



Glendower Preparatory School

COVID-19 – RISK ASSESSMENT

Effective 06.01.21

Introduction

The UK is in lockdown again from 5 January 2021. The core obligation to ensure ‘so far as is reasonably practicable the health, safety and welfare of staff, pupils and visitors’ remains as does the obligation to risk assess and implement relevant control measures. Schools are 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. 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. Some risk assessments may require daily revision and should include but not be limited to answering questions relating 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 it understood that the Secretary of State has a statutory power to order schools remain open? Yes
- G. Is there active engagement with the Local Health Protection team? Yes
- H. Is the advice of HPT sought and implemented? Yes
- I. Are there sufficient systems and staff in place to support contact tracers? Yes
- J. Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures? Yes
- K. Is DfE advice to keep groups separate (in “bubbles”) being implemented? Yes
- L. Are there contingency plans for self isolation of individuals, multiple pupils and/or staff? Yes
- M. Is contact minimised and distance maximised between all those in school, wherever possible? Yes
- N. Are the definitions of “close contact” and the trigger for a pupil/staff to self-isolate understood? Yes
- O. Are appropriate Social Distancing (SD) and other hygiene rules communicated, understood and checked? Yes
- P. Has the cleaning regime been regularly re-assessed and, if necessary, revised? Yes
- Q. Are high risk areas being regularly monitored for hygiene? Janitor on daily patrol
- R. Are contract providers suspended or unable to attend school? No
- S. Is access to school controlled effectively and are visitor (if allowed) details recorded? yes

- T. Are there sufficient supplies of hygiene materials and are they well placed? Yes
- U. Are contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff, local tier lockdown? Yes
- V. 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:

- W. Currently face coverings should be worn by adults and children aged 11 and above when moving around the premises, outside of classrooms or activity rooms, such as in corridors and communal areas where social distancing cannot easily be maintained. At Glendower, face coverings are worn by staff when meeting parents and pupils at drop off but not during the rest of the school day.
- X. 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).
- Y. 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.
- Z. Consideration of how to reduce contact and maximise distancing between those in school, where ever possible, and minimise potential for contamination by:
 - a. Using outdoor space.
 - b. Altering classroom layout with desks facing the front.
 - c. Staggering timetables for drop-off, assemblies, breaks, lunch, playtime, pick-up times.
 - d. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.
 - e. SD in spaces such as halls and dining areas and groups are staggered through spaces.
 - f. Recording groups and bubbles compositions in case pupils need to self-isolate.
- AA. Medical:
 - a. Are all staff and pupils or those tested positive in the last 10 days staying at home? Yes
 - b. Are pre-existing medical conditions fully declared? Yes
 - c. Have all vulnerable pupils, parents and staff been identified and recorded? Yes
 - d. Are extremely clinically vulnerable and clinically vulnerable staff and pupils able to return to school? In most cases.
 - e. Who has tested positive for COVID-19 and is it recorded? (for elimination purposes)? Yes
 - f. Who has come into contact with anyone tested positive to COVID-19? Recorded by Office.
 - g. Who has travelled where and when: other than home and school? Regular surveys to check.

- h. Who has been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)? Recorded by Office.
- i. Have those who have been abroad self isolated /quarantined for 2 weeks if required? Yes. Recorded by Office.
- BB. Have all adhered to the external socialising rules set by the school for shopping, parties, day trips, games, activities and travel (other than home to school and return) Regular reminders issued by school
- CC. Are plans for school events including plays, concerts, parent and teacher meetings re-assessed? Conducted remotely.

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".

Schools should:

- ensure that all staff understand the system of controls and how they are applied in the setting - time should be taken for staff to review the actions in the system of controls and ask questions;
- ensure that parents and carers are aware of the system of controls, how this impacts them and their responsibilities.

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. where recommended, use face coverings in schools.
3. clean hands thoroughly more often than usual.
4. ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
5. introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
6. minimise contact between individuals and maintain social distancing wherever possible.
7. where necessary, wear appropriate PPE.
8. always keep occupied spaces well ventilated.

