

## Overarching Risk Assessment for the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	<p>The Safeguarding and Child Protection Policy has been shared amongst staff and is on the website. It is being ratified by the Board on 24/9/20</p> <p>The DSL is receiving updates from DfE regarding safeguarding in schools and is updating the new Covid-19 Safeguarding Policy regularly and sharing it with teaching staff via My Concern. Automatic emails are generated through My Concern when a new policy is uploaded.</p> <p>Staff not on My Concern are being emailed.</p>	Staff have signed acceptance / understanding before returning to the workplace	

	Government advice not being regularly accessed, assessed, recorded and applied.	SMT are accessing their normal channels of professional advice along with those from the DfE and PHE. These are discussed at least on a weekly basis and a record kept. There are teaching staff briefings where information is disseminated and recorded	This is ongoing and the regularity of meetings continues. There was an extended staff inset on 3/9/20 to stress the importance of continuing to follow Government guidance and to show to our community that we are a safe and knowledgeable workforce.	
	Unions not consulted over plans.	There is no recognised Union with whom to consult	N/A	
	Changes not regularly communicated to staff, pupils, parents and governors	<p>The Head and Head of JS are communicating frequently by letter and through virtual briefings and the clerk is managing communication with the Governors.</p> <p>Decisions made are recorded by the Head's p.a.</p>	It was noted in v4 that some decisions have been made outside of the SMT meetings Greater process discipline has been adopted now.	
	Changes to assessments, procedures and other important matters not reviewed by Governors	The Board met before the wider reopening in September 2020 to review the Covid Policies, Risk Assessments and letters sent to parents regarding re-opening.	All necessary policies and risk assessments have been ratified prior to implementation	There have been Board meetings throughout the Summer break and beyond now in order to address and record the Governors agreement and any concerns

	Insurers not consulted with school's re-opening and / or amended plans	Insurers have been notified and confirmed that they have adequate information to ensure normal cover is maintained.	We are in regular contact as changes are made. The new policy commenced in September 2020 and is covid aware	
	Access to school not controlled effectively and visitor (if allowed) details not recorded.	The normal signing in and logging out procedures are considered to remain satisfactory.	They remain satisfactory	
	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	<p>Letters have been sent to all staff and parents. Further guidance will be sent in the days before full reopening and INSET will be available once staff and pupils are in school. As staff return they are reminded of the initial information sent.</p> <p>JUC / EMG conduct pre-return induction and KVV manages with the teachers any specific changes to the local risk assessments.</p> <p>Those responsible for building hygiene have received specific training. Hourly logs of sensitive areas are maintained.</p> <p>Visual reminders put in place in each classroom, with tape on the floor.</p>		
	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	<p>This will be part of on-going training and communicated verbally at least weekly at the staff briefings and daily by the teaching staff.</p> <p>Posters are being put up in populated areas</p>	The reminders continue with the agreed frequency. All offices have capacity markings.	Our 'what to do when' has been updated and will now be more prominent on notice boards

	Insufficient supplies of hygiene materials and not being suitably placed.	<p>There will be stocks of disinfectant and wipes in all classrooms and some communal areas. If this becomes inadequate then replenishment is possible via the office staff who will be sitting at the reception desks, the enhanced caretaking team will be informed by radio.</p> <p>Second bottles of disinfectant wipe have been put in each classroom (pupils and teacher bottles)</p>	The current levels of stock and availability are as planned	
	Insufficient or unsuitable cleaning regime - lack of regular reassessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc. (16.5.20)	<p>The Caretaker is fully versed in the guidance and has trained his cleaning staff accordingly.</p> <p>A simple Covid cleaning procedure has been written and records are kept of activity.</p>	This continues and rolls out as more cleaners return to the work-place	<p>In Caretakers' absence (unplanned) the Site Manager is fully versed in the requirements of the role at this time.</p> <p>Staff toilets in Waterhouse?</p>
	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic. (16.5.20)	Shared equipment will be kept to a minimum by asking children to bring in their own equipment. Devices and desks will be allocated to / used by individual pupils exclusively.	This works successfully	
	High risk areas not being regularly monitored (including boarding areas) for hygiene.	We believe the provision is adequate: work is scrutinised by the Caretaker and feedback mechanism, though informal, are quick and effective.	All cleaners are working to capacity	A recent leaver with no notice has stretched the team. Agency being brought in.

