

SAINT RONAN'S SCHOOL



SCHOOL RISK ASSESSMENT IN THE COVID-19 ENVIRONMENT

March 2021

1. 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.	Safeguarding policy annually reviewed and adapted to changing situation.	Amendments made are published to all staff and, via the school's website, to all parents, both current and prospective	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Bursar disseminates information received from Government to SMT for assessment and implementation.	SMT receive regular email updates. Advisory Documents available on Teams	
C	Staff and parents do not know or understand the ' system of controls ' and how they are applied.	Staff and Parents informed of the requirements of the system of controls put in place by DfE and PHE to ensure the School is COVID secure.	Staff and parents are aware of the requirement to SD and follow other access protocols needed to keep the School COVID secure	
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	Staff- By email/Staff handbook Pupils-Via Form Teachers Parents- by email and website Governors- by email Return to School documentation provided and signed off	School community well briefed and compliant with changes to routine.	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	The Curriculum Committee continues to meet at least termly. The Head of NPP and Deputy Head (Academic) ensure all governance matters are discussed.	Governing Body review any significant change.	
F	Insurers and / or brokers not updated with school's amended plans	Insurers to be kept informed by the Bursar who provides them with updated risk assessments and any documents they request.	Insurers fully consulted and agree continued cover.	
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	Governors briefed on the provision within the Coronavirus Act 2020 to order schools to remain open	Governors are aware of their responsibilities under the Coronavirus Act 2020	
H	Insufficient liaison with local authority and health protection team over testing and actions.	Staff briefed with most up to date information re contact with PHE	PHE contacted as required	
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Staff briefed with most up to date information re contact with PHE	PHE and T&T contacted as required	

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J	Insufficient systems and staff to support training, testing and contact tracers.	Staff completed the training for multiple roles to enable redundancy in the schools system	Staff aware of their roles and responsibilities. QA checks made in line with PHE guidance on staff whilst conducting the tests	
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures .	Staff and parents briefed on the latest Government requirements	Staff and parents aware of policy	
L	Training and testing modules and assessments not completed and recorded for specific roles	All staff running testing on site trained to complete their roles and training recorded.	LFT testing carried out with efficiency and consistency. Results uploaded to T&T database	
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	All staff trained and have certificates as evidence. Quality assurance checks conducted in line with the PHE Standard Operating Procedures and recorded	LFT testing carried out with efficiency and consistency. QA documents retained as per guidance.	
N	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	DfE advice followed, the “Bubbles” have been limited to year group bubbles. Critical Workers Children bubbles altered and registered on communal drive.	Children separated into bubbles limiting the number of pupils they are able to interact with.	
O	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	All staff trained and have certificates as evidence. Quality assurance checks conducted in line with the PHE Standard Operating Procedures and recorded	LFT testing carried out with efficiency and consistency. Results uploaded to T&T database	
P	Are those that are self-testing (at home and in school) trained and competent to do so?	All staff and parents of eligible pupils issued with correct instructions and guidance from PHE. Trained staff on hand to demonstrate to if needed.	LFT testing carried out with efficiency and consistency. Results uploaded to T&T database	
Q	Is it understood which pupils are unlikely to be able to self-swab?	Parents supported and guided through the process where needed. Head of SEND to liaise and support parents	Children needing support identified. Assistance and support provided to those needing it	
R	Are those unable to self-swab given additional support and reasonable adjustments?	Parents supported and guided through the process where needed by Matron and her team.	Assistance and support provided to those needing it	
S	Each group’s (“Bubble”) health not properly analysed and risk assessed to consider switching to remote learning.	Daily temperature checks undertaken on pupils and regular liaisons with parents on pupil’s health. School to contact DfE in the event of an outbreak and to follow advice given at the time	Matron aware of any health concerns and swift to discuss with SMT to assess suitability of face to face or remote learning.	

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T	The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	Definition of close contact briefed to all staff by HM via email on 06/01/2021	All staff understand definition of close contact	
U	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Pupil registers taken daily and seating plans recorded. All pupils attending CWC considered as close contacts due to the size of the club so seating plans not required	Records kept of close contacts CWC registers taken daily	
V	Insufficient information to identify close contracts of symptomatic individuals and support contract tracing.	Pupil registers taken daily and seating plans recorded All pupils attending CWC considered as close contacts due to the size of the club so seating plans not required	Records kept of close contacts	
W	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	All HoD have considered deputies in the event of them isolating. Pupils to isolate at home	Plans in place in case staff need to isolate Isolating pupils off site.	
X	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	School has well established and effective communications with all of the School community.	Parents, Staff pupils, and others are quickly and efficiently informed of important notices	
Y	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Circulation of people in School, office and classroom layouts monitored and adjusted in accordance with HSE Guidelines. Posters and notices reminding to SD posted around School	Parents, Pupils and Staff maintain required SD as far as possible.	
Z	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	SD and other hygiene rules have been communicated to the school community by email by respective members of the SMT	Pupils (in an age appropriate way), parents and staff are made aware of, and compliant with, SD/hygiene rules.	
AA	No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or “drop zones” for passing materials between people.	Markers in place in the testing area which is also used as the distribution point. Screens on desks to maintain social distancing and drop zones used	Staff and pupils kept at safe distances from each other and have safe interactions with one another.	
BB	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	Departmental risk assessments in place, specific risk assessments written where required. Children are briefed and aware of expectations	Staff, pupils and parents understand, and adhere to, the required SD rules.	

