



SWANBOURNE HOUSE

COVID-19 Risk Assessment

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Introduction

The UK is preparing to return to the workplace. The circumstances may now be different but the core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated.

The COVID-19 outbreak is dynamic, changing daily, if not hourly, and there are now many agencies providing information almost to the point of information overload. However unlike other sectors such as leisure and retail, education and childcare settings have been open to priority groups throughout the lockdown period.

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website. However there is no requirement to publish any existing risk assessments that do not directly address risks associated with COVID-19.

Advice and Guidance

SHS has referred to ISBA, BSA, AGBIS and the UK Government Guidance as resources that are able to provide up to the minute advice and guidance to the independent schools community. There is no monopoly on good ideas and practice. Key is generating confidence across the school community and having all the resources to ensure the safety of all.

From this version, the emphasis of this document has been changed to match best practice HSE terminology. So now the “risk” column has been re-titled “hazard” so rather than posing a question it helps to identify the control measures to prevent identified hazards.

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments (and there may be a number for different age groups, buildings etc) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed.



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Rationale

The logic behind these actions, and the need for this note, is the ongoing 'duty of care' the school has for their whole community: governors, staff, parents, pupils and visitors.

A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are established, such as "the teacher and pupil relationship", and "the employer and employee relationship". With COVID-19 schools are having to make difficult and timely decisions in order to fulfil this duty to their pupils, parents and staff.

The test when considering whether a duty has been properly discharged is "what would the reasonable person have done, or not done, in the circumstances of this particular incident?". For COVID-19 there are three important factors to take into account:

- a. *state of knowledge* - the developing knowledge of the virus itself and up-to-date government guidance at the time decisions are made.
- b. *seriousness of likely injury* – this will have to be assessed on a case by case basis. For example, if there has been a confirmed case in the school population. A proportionate risk assessment would also have to be taken to identify where the affected individual has been, with whom they had contact and areas they have used. A further concern is for pupils that may be more vulnerable to COVID-19 than others.
- c. *cost and difficulty of taking precautionary measures* - closing schools has had considerable costs and difficulties from furloughing staff, ensuring the provision of education remotely to school fees and examinations.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors or trips.
3. Open T In transition: some teaching in school and some remotely.
4. Open B In transition: with boarders and Open K (below).
5. Open K Key staff and vulnerable children in school. All other teaching remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.



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Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (if these groups are allowed access) and pupils of varying age groups and class size.

The overall assessment of risk will require daily revision and should include but not be limited to:

- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe
- B. Is government advice being regularly accessed, assessed, recorded and applied?
- C. Unions should be regularly consulted on plans for re-opening and any changes to operation
- D. Are changes regularly communicated to staff, pupils, parents and governors?
- E. Are changes reviewed by governors?
- F. Are insurers consulted before schools re-open and / or amended their plans
- G. Are suspended services and subscriptions re-set.
- H. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- I. Are Social Distancing (SD) and other hygiene rules communicated, understood and applied?
- J. Are staff and pupils being reminded and checked to ensure they are complying with hygiene and SD rules?
- K. Is there sufficient supplies of hygiene materials and are they well placed?
- L. Has the cleaning regime been regularly re-assessed and, if necessary, revised to high risk areas?
- M. What precautions are being used to keep shared teaching equipment (e.g. keyboards, pens, musical instruments) hygienic?
- N. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- O. Are contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing decisions?
- P. Are all the hazards identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- Q. What SD rules have the school decided? Are they different for various activities (play, games, drama, music) and locations (classroom, playground, boarding house) and have all adhered to these SD rules?
- R. Currently the Government does not recommend wearing a face covering or face mask in schools or other education settings. Dependent on the risk assessment the school may decided to equip staff and pupils with PPE. If so range the of PPE may include:
 - a. masks;
 - b. gloves;



