



Glendower Preparatory School

## COVID-19 – RISK ASSESSMENT

Effective 01.09.2021

### Introduction

Gov.uk has pledged to keep schools open so as to provide 'a full educational experience for children'. 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. From 8 March, all pupils should attend school.

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.

This updated Risk Assessment aims to set out the hazards associated with testing **asymptomatic** (producing or showing no symptoms) staff and pupils in all schools and colleges.

### COVID testing for staff and pupils from August 2021

- Primary Schools:
  - Staff in primary schools carry out lateral flow tests at home twice a week.
  - There is no testing for primary age pupils at present.

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 their current control measures and practices, UK.Gov 'refreshed guidance' and the system of controls.

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 . Policy updated and staff asked about concerns at weekly briefing.
- 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 and the testing training, process and details reviewed by governors? Yes
- E. Are changes and the testing training, process and details shared with insurers? 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 training, self-testing, the Asymptomatic Testing Site (ATS) contact tracers? Yes
- J. Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures? Yes

- K. Are testing activities sufficient to provide reassurance including feedback and Q&A? Yes
- L. Are those that are self-testing (at home and in school) trained and competent to do so? Yes
- M. Is it understood which staff and pupils may be unable to self-swab? Yes
- N. Are those unable to self-swab given additional support and reasonable adjustments? n/a
- O. Are there measures in place to reduce anxiety over testing and coping with a positive result? Yes
- P. Is DfE advice to keep groups separate (in 'bubbles') being implemented? Yes
- Q. Is each group's health analysed and risk assessed to consider switching to remote learning? Yes
- R. Are there contingency plans for self isolation of individuals, multiple pupils and/or staff? Yes
- S. Is contact minimised and distance maximised between all those in school, wherever possible? Yes
- T. Is there proper consideration of ways to improve ventilation? Yes
- U. Are the definitions of 'close contact' and the trigger for a pupil/staff to self-isolate understood? Yes
- V. Are appropriate Social Distancing (SD) and other hygiene rules communicated, understood and checked? Yes
- W. Has the cleaning regime been regularly re-assessed and, if necessary, revised? Yes
- X. Are high risk areas being regularly monitored for hygiene? Janitor on daily patrol
- Y. Are contract providers suspended or unable to attend school? No
- Z. Is access to school controlled effectively and are visitor (if allowed) details recorded? Yes
- AA. Are there sufficient supplies of hygiene materials and are they well placed? Yes
- BB. Are contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff, local tier lockdown? Yes
- CC. 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:

- DD. 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. Protocols are in place for storage and disposal of masks.
- EE. 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. Aprons.
  - e. Shields (for lecterns, desk separators, staff desks, reception, servery).
  - f. Sanitisers (gel and tissues).
- FF. 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.

- GG. 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. Maintaining consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.
  - e. Maintaining SD in spaces such as halls and dining areas and staggering movement of groups through spaces.
  - f. Recording groups and bubbles compositions in case pupils need to self-isolate.
  - g. Improving ventilation
  - h. Placing markers on the floor to indicate appropriate SD.
  - i. Introducing physical screens and splash barriers.
  - j. Implementing 'drop zones' for passing materials between people..
- HH. 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 10 days if required? Yes. Recorded by Office.
- II. 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
- JJ. Are plans for school events including plays, concerts, parent and teacher meetings re-assessed? Conducted remotely.

### **Test and Trace (T&T) process**

- KK. Have explanatory T&T letters / emails be sent to staff? Yes
- LL. Has the school a 'COVID-19 Testing Privacy statement' and is it fully communicated to staff and governors?
- MM. Has T&T data been recorded securely, and consideration been given to deletion after 14 days?
- NN. Do those that have had 'close contact' with someone tested positive for COVID-19 know they must self-isolate.
- OO. Are test instruction posters, booklets, FAQ and briefings readily available and apparent?
- PP. Do those self-testing have the testing kits, instructions and advice to ensure the proper testing procedures, result records and information to take the appropriate actions depending on result.
- QQ. Are those pupils and staff unable to self-swab given additional help and support?
- RR. Is the process of barcoding, recording and communicating test results accurate and supervised?
- SS. Is there adequate supervision / checking to ensure equipment handled correctly and not shared?
- TT. Is the process of lost LFD, failed scans or damaged barcodes understood?