1. Overall Risk Assessment in the COVID-19 Environment

CC	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	Cleaning procedures to follow Government COVID guidelines for cleaning <u>non-healthcare settings</u> Cleaning procedures revised and checklists for each area cleaned signed off. Any shortcomings to be reported to Housekeeping so that they can be remedied	Cleaning will be completed (and recorded as such) regularly and compliant with Government guidelines	
DD	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	Housekeeper to perform regular checks	Hygiene standards maintained to Government standards, as a minimum	
EE	Contract providers and services suspended or unable to attend school.	Housekeeping team in-house and sufficiently staffed	Service maintained and compliant with Government guidelines	
FF	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Visitor protocols reviewed. Reception is appropriately staffed during school hours. All staff are informed and follow procedures.	No access into school of unauthorised persons. Record of visitors kept.	
GG	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Stockholding increased with additional storage provided in the basement of the Mansion	Hygiene materials always available	
HH	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	SMT meets regularly and discusses potential changes to School operation and contingencies identified and actioned if required	School operates as efficiently as it can under changing operating requirements	
II	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	SMT meets regularly and discusses staffing contingencies and the implications of key staff ill, or working offsite	School operates as efficiently as it can under changing operating requirements	
JJ	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	Risk Assessments and procedures regularly updated by club leaders.	Clubs run in a COVID safe environment	
KK	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.	School H&S Committee has standing items for review of near misses and updates. RAs are regularly updated in light of experience and feedback.	The Schools operating environment remains COVID and operationally secure	
LL	All hazards identified properly mitigated and regularly re-assessed?	Hazards kept under continuous review by all staff and any required changed implemented or referred to the SMT.	All hazards mitigated as far as reasonably possible.	

2. Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1.	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Policy created and communicated to parents, pupils staff and governors	All adequately briefed by the school	
2.	No school "COVID-19 Testing Privacy statement".	Statement in Policy	NHS statement provided adapted and used	
3.	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Statement in Policy	NHS statement provided adapted and used	
4.	T&T data not recorded securely with consideration given to deletion after 14 days.	Data securely stored on Teams server	Data to be limited to 14 days	
5.	Those that have had "close contact" with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	Policy created and communicated to parents, pupils staff and governors	All adequately briefed by the school	
6.	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Consent statement in policy, communicated to parents and returned	Consent given and recorded	
7.	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Copies of school policy, risk assessment and instructions available in test site	Trained, competent and well briefed staff completing the testing	
8.	Tests not supervised or conducted by trained staff.	Training completed, certificated and documented by Matron	Trained, competent and well briefed staff completing the testing	
9.	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Testing area laid out as per directions by PHE. Plan communicated in the policy and to all staff using the service Designated areas marked on the floor Area secured when not on use	Testing area controlled and secure	
10.	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Testing area laid out as per directions by PHE.	Testing area controlled and secure	

2. Risk Assessment for COVID-19 Test and Trace Process

		Plan communicated in the policy and to all staff using the service Designated areas marked on the floor		
11.	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	Testing area laid out as per directions by PHE. Plan communicated in the policy and to all staff using the service Designated areas marked on the floor	Testing area controlled and secure	
12.	Staff assisting with taking and processing swabs not wearing appropriated PPE.	Training completed, certificated and documented by Matron PPE requirements communicated in the policy and to all staff using the service Plentiful supply of PPE Observations made & recorded by Team Leader	Correct PPE in use	
13.	Process of swabbing not following training and / or updated guidance.	Training completed, certificated and documented by Matron PPE requirements communicated in the policy and to all staff using the service Plentiful supply of PPE Observations made & recorded by Team Leader Guidance checked for updates	Correct procedure followed	
14.	Tested sample incorrectly handled safely during the process including disposal.	Training completed, certificated and documented by Matron Observations made & recorded by Team Leader	Correct procedure followed	

2. Risk Assessment for COVID-19 Test and Trace Process

		Sample properly disposed of Guidance checked for updates		
15.	Process for informing parents / pupils / staff not understood and implemented.	Training completed, certificated and documented by Matron Plan communicated in the policy and to all staff.	Parents / pupils / staff informed in a timely manner in a sensitive manner	
16.	The process of barcoding, recording and communicating test results is not accurate and supervised	Training completed, certificated and documented by Matron Observations made & recorded by Team Leader	Correct procedure followed	
17.	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Training completed, certificated and documented by Matron Observations made & recorded by Team Leader	Correct procedure followed	
18.	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Training completed, certificated and documented by Matron Observations made & recorded by Team Leader	Correct procedure followed	
19.	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Training completed, certificated and documented by Matron Observations made & recorded by Team Leader	Correct procedure followed	
20.	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Training completed, using PHE materials and Test and Trace Risk Assessment template used	Correct procedure followed Risk Assessment in place and relevant	
21.	Those tested positive not confirming the positive result with a Polymerase Chain	Policy clear that any positive results are isolated from the school site and told to	Process followed	

2. Risk Assessment for COVID-19 Test and Trace Process

	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.	book PCR and action taken based on the result	Isolation of positive cases	
22.	Key layout requirements including staff (see next grid below) not being fully met.	Separate Risk Assessment completed using NHS template	Correct procedure followed Risk Assessment in place and relevant	