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- c. shields (for face or lecterns, desk separators, staff desks);
- d. sanitisers (gel and tissues).
- S. Regular Cleaning to:
 - a. Toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces.
 - b. Keyboards, pens, copiers, kettles, biscuits tins etc.
 - c. Clothes, school uniform, aprons, towels (if used) cloths, mops etc
 - d. Note: remove where possible soft toys, furnishings and items that are hard to clean.
- T. Contact and mixing are minimised by:
 - a. Using using outdoor space.
 - b. Altering classroom layout with desks spaced 2m apart.
 - c. Changing timetables so drop-off, assemblies, breaks, lunch, playtime, pick-up times are staggered.
 - d. Small consistent groups (bubbles) of pupils (no more than 15 at the time of writing).
 - e. Pupils to remain in “bubbles” at all times during the day.
 - f. “Bubbles” stay away from other people and groups.
 - g. Spaces such as halls and dining areas are used at half capacity and groups are staggered through these spaces.
- U. Medical. Who has:
 - a. Pre-existing medical conditions and are they fully declared?
 - b. Have all vulnerable pupils, parents and staff been identified and recorded?
 - c. Tested positive for COVID-19 and is it recorded? (for elimination purposes)?
 - d. Come into contact with anyone tested positive to COVID-19?
 - e. Travelled where: other than home and school? (via app or written diary).
 - f. Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- V. Have all adhered to the external socialising rules set by the school such as:
 - a. shopping;
 - b. parties;
 - c. games and play;
 - d. travel (other than home to school and return).
- W. Are plans being considered for school events including plays, concerts, parent and teacher meetings etc?

A grid, to record the hazards, control measures and outcomes, is at Annex A.



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Conclusion

The phrase “a lot of moving parts” has never been so correctly applied to a situation where the risk posed by the virus is dynamic and will remain so. Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents and visitors / contractors (if allowed).

The leadership team must analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors. Generating confidence in governors, staff, parents and pupils is paramount to the process of full re-opening.

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

The school insurance company or brokers must be consulted once the governing body have decided upon the transition plan to full opening. This risk assessment will be a critical part of this decision-making process and may be sought as evidence of the school's approach to risk.

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

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Reviewed and updated by SLT and Safeguarding Governor	New policy and procedure implemented	Complete
B	Government advice not being regularly accessed, assessed, recorded and applied.	SLT receive daily bulletins from ISBA, ISC, gov.uk	SLT review the bulletins and make adaptations/recommendations where appropriate	Ongoing
C	Unions not consulted over plans.	Following government guidelines	Following government guidelines	Ongoing
D	Changes not regularly communicated to staff, pupils, parents and governors	Weekly virtual staff meetings and daily emails lead by SLT	Staff are kept up to date	Ongoing
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Governors are informed via email of all important matters. Zoom meetings held if required or via emails	Governors have full input into changes	Ongoing
F	Insurers not consulted with school's re-opening and / or amended plans	Marsh were notified via email on 19 May 2020	Confirmation email received from Marsh	Complete
G	Suspended services and subscriptions not re-set.	Relevant services are still in use due to virtual teaching	Services and subscriptions renewed	Ongoing
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Only staff and authorised pupils/parents allowed on site. Main entrance doors remain locked. Visitors are met outside by the person they are visiting	Access to school site is controlled	Ongoing

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I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Posters, emails and verbal communication through meetings to ensure SD and hygiene rules are known and followed	SD and hygiene rules adhered to	Ongoing
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Posters displayed around the and regular verbal reminders to staff and pupils	Staff and pupils continue to follow hygiene and SD rules where appropriate	Ongoing
K	Insufficient supplies of hygiene materials and not being suitably placed.	Regular stock checks completed by Head of Maintenance and Cleaning Supervisor	Required items are available on the school site	Ongoing
L	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Regular discussions between Bursar and Cleaning Supervisor to confirm areas being cleaned on a dynamic basis	Cleaning is carried out at the required areas of the school at appropriate times	Ongoing
M	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Pupils using the IT Suites stay at one computer and do not swap. Resources in creche are cleaned as frequently as is viable and pupils are taken to wash their hands frequently	Risk is kept to a minimum as far as is possible for the different age groups	Ongoing
N	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Boarding is currently closed. Toilets and other high risks areas are cleaned regularly	Risk is kept to a minimum as far as is possible	Ongoing
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	A review has commenced on possible full reopening in September. Re-closing will be communicated to parents as before and resources re-	All staff and parents are kept informed of changes to provisions	Ongoing