- UU. Whilst the extraction solution with lab test kit does not have a hazard label (there are no manufacture anticipated hazards) are they appropriately handled, stored and disposed?
- VV. Does the training reflect hazards identified with testing and are these communicated to testing and cleaning staff?
- WW. If a test is positive are those waiting for a Polymerase Chain Reaction (PCR) test self-isolating?

#### Working / Schooling at Home

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

#### Lateral Flow Devise (LFD) Testing

- YY. Are LFD Kits:
  - a. Supplied and distributed to school in time?
  - b. Stored between 2 – 30°C?
  - c. Management and tracked?
  - d. Distributed safely?
- ZZ. Are:
  - a. Positive results reported?
  - b. All results properly reported and recorded by the individual and the school?
  - c. Incidents reported to help school identify emerging issues and these are reported to DfE / DHSC?
  - d. The incident protocols and feedback loop understood and implemented?

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.
- follow the [system of controls](#) to reduce risks and create an inherently safer environment.

## **Prevention**

### **You must always:**

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

### **In specific circumstances:**

- 8) Ensure individuals wear appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

## **Response to any infection**

### **You must always:**

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) among the school community.
- 12) Contain any outbreak by following local health protection team advice.

## **DfE Guidance on Closures**

Schools are expected to comply with their usual H&S duties as employers and within the context of current DfE Guidance. Despite the limited resources available to schools, they will risk criticism by the DfE if they close a year group or an entire site without exhausting supply options to make up for staff absences due to the pandemic.

Given the above, schools will in general be more resilient to H&S based claims from staff and pupils if they follow DfE advice: but they should challenge the specific advice of the local health protection team and/or local or central government if it does not rationally address the particular H&S situation in their school and document the outcome carefully. Ultimately a decision to close the school is for the headteacher to make (having obtained the agreement of governors or trustees): but any decision to close the school if this is not supported by advice from the relevant health protection team should be considered carefully and legal advice may be needed.

## **Conclusion**

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

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

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

**Overall Risk Assessment in the COVID-19 Environment**

	<b>Hazard</b>	<b>Control measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	COVID Safeguarding Annex created 19.04.20; reviewed 6.9.21	Hazard addressed	01.11.21
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT views daily guidance and attends webinars.	Hazard addressed	Ongoing
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	
D	Changes not regularly communicated to staff, pupils, parents, visitors, contractors and governors	Regular updates for school community at weekly staff briefings	Hazard addressed	Weekly update
E	Changes to assessments, procedures and other important matters not reviewed by Governors	New risk assessments and procedures sent to Governors	Hazard addressed	7.09.21
F	Insurers not updated with school's amended plans	Bursary staff have contacted insurers. RA , updated policy and plan sent 7.9.21	Hazard addressed	7.9.21
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open	SLT views daily guidance	Hazard addressed	ongoing
H	Insufficient liaison with local authority and health protection team	School has contact details	Hazard addressed	ongoing
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	ongoing
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	ongoing
K	Are those that are self-testing (at home and in school) trained and competent to do so?	Instructions issued with distribution of LFDs	Hazard addressed	01.09.21
L	No contingency or outbreak management plan in case of school outbreak.	New plan in place	Hazard addressed	07.09.21



M			Hazard addressed	06.01.21
N	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
O	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
P	Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.	All recorded daily via Engage	Hazard addressed	05.11.20
Q	No contingency plans for self isolation of staff, pupils or parents	Procedure established and understood	Hazard addressed	27.8.20
R	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
S	Access to school not controlled effectively and visitor details not recorded.	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	01.9.21
T	Ventilation rules not sufficient robust	Staff told to keep windows open where possible. Air conditioning adjusted to full fresh air.	Hazard addressed	5.9.21
U	Staff and pupils not being reminded and checked to ensure they are complying with hygiene rules.	Pupils instructed on return on 8 September in their first lesson. Weekly reminders for girls. Tannoy announcement of hand-washing every hour.	Hazard addressed	7.9.21
V	Insufficient supplies of hygiene materials and not being suitably placed.	Hand washing required on entrance using troughs by entrance areas to the school. Regular and scheduled hand washing built into school day.	Hazard addressed	7.9.21

