



ST MARGARET'S
SCHOOL

Risk Assessment: Testing for COVID-19

Date of Policy: 8 February 2022

Date of Review: 31 March 2022

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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.	The Safeguarding and Child Protection Policy has been shared amongst staff and is on the website. 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. Staff not on My Concern are being emailed.	Staff have signed acceptance / understanding before returning to the workplace	
B	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 1/9/21 to stress the importance of continuing to follow Government guidance and to	Reminders given at start of term and in weekly briefings Sept 21.

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			show to our community that we are a safe and knowledgeable workforce.	
C	Staff and parents do not know or understand the new 'control measures (see above) and how they are applied.	The Head and Head of JS are communicating frequently by letter and through virtual briefings.		Specific advice given when there have been outbreaks
D	Changes not regularly communicated to staff, their unions, pupils, parents, visitors, contractors and governors	The Head and Head of JS are communicating frequently by letter and through virtual briefings and the clerk is managing communication with the Governors. Decisions made are recorded by the Head's p.a.	It was noted in v4 that some decisions have been made outside of the SMT meetings Greater process discipline has been adopted now.	Almost daily correspondence with parents on this matter from the Head Autumn 21, updates given to governors by email. SMT meeting daily on the topic.
E	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

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F	Insurers and / or brokers not updated with school's 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 2021 and is covid aware	Insurers have confirmed they expect the school to treat this risk assessment to treat it like any other risk assessment – regularly reviewed and updated to comply with current guidance taking into account the risks at each review.
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	This is well understood by the SLT		
H	Insufficient liaison with local authority and health protection team over testing and actions.	The Vice Principal is in regular contact		
I	Active engagement with NHS T&T not implemented and the procedures not understood by all staff and parents.	The Vice Principal is in regular contact		
J	Insufficient systems and staff to support training and testing	All staff are trained		
K	Staff, parents, visitors, contractors (and pupils) do not understand and follow NHS T&T procedures.	The Head and Head of JS are communicating frequently by letter and through virtual briefings.		
L	Testing Training modules and assessment not completed and recorded for specific roles	All fully documented		
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Done		

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N	No contingency or outbreak management plan in case of an outbreak in school or local area?	Plan is in place and documented. SLT in regular contact when outbreak occurs in class group		
O	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	All fully trained	Fresh training completed before each series of ATC opening	
P	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-testing should be familiar with the regime		Reminded in a Head's letter to read the literature!
Q	Is it understood which pupils may have difficulty to self-swab?	Form Teachers under guidance from the Heads of Year monitor this		We have sent kits home for children in junior school so that parents can assist
R	Are those unable to self-swab given additional support and reasonable adjustments?	Yes		
S	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.	Plans in place	Plan implemented for Years 10 and 11, who switched to remote learning Sept 21 - Y6 went remote Sept 21	
T	If notified by NHS T&T the requirement to self-isolate not complied with or understood	Understood and communicated to those affected		

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U	Control and hygiene measures not regularly communicated, understood, applied and checked	The Caretaker is fully versed in the guidance and has trained his cleaning staff accordingly. A simple Covid cleaning procedure has been written and records are kept of activity. All new cleaners are briefed on Covid specific measures. Regular fogging of spaces continues especially classrooms / areas where any pupils/staff with a positive test have been.	This continues	In Caretakers' absence (unplanned) the Site Manager is fully versed in the requirements of the role at this time.
V	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T / HPT	'Safe' isolation areas are identified in various rooms around the campus		If it got this critical we would move some or more to remote.
W	Insufficient updated information (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	The head has written on more than one occasion to parents and staff in this respect		
X	Insufficient consideration to minimise contact and maximise distance - if required for a temporary period.	Staff have been briefed and the message is reinforced through posters and continued verbal reminders from senior staff.		
Y	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Windows opened every morning. Staff reminded. CO2 monitors to be installed where achieving adequate ventilation is an issue		
Z	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as	Proper processes have been in place for some time and these are well documented. Regular fogging especially of affected rooms.		