Numbers 1 to 5 and number 8 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

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

Numbers 9 to 11 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 and 05.11.20.	Hazard addressed	05.11.20
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.	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. Regular governor meetings - including Education, Finance, H&S, and a general Board meeting – throughout the Autumn term.	Hazard addressed	25.08.20
F	Insurers not updated with school's 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	Not appreciating that Secretary of State has a statutory power to order schools to remain open	SLT views daily guidance	Hazard addressed	06.01.21
H	Insufficient liaison with local authority and health protection team	School has contact details	Hazard addressed	25.8.20

I	Active engagement with NHS Test and Trace not implemented and the procedures 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
J	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff made aware of programme at INSET. (contact for Track and Trace 0344 225 3861)	Hazard addressed	1.9.20
K	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	Year groups kept in bubbles at all times	Hazard addressed	06.01.21
L	Each group’s (“Bubble’) health not properly analysed and risk assessed to consider switching to remote learning.	Staff in charge of bubble contact SLT with any concerns	Hazard addressed	06.01.21
M	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	Emphasized at staff briefing	Hazard addressed	09.01.20
N	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements not updated on a regular basis.	All updated daily via Engage	Hazard addressed	05.11.20
O	Insufficient information to identify close contacts of symptomatic individuals and support contact tracing.	All recorded daily via Engage	Hazard addressed	05.11.20
P	No contingency plans for self isolation of staff, pupils or parents	Procedure established and understood	Hazard addressed	27.8.20
Q	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	Parents, carers and staff are immediately informed via Clarion, backed up with email	Hazard addressed	05.11.20
R	Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible.	Year groups dropped off and picked up at different times at different access points. 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.	Hazard addressed	05.11.20

		'Keep left' policy for circulation. SD rules reinforced by signage. Lunch provision reduced.		
S	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
T	Social Distancing (SD) hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	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.	Hazard addressed	27.8.20
U	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	Any lessons in these subjects will take place in classrooms or larger spaces with pupils reminded of SD rules by teachers.	Hazard addressed	05.11.20
V	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
W	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.	Hazard addressed	27.8.20

		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 specific toilets.		
X	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.	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 Fogging of classrooms where there has been a positive COVID case.	Hazard addressed	24.8.20
Y	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
Z	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
AA	Contract providers and services suspended or unable to attend school.	Cleaners have continued to provide enhanced cleaning every weekday at the end of the school day, and caterers have worked throughout pandemic.	Hazard addressed	05.11.20

BB	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	School has remained open since 2 June and throughout second national lockdown. Catering contractors have been able to continue supply throughout. Extra staff have been employed to cover absences.	Hazard addressed	05.11.20
CC	All hazards identified properly mitigated and regularly re-assessed?	This RA will be updated/monitored weekly by SLT	ongoing	24.8.20
DD	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 follows advice from the DfE and the local Health Protection Team (020 3326 1658)	ongoing	05.11.20
EE	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	No clubs at present. Internal clubs will resume January 2021 and the School's normal protective measures will apply.	Ongoing	05.11.20
FF	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.	Confirmed.	Ongoing	05.11.20
GG	All hazards identified properly mitigated and regularly re-assessed?	Confirmed.	Ongoing	05.11.20

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	Ongoing	03.09.20
2	No proper induction process for staff, parents and pupils at the start of term	Parents and staff received written briefing. Pupils received briefing on 3.9.20	Hazard addressed	Complete by 3.9.20
3	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	Pupils and their parents and staff returning from absence are emailed by the Head and/or the Office with information about any changes.	Ongoing	05.11.20

4	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. Regular staff surveys	Hazard addressed	03.09.20
5	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
6	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. Office and Head maintain contact with parents. Head and Deputy Head (Academic) maintain contact with staff.	Hazard addressed	26.8.20
7	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
8	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