W	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.	Continuatoion of enhanced cleaning every day from 7.9.21. 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 case	Hazard addressed	7.9.21
X	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. Any shared materials that can't be cleaned are held at 'drop off' points until they are safe to use.	Hazard addressed	7.9.21
Y	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	7.9.21
Z	All hazards identified properly mitigated and regularly re-assessed?	This RA will be updated/monitored weekly by SLT	ongoing	7.9.21
A	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	7.9.21
B	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	School's normal protective measures will apply.	Ongoing	7.9.21
C	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	7.9.21
D	All hazards identified properly mitigated and regularly re-assessed?	Confirmed.	Ongoing	7.9.21

## Risk Assessment for COVID-19 Test and Trace and Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Included in Reopening letter sent to staff and parents, September 2021. Covid-19 Testing Guide for Staff circulated by email to all staff 01.09.2021	Hazard addressed	1.11.21
2	No school 'COVID-19 Testing Privacy statement'.	Included with Covid-19 Testing Guide for Staff circulated by email to all staff 01.09.2021	Hazard addressed	1.11.21
3	'COVID-19 Testing Privacy statement' not communicated to staff, parents, pupils and governors.	Included with Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.09.21
4	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	Log of test results kept by Office. Supply level of tests monitored by Office.	Hazard addressed	02.09.21
5	Test data not recorded securely and kept until further guidance is given to delete the information.	Log of test results kept by Office. Only Head and Assistant Bursar have access to document.	Hazard addressed	02.09.21
6	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Staff asked to inform Office of any problems with tests	Hazard addressed	02.09.21
7	Those that have had 'close contact' with someone tested positive for COVID-19 do not know they must self-isolate.	Made clear to parents and staff in briefing document 24.8.20, via Clarion and email when there is a positive case and in reopening documents sent out September 2020 and March 2021.	Hazard addressed	02.09.21
8	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Staff asked to inform Office of any problems with tests	Hazard addressed	02.09.21
9	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Staff asked to follow guidance in testing booklet provided with tests.	Hazard addressed	02.09.21
10	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Staff asked to follow guidance in testing booklet provided with tests.	Hazard addressed	02.09.21

11	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021.	Hazard addressed	02.09.21
12	LFD kits not supplied and distributed in time or safely.	Office monitor and maintain supplies.	Hazard addressed	02.09.2021
13	Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	Tests stored in Sick Room, maintained at regular school temperature.	Hazard addressed	02.03.2021
14	LFD Testing kits not properly managed and tracked	Record maintained in Office.	Hazard addressed	02.03.2021
15	Test kit not kept away from children until needed.	Tests stored in Sick Room, which is accessible only to Office staff.	Hazard addressed	02.03.2021
16	Self-testing not conducted in accordance with guidelines and supervised where required.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
17	Positive results not reported.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
18	All results not reported, collated and recorded by the individual and the school.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021. Office maintain log of results.	Hazard addressed	02.03.2021
19	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
20	Incident protocols and feedback loop not understood and / or implemented.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
21	Are those unable to self-swab given additional support and reasonable adjustments?	n/a	Hazard addressed	02.03.2021
22	Are there measures in place to reduce anxiety over testing and coping with a positive result?	Staff asked to contact head with any concerns at Staff Briefing 01.03.2021	Hazard addressed	02.03.2021
23	Clinical incident which has potential to harm not reported to <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a> and school.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
24	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021

25	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
26	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
27	Video on how to take the swab test: <a href="http://www.gov.uk/covid19-self-test-help">www.gov.uk/covid19-self-test-help</a> not referred to before testing.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
28	Surface and hands not cleaned before test or after test (if more than one test).	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
29	Test kit not checked for damage or expiry date.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
30	Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would have been) and then 10 complete circles of one nostril.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
31	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
32	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
33	Soft, fabric tip of swab and fabric strip touches hands.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
34	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
35	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
36	Test on children under 12 continued despite child feeling pain.	n/a	Hazard addressed	02.03.2021
37	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
38	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	n/a	Hazard addressed	02.03.2021

39	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
40	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021
	Unable to take a throat swab (then swab both nostrils)	Covid-19 Testing Guide for Staff circulated by email to all staff 01.02.2021	Hazard addressed	02.03.2021