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	toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.			
AA	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.		Marquee in place for lunch to thin out numbers in dining hall. Move back to keeping lunch by year group for senior pupils after early cases in Autumn 21.
BB	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Normal security procedures continue. All visitors sign in at front desk and issued with pass.		
CC	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	here 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. Second bottles of disinfectant wipe have been put in each classroom (pupils and teacher bottles)	The current levels of stock and availability are as planned	
DD	Inadequate contingency / outbreak management plans for changes to school operation: temporary lockdown, re-closing, loss of catering or teachers?	Contingency plan in place and regularly reviewed. Holroyd Howe have plan.		

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EE	Insufficient contingency / outbreak management plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Plan in place and operative		
FF	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated and communicated.	This is being done		
GG	Risk Assessments not regularly reviewed and updated utilising feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	This is being done		
HH	All hazards identified not properly mitigated and regularly re-assessed.	This is being done		
II	No formal protocol in school to ensure symptom vigilance	This is being done. Regular communication to parents, staff, pupils and contractors/visitors.		
JJ	No active arrangements in place to monitor whether the controls are effective and working as planned.	Regular feedback to the SLT		

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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.	Regular communication with parents		
2.	No school "COVID-19 Testing Privacy statement".	There is one. Posted on school website		
3.	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Sent to parents with Covid testing letter information		
4.	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	Not required at present		
5.	Test data not recorded securely and kept until further guidance is given to delete the information.	Done		
6.	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	Done		
7.	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Done		
8.	Those that have been identified as "close contact" via NHS T&T not self-isolating and following the appropriate advice	Regular follow up		
9.	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Done		

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10	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Available throughout ATC	Verbal reinforcement given	
11	Testing Training modules and assessment not completed and recorded for specific roles.	ATC test staff unwent online training	Monitored on each ATC opening	
12	Tests not supervised or conducted by trained staff.	All staff are trained. Testing takes place at the sports centre.	Continuous training	
13	AST area not sufficiently controlled to limit access to testers, those being tested and supervisors	Access is controlled	Tester controlled	
14	AST process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	PPE continuously worn and sanitiser available.	Social distancing guidelines followed as evolved	
15	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	This is active and reinforced and adjusted dependant on guidelines		
16	Staff assisting with taking and processing swabs not wearing appropriated PPE.	They all wear PPE	Reinforced and implemented	
17	Process of swabbing not following training and / or updated guidance.	Done. Quality control monitored		
18	Tested sample incorrectly handled safely during the process including disposal.	Done. Quality control monitored		
19	Process for informing parents / pupils / staff not understood and implemented.	Process well understood	Test registration process followed	

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20	The process of barcoding, recording and communicating test results is not accurate and supervised	Guidelines followed	Monitored	
21	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Done. Sports centre manager supervises.		
22	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Process is established	Followed and monitored for quality assurance	
23	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Done		
24	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Done Correct procedures and training followed		
25	Those tested positive with LFD not confirming the positive result with a Polymerase Chain Reaction (PCR) test and failing to self-isolate pending confirmation.	This is always done. Those testing positive are required to have a follow up PCR and sent home to isolate pending results.		
26	Key layout requirements including staff (see next grid below) not being fully met.	This is done		

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Risk Assessment for COVID-19 AST Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1.	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	This is done. Staffing arranged and controlled by the Sports Centre Manager	Test site size adjusted to safe staff levels	
2.	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Done. Completed		
3.	Consent forms are not available and properly completed?	They are completed and logged		
4.	Test site not kept separate from other activities (where space allows)?	Sports centre main hall provides adequate separation		
5.	Test site flooring is not non-porous.	Hard floor		
6.	Test site is not well lit with a good airflow	Well lit, spacious and well ventilated with extract fans		
7.	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	System in place and reinforced with signage		
8.	Test chair in swabbing bay not a minimum of 2m apart.	Min of 2m at all time		

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9.	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	They are		
10	No clear division and demarcation between swabbing and processing area.	There is via markings or separation boards		
11.	Non-authorized people and test subjects able to enter the processing area	Unauthorised entry not allowed. Controlled by Sports Centre Manager		
12	Inadequate evidence of quality assurance, guidance and supervision.	Team are supervised by Sports Centre Manager		
13	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Guidelines followed at all times		
14	Disorderly entry, processing, social distancing and exit movement.	It is well controlled and monitored at all times		
15	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Guidelines followed		
16	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	They are		
17	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	This is provided in Sports Centre		