3. Risk Assessment for COVID-19 Test and Trace Process

Risk Assessment for COVID-19 Test Sites See detailed Risk Assessment				
	Hazard	Control Measures	Outcome	Remarks / Re-assessment
23.	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	As per Risk Assessment		
24.	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Training completed and staff comfortable and competent		
25.	Consent forms are not available and properly completed?	Printed and available		
26.	Test site flooring is not non-porous.	Chapel floor is sealed		
27.	Test site is not well lit with a good airflow	All doors open, airflow sufficient		
28.	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	As per Risk Assessment		
29.	Test chair in the swabbing bay not a minimum of 2m apart.	As per Risk Assessment		
30.	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	As per Risk Assessment		
31.	No clear division and demarcation between swabbing and processing area.	As per Risk Assessment		
32.	Non-authorized people and test subjects able to enter the processing area	As per Risk Assessment		
33.	Inadequate evidence of quality assurance, guidance and supervision.	As per Risk Assessment		
34.	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	As per Risk Assessment		
35.	Disorderly entry, processing, social distancing and exit movement.	Staff and pupils to understand the importance of testing and SD protocols	Testing takes place safely with minimal disruption	

3. Risk Assessment for COVID-19 Test and Trace Process

36.	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Suitably trained staff on hand to deal with deliveries	Deliveries accepted and distributed correctly	
37.	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Heating control adjusted and temperature monitored on site	Correct temperature maintained	
38.	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Room allocated in Nightingale suite to accommodate	Pupils cared for correctly	

4. Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
39.	LFD kits not supplied and distributed in time or safely.	Plan to accept store and distribute LFD kits in place and operating. Any delivery shortages noted and reported to PhE	Kits stored correctly and securely. Kits distributed to all those needing them	
40.	Test kit not stored at room temperature (20°C – 30°C) or in a cool dry place.	Designated area put aside in the old server room for bulk delivery. Suitable heating and ventilation in place	Kits stored as per instructions	
41.	LFD Testing kits not properly managed and tracked	Template register used to log and control test kits	All kits accounted for and signed for when collected	
42.	Test kit not kept away from children until needed.	Designated area put aside in the old server room for bulk delivery. Children are not able to access this room	Test kits held securely	
43.	Self-testing not conducted in accordance with guidelines and supervised where required.	Updated instructions received and distributed with the test kits. Register annotated to show this. YouTube videos shared to participating parents and staff.	Self-testing conducted in accordance with guidelines	
44.	Positive results not reported.	Guidance and School Policies updated to reflect home testing highlighting the need to report online and to the school	All staff and parents report the results to T&T and the school. All results recorded	
45.	All results not reported, collated and recorded by the individual and the school.	Guidance and School Policies updated to reflect home testing highlighting the need to report online and to the school	All staff and parents report the results to T&T and the school. All results recorded	
46.	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	Guidance and School Policies updated to reflect home testing highlighting the need to report incidents / voids to the school	School reports incidents via the DfE	

4. Risk Assessment for COVID-19 Self-Testing

47.	Incident protocols and feedback loop not understood and / or implemented.	Guidance and School Policies updated to reflect home testing highlighting the need to report incidents for feedback to DfE	Participants report incidents to school, in turn school reports incidents via the DfE	
48.	Where appropriate test and report on children under 12 not tested by confident adult.	Parents given correct instructions and advice on assisted testing. Matron available for advice	Parents confident to administer testing	
49.	Are those unable to self-swab given additional support and reasonable adjustments?	Parents given correct instructions and advice on assisted testing. Matron available for advice	Parents confident to administer testing and assistance provided	
50.	Are there measures in place to reduce anxiety over testing and coping with a positive result?	Instructional video created by the school using school pupils and staff to get pupils familiar with the testing. Confide button available for reporting anxiety to tutors Pastoral care plan in place Testing conducted in smaller form groups	Pupil anxiety monitored and proactively managed.	
51.	Clinical incident which has potential to harm not reported to https://coronavirussyellowcard.mhra.gov.uk and school.	Guidance and School Policies updated to reflect home testing highlighting the need to report incidents to the school	School reports any clinical incidents	
52.	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	Staff and parents informed to call 111 or 999 if a clinical incident requires medical care	Medical care sought if required	
53.	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.	Staff and parents informed to report non-clinical incidents to 119. School staff on hand to give guidance	Incidents reported correctly	
54.	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Staff and pupils reminded to not eat or drink prior to testing	Risk of spoiling reduced	

4. Risk Assessment for COVID-19 Self-Testing

55.	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	Staff and parents given sufficient instructions and guided to the instructional videos	Video used, instructions followed, tests completed accurately	
56.	Surface and hands not cleaned before test or after test (if more than one test).	Staff and parents given sufficient instructions on the need to clean before and after the test	Instructions followed test, completed accurately	
57.	Test kit not checked for damage or expiry date.	All test kits checked prior to distribution	Test kits in good condition and in date.	
58.	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.	Staff and parents given sufficient instructions and guided to the instructional videos	Video used, instructions followed, tests completed accurately	
59.	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.	Staff and parents given sufficient instructions and guided to the instructional videos	Video used, instructions followed, tests completed accurately	
60.	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	Staff and parents given sufficient instructions	Instructions followed, tests completed accurately	
61.	Soft, fabric tip of swab and fabric strip touches hands.	Staff and parents given sufficient instructions	Instructions followed, tests completed accurately	
62.	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Staff and parents given sufficient instructions	Instructions followed, tests completed accurately	
63.	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Staff and parents given sufficient instructions	Instructions followed, used test kit disposed of correctly	
64.	Test on children under 12 continued despite child feeling pain.	Parents given suitable and sufficient instructions, test not to be completed if a child starts to feel pain	Instructions followed, test halted.	
65.	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).	Staff and parents given sufficient instructions. Items to be used once only	Instructions followed, Items used only once	

4. Risk Assessment for COVID-19 Self-Testing

66.	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	Staff who are impaired and Parents of visually or physical impaired children understand and receive the assistance required	Assistance received and testing completed safely and accurately	
67.	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Staff and parents aware and remove piercings if required	Piercings removed and swabbing conducted	
68.	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Staff and parents aware and either swab the other nostril or wait 24 hours	Appropriate action taken and test completed	
69.	Unable to take a throat swab. (then swab both nostrils)	Staff and parents aware and both nostrils are to be swabbed if they are unable to take a throat swab	Appropriate action taken and test completed	