	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Plans are in place and updated as guidance changes. This is discussed and recorded as part of the SMT meetings.	A number of google sheets are being used to record known and likely changes to pupil numbers as the reopening progresses. This is shared with the caretaking and catering teams who have the authority from the Bursar to make changes as circumstances dictate.  Other than borders, we have a clear indication of how many students in which year to expect each day.	We have
	All hazards identified properly mitigated and regularly re-assessed?	As capably as we are able in normal times.		
	Insufficient liaison with local authority and health protection team over testing and actions.	We are in email contact with all relevant authorities though the Nurse, the Bursar and the Vice Principal		
	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	All are testing on site and receiving training as a result		
	Insufficient systems and staff to support training, testing and contact tracers.	We are fortunate in deploying our commercial wing to manage the testing and the SMT are fluent in the procedures surrounding Test and Trace though regular meetings and clear dissemination of Government information. This is recorded as a result of the specific covid weekly SMT meetings.		
	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Information has been sent to all by the Head		

Testing Training modules and assessment not completed and recorded for specific roles	All training is recorded by the team leader and line manager.		
Training and testing activities insufficient to provide reassurance including feedback and Q&A?	We have the capacity to manage this in the Sports Centre with adequate and appropriately trained staff	Better feedback mechanisms will need to be considered once the initial large scale rapid testing is underway	
DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	It is fully implemented as we have the space and the staff to achieve this		
Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	They are		
Are those that are self-testing (at home and in school) trained and competent to do so?	By coming into the ATS a few times, and in accordance with Government advice, those self-resting should be familiar with the regime when the time comes	We will ask how pupils and staff are coping with self-resting once this is necessary.	
Is it understood which pupils are unlikely to be able to self-swab?	We don't believe there will be any but Form Teachers under guidance from the Heads of Year will monitor this		
Are those unable to self-swab given additional support and reasonable adjustments?	They will be once recognised.		
Each group's (“Bubble’) health not properly analysed and risk assessed to consider switching to remote learning.	Here is almost continuous dialogue through the Form Teachers and Heads of Year		
The definitions of “close contact” and the trigger for a pupil/staff to self-isolate not understood.	They are and SMT are aware		

Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	These are held centrally by the Head's p.a.		
Insufficient information to identify close contacts of symptomatic individuals and support contact tracing.	We are confident, should we need to know, of knowing this.		
No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	'Safe' isolation areas are identified in various rooms around the campus		
Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	The head has written on more than one occasion to parents and staff in this respect		
Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible.	Staff have been briefed and the message is reinforced through posters and continued verbal reminders from senior staff.		
Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	They are understood and in place. Senior staff (teaching and support) are expected to monitor this.		
No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or "drop zones" for passing materials between people.	All appropriate and proportionate measures are visibly in place.		
SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	Subject specialists have put correct processes in place following specific guidance.		

	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	Proper processes have been in place for some time and these are well documented		
	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	All washrooms and boarding areas have recorded and signed cleaning and hygiene regimes in place.		
	Contract providers and services suspended or unable to attend school.	Some essential contractors are allowed in site having received covid-related induction and training and are monitored by the appropriate member of staff.		



## Section 2

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
2.1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	The Head writes detailed letters to all parents in the year groupings / bubbles before they are invited back to school. These are being sent through normal communication channels and those who have not received these communications are being contacted through different channels.	The parent body appears pleased with this approach. We have a 'remarks box' and devised a FAQ based on common concerns and queries from the parental body	On website and been emailed to parents
2.2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	All stakeholders will be encouraged to use their normal line route to communicate to the SMT who have regular feedback meetings. Employees will report through their line managers, pupils through their form teachers, parents may well choose to communicate directly with the SMT but may also use their child's form teacher. All staff supervising a bubble should undertake a daily risk assessment. Governors are encouraged to contact the clerk in the first instance.  Reminders and clarity over position on masks have been reissued.	Daily staff briefing in week 1 of reopening. No significant changes required. Regular reminders given regarding temperature and SD for children.	SD remains a matter of constant reminding.  There are be feedback opportunities at each Staff Briefing
2.3	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details are not known and not on call.	The SMT designated themselves as the body responsible for COVID-19 matters. This has been formally recognised by the Board	HoDs buy-in to following guidance will be an early imperative.	

2.4	No system to communicate with parents and staff that have not returned to school for fear of infection.	Our communication with parents and staff in this category will continue as it was during the remote learning phase.	The parent body appears content with this. Parents and staff have been communicating when there is a potential case and then with test results.	
2.5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	We will be writing to parents about what we might anticipate with regards to track and trace once more information is known.  We have asked all teaching staff to be in touch with any OCT HT plans for travel.		
2.6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure adequately to enforce standards	Written guidance has been given to all staff. who have signed to acknowledge receipt, This is now managed centrally by HR.		
2.7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	The bi-weekly briefing sessions which have run successfully remotely are now continuing both remotely and in school. Into the Autumn Term time will allow for one briefing every week and an additional briefing email / sheet to be circulated every week.	Understanding appears to have lowered judging by the staff behaviour at the end of the Summer Term and A level results day. Staff will be asked to sign that they have understood what is expected regarding safe distancing, surface touch points and sanitising regimes.	