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		introduced as are currently being used during this period of closure		
P	All hazards identified properly mitigated and regularly re-assessed?	Logged and reviewed by SLT	Risk is minimised	Ongoing

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	IT Support is still available. There is ongoing regular use of all communication channels so if any stopped working this would be noticed and reported to IT Support.	Communication channels are kept running	Ongoing
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Communication from the Head and Bursar invited direct feedback and reply to their direct emails. The main office email is monitored by the Bursar and emails dealt with appropriately	Feedback and replies are received and considered	Ongoing
3	No Governor and / or SLT member for school / department nominated to be responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	The Chair of Governors, Head and Bursar are responsible for COVID-19 matters along with other members of SLT. Contact details for the Head, Bursar and school are known by parents, external parties. Staff know contact details of SLT.	Appropriate delegation and accountability is achieved	Ongoing



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4	No system to communicate with parents and staff that have not returned to school for fear of infection.	SLT contact staff by telephone and email to discuss concerns. Communication with parents is conducted through email and, if appropriate, via telephone by members of SLT.	Good communication and understanding is maintained	Ongoing
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Staff and pupils currently on site travel from school to home. Current travel restrictions mean that pupils and staff are not able to travel further afield. When travel restrictions reduce staff and pupils will be asked to confirm travel details. This will be particularly important during the summer holiday in preparation for September	Minimise risk from travelling to different areas of UK or abroad whilst following government guidelines	Ongoing
6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Staff and pupils reminded regularly of good hygiene. Posters displayed around the school site	Good hygiene is maintained	Ongoing
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff updated via email and weekly staff meetings. Most teaching currently done remotely. From June 'bubbles' will have allocated members of staff who will not mix with other 'bubbles'. They will be reminded of the systems and the reasonable SD adjustments	Communication maintained and staff know expectations	Ongoing



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		suitable for the 'bubble' they are with		
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	No school transport used for the Summer Term. Will be reviewed for September following government guidelines	No risk	Complete. Review again in August
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Different areas used for different groups with signs from 2 June 2020. Maps with instructions sent to parents and external signs displayed. Staff to be visible during first few days to ensure parents adhere to rules	Minimise risk of infection	Ongoing
10	Insufficient registration throughout the day including lack of temperature / health checks.	Pupils remain in same group all day and regular headcounts conducted by the teacher in charge. Any concern over health reported to nominated first aid staff	Minimise risk of infection	Ongoing
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	All car parks utilised to maintain SD. Groups of pupils allocated separate areas of the grounds for play and separate buildings.	Minimise risk of infection	Ongoing
12	Learning and recreational spaces not configured to SD rules.	Groups of pupils allocated separate areas of the grounds for play and separate buildings. SD measures implemented as appropriate for each 'bubble'	Minimise risk of infection	Ongoing

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13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Groups of pupils allocated separate areas of the grounds for play and separate buildings. Appropriate timetable and activities implemented for the different age groups	Minimise risk of exposure. Maximise opportunity for learning without causing stress for pupils	Ongoing
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Morning Form Time for every class. Individual meetings with form tutors or personal tutors, and with parents. Regular communication with staff and parents. Behaviour issues dealt with by staff and parents, and appropriate sanctions used. Confidential sessions are available with the school counsellor if required.	Minimise emotional stress and maintain good behaviour	Ongoing

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.	Good practice and procedures shared to staff via email and through the weekly staff meetings lead by SLT. Staff can access policies online or email Bursar if there are any problems.	Good communication is maintained	Ongoing