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Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1.	LFD kits not supplied and distributed in time or safely.	LFD kits are distributed to all pupils and staff. Adequate supplies.		
2.	Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	They are stored in main office under correct conditions		
3.	LFD Testing kits not properly managed and tracked			
4.	Test kit not kept away from children until needed.	They are stored in locked cupboard with restricted access		
5.	Self-testing not conducted in accordance with guidelines and supervised where required.			
6.	Positive results not reported.			
7.	Those utilising LFD unaware that PCR test may be taken (within 2 days of the positive LFD) and overrides LFD test.	Regular communication with parents, pupils and staff on correct procedures		
8.	All results not reported, collated and recorded by the individual and the school.	This is being recorded by ?		
9.	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	JC in regular contact		
10	Incident protocols and feedback loop not understood and / or implemented.	Well understood		

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11	If appropriate test and report on children under 12 not tested by confident adult.			
12	Are those unable to self-swab given additional support and reasonable adjustments?	Yes		
13	Are there measures in place to reduce anxiety over testing and coping with a positive result?			
14	Clinical incident which has potential to harm not reported to https://coronavirusyellowcard.mhra.gov.uk and school.	JC will report		
15	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.			
16	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.			
17	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.			
18	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	Regular communication with parents, pupils and staff on correct procedures		
19	Surface and hands not cleaned before test or after test (if more than one test).	Regular communication with parents, pupils and staff on correct procedures		
20	Test kit not checked for damage or expiry date.	Regular communication with parents, pupils and staff on correct procedures		
21	Testing process not followed correctly for self / child	Regular communication with parents, pupils and staff on correct procedures		

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22	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.	Regular communication with parents, pupils and staff on correct procedures		
23	Not waiting recording the result correctly with NHS and then taking the appropriate action if positive.	Regular communication with parents, pupils and staff on correct procedures		
24	Soft, fabric tip of swab and fabric strip touches hands.	Regular communication with parents, pupils and staff on correct procedures		
25	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Regular communication with parents, pupils and staff on correct procedures		
26	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Regular communication with parents, pupils and staff on correct procedures		
27	Test on children under 12 continued despite child feeling pain.			
28	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).	Regular communication with parents, pupils and staff on correct procedures		
29	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	Regular communication with parents, pupils and staff on correct procedures		
30	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Regular communication with parents, pupils and staff on correct procedures		
31	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Regular communication with parents, pupils and staff on correct procedures		

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32	Unable to take a throat swab. (then swab both nostrils)	Regular communication with parents, pupils and staff on correct procedures		
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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).	The Head continues to write detailed letters to all parents in the year groups . On website and been emailed to parents	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	New staff, parents and pupils joining school not provided or updated with full induction process or aware of changes and potential hazards.			

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3	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. Governors are encouraged to contact the clerk in the first instance. Reminders and clarity over position on masks have been reissued.	SMT discussing and sharing comms daily.	There are be feedback opportunities offered at each Staff Briefing, HOFs and HOYS meetings too.
4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details 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		H and S governor and Chair points of contact on Covid matters.
5	No school representative identified to liaise with local authorities and local health protection team.	The Vice Principal is the dedicated point of contact		
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	This was completed by the Vice Principal		
7	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 Vice Principal is the dedicated point of contact		
8	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		Google classroom also keeps them

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				learning and connected.
9	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.		Teachers/HOY also following up on the ground.
10	No staff, pupil and / or parent health declaration implemented or recorded.	The School Nurse holds this information which is revised annually		
11	If required by NHS T&T insufficient information on where pupils, staff and visitors have been located in school	iSams timetable and registration of visitors		
12	Staff, parents and pupils not self-isolating after holiday and work visits abroad - as for government guidance	Regular communication with parents		
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Written guidance has been given to all staff. who have signed to acknowledge receipt, This is now managed centrally by HR.		
14	Class and activity rooms not properly and regularly ventilated with fresh air.	Windows opened every morning. Staff reminded. CO2 monitors to be installed where achieving adequate ventilation is an issue		
15	Staff not trained or regularly updated in COVID-19 symptoms and how these rules apply to teaching?	Staff regularly reminded, clearly testing regularly and SMT monitoring classrooms		
16	At drop-off and pick-up parents not complying with school policy (if required) outside gates and entrances.	Layout of site with large car park means there are no crowds at pick up / drop off		

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17	Staff and parents not maintaining hygiene on frequently touched surfaces of bike, car, pram etc where appropriate.	Regular communication to staff and parents		
18	Insufficient actions on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	Done. Most children arrive by car or school bus.		
19	Learning and recreational spaces not de-conflicted or configured as for school policy.			
20	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		
21	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep 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.	
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	The Vice Principal is managing this area of concern.		Reminders also give to parents in comms and will be given if there are any further lengthy periods of remote.