9	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	Local Health Protection Team informed when there is a positive case of COVID in the school, Head is aware of need to inform the team if there is a general rise in sickness absence.	Ongoing	05.11.20
10	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Head and Deputy Head Academic are in contact with staff who cannot return to school and put in place plans for working from home or otherwise supporting staff.	Ongoing	05.11.20
11	Lack of mechanism for concerned 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.	Contact with parents encouraged. Head or Pastoral Deputy will deal	Hazard addressed	27.8.20
12	No staff/pupil/parent health declarations recorded	Online surveys conducted regularly. All staff completed health declaration Autumn 2020.	Hazard addressed	24.8.20 31.08.20 05.11.20
13	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
14	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Regular surveys to ask parents if they have travelled recently.	Hazard addressed	24.8.20 31.08.20
15	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	Pupils remain in their year-group bubbles at all times and contact with other year groups is minimal. School timetable provides information on location of pupils and staff. Visitors are few and their whereabouts carefully recorded. This included peri music teachers.	Hazard addressed	05.11.20
16	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Regular surveys to ask parents and staff if they have not travelled recently and to reinforce	Ongoing	05.11.20

		government guidance on self-isolation.		
17	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
18	Class and activity rooms not properly and regularly ventilated with fresh air.	Windows opened where possible. Cleaners asked to close windows at the end of each day.	Ongoing	05.11.20
19	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 and staff meetings.	Hazard addressed	1.9..20
20	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
21	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. Since early November, girls enter School at four different points to minimise contact and staggered drop-off times are strictly enforced.	Hazard addressed	24.8.20 05.11.20
22	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
23	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	Most pupils are local and travel to school on foot. Staff are aware of Cycle Scheme. RBKC offers free car parking for key workers during	Ongoing	05.11.20

		lockdown. School follows guidance from gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers. Since early November, girls enter School at four different points to minimise contact and staggered drop-off times are strictly enforced.		
24	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	As above.	Ongoing	05.11.20
25	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
26	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 bubble uses stairs and playground at different times. Use keep left approach	Hazard addressed	1.9.20
27	Learning and recreational spaces not configured to SD rules.	Playground use controlled so that SD rules are not broken. Bubbles use Hyde Park in fine weather	Hazard addressed	1.9..20
28	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 bubbles with others in their year group. Staggered start and finish times	Hazard addressed	1.9.20
29	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

		Play therapist available for girls on request. Staff can report any concerns to DSL. Parents asked to communicate if a parent/family member is very ill School INSET day Training on delivering effective pastoral care during COVID-19 and self-care for staff		
30	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 or practice, and staff handbook policies.	Safeguarding policy regularly reviewed and updated.		03.09.20 05.11.20
2	INSET does not cover training for covid-19 related procedures, safeguarding, H & S and well being	INSET on 1.9.20 emphasised all 3 of these. Staff regularly updated at weekly emails and via email in case of any changes to procedures.	Hazard addressed	03.09.20 05.11.20
3	Staff don't know how to identify and help vulnerable pupils, parents and staff	Guidance given at DSL Safeguarding briefing 02.09.20	Hazard addressed	03.09.20 05.11.20
4	System of controls (see explanation above) not understood and / or properly implemented.	Staff and parents briefed in updates	Hazard addressed	24.8.20
5	DSL and DDSL not easily contacted and their contact information not known to all.	Notices round the school and staff reminded at INSET on 1.9.20 DSL at staff meetings twice a week and all staff have mobile number of DSL and 2xDDSL. Parents have also been reminded.	Hazard addressed	1.9.20
6	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

7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	No change to fire procedure. Staff reminded to check exit routes at INSET. Fire practice Monday 7 sept.	Hazard addressed	15.9.20
8	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
9	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Year groups in separate bubbles.	Hazard addressed	1.9.20
10	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules.	Use keep left policy. Staff reminded of importance at INSET and staff meetings and through signage.	Ongoing	1.9.20
11	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	School follows guidance from https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools . This advises 'In primary schools where social distancing is not possible in indoor areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.' The school has put in place a 'system of controls' in line with government	Ongoing	05.11.20

		guidance, which provides mitigating measures.		
12	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 (over 28 weeks pregnant) 1 member of staff with enhanced risk managements in place (17 weeks pregnant)	1.9.20 05.11.20
13	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	Importance emphasised. Limited numbers in staff rooms.	Ongoing	1.9.20
14	Contact between bubbles not minimised or distance between individuals maintained and properly supervised.	Year group bubbles are adhered to and all staff remind pupils of SD rules as necessary.	Ongoing	1.9.20 05.11.20
15	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.	As above.	Ongoing	1.9.20
16	Large gatherings not avoided	No assemblies or whole school and staff meetings. Parents' evenings held on Zoom	Hazard addressed	1.9.20
17	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. Pupils use school transport only in bubbles.	Hazard addressed	1.9.20 05.11.20
18	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Lower School staff regularly remind pupils of the importance of SD.	Ongoing	05.11.20
19	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	SEND teacher prepares pupils as necessary.	Ongoing	05.11.20