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2	DSL and ADSL not easily contacted and their contact information not known to all.	Staff have the contact details for DSL and ADSLs and regularly reminded.	Safeguarding accountability is maintained and robust	Ongoing
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Various procedures currently in place as the school site is closed to pupils so most staff are either working from home or on furlough leave. Will be reviewed ahead of partial re-opening before the end of term and opening in September following government guidance by SLT and Governors	Policy and procedure to be dynamic to accommodate changing government guidance	Ongoing
4	Fire drills, routes and assembly points not rehearsed.	Staff and pupils are informed of their designated areas which will be the same as their outside play areas by SLT	Staff and pupils are kept safe	Ongoing
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	Staff and pupils reminded by SLT to stay in their 'bubble'. 3 members of staff allocated to each 'bubble' to ensure adequate supervision at all times	'Bubbles' are maintained to reduce risk of infection	Ongoing
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Each 'bubble' contains children of either the same age or similar age to ensure supervision and teaching needs are appropriate and achievable	Pupils are adequately supervised and/or taught	Ongoing



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7	Staff not having sufficient down time / rest during the working day / week?	3 members of staff are allocated to each 'bubble' to allow for staff down time. Sufficient staff working and not on Furlough Leave to ensure non-bubble staff have sufficient down time	Staff welfare is maintained. Minimise risk of litigation or staff being signed off work due to stress.	Ongoing
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	New staff and pupil induction completed by a member of SLT. Additional admin support brought back into school to ensure compliance	Inductions are completed	Ongoing
9	SCR and required documents not properly verified or recorded.	This was verified by Chair of Governors prior to school closure and new staff information is added by Bursar or HR Assistant (on her return on 1 June)	Compliance is maintained	Ongoing
10	Plans to working and learning outside not fully considered	Government guidance reviewed regularly and plans adapted as required	Compliance is maintained	Ongoing
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Enrichment activity booklet created and circulated to staff, pupils and parents to provide additional ideas for non-academic activities with house points awarded as encouragement. Head's weekly challenges – 'reading in an unusual place' and 'active family' video clip encourage non-curricular activities	Mental health and well-being is considered and brought to the attention of staff, children and parents	Ongoing



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12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	No sport matches are booked for the Summer Term. Government guidance will be obtained before the start of the Autumn term to confirm which sports are allowed	Compliance to government guidance	Ongoing
13	Drama, dance and music activities not applying SD or hygiene rules	This is currently only done through remote learning on Teams or Zoom.	No risk as done remotely	Complete
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	This is currently only done through remote learning on Teams or Zoom. From June some sport is possible through government guidance with risk assessments for each type of sport, eg. singles tennis, golf, certain athletics. Equipment used is cleaned regularly with appropriate cleaning materials	No risk for drama, dance and music as done remotely. Sport and play is risk assessed in line with government guidance	Ongoing
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Minimal staff in school and when in reminded of SD. Cleaning of communal areas is conducted through the day and monitored by Cleaning Supervisor. Staff work either in their classroom/office or outside in the grounds. Staff self-regulate. Staff allocated to 'bubbles' remain in with their 'bubble'	Staff take responsibility for minimising risk to themselves and cleaning is increased	Ongoing
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Re-coding of access systems is not required as the school site is	Minimal risk as some staff live on site	Complete

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		occupied 24 hours a day 7 days a week		
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	Visitors are instructed before they visit on where they should park and wait. Parents are provided with a map and instructions to indicate where the drop-off and pick-up points are. Staff will monitor to ensure compliance	Minimise risk to all	Ongoing
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Areas reviewed by Bursar and Head to ensure SD can be complied with when possible	Minimise risk of infection	Complete
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Rooms to be used are assessed and layout reviewed by SLT. Excess furniture stored in unused classrooms by the Maintenance Team. Cleaning increased to fit around times when the rooms are vacant, eg, break, lunch and monitored by the Cleaning Supervisor.	Minimise risk of infection	Complete
20	Minimising contact and mixing not effective in the classroom and during breaks.	Staff and children allocated to 'bubbles'. Other staff will be informed to stay a safe distance from the 'bubbles'	Minimise risk of infection	Completed
21	No regular breaks for handwashing during the school day.	Staff and children are able to, and encourage, to maintain good hygiene. Each 'bubble' will have allocated sets of toilets with	Risk is minimised and good hygiene maintained	Ongoing