5. 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 reviewed. (Email, text, Facebook etc).	Offsite working allows multiple access points to web based software used by School.	Timely and effective communication is maintained.	
2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	Communication to all parents and staff before the start of term. Pupils returning briefed by form tutors on procedures and protocols required to remain safe	Staff, Parents and Pupils can return to a COVID secure environment.	
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Effective use of email and Teams environment	Easy two-way communication between all parties maintained.	
4	No Governor and / or SMT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	SMT share a collective responsibility for overall C-19 response. Bursar: Operating Environment, Head NPP and DH(A) for teaching environment, DH(P) for Pastoral. Chairman's and SMT contact details (emails) in the public domain		
5	No school representative identified to liaise with local authorities and local health protection team.	Individual responsibilities identified and known in School. Deputies identified and briefed.	Efficient liaison with local authorities and health protection teams	
6	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.	<u>School infection control Procedures</u> and protocols in place for reporting cases to Track and Trace	Positive cases correctly reported and protocols followed.	

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

7	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Lines of communication with all staff and parents have been maintained (email, text, phone) throughout this crisis. We are clear as to which children are expected to be at school and which have elected to remain at home.	All parents and staff, including those not returning, are kept up to date with developments group emails.	
8	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	Strong mechanisms in place for parents to discuss concerns and receive information regarding health concerns	Parent anxiety reduced and suitable measures for child in place.	
9	No staff, pupil and / or parent health declaration implemented or recorded.	Health declaration from all on entry to School. Health updates requested annually re children. Staff Health declaration completed on re-opening of School	School has up to date information regarding medical conditions of Staff and Children (and parents where necessary)	
10	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Parents/staff asked to inform the school if they have exceeded the travel restrictions.	School informed of any risk arising from travel.	
11	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	Detailed record kept of bubble location and composition. Lesson seating plans completed	Pupil and staff location known and close contacts can be identified.	
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 10 days) to non-government agreed countries. https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors	Regular communications from School to Parent and Staff regarding requirement		
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Cleaning Procedures up to date and followed	School cleaning in line with latest guidance	
14	Class and activity rooms not properly and regularly ventilated with fresh air.	Classroom windows opened and ventilation maintained		

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

15	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Regular updates regarding best practice disseminated to teachers. Discussions at meetings	Staff aware of C-19 symptoms and SD rules.	
16	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Drop off and pick up protocols modified to comply with SD and Bubble requirements. Disseminated to all and policed by School staff. Guidance for wider opening of School	Parents drop off and pick up children at staggered times. Children, parents and staff complying with SD regulations	
17	Insufficient or no guidance on safe travel to and from school	Parents and Staff informed about drop off and parking arrangements. Changes notified to all.	Parking and pupil drop off as COVID Secure as possible	
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	Transit around School clearly defined and to use one-way systems and marked routes where possible	Staff and children able to move around School observing SD requirements	
19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Learning and recreational spaces set up to observe Guidance for wider opening of School	Children and staff able to be at School and observe SD requirements as far as is reasonable.	
20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	School divided into Year Group Bubbles. Each Year Group has separate area of School and separate entrances. Teachers move to children. Lesson timetabling has been considered, not only which subjects/activities to include or not but also where the lesson should take place. The children are kept in their teaching groups and not allowed to mix.	Suitable consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	

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

21	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	School has well developed pastoral system and resources in place to deal with such problems	Effective support systems in place.	
22	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	School has an up to date IT policy and sufficient software in place to protect children.	Effective supervision systems in place.	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All staff have undertaken Safeguarding training and are kept updated at regular intervals	School has a positive safeguarding culture	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	All staff briefed on updated protocols during the inset	All staff briefed	
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Staff training up to date	All staff trained	
4	System of controls (see explanation above) not understood and / or properly implemented.	Control measures published and H&S officer available for staff queries	All staff know procedures	
5	DSL and ADSL not easily contacted and their contact information not known to all.	DSL and ADSL contacts wisely disseminated	All staff know procedures, and reasons, to contact DSL and ADSL	
6	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	COVID specific policies in place for: SD, Cleaning, Transit, Cleaning, Drop-off / Collection, Minibus Use, COVID Risk Reduction, Testing of staff and children	Written policy and procedures in place and disseminated to staff	
7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	All School drilled in Fire Actions. Assembly points to include SD requirements	Children and Staff aware of what to do in case of a fire and observe SD at assembly area	
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Classes remain in Year Group Bubbles in pre-determined areas	Children remain in year group bubbles and do not mix with others	
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Adequate signage in circulation areas and periodic email reminders sent regarding SD	SD maintained and infection risk reduced	

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

10	Staff and pupils (where applicable) not wearing face coverings when and where appropriate	Adequate signage showing requirement to wear facemask whilst in transit, peer monitoring and reminders to wear facemask	Facemasks worn by all and infection risk reduced	
11	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.	Specific risk assessments for multi-school Peripatetics and increased precautions taken during 1:1 lessons.		
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Roles identified and steps taken for those workers to work from home	Administrative staff working from home where appropriate	
13	The "ideal" of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	Classrooms arranged to ensure maximum amount of space between adults and pupils. Screens placed on teachers desks where space insufficient / teachers RA requires	Risk of transmission reduced	
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Arrangements made for lunch and break times preventing bubbles from mixing	Risk of transmission reduced	
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.	Sufficient "Bubble" discipline in place	Close contacts easily identified	
16	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	Year group bubbles in place with seating plans for lessons and lunches recorded	Close contacts minimised and easily identified	
17	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Assemblies and collective worship only permitted within a year group bubble	Risk of transmission reduced	
18	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	SEND support in place with registers taken and SD measures in place. Separate Bubbles for boarding, orchestra and transport with pupil's contacts logged	Risk of transmission reduced Close contacts minimised and easily identified	