2.8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	The only vehicles envisaged to be needed will be used by the grounds, caretaking and maintenance staff. The hygiene of these and logging of measures and actions taken is the responsibility of the maintenance manager. Steering wheels for example will be wiped before and after every use.	This is in place and evidence seen. Current guidance 'Transport to School ...' 11/08/20 is being followed by our service provider. Bursar has joined local school's Transport Managers group who meet sporadically.	
2.9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	This is communicated to parents and will be the case for all but parents of those in the EYFS.  Parents of Year 6 and 5 children are instructed to stay in or beside their vehicles. All other Junior School parents are instructed to observe SD when dropping off and collecting.	Letters prepared by Head, Vice Principal and Head of Junior School shaped by SMT before sending out	
2.10	Insufficient registration throughout the day including lack of temperature / health checks.	Parents have been asked to take temperature before children attend in the morning. Teachers take temp if this has not been done. Only if temperature is above normal range would this be recorded. (Not necessary to date)  Parents of returning children have been sent a letter specifically about taking temperature before attending school. Additionally, all children are questioned on arrival and if the temperature was not taken at home, teachers do so using the schools non-contact digital thermometers.	This procedure appeared effective during partial reopening in the Summer Term.  Doubts about whether or not parents are continuing to take temperatures are being tested by taking the temperatures of one year group for a week and the seeing if there is evidence that this test needs to be widened or not.	

2.11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Areas that can be configured are, using cones, stakes, spots and tape	Good but not excessive signage is in place.	
2.12	Learning and recreational spaces not configured to SD rules.	Were possible and required, all extraneous furniture and equipment has been and will be removed		
2.13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Students are in year group bubbles and there will be no no inter-group mixing other than that which is allowed on the coaches and in the boarding house. The school day is now staggered to further increase the effective distancing.	Separation is well-maintained throughout the day	
2.14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	The welfare staff and DSL will manage this on a case by case basis. Pastoral staff have undertaken bereavement training. Bereavements are logged on My Concern.	Appropriate support can be offered to those suffering bereavement.	
2.15	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	Information has been sent in advance and on-site vigilance will be in place		
2.16	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.	The Head of Junior School and Vice Principal are aware of their responsibilities in this area.		
2.17	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Staff have been encouraged to speak to a member of the SMT if this is the case and some have already		
2.18	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.	Parents have been encouraged to contact the Head directly if this is the case.		

2.19	No staff, pupil and / or parent health declaration implemented or recorded.	The School Nurse holds this information which is revised annually		
2.20	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	Heads of Year know this as do those on the SMT responsible for timetabling.		
2.21	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	We have disseminated our expectations and believe that there is compliance		
2.22	Class and activity rooms not properly and regularly ventilated with fresh air.	They are and staff are reminded of this need.		
2.23	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	We have staggered starts and ends and SMT are policing this in person every day		
2.24	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	The Vice Principal is managing this area of concern.		

### Section 3

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
3.1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	<p>The interim Safeguarding and Child Protection Policy has been shared amongst staff and is on the website</p> <p>The Safeguarding policy is a 'live; document and is being reviewed by JUC as new government guidance is published by DfE.</p> <p>This updated document is shared electronically with staff and uploaded on to the website.</p>	The Covid-19 Safeguarding Policy is on the website	
3.2	DSL and DDSL are not easily contacted and their contact information is not known to all.	Details of how to contact the DSL and DDSL have been circulated to pupils, staff and parents. These details are also contained within the policy which is available to all and is on the School website.		
3.3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Our policy covers all of these areas		
3.4	Fire drills, routes and assembly points not rehearsed.	There is no change needed to the current practice		
3.5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	<p>In the Junior School the year groupings are separated as they were before the Summer.</p> <p>In other years, each year group is based in one discreet building and the subject teachers move from building to building</p>	There is no mixing of year group 'bubbles' other than on the way in and out if coached / minibuses are used.	