20	Where a pupil 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	Hazard addressed	05.11.20
21	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	All classrooms reconfigured as advised but Reception classes sit at round tables. Extra vigilance around wipes, sanitising and hand washing regularly	Hazard addressed	03.09.20
22	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Currently there is one member of staff at ITT stage, who has been at the school since September 2019 and is fully briefed on procedures.	Hazard addressed	03.09.20
23	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 given 1 September (AH)	Ongoing	1.9.20
24	Recruitment process and pre-appointment checks not following legal requirements.	New protocol for recruitment and SCR implemented for all new staff, as per ISBA guidance. SCR inspected by Governor on 11.6.20 and 19.11.20	Ongoing	05.11.20 20.11.20
25	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 and 19.11.20	Ongoing	1.9.20 05.11.20 20.11.20
26	Support staff and TAs in regulated activity do not have the appropriate checks.	All staff have enhanced DBS checks and are fully vetted inline with ISI guidelines.	Ongoing	05.11.20
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	Limited opportunity due to small site but playground used where possible and Hyde Park. New venues in use for outside learning	Ongoing	1.9.20 05.11.20

		and activities and continue to be researched.		
28	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	Only one such organisation has visited this term and was fully vetted. All venues for external activities fully risk assessed.	Ongoing	05.11.20
29	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered (17.5.20)fbubb	Limited opportunity due to small site but playground used where possible. See above SLT investigating other alternatives.	Ongoing	1.9.20
30	Physical education, sport and physical activities not following the measures in their system of controls.	PE staff fully briefed in system of controls. Head of PE up to date and following all professional bodies' advice.	Hazard addressed	05.11.20
31	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	No indoor sport at present	Hazard addressed	05.11.20
32	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Head of PE up to date and following all professional bodies' advice	Hazard addressed	1.9.20
33	Drama, dance and music activities not applying hygiene rules	Any lessons in these subjects take place in classrooms or larger spaces with ventilation.	Hazard addressed	1.9.20 05.11.20
34	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
35	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Year group bubbles are adhered to and all staff regularly remind pupils of SD and hygiene rules, with signs to reinforce message.	Hazard addressed	1.9.20
36	Sports equipment not sufficiently cleaned between each use by different individual groups.	Separate equipment allocated to each bubble. PE staff clean any shared equipment between classes.	Hazard addressed	05.11.20
37	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	No choir at present. Singing only in small groups within bubbles in large music room or concert hall. Pupils	Ongoing	05.11.20

		of wind instruments bring in their own instrument.		
38	Volunteers not supervised	n/a	Hazard addressed	1.9.20 05.11.20
39	Shared staff spaces are not set up or used to allow staff to distance from each other.	Notices used to ensure staff respect reasonable SD in staff room. Numbers are limited.	Hazard addressed	05.11.20
40	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
41	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.	Ongoing	01.09.20 05.11.20
42	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	More Teaching Assistants and gap-year assistants employed to support teachers	Ongoing	05.11.20
43	Staff unable to manage the provision of both in school and remote learning.	As above	Ongoing	05.11.20
44	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	System recently upgraded and checked regularly	Hazard addressed	1.9.20 05.11.20
45	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
46	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to relaxed SD rules.	Signage and tape used as required; keep left policy	Hazard addressed	1.9.20

47	Classrooms don't reflect required SD layout, PPE, screening and regular cleaning rules.	Classrooms configured to SD requirements. at INSET on 01.09.20 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
48	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Pupils are asked by their teachers to wash their hands hourly, prompted by regular tannoys, and before and after meals, or when leaving or returning to their classroom.	Hazard addressed	01.09.20
49	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
50	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
51	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. Sanitiser stations throughout school	Hazard addressed	1.9.20
52	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
53	Unnecessary items not removed from classrooms and other learning environments.	Items removed 1.9.20	Hazard addressed	1.9.20
54	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