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

19	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Younger years given specific instructions and reminded in a caring environment. Advice differs depending on year group but DfE guidance followed	Risk of transmission reduced	
20	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 teaching continues with HoD completing a risk assessment and ensuring SEN teaching staff are informed and follow guidance	Risk of transmission reduced	
21	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.	No children currently dual registered. SRS system of controls would be shared with setting and parents	Risk of transmission reduced	
22	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Classroom layout to be considered in light of SD protocols and age group requirements. Enhanced Cleaning schedule to include all classrooms according to daily schedule and Govt Protocol Cleaning in non-healthcare settings Guidance for wider opening of School	Organisation of classrooms to adhere, as far as is practical to SD protocols	
23	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Volunteers checked in line with the Safeguarding policy	Safeguarding policy in use and adhered to	
24	Recruitment process and pre-appointment checks not following legal requirements.	Employee checks carried out in line with the Safeguarding policy	Safeguarding policy in use and adhered to	
25	New staff and pupil registration and induction processes not adapted or compliant.	Staff and pupil registration and inductions continue as per school policy	Safeguarding policy in use and adhered to	
26	Support staff and TAs in regulated activity do not have the appropriate checks.	All staff have appropriate DBS checks	Safeguarding policy in use and adhered to	
27	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR up to date with correct records	Safeguarding policy in use and adhered to	

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

28	Plans to separate work, learning, meetings, activities and play outside not fully considered	Appropriate plans made by SMT	Activities continue in line with DfE guidance	
29	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	External coaches briefed by line managers	Activities continue in line with DfE guidance	
30	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	HoDs complete dept risk assessments and ensure staff are aware and compliant	Activities continue in line with DfE guidance	
31	Physical education, sport and physical activities not following the measures in their system of controls.	Director of sport has completed adequate risk assessments and monitors adherence	Sport continue in line with DfE and sport governing bodies guidance	
32	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	The sports hall is to be well ventilated when in use.	Risk of transmission reduced	
33	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Rules for outside play and SD clearly posted around site. Children and staff instructed verbally about requirements	Children and Staff can access outdoor spaces safely and with minimal risk of infection	
34	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Director of sport has completed adequate risk assessments and monitors adherence	Sport continue in line with DfE and sport governing bodies guidance	
35	Sports equipment not sufficiently cleaned between each use by different individual groups.	Director of sport has completed adequate risk assessments and monitors adherence	Sport continue in line with DfE and sport governing bodies guidance	
36	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Head of Drama (PG) has completed adequate risk assessments and monitors adherence	Drama continues in line with DfE guidance	
37	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Head of Music (DF) has completed adequate risk assessments and monitors adherence	Music continues in line with DfE guidance	
38	Shared staff spaces are not set up or used to allow staff to distance from each other.	Common Room use reduced as much as possible. Layout changed to ensure SD achievable Staff discouraged from using shared resources	Risk of transmission reduced	

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

39	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Common Room use reduced as much as possible, refreshments available in common room subject to COVID protocols. Holroyd Howe Mobilisation Plan SD protocols for Staff meetings Reviewed. On-line meetings to be used wherever possible.	Shared facilities are as safe as possible to use. Staff can to meet safely without fear of infection:	
40	Staff not having sufficient down time / rest during the working day / week?	Workload reduced through the suspension of Prep (preparing and marking) and break, and extra-curricular duties. Staff encouraged to take time for themselves.	Staff have sufficient downtime during the day/week	
41	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Lesson observations by consultant and routine Prep School work scrutiny postponed.	Workload burdens carefully considered and managed.	
42	Staff unable to manage the provision of both in school and remote learning.	Staff given a focus of either in school provision or remote learning, for example PE department will not be providing live online lessons.	Staff have clear and manageable roles.	
43	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Systems reviewed and checked by RGP regularly	Systems suitable and serviceable	
44	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Drop-off and pick-up procedures changed and communicated to all parents, staff and visitors	Good communication of procedures	
45	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Pupils of key workers or those believed to be vulnerable can join the key workers club. This has an extremely low pupil to adult supervision ratio where pupils are constantly supervised during their time at school – following all normal school supervision policies.	Pupils are more than adequately supervised whilst at school indoor and outdoor	

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

46	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	<p>Transit around School clearly defined and to use one way systems and marked routes where possible.</p> <p>Common Rooms have soft furnishings removed and replaced with hard surfaced work stations set out with regard to SD guidelines. Enhanced cleaning and Saniwipes and hand gel available at these times.</p>	<p>Staff and children able to move around School observing SD requirements.</p> <p>Staff are able to use common rooms with minimal risk of infection</p>	
47	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	<p>Classroom layout to be considered in light of SD protocols and age group requirements. Enhanced Cleaning schedule to include all classrooms according to daily schedule and Govt Protocol</p> <p>Cleaning in non-healthcare settings</p> <p>Guidance for wider opening of School</p>	Organisation of classrooms to adhere, as far as is practical to SD protocols	
48	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	<p>Handwashing schedules to be strictly enforced and in accordance with Govt Guidelines</p> <p>Coronavirus (COVID-19): guidance</p>	Handwashing is completed regularly, and thoroughly by all staff and pupils	
49	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	<p>All classrooms and public spaces to have supplies of Alcohol Gel and Saniwipes.</p> <p>Additional handwashing facilities for pupils in strategic entry points</p>	Hygiene facilities are available throughout the School	
50	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Hygiene stations to be regularly checked throughout the day	Hygiene station don't run out of alcohol gel or Saniwipes	
51	Unnecessary and unused items not removed from classrooms and other learning environments.	Classrooms checked regularly and prohibited items removed.	Equipment remains in its designated place	
52	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	All soft furnishings, soft toys and difficult to clean items removed and regular checks to ensure no infringement	Classrooms and other environments used by children and staff free from soft furnishings	