3.6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	The EYFS Co-ordinator and the Head of JS have addressed this in detail with their staff. The Vice Principal is discussing this with the HoYs in the SS	Vice Principal has discussed arrangements i.e. laptops and needs with HoYs	
3.7	Staff not having sufficient down time / rest during the working day / week?	The staggered starts and finishes will allow for a less intense day, as will the ability to leave the classroom at lunch time.  Wellbeing day for colleagues designed to help.	Staff (all categories) are feeling weary. Line managers are alert to this and are helping where they can.	
3.8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	The DSL has been delivering online CP training to new staff. New staff have also been provided with the Safeguarding Policy and guidance on contacting the DSL.		
3.9	SCR and required documents not properly verified or recorded.	As admin staff have been available throughout the lockdown there has been no change to our existing, compliant practice		
3.10	Plans to working and learning outside not fully considered	Where possible, lessons will be taught outside. Initially this will just be Games/PE lessons as other sessions but we hope to extend this	As we have moved into seasonal Autumn this is less attractive.	
3.11	Opportunities for non-contact sport, adventure play, Forest School, gardening etc. not regulated or considered	There are plans for play and sport and these have been risk assessed by the senior specialists in these areas	Everything at the moment seems to be working safely and effectively. We will have to make some changes once more pupils/staff return to school.	
3.12	Sporting, play and SD rules are unclear to staff, pupils, parents and visitors.	These will be communicated to all ideally within a single communication to avoid conflict and possible confusion	The message is simple. Teachers must be 2m from their classes and at least 1m from their colleagues. All will wear face coverings when in transit.	

3.13	Drama, dance and music activities not applying SD or hygiene rules	Specific guidance is being followed.		
3.14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	If required these will be carried out by the specialist staff	Sporting assessments already completed	
3.15	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc.) timings, SD and purpose.	The Junior School space has windows throughout and can be managed safely on issuing appropriate guidance about numbers. The Senior School staff room will be open and safe access to hot beverages managed through staff vigilance in sanitising touched surfaces and enhanced cleaning by the professional staff.	This worked well in the Summer Term in respect of usage of the copiers.	
3.16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	These are being maintained, as they have been throughout, as normal		
3.17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	The current routes have not changed. Pick-up and drop off procedures have been communicated to all parents. The pick up was closely monitored by SMT in the first 2 weeks and traffic marshalling was required.	Traffic flow appears safe	
3.18	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Rooms are being reconfigured and then re-assessed in line with current risk assessment policies	Teachers are being designated as 'responsible' for the rooms and given assistance and training in risk assessments	As teachers, not students, are moving from room to room, area-specific risk assessments are being written and will be available to all employees.



3.19	Minimising contact and mixing not effective in the classroom and during breaks.	The responsible adults will ensure that this is effective.	This is no longer a matter of concern due to changes in the guidance.	
3.20	No regular breaks for handwashing during the school day.	For the initial opening of EYFS / Y1 and Y6, children have allocated places when sitting at desks that will remain constant. Movement around the school site into bathrooms to be controlled by staff. Specific areas allocated to each bubble during breaks and lunchtimes. All children remain in their bubbles throughout the day. EYFS will spend as much time as possible outdoors within their bubble group. Specific entrance points and times to limit mixing	Restricted movement and allocation of desks and outdoor spaces ensures limited mixing.	
3.21	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Disinfectant and wipes are available to all staff in populated areas.	All normally used entrances have a sanitising station at the entrance.	
3.22	Hygiene stations not stocked, checked and cleaned regularly.	So long as supplies remain available they will be restocked by the caretaking team		
3.23	Unnecessary items not removed from classrooms and other learning environments.	Those teaching in these areas will risk assess ahead of teaching in these spaces, non-essential items will also be removed		
3.24	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	These have been and will be removed by teachers as the rooms are recommissioned	There are no extraneous soft toys and furnishings	
3.25	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	The normal staff welfare channel will remain unaffected		
3.26	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	So long as staffing and space allow we do not envisage any problem with those measures announced by letters to parents	There is currently no congestion	

3.27	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Three sittings of 35 minutes allow for cleaning between them and maximise the SD available in the dining room.	The new marquee allows for two additional eating spaces and facilitates all year groups to have hot food either in the dining room of the marquee.	
3.28	Hazards and risks of providing breakfast and after school clubs are not understood.	These have been risk assessed and we expect to start offering breakfast from the start of term.		
3.29	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	The Vice Principal and Nurse have the knowledge and skill to mitigate this risk	We are allowing those who are not clinically extremely vulnerable to indicate that they do not wish to come in and addressing this on a case by case basis.	
3.30	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Staff have been trained and letters sent to them in this respect		
3.31	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Teacher's normal vigilance in this area is considered, along with the escalation routes in place, to be sufficient.		
3.32	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	There is minimal inter-bubble movement and un areas where 2m ids not feasible, back to back wall-creeping is encouraged.		
3.33	Staff and pupils (where applicable) not wearing face coverings when and where appropriate.	We have communicated the need for face coverings and are supplying masks to staff who request them		