### 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. Letter sent to all staff and parents with School Return Information on 26.02.2021	Hazard addressed	3.9.20 02.03.21
3	New staff, parents and pupils joining school not provided or updated with full induction process or aware of changes and potential hazards.	Letter sent to all staff and parents with School Return Information on 1.09.2021	Ongoing	1.11.21
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	1.09.21
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.	Hazard addressed	1.9.21

6	No school rep. identified to liaise with Local Authority and local health protection team	Head or Bursar will act as rep	Hazard addressed	ongoing
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	1.9.21
8	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	Ongoing
9	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.	. Head or Pastoral Deputy or DDSLs in regular contact with concerned parents.	Hazard addressed	ongoing
10	No staff/pupil/parent health declarations recorded	Online surveys conducted regularly.	outstanding	7.9.21
11	Staff/parents/pupils not self isolating after holidays or work visits where required	Consider new survey.	outstanding	7.9.21
12	Insufficient information on where pupils, staff and visitors have been located in school	Seating plans of classes maintained in case specialist teacher is infected. 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	7.9.21
13	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Pupils must 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
14	Class and activity rooms not properly and regularly ventilated with fresh air.	Air conditioning adjusted to full fresh air. Windows opened where possible. Cleaners asked to close windows at the end of each day. CO2 monitors on order	Ongoing	ongoing
15	Staff not trained or regularly updated in COVID-19 symptoms, and how these rules apply to teaching?	Covid symptoms, and hygiene re-inforced at INSET 6.9.21 and staff meetings. Reinforced again in School	Hazard addressed	1.9.21
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 and leaving school	Hazard addressed	27.8.20 onwards

17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, 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 lockdown. School follows guidance from gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers.	Ongoing	06.9.21
18	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

### Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules not understood. Staff not aware that from 16 August those double vaccinated are no longer required to isolate even if close contact but strongly advised to take PCR test	Rules and procedures re-enforced at staff briefings	Ongoing	06.9.21
2	No isolation room and separate bathroom available, inadequate signs for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Medical room with separate bathroom available and good supply of PPE. Anyone with symptoms is escorted by senior member of staff.	Ongoing	1.9.21
3	Procedure is not clear for those Staff who are not double vaccinated who have helped someone with symptoms and pupils who have been in 'close contact'.	Will be dealt with by designated member of SLT. Must isolate until PCR test results received	Ongoing	01.09.21
4	Staff not aware of meaning of 'close contact' i.e.: 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.	Emphasized at staff briefing	Hazard addressed	01.09.21



	Sitting in a small vehicle (car) with an infected person.			
5	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Handled by SLT.	Hazard addressed	1.9.21
6	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.	Posters throughout school offer reminders.	Hazard addressed	1.9.21
7	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	1.9.21
8	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	1.9.21
9	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperatures of pupils not checked on entry (at present) as an additional precaution. Any pupil with temperature not allowed into the school.	Hazard addressed if required	1.9.21
10	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 PPE and treat patient in isolation in sick room.	Hazard addressed	1.9.21
11	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Temperature testing ino longer used	ongoing	1.9.21
12	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE is available as per government guidelines	Hazard addressed	1.9.21
13	Temperature testing undertaken using unsafe methods, not recorded or kept appropriately.	Completed where required, using non-contact thermometer in first instance..	Hazard addressed	1.9.21
14	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Medical room available.	Hazard addressed	1.9.21
15	Insufficient registration, induction, supervision and 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	1.9.21

16	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	1.9.21
17	Young children and those with complex needs not supported in understanding importance of hygiene rules.	SEND teacher prepares pupils as necessary.	Ongoing	1.9.21
18	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Hygiene rules reinforced at staff INSET 1.9.20. Posters throughout school offer reminders.	Ongoing	01.09.20 05.11.20
19	Hygiene rules not effective. 'catch it, bin it, kill it' not re-publicised or applied.	Hygiene rules reinforced at staff INSET 6.9.21. Posters throughout school offer reminders.	Ongoing	6.09.21
20	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 9 Sept in their first lesson and regularly reminded by staff.	Hazard addressed	9.9.21
21	No / insufficient staff supervising / supporting normal medical staff?	Almost all all staff are first aid trained Staff INSET training on First aid provided 7.9.21	Hazard addressed	07.09.21
22	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	1.9.21
23	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	1.9.21
24	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	06.9.21
25	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	06.9.21
26	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 13.9.21	Hazard addressed	13.9.21
27	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	1.9.21