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

53	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Resources not shared between bubbles	Risk of transmission reduced	
54	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.	Enhanced Cleaning regime in place	Risk of transmission reduced	
55	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Resources not shared between bubbles	Risk of transmission reduced	
56	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Children in games kit for the school week Changing room access restricted Enhanced Cleaning regime in place	Risk of transmission reduced	
57	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.	Pupil books and study materials held in school, Items from home restricted Coats held in areas within their bubble	Risk of transmission reduced	
58	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Staff encouraged to keep materials and marking I school. Prep limited	Risk of transmission reduced	
59	Outdoor playground equipment should be more frequently cleaned or left fallow.	Play equipment used on a weekly rotating basis by bubbles. Allowing them unused time at the weekends between bubbles.	Risk of transmission reduced	
60	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	All timings adequately staggered to ensure distance between bubbles	Risk of transmission reduced	
61	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Visits organised in line with current DfE guidance. Visits taking place with bubbles and no cross years	Risk of transmission reduced	

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

62	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	HH and School providing full (modified) dining room service. Additional dining space provided by erecting marquee	Children receive nutritious and child friendly meals and breaks whilst maintaining SD requirements	
63	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	HH have sufficient staff and plans in place for replacing staff needing to self-isolate	Catering service able to continue	
64	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	No Breakfast Clubs running, After School Clubs held in year group bubbles.	Risk of cross infection is minimised	
65	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	School has well established systems for monitoring mental health of Pupils.	The Mental Health needs of Staff and Pupils are considered and support given where required.	
66	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Daily contact – with pupils tutor group and with tutor on a one to one weekly – all lessons start with live lesson. Saint Ronan's Radio and TV Pupil / House and Games challenges to take part in outside the curriculum Live lessons taught on Teams with breakout rooms for pupils to work, engage and interact in small groups	Many opportunities for social engagement on pastoral and extracurricular level	
67	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Daily Contact with tutors to address current issues Twice a week chapel – 'thought for the day' touching on issues and feeling pupils may be experiencing Weekly meetings with pastoral team to highlight particular pupil issues and address	Pupils are very aware of the issues related to covid 19 and ways the strains involved can be alleviated.	

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

		<p>Weekly letters from HM engaging in the ever-changing COVID-19 issues of the week</p> <p>Weekly House / Year / School / Chapel and mindfulness broadcasts online. Many addressing issues pupils may be experiencing. (One assembly (by pupil) looked at what has come out of Covid)</p>		
68	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	SMT to keep activities and protocols under review and changes made if necessary to ensure safety of Staff and Pupils	Activities run safely and with due consideration for SD rules.	
69	Plans, briefing and statistics for ISI / Ofsted visit not updated.	SMT regularly review inspection preparations so that data is readily available and accessible	School Inspection ready	

7. 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.	All staff aware Daily temperature check of all staff before entering the buildings	Risk of transmission reduced	
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.	All staff and pupils aware of policy and staff paid available leave if required	Pupils and staff follow guidance	
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).	All staff aware of policy and Matron on hand to provide guidance to all	Pupils and staff follow guidance	
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	All staff and pupils aware of policy and staff paid available leave if required	Pupils and staff follow guidance	
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	All staff and pupils aware of policy room available in Nightingale suite	Risk of transmission reduced	
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.	All staff aware of policy , definition of close contact and need for SD and PPE	Risk of transmission reduced	
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. 	All staff aware of policy , definition of close contact and need for SD and PPE Definition of close contact briefed to all staff by HM via email on 06/01/2021	Pupils and staff follow guidance Close contacts identified and appropriate measures taken	
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	All staff aware of policy	DfE guidance sought when needed	

7. Medical Risk Assessment in the COVID-19 Environment

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.	All staff aware of policy , definition of close contact and need for SD and PPE Medical staff trained & well versed on the need for PPE, how it's used, it's safe removal and safe disposal	Risk of transmission reduced,	
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.	Enhanced Cleaning regime in place.		
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Staff briefed with DfE guidance Guidance for wider opening of School	Staff informed	
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Daily temperature checks in place	Risk of transmission reduced,	
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Medical staff in place and trained first aid trained support staff on hand to deputise	Sufficient staff on site	
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	All staff involved trained on its safe use on the different equipment	Staff trained	
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Staff to manage and order PPE as required, Housekeeping staff to ensure adequate supplies of cleaning materials Staff trained to the required level for their role	PPE in stock Cleaning materials in stock Staff suitably trained	
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Separate entrances identified for bubbles arounds the school. SD rules for parents in place, pupils are in bubbles. Temperatures do not need recording	Risk of transmission reduced,	
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Separate entrances identified for bubbles arounds the school.	Risk of transmission reduced,	