3.34	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.	There are no supply or peripatetic staff in school at this time		
3.35	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	All staff have been assessed and considered and those for whom it is suitable are not attending in person.		
3.36	The “ideal” of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	This is almost universally possible.		
3.37	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	There is no inter-bubble mixing whilst at school.		
3.38	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.	Separation is maintained for this and other reasons.		
3.39	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	There are no larger groups gathering indoors		
3.40	Large gatherings such as assemblies or collective worship with more than one group not avoided.	This is not currently happening		
3.41	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Other than transport which is under special national guidance, there is no wider mixing whilst at school (Boarders are managed as indicated in the relevant section of this risk assessment)		

3.42	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Our Junior School teachers and assistants provide this support.		
3.43	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Our SENCO manages this additional support as required		
3.44	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Room layouts are assessed and we believe to optimally safe. Users' feedback is encouraged.		
3.45	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	We have no volunteers on site at present		
3.46	Recruitment process and pre-appointment checks not following legal requirements.	They do and are		
3.47	New staff and pupil registration and induction processes not adapted or compliant.	It has been assessed and found to be robust		
3.48	Support staff and TAs in regulated activity do not have the appropriate checks.	They do		
3.49	SCR not updated with DBS related issues and required documents not properly verified or recorded.	It is compliant and recently audited as such		
3.50	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	These are rare but in place		
3.51	Physical education, sport and physical activities not following the measures in their system of controls.	The Head of PE is responsible for this and cognisant of the specific regulations.		

	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	They are		
	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	The Head of PE is responsible for this and cognisant of the specific regulations.		
	Sports equipment not sufficiently cleaned between each use by different individual groups.	The Sports staff have access to and use the required hygiene products.		
	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	We have activity covid-specific risk assessments and review these regularly		
	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	There is no playing of musical instruments other than keyboards which are sanitised.		
3.52	Shared staff spaces are not set up or used to allow staff to distance from each other.	The few we have are set up appropriately		
3.53	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	There are no staff rooms at this time.		
3.54	Staff not having sufficient down time / rest during the working day / week?	They have adequate and this is monitored as they are encouraged formally and informally to feed back.		
3.55	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	These are built in an feedback is encouraged		
3.56	Staff unable to manage the provision of both in school and remote learning.	Most are proving to be able to do this: those who aren't are being supported		

3.57	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	The appropriate measures are in place		
3.58	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	They are adequately configured		
3.59	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Stocks have been and will continue to be maintained		
3.60	Unnecessary and unused items not removed from classrooms and other learning environments.	They have not been put back since earlier closures and re-opening		
3.61	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	They have not been put back since earlier closures and re-opening		
3.62	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	They are not		
3.63	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.	Such resources are now rare and if they do exist they are sanitised		
3.64	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	All are managed and inspection sheets signed off throughout the day		
3.65	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.	Pupils are encouraged to minimise what they bring in.		

3.66	Outdoor playground equipment should be more frequently cleaned or left fallow.	It is generally left in designated areas to fallow.		
3.67	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	There is excellent staggering at both ends of the day and additional zones have been establishes		
3.68	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Meal times are not conflicted due to the erection of a temporary second dining hall.		
3.69	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	They are revised and concur with guidance		
3.70	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Heads of Year directed by the Vice Principle are responsible for and active in this area.		
3.71	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Heads of Year directed by the Vice Principle are responsible for and active in this area.		
3.72	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	There is adequate support provided by the teaching and welfare staff and our nurse.		
3.73	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	We have discontinued all activities that cannot be conducted safely		
3.74	Plans, briefing and statistics for ISI / Ofsted visit not updated.	Plans remain up to date as normal		
3.75	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	All roles have been assessed and actions taken accordingly		

3.76	Those working / schooling at home not provided sufficient information and training to work safely.	Feedback suggests that this is not the case		
3.77	Those working / schooling at home not advised on suitable furniture and equipment.	The Bursar has addressed this at a staff meeting in January and support offered and accepted as a result		
3.78	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.	Access to an HSE home assessment disseminated		
3.79	Those working / schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue etc.	His is built into the school day and lesson planning. There have been a number of circuit breaks.		
3.80	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	The pastoral support has been and will remain excellent		
3.81	Those working / schooling at home not advised on stress and mental health.	Support and information has been constantly offered.		
3.82	Those working /schooling at home do not have an emergency point of contact or know how to gain help if needed.	They know who to contact		



## Section 4

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
4.1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	We understand this through advice from our professional organisations and well-qualified employees. Parents asked to take their child's temperature before school each morning and to keep their child at home if it is over 37.8 degrees.		
4.2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	The Nurse will ensure, as she normally does, that pupils and staff are aware of health guidance through training, emails, briefing and of course posters.		
4.3	No / insufficient staff supervising / supporting normal medical staff?	Whilst the nurse is not able to attend she will continue to advise and we will follow her judgement and in line with the government advice. No children will remain in school for long if they are poorly. The nurse is on site and manage all medical matters with assistance from the SMT	There are no current concerns	
4.4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	We expect the demand to be manageable with the existing staff compliment.		Lining up a possible bank nurse?
4.5	Insufficient First Aid trained personnel (ratio) for pupils in school	There will be ample adequately qualified staff		Whole staff training will be organised as part of the 3-yearly cycle in January 2021.