28	Insufficient First Aid trained personnel (ratio) for pupils in school	Almost all staff are first aid trained Staff INSET training on First aid provided 17.9.20	Hazard addressed	7.9.21
29	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Almost all staff are first aid trained and staff are briefed on procedures.	Hazard addressed	7.9.21
30	Not compliant with requirements for EYFS and PFA (Psychological First Aid) certification.	Staff will report to DSL with any concerns.	Ongoing	1.9.21
31	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	1.9.21
32	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	1.9.21
33	Medical room(s) improperly equipped.	Reviewed prior to opening and weekly from 1.9.21. Equipped with PPE. Notices posted for donning and doffing of PPE.	Ongoing	ongoing
34	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	Consider new staff survey	Outstanding	1.9.21
35	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	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. Consider new survey	outstanding	
36	Control measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	As above	Risk mitigated	1.9.21
37	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	1.9.21

38	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Staff surveyed for increased risks	Risk mitigated	1.9.21
39	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	Consider a parental survey	Outstanding	
40	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.	Consider a survey of parents and children	Outstanding	
41	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	1.9.21
42	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	1.9.21
43	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	1.9.21
44	Insufficient proof of shielding and individual conditions?	DSL to ask for proof if there is any doubt.	Ongoing	1.9.21
45	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	1.9.21
46	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE is available as per government guidelines	Hazard addressed	1.9.21

#### 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	1.9.21
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	1.9.21

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	1.9.21
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	1.9.21
5	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	1.9.21
6	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	1.9.21
7	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	1.9.21
8	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Supplied by coach contractor	Risk mitigated	1.9.21



#### Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	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	06.1.21
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	6.1.21
3	If required, contractor health declaration and pre-work briefings not considered or implemented.	Enforced by Site Manager	Ongoing	1.9.21
4	If required, 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	6.9.21

5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	System tested during week before opening.	Hazard addressed	1.9.21
6	Insufficient gas supply, venting and valves?	System regularly serviced	Hazard addressed	1.9.21
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. Air conditioning adjusted to full fresh air.	Hazard addressed	1.9.21
9	Electrical tests not up-to-date including emergency lighting and PAT	PAT testing due Autumn 2021	Outstanding	1.9.20
10	All electrical equipment bought in to school PAT tested?	PAT testing due Autumn 2021	outstanding	1.9.21
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	1.6.21
12	Water supply not tested for legionella on re-opening facilities.	Test recently carried out. School uses mains water so low risk	Hazard addressed	1.9.21
13	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	Operated by owners not school	Hazard addressed	1.9.21
14	Fire alarm panel, system and extinguishers not in date and not serviced.	Service records are kept and in date . New panels installed summer 2021	Hazard addressed	1.9.21
15	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Fire doors all close automatically and kept closed.	Hazard addressed	5.9.21
16	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen cleaned prior to opening by team	Hazard addressed	1.9.21
17	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Numbers reviewed with Manager. Staffing numbers agreed ok	Ongoing	1.9.21
18	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	1.9.21
19	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	dedicated member of staff cleans throughout the day and regular cleaners visit at the end of the school day	Hazard addressed	1.9.21
20	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	1.9.21

21	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	1.9.21
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	As above	Hazard addressed	1.9.21
23	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	1.9.21
24	Cleaning staff not equipped or using appropriate PPE, where recommended, including aprons, gloves, face coverings and their subsequent disposal.	Masks, gloves worn; regular handwashing. Reminder about safe wearing and removal of face coverings sent to pupils, staff and cleaners early March 2021.	Hazard addressed	1.9.21
25	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	1.9.21
26	Approach not agreed to any scheduled or ongoing building works.	Works on;ly in holidays or weekends/after school	Hazard addressed	1.9.21
27	Suppliers not following appropriate SD and hygiene measures	Suppliers generally not allowed in school buildings during school day	Hazard addressed	1.9. 21
28	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	1.9.21
29	Pest control services not recorded, deficiencies not identified or actioned.	Regular visits by contractor; last one at end of August.	Hazard addressed	1.9.21
30	How often is this Risk Assessment reviewed	As guidance changes or termly which ever is sooner	Hazard addressed	Ongoing