7. Medical Risk Assessment in the COVID-19 Environment

		Isolation area in Nightingale suite, Enhanced Cleaning regime in place		
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	All contractors report to reception, sign in, have their temperature taken and follow visitor policy	Risk of transmission reduced,	
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Young children supervised when using sanitiser	Sanitiser used safely	
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Young children supported in understanding hygiene rules. Catch it, bin it, kill it posters on display	Risk of transmission reduced,	
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Catch it, bin it, kill it posters on display	Risk of transmission reduced,	
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Catch it, bin it, kill it posters on display	Risk of transmission reduced,	
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils briefed on risks by tutors Catch it, bin it, kill it posters on display	Risk of transmission reduced,	
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Sufficient staff on hand to assist	Medical staff supported	
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Parent and pupil communication to maintained re appointments	Staff aware	
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff briefed to return home and isolate	Staff aware	
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).	Testing unit to be set up in Founders Hall car park if needed	Plan in place	
28	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	Testing equipment used as per guidelines	Tests conducted in line with NHS T&T guidance	

7. Medical Risk Assessment in the COVID-19 Environment

29	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Radios on hand Estates staff available to direct E S	Prompt and timely action taken	
30	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Plan in place to liaise with LA when needed	Prompt and timely action taken	
31	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Sufficient first aid trained staff planned to be on site.	Sufficient cover provided	
32	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	First aid trained staff briefed on treatment	Staff aware	
33	Not compliant with requirements for EYFS and PFA certification.	Medical staff on hand to provide sufficient cover All practitioners also trained to the required level	Sufficient cover provided	
34	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Medical policy up to date and available	Staff aware	
35	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Pregnant women following current guidance Where suitable workers furloughed	Pregnant workers protected	
36	Lack of School decision or policy for level of PPE required for staff or pupils.	PPE requirement following government guidance	PPE policy know	
37	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Sufficient training given Posters on their use displayed	PPE used correctly	
38	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	All age groups considered in the school's risk assessment	RA reflects diverse profile of school	
39	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	School aware and HoD have risk assessed each member of staff	CEV staff identified	
40	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work	Individual risk assessments in place for each CEV member of staff / pupil	CEV staff informed	

7. Medical Risk Assessment in the COVID-19 Environment

	from home or go to school during period of national restrictions.			
41	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	Individual risk assessments in place for each CEV member of staff / pupil	School has robust plans for CEV staff	
42	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Individual risk assessments in place for each vulnerable member of staff / pupil with support given	Staff / Pupils supported	
43	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Individual risk assessments in place for each vulnerable member of staff / pupil with support given	Staff / Pupils supported	
44	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Staff & pupils requested to inform Matron of positive tests. Record made	Accurate records kept	
45	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.	Pupils attendance monitored and recorded correctly	Accurate records kept	
46	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Attendance monitored and follow ups made with pupils and staff needing a negative test before returning to work if displaying symptoms	Accurate records kept	
47	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	HoDs and form tutors to maintain communicating with staff/pupils isolating	Those isolating kept informed	
48	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	All pupils to wear games kit		

8. Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Boarding Policies up to date and communicated to relevant staff	Informed & aware staff	
2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Security systems regularly checked and updated	Secure site	
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Staff have adequate provision of PPE	Informed & aware staff	
4	Communication and procedures for welcoming back boarders and part-time boarders not applied.	All boarders given briefing on their return to boarding activities	Informed & aware pupils	
5	Insufficient consideration of measures and precautions for flexi and weekly boarders.	All flexi-boarders given set beds, beds no longer shared through the week	Reduced chance of cross contamination	
6	Insufficient efforts by school and parents to reduce travel between home and school and so reduce risk of infection.	Pupils offered full boarding where appropriate	Risk of transmission reduced	
7	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	Public transport not in use		
8	Insufficient space and resources for isolating overseas pupils (for 10 days) on their return.	Overseas returning pupils remain the responsibility of their parents. No isolation available in school		
9	Insufficient controls for boarders to move between residential and school day groups.	Boarding pupils and day pupils allowed to mix in their year group bubbles. Records kept of flexi-boarding for contract tracing	Risk of transmission reduced	
10	SD, separation and socialising rules not adhered to in the boarding house.	Children are in the boarding bubble, staff to ensure SD maintained where possible	Risk of transmission reduced	
11	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Separate external activities for boarding pupils not permitted at this time. All children return home at the weekend	Risk of transmission reduced	
12	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	New fire procedures in place and practised.	Staff and pupils well briefed and prepared	

8. Boarding Risk Assessment in the COVID-19 Environment

13	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	In the event of an isolation boarding pupils are to return home immediately	Risk of transmission reduced	
14	Do those in attending isolated cases know the procedures and have access to PPE?	Policy in place and medical staff trained. PPE always available	Risk of transmission reduced	
15	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).	In the event of an isolation boarding pupils are to return home immediately		
16	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Items removed and stored correctly	Risk of transmission reduced	
17	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Reduced number of pupils whilst maintaining staffing levels	Risk of transmission reduced	
18	Insufficient bathroom facilities if bed spaces have been reconfigured.	Sufficient bathrooms provided	Risk of transmission reduced	
19	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	Boarding policy does not allow personal telephones but a phone is always available in boarding should a pupil want one	Pupils able to keep in touch	
20	Boarders aware of global news and how it may affect them or their family.	Boarding staff to keep themselves up to date with latest news and able to answer pupils questions when needed	Pupils supported and informed	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Drivers briefed via email on changes	Drivers informed	
2	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	Drivers health and safety considered with regard to their age and vulnerability Everyone on the bus to wear a face covering	Risk of transmission reduced	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Weekly check of PPE supplies on each bus to ensure availability. Enhanced cleaning regime provided by housekeeping Transport policy updated with C19 protocols	PPE available Buses cleaned after each use. Drivers informed and trained	
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Policy and procedures in place, communicated to parents, pupils and drivers	Drivers, Parents and pupils informed	
5	Dedicated transport not aligned with the principles underpinning the system of controls.	Policy and procedures in place, communicated to parents, pupils and drivers	Drivers, Parents and pupils informed	
6	Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.	Travel severely limited to routine pick up and drop off buses and limited sporting activities (Hockey at Marden)	Risk of transmission reduced	
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Policy and procedures in place, communicated to parents, pupils and drivers. PPE available Each bus cleaned after use	Drivers, Parents and pupils informed	
8	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Unable to further segregate pupils into age groups bubbles. Transport bubbles created that overlap these with all contacts recorded and pupils assigned seats	Risk of transmission reduced Close contacts easy to identify	
9	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Sanitiser provided in dispensers attached to the bus doors	Risk of transmission reduced	
10	No additional cleaning of vehicles (all touch points) before and after each journey.	All buses cleaned on return to the school	Risk of transmission reduced	
11	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Seats assigned to children	Risk of transmission reduced	