4.6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference. (14.5.20)	Remote temperature monitoring equipment has been bought and is available where needed.  Records are being kept	This works well	
4.7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	The Nurse is reviewing this.		Any necessary new procedures will be agreed by SMT as soon as possible.
4.8	Medical rooms improperly equipped.	They are fully equipped		
4.9	Lack of School decision regarding the level of PPE required for pupils and staff. Insufficient training, face fit testing, use, care and disposal arrangements.	The School's position is clear that only PPE required by guidance will be provided and this will be for intimate care and anyone required to move between bubbles		
4.10	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	The Head has written to all in this respect and it has been minuted at staff meetings held prior to re-opening.		
4.11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Risk assessments are room based and take any changes to risk profile into account. (e.g. less SD required in the EYFS). No need for SD now in respect of each year group.		
4.12	School unaware of any staff and pupil pre-existing medical conditions.	We have asked staff and parents to stay at home if anyone is clinically extremely vulnerable.	This will be reviewed depending on the outcome as all teachers are now expected to attend school (as they can no longer work from home)	
4.13	Lack of knowledge on who has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	Parents are asked to tell us if their child has had Covid-19. Families are asked to test if they have symptoms. Families are asked to tell us if they travel away from home and or out of their normal household.	Parents have been told and this is recorded	Reported at SMT?

4.14	Insufficient information on which staff or pupil(s) have had contact with anyone tested positive or suspected of COVID-19 and if recorded and actioned.	Someone has had contact with a person who tested positive they should tell us and self-isolate  This should be reported to a member of the SMT in a pre-ordained manner and all SMT have simple guidance regarding their obligations.	The school is under an obligation to let PHE know and they will then manage the test and trace requirements and give further guidance	
4.15	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	These will be recorded by the Nurse.  In the staff re-opening guidance, employees are reminded that if they believe they may have covid, not to come to work but to get a test (ideally a local drive-through) and send the results in	There have been none	
4.16	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Staff have been asked and a log is being kept by the Vice Principal		
4.17	Insufficient proof of shielding and individual conditions?	We do not consider this currently to be necessary although it may become so as pupils numbers on site grow.		
4.18	No separate area for temperature testing, holding and isolation of pupils/ staff. Areas not easily identified or regularly cleaned?	The medical centre is considered suitable for now.  LSM05 will be used in the Junior School and GB03 for the Senior School.		
4.19	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Parents are asked to take the temperature of their child each morning and to keep at home if the temperature is over 37.8 degrees. Senior staff overseeing the isolation rooms will use the infrared thermometers and log time and date and name of child in their logs.	Operated in the summer term, now being trialled in year 10 and EYFS.	

4.20	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	This procedure does not need to change.		
4.21	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	There are no planned visits of changes to normal providers		
4.22	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	This will be considered to part of the line management responsibilities for staff and teachers' duties in respect of the pupils		
4.23	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Those who manage the contractors are managing this process as they did last term.		
4.24	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The assessment and stocking has been undertaken by our Nurse		
4.25	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Parents have been reminded of the school's expectations by way of letters to individual year groups		
4.26	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Understood and demonstrably observed		
4.27	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	This information has been disseminated		

4.28	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).	It is understood and is disseminated		
4.29	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.	We have ample isolation rooms for both day and boarding pupils.		
4.30	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.	This has yet to be necessary but the protocols are well understood.		
4.31	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> <li>• 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).</li> <li>• Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual.</li> <li>• Sitting in a small vehicle (car) with an infected person.</li> </ul>	This has been mentioned on more than one occasion and emails containing this information have been sent.		
4.32	Procedures for reporting COVID-19 instances to external authorities not known or applied.	The Vice Principle is managing this		

4.33	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.	It is understood and notices explaining this are posted in the relevant areas.		
4.34	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.	The cleaning staff are aware of this protocol and have been trained accordingly		
4.35	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	We have sufficient trained staff		
4.34	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	There is little training required given the equipment that we are using.		
4.35	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	They are adequately resourced		
4.36	No separate area for temperature testing, holding and isolation of pupils/ staff. Areas not easily identified or regularly cleaned?	Testing areas are discrete and well managed.		
4.37	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	The few necessary contractor are tested on arrival and know the procedures of the school well.		
4.38	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Wipes are available and are being used		

4.39	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.	Posters indicating this are evident around the campus.		
4.40	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	There are many posters reinforcing this measure		
4.41	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupils have been informed and reminded		
4.42	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	The Hose staff support our School Nurse		
4.43	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff have been informed by way of email		
4.44	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.	We are able to accommodate this in the current ATS		
4.45	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Our normal procedures remain operative in this area.		
4.46	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	We have more than sufficient trained staff		
4.47	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.			