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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.	<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	Autumn 21 - need to review Covid policy.
2	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. Caterer's management team also reminded re testing regimes.		
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils (including the revised definition – see notes above), parents and other staff.	Teacher's normal vigilance in this area is considered, along with the escalation routes in place, to be sufficient.		
4	Control measures (see explanation above) not understood and / or properly implemented.			
5	DSL and ADSL not easily contacted and their contact information 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		

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		within the policy which is available to all and is on the School website.		
6	COVID-19 specific policy not updated to reflect medical responses, teaching, socialising, feeding, hydration, well-being etc.	Our policy covers all of these areas		
7	Revised fire drills, registers, routes and assembly points not updated or rehearsed	There is no change needed to the current practice		
8	Needs of each age group and class not considered discretely 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	
9	Staff and pupils (where and if applicable) not wearing face coverings when and where recommended or appropriate.	We have communicated the need for face coverings and are supplying masks to staff who request them. Face coverings required in all common areas while moving around inside the school		
10	Supply, peripatetic and temporary staff not observing control and hygiene measures.	We have communicated the need for face coverings and are supplying masks to staff who request them. Face coverings required in all common areas while moving around inside the school		
11	Roles conducive to home working (e.g. some admin roles) not identified.	All staff have been assessed and considered and those for whom it is suitable are not attending in person.		

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12	If required or appropriate the “ideal” of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	This is almost universally possible due to the nature of the site.		
13	In the event of a positive case, difficult to identify those who may need to self-isolate by NHS T&T.			We have reinforced sensible steps and testing with individuals seeking clarity amongst the confusion
14	New controls measures and safety precautions not understood or implemented.	Regular communication to reinforce and any changes therein.		
15	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		
16	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively if there are identified risks.			
17	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.			
18	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Our usual security process applies. Systems recently reviewed as part of PJ and are robust		Volunteers are risk assessed and accompanied

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19	Recruitment process and pre-appointment checks not following legal requirements.	Our usual pre-appointment process applies. Systems recently reviewed as part of PJ and are robust		
20	New staff and pupil registration and induction processes not adapted or compliant.	Our usual process applies. Systems recently reviewed as part of PJ and are robust		
21	Support staff and TAs in regulated activity do not have the appropriate checks.	Our usual process applies. Systems recently reviewed as part of PJ and are robust		
22	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Our usual process applies. Systems recently reviewed as part of PJ and are robust		
23	Plans to separate work, learning, meetings, activities and play outside not fully considered – if required.	This is taken into consideration and applied where appropriate		
24	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.			Accompanied. Activities taking place in well ventilated or outside spaces
25	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	The Director of Sport is responsible for this and cognisant of the specific regulations.		
26	Physical education, sport and activities not following new control measures in their sport guidance	The Director of Sport is responsible for this and cognisant of the specific regulations.		
27	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Daily opening of windows by cleaning staff and teaching staff reinforced.		

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28	Where appropriate guidance on grassroot sports for public and sport providers , safe provision and facilities , and guidance from Sport England , Association for Physical Education and the Youth Sport Trust not followed.	The Director of Sport is responsible for this and cognisant of the specific regulations.		
29	Sports equipment not sufficiently cleaned as for hygiene and control measures	The Director of Sport is responsible for this and cognisant of the specific regulations.		
30	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.			
31	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	They are		
32	If required or appropriate 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.		
33	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		
34	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		
35	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Our normal security procedures apply. These are being maintained, as they have been throughout, as normal		

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36	If required or appropriate Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not 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	Using 3 different sites is helping Autumn 21. Staggered with JS.
37	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	The appropriate measures are in place		
38	Where required or appropriate Classrooms don't reflect recommended layout, enhanced cleaning rules and timings.			
39	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	or 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.	Handwashing and gel remains part of our practice.
40	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.	