54	Pencils and pens not shared by pupils and staff	Staff use their own	Hazard addressed	1.9.20
56	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.	72 hour book quarantining rule for reading books implemented. (Parents informed.) Teachers and pupils have wipes for cleaning between uses.	Hazard addressed	01.09.20
57	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Regular cleaning throughout the day	Ongoing	01.09.20
58	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.	Parents and pupils advised on minimum equipment required	Ongoing	05.11.20
59	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Teachers manage their own and pupils resources	Hazard addressed	05.11.20
60	Outdoor playground equipment should be more frequently cleaned or left fallow.	Little equipment used and cleaned as necessary	Hazard addressed	05.11.20
61	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
62	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	All educational visits fully risk assessed but few are planned. All will take place in form bubbles	Ongoing	05.11.20
63	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.		
64	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	Catering staff supplied by external company. Supply staff could cover if necessary.	Ongoing	05.11.20
65	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
66	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
67	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
68	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	As above.	Ongoing	05.11.20
69	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	As above.	Ongoing	05.11.20
70	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

71	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Activities on site and trips to sports venues where possible in year groups	Hazard addressed	1.9.20
72	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Inspection passed March 2020. Document revision continues to ensure readiness for next inspection.	Ongoing	05.11.20
73	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. Roads crossed at designated points.	Hazard addressed	1.9.20
74	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Key office staff all equipped to work at home if necessary	Hazard addressed	05.11.20

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	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
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	Made clear to parents and staff in briefing document 24.8.20 and via Clarion and email when there is a positive case.	Ongoing	1.9.20
3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	As above. Procedures successfully put into practice for pupils 01.10.20 and 06.11.20 and staff as necessary throughout Autumn term.	Ongoing	1.9.20 01.10.20 06.11.20
4	Household or group members do not understand that they must self-isolate for 10 days.	Made clear to parents and staff in briefing document 24.8.20 and via Clarion and email when there is a positive case.	Ongoing	1.9.20 01.10.20 06.11.20
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting	Medical room with separate bathroom available and good supply of PPE. Anyone with	Ongoing	01.09.20 05.11.20

	collection and no access to PPE for those attending to unwell staff and pupils.	symptoms is escorted by senior member of staff.		
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	Will be dealt with by designated member of SLT	Ongoing	01.09.20 05.11.20
7	Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. Sitting in a small vehicle (car) with an infected person.	Emphasized at staff briefing	Hazard addressed	01.09.10
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Handled by SLT.	Hazard addressed	1.9.20 01.10.20 06.11.20
9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Hygiene rules reinforced at staff INSET 1.9.20. Posters throughout school offer reminders.	Hazard addressed	1.9.20 05.11.20
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Designated member of staff trained in cleaning the sickroom if there has been a potential case.	Hazard addressed	1.9.20 05.11.20
11	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 05.11.20
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperatures of pupils still checked on entry as an additional precaution. Any pupil with temperature not allowed into the school.	Hazard addressed	3.9.20 05.11.20
13	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 is tannoyed to deal with any suspected cases of COVID-19, don	Hazard addressed	1.9.20 05.11.20

		PPE and treat patient in isolation in sick room.		
14	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 05.11.20
15	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 05.11.20
16	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.	Hazard addressed	1.9.20 05.11.20
17	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 temperature checks on entry. Medical room cleaned daily and no entry to any unauthorised personnel	Hazard addressed	1.9.20 05.11.20
18	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 05.11.20
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Young children under supervision at all times.	Hazard addressed	1.9.20 05.11.20
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	SEND teacher prepares pupils as necessary.	Ongoing	05.11.20
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Hygiene rules reinforced at staff INSET 1.9.20. Posters throughout school offer reminders.	Ongoing	01.09.20 05.11.20
22	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.	Ongoing	01.09.20 05.11.20