4.48	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance	Our HR manager is aware of this and actions have been taken		
4.49	Lack of School decision or policy for level of PPE required for staff or pupils.			
4.50	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Recent guidance from the NHS has been sent to all staff		
4.51	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	We are aware of all those that have passed this information on.		
4.52	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	Each case has been addressed individually		
4.53	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	They are		
4.54	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	We have encouraged all in attendance to let their line manager's know if they are at increased risk.		
4.55	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	All tests on site are recorded on site.		



4.56	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.	We know those who are shielding		
4.57	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	This has not been necessary but a process for doing so is in place.		
4.58	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.			
4.59	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Uniform policy has changed and parents are aware of this.		

## Section 5

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
5.1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Boarding policies reviewed regularly at house staff meetings and amended in the light of government guidance	The Vice Principal and the Housemistress have reviewed and amended the Boarders' Handbook. This includes a new section on Covid-Rules e.g. Procedures for leaving the site linked to national alert levels.	
5.2	Security and access systems not regularly checked, updated and re-coded.	Record of checks to security access systems to be checked weekly to ensure no breaches		
5.3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	PPE to be checked weekly by the School Nurse to ensure appropriate supplies and deliver training for its use.	PPE supply is regularly checked.	
5.4	Procedures for welcoming back overseas pupils not applied.	Checklist of procedures for welcoming boarders back to school to be completed by a member of the boarding staff on duty for each pupil returning. These records to be checked by the the Vice Principal.	Checklists for returning boarders are being completed.	
5.5	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.	Tight control of list of returning pupils and of new pupil arrivals at school	Vice Principal has been in contact with the parents/guardians of returning boarders to arrange either quarantine in school (pre-start of term) or during term time with guardians	

5.6	SD, separation and socialising rules not adhered to in the boarding house.	Clear rules established and communicated to children, parents/guardians and children.	Posters displaying relevant Covid safety information are displayed around the Boarding House. Parents are aware of the increased safety measures through information sent pre the start of term.  pupils have had presentations at house meetings to explain the new rules.	
5.7	Rules and procedures for exeat, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	Communication with parents before arrival regarding expectations and potential consequences e.g. boarding place withdrawn.	Requests from parents/ guardians for weekends to be spent away from school are responded to positively through email but with clear directions regarding the school rules relating to children only staying with family members or their usual guardian. All must follow UK government advice.	
5.8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Procedures established for SD fire drills/alarms communicated verbally and in writing to boarders.		
5.9	Fire drills, routes and assembly points not rehearsed.	All boarders will be instructed on fire procedures with a walkthrough on the first night back which will be followed by a drill later in their first week. These will be repeated at each stage of boarders' return.	Boarders have been made aware of the fire drill procedure	

5.10	Insufficient rooms to isolate and supervise pupils (and staff).	Sufficient rooms have been designated		
5.11	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	All unnecessary items have been safely stored	The Beckwith Common Room area complies with regulations	
5.12	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	We are temporarily re-employing staff whose positions are at risk to ensure adequate ratios.		
5.13	Insufficient bathroom facilities if bed spaces have been reconfigured.	Flexibility regarding placement of children.	Numbers of boarders have meant that there is sufficient rooms and bathrooms for boarders	
5.14	Clothes and bed linen not washed regularly and at appropriate setting (65°)	Laundry rota agreed. Laundry staff informed of changes regarding frequency of washing and temperature.		
5.15	Boarders not equipped with authorised equipment to stay-in touch with parents.	All pupils are asked to bring with them their own laptops and headphones so that they may connect to the school wifi and contact parents.	All pupils now have their own IT equipment	
5.16	Boarders aware of global news and how it may affect them or their family.	Relevant news items drawn to boarders' attention by House Staff.	Some growing concern about events re the virus in the UK	
5.17	Communication and procedures for welcoming back boarders and part-time boarders not applied.	The Vice Principal is in regular contact with all boarders		
5.18	Insufficient consideration of measures and precautions for flexi and weekly boarders.	The hose staff and bursar meet weekly to discuss this		

5.19	No plans or alternative arrangements for boarders to travel on dedicated school transport rather than public transport.	We use dedicated transport if necessary but there is limited need currently		
5.20	Insufficient controls for boarders to move between residential and school day groups.	This is carefully managed by the house staff		
5.21	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).	There was no consultation but the decision was communicated.		
5.22	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	They do		
5.23	Boarders not equipped with authorised and compliant equipment to stay-in touch with parents.	They have the necessary devices and access.		
5.24	Boarders aware of global news and how it may affect them or their family.	All boarders have access to news		