Date of policy: 05/03/21

Date of review: Before start of Summer Term

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

12	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Policy and procedures in place, communicated to parents, pupils and drivers Face covering in place for all students on school transport	Drivers, Parents and pupils informed	
13	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Symptomatic pupils to isolate in the Nightingale suite and to await parents to collect them	Parents informed of policy	
14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Vehicles registered, insured, and maintained as per the schools policy. Sufficient stock of PPE kept on each vehicle	Vehicles safe and roadworthy PPE available to users	

10. Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	Support staff and their managers briefed regularly on any changes	Staff informed and understand	
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Physical meetings actively discouraged and virtual meetings called in their place. SD protocols in place if F2F needed.	Risk of transmission reduced	
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	All staff completed return to work information in September. Any further developments noted and acted upon	Vulnerable staff recognised and appropriate steps taken to protect them	
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Staff trained and briefed on any changes needed. Adequate levels of PPE held in stock	Staff informed and understand PPE available	
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Enhanced Cleaning regime in place		
6	Security and access systems not regularly checked, updated and re-coded.	Security systems regularly checked and updated	Secure site	
7	Reconfigured areas, zones and routes hampering fire exits and routes.	All areas that have been re-configured checked by H&S Officer to ensure no fire exits impeded	Fire exits unimpeded	
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	All areas that have been re-configured checked by H&S Officer to ensure no fire exits impeded. Checked by Estates staff on their rounds	Fire exits unimpeded	

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	Hazard	Control Measures	Outcome	Remarks / Re-assessment
9	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Additional handwashing provided by dining halls. Hand sanitiser stations in place on external doors into buildings	Good hand hygiene in place. Risk of transmission reduced	
10	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Visitor and contractor policy updated and staff aware. Front office staff enforcing policy	Risk of transmission reduced	
11	Contractor health declaration and pre-work briefings not considered or implemented.	Visitor and contractor policy updated and staff aware. Front office staff enforcing policy	Risk of transmission reduced	
12	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Visitor and contractor policy updated and staff aware. Front office staff enforcing policy	Risk of transmission reduced	
13	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Heating systems serviced August 2020, heating oil on automatic top-up with Watson Fuels	Heating systems working correctly	
14	Insufficient gas supply, maintenance, checks, venting and valves.	Gas safety checked 20/08/20, fuel on automatic top-up with Calor-gas	Kitchen fully operational	
15	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	A/C units serviced 20/10/20 LEV serviced 14/12/20	Systems working correctly	
16	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	There are no units like this on site		
17	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Emergency lighting serviced 16/12/20 Fixed electrical up to date PAT testing Dec 2020	Systems working correctly	
18	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Testing in date Legionella RA completed 6/1/21	Systems correctly maintained	
19	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Pool decommissioned, due to be commissioned Apr 2021		
20	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire Alarm serviced 15/12/20 Fire extinguishers May 2020	Systems correctly maintained	
21	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Electronic hold open devices in place and used	Risk of transmission reduced	

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22	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	All HoD have completed risk assessments of their offices and restricted numbers.	Risk of transmission reduced	
23	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Holroyd Howe Mobilisation Plan in place		
24	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Holroyd Howe Mobilisation Plan in place		
25	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Holroyd Howe Mobilisation Plan in place		
26	Insufficient drinking supplies and hydration available in dining room and around the school.	Holroyd Howe Mobilisation Plan in place		
27	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Sufficient cleaning staff employed and rotas in place to ensure adequate cover	Good staff availability	
28	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Enhanced Cleaning regime in place and cleaners have been briefed	Well trained staff	
29	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Contract cleaners not used		
30	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Sufficient cleaning staff employed and rotas in place to ensure adequate deep cleaning over holiday periods	Deep cleans completed	
31	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Infection Control plan in place	Risk of transmission reduced	
32	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Adequate PPE provided and instructions on donning, removal and disposal displayed	Risk of transmission reduced	
33	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Laundry serviced annually and of commercial quality	Laundry fit for purpose	
34	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	Services reviewed by RGP, waste collection continuing un-changed	Services continuing	
35	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Non-essential building works curtailed. Other works not interfering with pupils timings	Easy access for pupils and parents	

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36	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Contractors aware of SD protocols and staff receiving deliveries briefed to enforce them. Posters displayed on entrances to school	Staff wearing face coverings and following SD rules	
37	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Services reviewed by RGP and monitored. Increased numbers of refuse buns in September carried forward	Waste plan in place	
38	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Pest control services undertaken by Urban Jungle with continued monthly visits	Pest control in place	
39	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	Termly / change of tier review of risk assessments	RA up to date	