23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils instructed on return on 3 Sept in their first lesson and regularly reminded by staff.	Hazard addressed	1.9.20 05.11.20
24	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	01.09.20 05.11.20
25	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 05.11.20
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Emphasized at staff briefing	Hazard addressed	1.9.20 05.11.20
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	Head speaks directly to DfE and Health Protection Team and follows advice.	Hazard addressed	05.11.20
28	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	School not currently operating Samba 2 or other testing equipment	Ongoing	05.11.20
29	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 05.11.20
30	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Head calls local health protection team immediately when there is a positive case.	Hazard addressed	1.9.20 05.11.20
31	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 05.11.20
32	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	All staff are first aid trained and staff are briefed on procedures.	Hazard addressed	1.9.20 05.11.20
33	Not compliant with requirements for EYFS and PFA (Psychological First Aid) certification.	Staff will report to DSA with any concerns.	Ongoing	1.9.20 05.11.20
34	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 05.11.20
35	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Pregnant staff are risk assessed and work from home if necessary	Ongoing	1.9.20 05.11.20

36	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 05.11.20
37	Lack of School decision regarding the level of PPE required for pupils and staff.	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 05.11.20
38	Insufficient training, face fit testing, use, care and disposal arrangements.	As above.	Hazard addressed	1.9.20 05.11.20
39	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
40	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	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
41	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	SLT have consulted staff and carried out risk assessments where necessary. SLT are in contact with parents of CEV pupils and following advice from their consultants.	Risk mitigated	05.11.20
42	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	As above	Risk mitigated	05.11.20
43	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	DSL aware of advice and ensuring support for staff and pupils at school while maintaining vigilance about support at home.	Risk mitigated	05.11.20
44	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Staff surveyed and SLT have consulted. Risk assessments carried out for vulnerable staff.	Risk mitigated	05.11.20

45	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 return on 02.11.20 to ask if they have had or currently have COVID-19 or have been in contact with anyone showing symptoms.	Ongoing	1.9.20
46	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.	All parents and staff surveyed before return on 3.9.20 and return on 02.11.20, and updated regularly	Ongoing	1.9.20
47	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.	Ongoing	15.9.20
48	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Head, form tutors and office all maintain contact with those who have COVID-19 or are self-isolating.	Ongoing	1.9.20 05.11.20
49	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
50	Insufficient proof of shielding and individual conditions?	DSL to ask for proof if there is any doubt.	Ongoing	1..9.20
51	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
52	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE is available as per government guidelines	Hazard addressed	
53	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Staff /parents updated in staff meetings and via email.	Ongoing	1.9.20 05.11.20

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Supplied to drivers by coach contractor	Risk mitigated	05.11.20
2	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Coach supplier has provided drivers with risk assessments, PPE and cleaning materials	Risk mitigated	05.11.20
3	Dedicated transport not aligned with the principles underpinning the system of controls.	Bursary in contact with coach supplier to check that system of controls principles are maintained.	Ongoing	05.11.20
4	Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.	External venues kept local where possible and pupils walk when they can	Ongoing	05.11.20
5	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Bursary in contact with coach supplier to check that system of controls principles are maintained.	Risk mitigated	05.11.20
6	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Pupils travel only in year group bubbles	Hazard addressed	05.11.20
7	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Pupils wash hands on leaving and entering school and hand sanitiser is fixed to front of each vehicle.	Hazard addressed	05.11.20
8	No additional cleaning of vehicles (all touch points) before and after each journey.	Coach contractor supplies drivers with cleaning materials and a cleaning tick list undertaken between jobs.	Ongoing	05.11.20
9	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Pupils regularly reminded of SD rules and monitored by teachers.	Hazard addressed	05.11.20
10	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Pupils all 11 and under and face masks not essential	Hazard mitigated	05.11.20
11	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Pupils do not use school transport when symptomatic	Hazard addressed	05.11.20