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41	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	So long as supplies remain available they will be restocked by the caretaking team		
42	If required or appropriate unnecessary / unused 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		
43	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared not regularly cleaned.	Such resources are now rare and if they do exist they are sanitised		
44	Management of resources shared between classes not regularly cleaned	Such resources are now rare and if they do exist they are sanitised		
45	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		
46	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.		
47	Outdoor playground equipment not frequently cleaned.	Enhanced cleaning routines are in place		
48	If required or appropriate assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Staggering at both ends of the day and additional zones have been established		Reassessed and measures reintroduced as required in light of autumn 2021 outbreak
49	Overnight educational visits not organised in line with school policy and control measures	Our normal risk assessment process for trips applies which included Covid guidance		

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50	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing	Holroyd Howe's processes are in place and operational		
51	Organisation of breakfast and after school club revised to support new control and hygiene measures.-	They are revised and concur with guidance		
52	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Heads of Year directed by the Vice Principal are responsible for and active in this area.		New welfare role to be appointed to support October 31 2021
53	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Heads of Year directed by the Vice Principal are responsible for and active in this area.		Enrichment programme
54	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.		
55	Re-scheduling of activities not operating efficiently or safely as for new control measures	We have discontinued all activities that cannot be conducted safely		Consistent review in light of current outbreak and changes made where needed
56	Plans, briefing and statistics for ISI / Ofsted visit / inspection do not reflect new KCSiE or ISI Commentary	Plans remain up to date as normal		
57	Roles suitable to home working, such as administration, not reflecting new methods of operating.	All roles have been assessed and actions taken accordingly		

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58	Those working / schooling at home not provided sufficient information and training to work safely.	Feedback suggests that this is not the case		
59	Those working / schooling at home not advised on suitable furniture and equipment.	The Bursar has addressed this at a staff meeting in previously and support offered and accepted as a result. Any requests are considered.		
60	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.	Access to an HSE home assessment disseminated		
61	Those working / schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue etc.	This is built into the school day and lesson planning. There have been a number of circuit breaks.		
62	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		
63	Those working / schooling at home not advised on stress and mental health.	Support and information has been constantly offered.		
64	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		

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Trip Risk Assessment in the Step 4 COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	School not undertaken full and thorough risk assessments for all educational visits to ensure they can be undertaken safely	Normal risk assessment process applies		
2	Insufficient information and detailed itinerary for parents, pupils and accompanying staff.	Trip details are disseminated to parents and staff		
3	Children and staff do not understand or not implementing new control measures during visit or at their destination.	Full briefing to pupils prior to trip		
4	Insufficient transport details including seating, queuing, boarding, ventilation and cleaning regime			
5	School risk assessment does not consider what control measures required or follow wider advice on visiting venues.	They do		
6	School not consulted the health and safety guidance on educational visits when considering visits.	This is consulted		
7	If required or appropriate overnight sleeping arrangements not properly considered with regard to control measures	They are		
8	If required or appropriate adults not accommodated (ideally) in their own separate rooms.	They are		
9	Shared facilities (bathrooms, kitchens etc) not effectively and frequently cleaned	They are		
10	No contingency plans and rapid response protocols for those developing symptoms and needing to self-isolate	Plans in place		
11	Drivers (and escorts) insufficiently briefed on implementing control and hygiene measures (PPE, cleaning materials etc).	They are		

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12	Accommodation providers (where appropriate) not compliant with control measures and school requirement e.g. hygiene and HSE standards on ventilation.	Providers procedures are reviewed and risk assessed prior to the trip		
13	Insufficient COVID-19 cancellation, travel insurance and adequate financial protection.	Any trips are reviewed with the Bursar to ensure financial protection in place prior to booking.		

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.	Regular communication by Head to staff, parents and pupils. The Head has written to all in this respect and it was minuted at staff meetings held prior to re-opening.		
2	Staff and pupils who are ill or tested positive in the last 7 or 10 day period (as appropriate) do not know or are unwilling to stay at home.	This information has been disseminated. Regular communication by Head to staff, parents and pupils		
3	Staff and pupils not aware that fully vaccinated or aged between 5 and 18 years and 6 months, identified as a close contact of someone with COVID-19, should take an LFD test every day for seven days and continue to attend school as normal, unless they have a positive test result or develop symptoms at any time.	This has been communicated to staff and pupils		
4	Staff and pupils not aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly	This has been communicated to staff and pupils		