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		handwashing facilities. Staff have full access to all toilet/hand washing facilities on site		
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hygiene stations, etc are in appropriate areas and Head of Maintenance and Cleaning Supervisor ensure the stations are in working order	Good hygiene is maintained	Complete
23	Hygiene stations not stocked, checked and cleaned regularly.	Hygiene stations are checked at least daily and refilled when required by the cleaners. Stock of liquid is monitored and reordered when required by the Cleaning Supervisor.	Good hygiene is maintained	Complete
24	Unnecessary items not removed from classrooms and other learning environments.	Unused classrooms are used to store unnecessary items	Minimise risk of infection	Complete
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Items in classrooms are assessed by SLT and if considered hard to clean, they are stored in nearby unused classrooms	Minimise risk of infection	Complete
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	If staff are teaching in school and remote teaching they are allocated sufficient time to prepare for their responsibilities	Staff welfare and teaching commitments are maintained	Complete
27	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	'Bubbles' are allocated different areas for drop-off/collection with a 15 minute window and break time.	Minimise risk of infection	



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28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	'Bubbles' have their meals (packed lunch provided by home or disposable container provided by school) in their designated areas. Only staff not in bubbles use the dining room and servery.	Minimise risk of infection	Complete
29	Hazards and risks of providing breakfast and after school clubs not understood.	No breakfast or after school clubs will be held. To be reviewed by SLT and Governors in September following government guidelines	No risk	Complete. To be reviewed in August
30	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Medical advice is followed and additional guidance sought by SLT (including external professionals) when required	Minimise risk of infection and possible litigation	Ongoing
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pupils attend Form Time each morning and have virtual meetings with their form tutor or personal tutor. Staff are invited to virtual quizzes, virtual staff room and attend weekly staff meetings. Staff are encourage to contact their line manager or Assistant Head of Operations for additional support. Staff and pupils are also able to have confidential sessions with the school counsellor.	Mental health and wellbeing is monitored and supported through various methods.	Ongoing
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Activities which are not possible are provisionally rescheduled for the Autumn Term.	Minimise risk of infection	Ongoing



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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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.	The reports are reviewed by and government guidelines are followed with procedures adapted when required by SLT. External professional bodies consulted when required	Minimise risk of infection	Ongoing
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Staff and pupils are reminded regularly and posters displayed	Minimise risk of infection	Ongoing
3	No / insufficient staff supervising / supporting normal medical staff?	Staff on-site are supported and the school GP to be contacted for additional support when required	Minimise risk of infection	Ongoing
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	There will be a qualified nurse and a minimum of one qualified First Aider on site during the hours that pupils on in school. School GP or PHE to be contacted when required. School nurse lives on-site to support staff.	Sufficient medical cover for pupils during school hours. School nurse lives on site.	Complete
5	Insufficient First Aid trained personnel (ratio) for pupils in school	There are sufficient First Aid trained personnel on site during school hours and a qualified nurse	Ratios are met	Complete
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Training will be provided by the school qualified nurse when required and monitoring actions	Sufficient training is carried out and recorded	Complete