12	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Supplied by coach contractor a	Risk mitigated	05.11.20
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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 05.11.20
2	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	Support staff considered as part of staff surveys. Bursar in contact with external suppliers re cleaners.	Ongoing	1.9.20 05.11.20
3	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
4	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
5	Security and access systems not regularly checked, updated and re-coded.	Entry control system regularly serviced	Hazard addressed	1.9.20
6	Reconfigured areas, zones and routes hampering fire exits and routes.	no change to exit routes	Hazard addressed	1.9.20
7	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
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1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	New external wash stations installed 01.09.20. Pupils and staff have allocated wash stations. Sanitiser throughout the school and on all teacher and staff desks.	Ongoing	03.09.2020 05.11.20
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Contractors visit only out of school hours. If they visit during the school day they complete test and trace form.	Ongoing	05.11.20
3	Contractor health declaration and pre-work briefings not considered or implemented.	Enforced by Site Manager	Ongoing	0.11.20
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Contractors are guided by the Site Manager and allocated specific toilets	Ongoing	05.11.20
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	System tested during week before opening.	Hazard addressed	1.9.20
6	Insufficient gas supply, venting and valves?	System regularly serviced	Hazard addressed	1.9.20
7	Air conditioning units, ducts not checked on re-occupying school facilities.	A/C units regularly serviced	Hazard addressed	1.9.20
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	System recently improved and regularly serviced.	Hazard addressed	1.9.20
9	Electrical tests not up-to-date including emergency lighting and PAT	Testing is up to date	Hazard addressed	1.9.20
10	All electrical equipment bought in to school PAT tested?	PAT testing carried out Autumn 2020		1.9.20
11	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
12	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
13	Swimming Pool not secure or inspected regularly.	n/a; not vswimming at present	Hazard addressed	1.9.20
14	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	n/a	Hazard addressed	1.9.20
15	Fire alarm panel, system and extinguishers not in date and not serviced.	Service records are kept and in date	Hazard addressed	.9.20

16	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Fire doors all close automatically and kept closed.	Hazard addressed	05.11.20
17	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Occupancy limited where possible	Hazard addressed	05.11.20
18	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen cleaned prior to opening by team	Hazard addressed	1.9.20
19	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Numbers reviewed with Manager. Staffing numbers agreed ok	Ongoing	1.9.20
20	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
21	Insufficient drinking supplies and hydration available in dining room and around the school.	Staff and pupils encouraged to bring in their own water bottles/mugs. Water cooler available as per usual.	Hazard addressed	1.9.20
22	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	New dedicated member of staff cleans throughout the day and regular cleaners visit at the end of the school day	Hazard addressed	1.9.20
23	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Cleaners fully briefed before the beginning of term. Monitored by site manager; cleaning programme agreed with cleaning supervisor	Hazard addressed	1.9.20
24	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	New agreement made when the school reopened in September.	Hazard addressed	1.9.20

25	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	As above	Hazard addressed	1.9.20
26	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Sufficient supplies in place, including fogging if necessary.	Hazard addressed	1.9.20
27	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Masks, gloves worn; regular handwashing	Hazard addressed	1.9.20
28	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	n/a		1.9.20
29	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Cleaners re-set and other services re-started as required	Ongoing	1.9.20
30	Approach not agreed to any scheduled or ongoing building works.	Suspended for now.	Hazard addressed	1.9.20
31	Suppliers not following appropriate SD and hygiene measures	Suppliers not allowed in school buildings during school day	Hazard addressed	1.9. 20
32	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
33	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
34	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	n/a	Hazard addressed	1.9.20

Provision of care for children of critical workers

The control measures for care of children of critical workers will be the same as those in Annex A, with the following considerations:

	Hazard	Control measures	Outcome	Remarks / Re-assessment
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1	Drop-off and pick-up procedures, in and out routes not shared, understood or applied	Parents using provision emailed with details on confirmation	Hazard addressed	06.01.21
2	No precautions to keep equipment hygienic (iPads, headphones, pencil cases, packed lunches)	Hygiene pack in each classroom containing hand wipes. Supervisors to clean iPads during and at the end of each day. Girls not to share equipment and to take their own equipment home each day	Hazard addressed	06.01.21
3	Social distancing not maintained during playtime and circulation.	Girls and staff to wear masks outside the classroom	Hazard addressed	06.01.21
4	Pupil displaying symptoms while on site	Medical room with separate bathroom available and good supply of PPE. Anyone with symptoms is escorted by senior member of staff and parents called. Staff supervising CW children briefed by member of SLT on protocol for children displaying symptoms.	Hazard addressed	06.01.21
5	Staff member supervising shows symptoms while on site	Staff supervising CW children taking tests weekly. If staff on site develop symptoms, they will call on-site member of SLT (one member of SLT on site at all times during lockdown).	Hazard addressed	06.01.21