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	advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.			
5	Staff and pupils not aware those identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, will be contacted directly and required to self-isolate immediately and asked to book a PCR test.	Regular communication from school to parents		
6	No isolation room and separate bathroom available, inadequate signs for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	We have ample isolation rooms for both day and boarding pupils.		
7	Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms or been in "close contact".	This has been communicated to staff and pupils		Following recent guidance re double vaccinated and testing appropriately
8	Those that have been identified as "close contact" via NHS T&T and are not vaccinated do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	This has been communicated to staff and pupils		
9	Those waiting the confirmatory PCR results do not know to self-isolate.	This has been communicated to staff and pupils		
10	Procedures for reporting COVID-19 instances to external authorities not known or applied.	This is the responsibility of the Vice Principal		
11	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.		

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12	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. Fogging of affected area is also undertaken.		
13	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell.	We understand this through advice from our professional organisations and well-qualified employees.		Following advice.
14	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Well understood		
15	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	We expect the demand to be manageable with the existing staff complement.		Further appointment to support in Junior School is coming by Oct 31 2021.
16	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Remote temperature monitoring equipment has been bought and is available where needed. Records are being kept		
17	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The assessment and stocking has been undertaken by our Nurse. They are adequately resourced		
18	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Senior staff overseeing the isolation rooms will use the infrared		

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		thermometers and log time and date and name of child in their logs.		
19	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.		
20	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Contractors are subject to our standard security and contractor policy		
21	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		
22	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Well explained to parents, vigilance over hand washing and temperature checks in school.		
23	Lack of information on control measures e.g. 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.		
24	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	There are many posters reinforcing this measure		
25	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		

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26	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	The House staff support our School Nurse		
27	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		
28	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		
29	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		
30	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	N/A		
31	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.		
32	No early liaison with local health protection teams and Local Authorities who provide advice (and may recommend large groups self-isolate or school closure)	The Vice-Principal is the point of contact		
33	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	There are ample adequately qualified staff		
34	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Usual procedures apply		
35	Not compliant with requirements for EYFS and PFA certification.			
36	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	The Nurse is reviewing this regularly.		

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37	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		
38	Lack of School decision or policy for level of PPE required for staff or pupils.	Stocks are reviewed regularly		
39	If required or appropriate insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	This has been communicated.		
40	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	We are aware of all those that have passed this information on.		
41	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	Each case has been addressed individually		
42	Control measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	They are		
43	Medical advice for vulnerable staff and children (new definition) not being followed and insufficient support both at school and home.	Each case has been addressed individually		
44	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.		
45	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.		
46	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	We know those who are shielding		Following guidance, aware of staff and pupils who have been double vaccinated.

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47	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	A process for doing so is in place.		
48	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	A process for doing so is in place.		

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 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.	

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2	Security and access systems (if now in use) not regularly checked, updated and re-coded.	Record of checks to security access systems to be checked weekly to ensure no breaches		
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.	
4	Communication and procedures for welcoming back boarders and part-time boarders not applied.	The Vice Principal is in regular contact with all boarders		
5	Insufficient consideration of control measures and precautions for flexi and weekly boarders.	The house staff and bursar meet weekly to discuss this		
6	If required or appropriate insufficient efforts to reduce travel between home and school to reduce infection risk.	Where outbreaks have occurred we have moved onto remote learning		
7	If required or appropriate no 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		
8	Is appropriate guidance on unaccompanied minors arriving from a- red list country to attend boarding school updated.	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	

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			term time with guardians	
9	If required or appropriate insufficient space and resources for isolating overseas pupils on their return.	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 Vice Principal.	Checklists for returning boarders are being completed.	
10	Rules and procedures for exeat, trips and activities out, 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.	