## Section 6

### Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
6.1	Support staff not briefed on changes regularly.	The Bursar has held regular meetings during lock-down where plans are shared and discussed. He disseminates SMT meeting notes as appropriate.		
6.2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Only the cleaning staff will be required to understand and be trained in COVID-19 cleaning and this has been undertaken by the caretaker.	Training records have been updated	
6.3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	The new levels of hygiene are understood and area specific routines agreed. The new procedures have been written and are used as training material for the cleaners.		
6.4	Security and access systems not regularly checked, updated and re-coded.	These have been and continue to be checked as normal		
6.5	Reconfigured areas, zones and routes hampering fire exits and routes.	There will be no required changes to fire evacuation routes	Where possible, one way systems are in place.	
6.6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	The regular check of inhabited areas will be carried out by teaching and support staff.	As buildings are reconfigured revisions to the existing fire risk assessments are considered	
6.7	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	There are few physical meetings and all offices are single occupancy at all times.		
6.8	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	The support staff are considered as the teaching staff are.		

## Section 7

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

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Remarks / Re-assessment</b>
7.1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable). (16.5.20)	Fuel levels are high and systems have been maintained and are being monitored regularly	Only LSM Hall (being used as a classroom) is cold and that is due to its volume, paucity of occupants and the ventilation being chosen as an additional protective measure.	
7.2	Insufficient gas supply, venting and valves?	We do not expect gas levels to fall	They haven't	
7.3	Air conditioning units, ducts not checked on re-occupying school facilities.	These units have been maintained and serviced as per usual		
7.4	Electrical tests not up-to-date including emergency lighting and PAT	EL is generally now automatically tested and PAT testing is up to date	The most recent tests were August 2020	
7.5	All electrical equipment bought into school PAT tested?	This will continue as normal with our qualified tester returning from furlough leave on 1 <sup>st</sup> June.		
7.6	Water testing for temperature, flow and legionella not in date for test.	Systems have either been maintained as normal or drained and will be refilled as required	Records are up to date as is weekly testing	
7.7	Swimming Pool not secure or inspected regularly.	The pool is now back in use and all associated guidance being followed.	The school is using the pool.	

7.8	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	The pool is being managed according to all guidance		
7.9	Fire alarm panel, system and extinguishers not in date and not serviced.	Servicing has been continuing as normal	Last service July 2020	
7.10	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	The kitchen has been cleaned and is stocked according to the increasing need	Activity-based risk assessments prepared by the service provider have been signed off.	
7.11	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	This has been discussed with our catering manager and numbers agreed with the caretaker.	We have sufficient for our needs	
7.12	Servery and dining room rules not properly considered, inadequate or safe.	Routes, menus, method of food delivery have all been assessed and agreed.  The marquee has made this all possible and there is also effective SD in there at all times.		
7.13	Insufficient drinking supplies and hydration available in the dining room.	We are asking pupils and staff to bring in water bottles. These can be refreshed either from drinking fountains / dispensers or taps indicating safe to drink. Water dispensers (non-touch) are installed outside for filling of water bottles	Staff and pupils appear to have plenty of access to potable water.	
7.14	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	The machines are more than capable of meeting the limited demand		



7.15	Approach not agreed to any scheduled or ongoing building works.	Building works are currently suspended		
7.16	Waste procedures not reviewed or sufficient.	Procedures have been reviewed and will be continually assessed		
7.17	Pest control services not recorded, deficiencies not identified or actioned.	Pest control is unaffected		
7.18	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All vehicles are maintained and insured normally		
7.19	Inadequate ventilation in the teaching spaces	Teachers are encouraged to open windows and doors and to take responsibility for closing them at the end of the day	The heating checks and optimisation (see 7.1) are proving adequate to support enhanced ventilation.	
7.20	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	We have a sufficiency		
7.21	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	There is an appropriate policy and it is followed		
7.22	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	The contract manager ensures that protocols are understood		
7.23	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	There is sufficient heating and ventilation		
7.24	Insufficient gas supply, maintenance, checks, venting and valves.	All checks continue to be made regularly		

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7.25	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	All are regularly checked and tis is recorded		
7.26	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	All cleaners are well-directed by the Caretaker		
7.27	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	All leaners have received covid-cleaning training		
7.28	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	There are sufficient cleaners		
7.29	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Cleaners have and use adequate PPE		
7.30	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	They are perfectly serviceable		
7.31	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services have been suspended		
7.32	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	The SMT manage this well		
7.33	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	If noticed that they are not, they are reminded.		
7.34	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Procedures are reviewed and are considered adequate.		