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		recorded. To be overseen by the qualified nurse. School GP consulted when required.		
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	All policies and procedures are available to all staff and any changes are circulated	Staff are aware of current medical policies and procedures	Complete
8	Medical room(s) improperly equipped.	The room is locked when unsupervised to ensure equipment is not removed. The equipment is also checked by the school Nurse or nominated person	Properly equipped medical room	Complete
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.	Government guidelines are followed regarding PPE. PPE for staff is provided by the school when requested. Children who need to wear PPE (eg. masks, gloves) remain at home for the Summer Term due to the high risk. Training on use and disposal is carried out. School has sourced PPE in readiness for June opening and return of some staff. Hot water, soap and hand sanitiser will be available for staff and children to use. To be reviewed by SLT in preparation of September following government guidelines	PPE is available and training is provided when required for staff. Children who need to wear PPE do not come to the school site during the Summer Term. Reduced risk of litigation	Ongoing
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Staff are reminded of the risk of coming in to school if they display certain symptoms. Staff who	Reduce the risk of illness within staff and pupils in the school	Ongoing

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		disobey these rules are asked to go home immediately followed up by a discussion from the Bursar or Head		
11	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	SLT ensure that all age groups have appropriate risk assessments following government and PHE guidelines and staff informed	Staff and pupils are not put at unnecessary risk	Ongoing
12	School unaware of any staff and pupil pre-existing medical conditions.	Staff and parents have been asked to disclose pre-existing medical conditions. Responses are either on email or paper to a member of SLT.	School is aware of disclosed pre-existing medical conditions with evidence that it has been requested	Ongoing
13	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	The school has to trust the staff and parents to inform them if they have been tested for COVID-19. Staff to question staff or parents (for children) if they display symptoms	Risk of lack of disclosure. Copies of test results kept by Bursar.	Ongoing
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.	Staff and pupils to stay in 'bubbles' or not to mix with 'bubbles' incase somebody tests positive or is suspected of COVID-19	Contact lists are readily available	Ongoing
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).	AM and PM registers are taken daily for pupils and staff must notify a member of SLT if they go home with symptoms	The school is aware of who is on the site during the school day and has knowledge of individuals who leave	Ongoing

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16	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Line manager/Form Tutor and/or nominated member of SLT to maintain contact and record it	Keep up to date with progress and welfare of person concerned	Ongoing
17	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Staff and parents have been asked to disclose if they are shielding or have a family member who is shielding. Responses are either on email or paper to a member of SLT	School is aware of the staff/families concerned and has evidence that it has been requested	Ongoing
18	Insufficient proof of shielding and individual conditions?	Responses from staff and parents are kept by SLT	Evidence is kept of information received	Ongoing
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	The medical room is to be used or a neighbouring classroom	Isolation from other pupils and staff on site	Ongoing
20	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Nominated medical person(s) who have received training from the school Nurse to carry temperature testing and record findings. Infra-red monitors to be used	Procedures followed using the correct equipment	Ongoing
21	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Emergency procedure to be followed and school drive to be kept clear	Minimise risk or distress	Ongoing
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils	Staff absences during the school day must be authorised by Head of Lower School or Deputy Head in line with current procedure. Absent pupils to be contacted to confirm reason for absence. Guidance to be issued to keep the school informed	Staff and parents know that they have a duty to keep the school informed	Ongoing

**COVID-19 Risk Assessment**

		of any such visits outside school hours		
23	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Staff and pupils are trained in how to comply with hygiene rules and use of PPE. Staff to ensure pupils comply.	Staff and pupils comply. Reduce risk of litigation	Ongoing
24	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Head of Maintenance or nominated member of staff is responsible for meeting an 'essential work contractor' to ensure they are supervised and do not display any COVID-19 symptoms. If there are concerns a temperature is to be taken	Minimise risk of infection	Ongoing
25	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Stock is continuously monitored by the School Nurse or Head of Boarding and more ordered when required inline with government guidelines and risk assessments.	Maintain adequate stock levels. Reduce risk of litigation	Ongoing
26	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Staff and parents are reminded that they must wear clean clothes each day	Minimise risk of infection	Ongoing

Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
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1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Policies and procedures reviewed by Head of Boarding and SLT following government guidelines and updated accordingly. Changes are communicated to the relevant parties.	Compliance is maintained	Currently no boarding. To be reviewed before September
2	Security and access systems not regularly checked, updated and re-coded.	Normal maintenance schedule continues.	Systems are in working order	Currently no boarding. To be reviewed before September
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Communicate with Head of Boarding, Cleaning Supervisor and Catering Manager to ensure required PPE is available. Monitor stock levels	PPE is available. Reduce risk of litigation	Currently no boarding. To be reviewed before September
4	Procedures for welcoming back overseas pupils not applied.	Head of Boarding will monitor government guidelines for a September start and amend the procedure accordingly	Procedures comply with government guidelines	Currently no boarding. To be reviewed before September
5	Insufficient space and resources for isolating overseas pupils (for 2 weeks?) on their return.	Plan and resource an appropriate area and create a 'bubble' for the pupils. Head of Boarding and SLT to consider procedures to minimise risk to staff and other pupils following government guidance	Risk is minimised and overseas pupils are cared for	Currently no boarding. To be reviewed before September
6	SD, separation and socialising rules not adhered to in the boarding house.	Head of Boarding and SLT to risk assess the boarding house facilities and implement appropriate	Minimise risk of infection	Currently no boarding. To be reviewed before September

**COVID-19 Risk Assessment**

		procedures ensuring all pupils and staff are kept up to date		
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.	Head of Boarding to ensure rules and procedures are communicated to staff, pupils and families. Review reguarly and amend when required whilst following government guidance	Minimise risk of infection	Currently no boarding. To be reviewed before September
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Head of Boarding to ensure instructions and procedures are communicated to staff and pupils. Carry out practise fire drills and report results to Head, Bursar and DSL	Ensure safety of staff and pupils	Currently no boarding. To be reviewed before September
9	Fire drills, routes and assembly points not rehearsed.	Head of Boarding to ensure instructions and procedures are communicated to staff and pupils. Carry out practise fire drills and report results to Head, Bursar and DSL	Ensure safety of staff and pupils	Currently no boarding. To be reviewed before September
10	Insufficient rooms to isolate and supervise pupils (and staff).	Head of Boarding to review contingency plans and ensure rooms are kept free and staff are available if required. Contact family or guardian to confirm if they are able to collect and isolate the pupil whilst adhering to government guidance	Able to isolate and supervise pupils	Currently no boarding. To be reviewed before September
33	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Head of Boarding to identify items and ensure they are stored away securely.	Minimise risk of infection	Currently no boarding. To be reviewed before September

**COVID-19 Risk Assessment**

11	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Head of Boarding to ensure sufficient staff are on the rota and reserves are available if required.	Required staff to pupil ratio maintained	Currently no boarding. To be reviewed before September
12	Insufficient bathroom facilities if bed spaces have been reconfigured.	Head of Boarding to review facilities and allocate appropriately to comply with government guidelines	Minimise risk of infection	Currently no boarding
13	Clothes and bed linen not washed regularly and at appropriate setting (65°)	Head of Boarding to monitor and log when clothes and bed linen are washed, and confirm the temperature setting used. To report any concerns to the Head or Bursar	Minimise risk of infection	Currently no boarding
14	Boarders not equipped with authorised equipment to stay-in touch with parents.	Boarders provided with a school iPad that they are not able to share and is to be kept in their bedroom	Wellbeing of boarder and to minimise risk of infection	Currently no boarding
15	Boarders aware of global news and how it may affect them or their family.	Boarding staff to monitor the mood and wellbeing of the boarders. Boarders may also speak to the school counsellor	Boarders' health and mental wellbeing is maintained	Currently no boarding

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Regular communication to support staff via email or team meetings lead by SLT	Support staff are kept informed	Ongoing



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2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Ensure support staff are provided with sufficient and appropriate PPE, cleaning materials and training when required. Cleaning Supervisor to check stock levels regularly	Minimise risk of infection. Reduce risk of litigation	Ongoing
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Inspections are carried out and findings recorded by the Bursar and Cleaning Supervisor. All staff to alert Bursar of any areas of concern	A high standard of cleanliness is maintained	Ongoing
4	Security and access systems not regularly checked, updated and re-coded.	Normal maintenance schedule continues led by Head of Maintenance	Systems are in working order	Ongoing
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Review areas and ensure exits and routes are kept clear. All staff to be responsible for ensuring exits and routes are kept clear.	Fire exits and routes are kept clear	Ongoing
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Maintenance and cleaning teams check daily that routes are kept clear. Any concerns are reported to SLT	Fire exits and routes are kept clear	Ongoing