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11	Fire instructions and new procedures not reviewed, understood or rehearsed. (Fire drills, routes and assembly points)	Procedures established for SD fire drills/alarms communicated verbally and in writing to boarders.		
12	Are there sufficient rooms and a bathroom to isolate and supervise pupils (and staff).	Yes. Plenty.		
13	Do those attending isolated cases know the procedures and have access to PPE?	Yes		
14	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.		
15	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	
16	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	
17	Boarders not equipped with authorised and compliant 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	

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18	Boarders not aware of global news and how it may affect them or their family.	All boarders have access to news		
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Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Pupils do not know to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. if they are required to quarantine).	This has been communicated		
2	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Regular briefings with coach provider		
3	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	This is the responsibility of Kura		
4	Drivers have insufficient / inappropriate PPE, cleaning materials and training if risk level increased or would normally need for their work.	Regular briefings with coach provider		
5	Inappropriate cleaning schedule that does not focus on control measures particularly frequently touched surfaces.	Regular briefings with coach provider		
6	Pupils not encouraged to switch to active travel (e.g. walk, cycle) and help to reduced journeys where possible.	N/A for children on long bus routes		
7	Not implementing 'safe streets' policies outside schools.			
8	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	Regular briefings with coach provider		
9	If required or appropriate insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Regular briefings with coach provider		

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10	Pupils aged 11 and over are unaware that a face covering, is now necessary on public and dedicated transport	This has been communicated		
11	Pupils and parents unaware that use of face coverings and other control measures may be necessary temporarily.	This has been communicated		
12	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	There is adequate supervision		
13	No plan for measures, in case of emergency, for the movement of a symptomatic pupil by school transport.			
14	No contingency plans outlining how to operate if there were an outbreak in their school or local area. The contingency framework refers.			
15	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	They are. Kura responsible for their vehicles		
16	Public transport capacity continues to be constrained. Use by pupils, particularly in peak times, should be kept to an absolute minimum.	n/a. Little or no use to SMB		

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.	The Bursar has held regular meetings during lock-down where plans are shared and discussed. He disseminates SMT meeting notes as appropriate.		

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2	Physical meetings recognise hygiene arrangements including well-ventilated rooms	They do. All rooms ventilated.		Use of carbon dioxide monitors
3	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.		
4	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	Staff trained to fog in the event of cases.
5	Cleaning regimes not enhanced, regularly reviewed, inspected or 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	Security and access systems not regularly checked, updated and re-coded.	These have been and continue to be checked as normal		
7	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.	
8	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	

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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	There are plenty		
2	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		This has been tightened across the school. Lanyards will help.
3	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented.	In place		
4	If required or appropriate contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	The contract manager ensures that protocols are understood		
5	Insufficient consideration of natural ventilation from external and internal doors (if they are not fire doors and where safe to do so)	All buildings are being ventilated. Opened by cleaning staff first thing in the morning		
6	Balance of increased ventilation while maintaining a comfortable temperature not fully considered.	Considered building by building		

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7	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	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.	
8	Insufficient gas supply, maintenance, checks, venting and valves.	Supplies being monitored in light of recent gas ad CO2 supply issues. Long term gas supply contracts in place so should not be an issue.		
9	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	These units have been maintained and serviced as per usual		
10	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	n/a		
11	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	This will continue as normal with our qualified tester		
12	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Systems have either been maintained as normal or drained and will be refilled as required		
13	Risk assessment of reinstated water and air conditioning systems not reviewed before building occupied	Done		

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14	Reinstated water and air conditioning systems not cleaned and disinfected, if required, by a competent person before building occupied.	Done		
15	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	The pool is being managed according to all guidance		
16	Fire alarm panel, system and extinguishers not in date and not serviced.	Servicing has been continuing as normal		
17	Fire doors improperly propped open to limit use of door handles and increase ventilation.	This is not happening. Regular checks by caretaking staff		
18	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		
19	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	We have sufficient for our needs		
20	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Routes, menus, method of food delivery have all been assessed and agreed. Signage is in place. The marquee has made this all possible and there is also effective SD in there at all times.		
21	Insufficient drinking supplies and hydration available in dining room and around the school.	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.	

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22	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		
23	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	All cleaners have received covid-cleaning training		
24	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	There are sufficient cleaners		
25	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Procedures are robust		
26	Cleaning staff not equipped or using appropriate PPE where recommended including aprons, gloves, face coverings and their subsequent disposal.	Cleaners have and use adequate PPE		
27	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	They are perfectly serviceable		
28	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services have been suspended		
29	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	The SMT manage this well		
30	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	If noticed that they are not, they are reminded.		
31	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Procedures are reviewed and are considered adequate.		

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32	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	As per normal procedures		
33	How often is this Risk Assessment reviewed? As circumstances change? Daily? Weekly? Monthly? Termly? Annually?	As circumstances change, max every 2 months		