worksheets on classroom doors to confirm routine cleaning, checked by Bursary staff. Deep clean reviewed by bursar 27.8.20	Ongoing	27.8. .20
4	Security and access systems not regularly checked, updated and re-coded.	Entry control system regularly serviced	Hazard addressed	1.9.20
5	Reconfigured areas, zones and routes hampering fire exits and routes.	no change to exit routes	Hazard addressed	1.9.20

6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	No change needed	Hazard addressed	1.9.20
---	--	------------------	------------------	--------

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	System tested during week before opening.	Hazard addressed	1.9.20
2	Insufficient gas supply, venting and valves?	System regularly serviced	Hazard addressed	1.9.20
3	Air conditioning units, ducts not checked on re-occupying school facilities.	A/C units regularly serviced	Hazard addressed	1.9.20
4	Ventilation and extraction systems not checked.	System regularly serviced. System tested during week before opening.	Hazard addressed	1.9.20
5	Electrical tests not up-to-date including emergency lighting and PAT	Testing is up to date	Hazard addressed	1.9.20
6	All electrical equipment bought in to school PAT tested?	Not considered necessary		1.9.20
7	Water testing for temperature, flow and legionella not in date for test.	Legionella testing carried out in summer holidays and water temperature testing .	Hazard addressed	1.6.20
8	Water supply not tested for legionella on re-opening facilities.	Test recently carried out. School uses mains water so low risk	Hazard addressed	1.9.20
9	Swimming Pool not secure or inspected regularly.	n/a; not vswimming at present	Hazard addressed	1.9.20
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	n/a	Hazard addressed	1.9.20
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Service records are kept and in date	Hazard addressed	1.9.20
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen cleaned prior to opening by team	Hazard addressed	1.9.20
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Numbers reviewed with Manager. Staffing numbers agreed ok	Ongoing	1.9.20

14	Servery and dining room rules not properly considered, inadequate or safe.	Pupils eat packed lunches or eat in year groups in hall. Cleaning takes place between sittings Staff served lunch in both staff rooms. Time slots allocated Reminders of SD posted in staff room. Staff can eat at desks if preferred. Any staff concerns to be reported to office.	Ongoing	1.9.20
15	Insufficient drinking supplies and hydration available in dining room.	Staff encouraged to bring in their own water bottles/mugs. Water cooler available as per usual.	Hazard addressed	1.9.20
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	n/a		1.9.20
17	Suspended services not re-set.	Cleaners re-set and other services re-started as required	Ongoing	1.9.20
18	Approach not agreed to any scheduled or ongoing building works.	Suspended for now.	Hazard addressed	1.9.20
19	Suppliers not following appropriate SD and hygiene measures	Suppliers not allowed in school buildings during school day	Hazard addressed	1.9.20
20	Waste procedures not reviewed or sufficient.	Recycled waste collected 2x a week; other rubbish daily ; general waste including potentially infectious waste bagged and kept securely	Hazard addressed	1.9.20
21	Pest control services not recorded, deficiencies not identified or actioned.	Regular visits by contractor; last one at end of August.	Hazard addressed	1.9.20
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	n/a	Hazard addressed	1.9.20

23	Cleaners don't have appropriate PPE	Masks, gloves worn; regular handwashing	Hazard addressed	1.9.20
24	Cleaners not clear about the need for enhanced cleaning and maintaining records	Monitored by site manager; cleaning programme agreed with cleaning supervisor	Hazard addressed	1.9.20