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	The school site has remained open and the heating/cooling systems are monitored. Any issues are reported to the Bursar and Head of Maintenance	Systems are working	Ongoing
2	Insufficient gas supply, venting and valves?	Monitored by Head of Maintenance	Sufficient supply	Ongoing



COVID-19 Risk Assessment

3	Air conditioning units, ducts not checked on re-occupying school facilities.	Monitored by Head of Maintenance, Senior IT Technician and regular servicing carried out	Air conditioning units work efficiently	Ongoing
4	Ventilation and extraction systems not checked.	Monitored by Head of Maintenance	Systems work efficiently	Ongoing
5	Electrical tests not up-to-date including emergency lighting and PAT	Reviewed and maintained by Head of Maintenance	Log kept up to date	Ongoing
6	All electrical equipment bought in to school PAT tested?	Reviewed and maintained by Head of Maintenance and Senior IT Technician	Log kept up to date	Ongoing
7	Water testing for temperature, flow and legionella not in date for test.	The school site has remained open and maintenance team to run all taps in the main school regularly on a schedule	Log kept up to date	Ongoing
8	Water supply not tested for legionella on re-opening facilities.	The school site has remained open and external contractor has continued to visit to carry out tests	Testing is up to date	Ongoing
9	Swimming Pool not secure or inspected regularly.	The swimming pool is locked and checked daily by the maintenance team	Swimming pool is secure and inspected daily	Ongoing
10	Insufficient arrangements for the operation, cleaning (and use) of the swimming pool.	The maintenance team clean the pool regularly and test the water daily	Swimming pool is kept clean and water is safe to use	Ongoing
11	Fire alarm panel, system and extinguishers not in date and not serviced.	Normal servicing has continue as the school site has remained open	Fire alarm panel, system and extinguishers are in date and serviced	Ongoing
12	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	The kitchen has remained open to provide cooked lunches for staff and keyworker children	Kitchen continues to work	Ongoing
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Staff can be unfurloughed if required. Regular communication with contract supervisor	High hygiene standards are maintained	Ongoing
14	Servery and dining room rules not properly considered, inadequate or safe.	Signs on servery asking staff to wait to be served. Different tables	Minimise risk of infection	Complete

**COVID-19 Risk Assessment**

		used by children and staff with some staff using the staff room. Food served for 1 hour to accommodate staggered serving.		
15	Insufficient drinking supplies and hydration available in dining room.	All drinking supplies are working and available as the school site has not closed.	No risk of dehydration	Complete
16	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Machines are serviced as required and stock level of wash products monitored	Laundry continues to support the school	Ongoing
17	Suspended services not re-set.	No services have been suspended	No risk	Complete
18	Approach not agreed to any scheduled or ongoing building works.	No building works planned	No risk	Complete
19	Suppliers not following appropriate SD and hygiene measures	Suppliers do not enter the building and are accompanied by staff at all times who are responsible for enforcing SD and appropriate hygiene measures	Minimise risk of infection	Ongoing
20	Waste procedures not reviewed or sufficient.	Waste is collected as normal as the school site has remained open and is monitored by Head of Maintenance	Waste is collected as normal	Ongoing
21	Pest control services not recorded, deficiencies not identified or actioned.	Pest control monitored by Head of Maintenance. Dealt with in-house unless a specialist is required	Minimise pests on site	Ongoing
22	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles continue to be insured, registered and maintained. Appropriate hygiene materials kept in each vehicle and monitored by Head of Maintenance and Head of Grounds	Comply with statutory requirements and minimise risk of infection	Ongoing