

COVID-19 Risk Assessment – September 2020

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Introduction

The UK is preparing to return to the workplace with all schools and education providers physically opening. 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. Re-opening schools has provided further cost in ensuring sufficient hand sanitisers are installed and sufficient lidded bins, cleaning materials, masks and visors are available.

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered and will be adapted to adhere to changes in Government guidance (specifically Tiers of restrictions):

- | | | |
|----|------------|---|
| 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. |

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7. Fully Closed No one on site except residents, security and maintenance staff.

Running the School - Assessing the Risk

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

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. The Government guidelines regarding the wearing of face covering or face mask in schools or other education settings will be followed. Dependent on the risk assessment the school may decided to equip staff and pupils with PPE. If so range the of PPE may include:



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- a. masks;
 - b. gloves;
 - c. shields (for face or lecterns, desk separators);
 - 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 outdoor space.
 - b. Altering classroom layout with desks facing forward.
 - c. Changing timetables so drop-off, assemblies, breaks, lunch, playtime, pick-up times are staggered.
 - d. Consistent year groups (bubbles) of pupils
 - 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 with cleaning inbetween each group.
- 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?

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

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 staff meetings and emails, when required, led by SLT.	Staff, pupils, parents and governors 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	Hettle Andrews were notified via email on 30 August 2020.	Confirmation email received from Hettle Andrews	Complete
G	Suspended services and subscriptions not re-set.	Relevant services are still in use to enable 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/visitors allowed on site. All visitors go to the Main Reception to be signed in, have their temperature checked, use	Access to school site is controlled	Ongoing



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		hand sanitiser and informed of the School's COVID rules.		
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Posters are displayed in classrooms and around the school, emails and verbal communication through meetings and form time 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 school and in classrooms 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 Grounds and 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. Teachers provided with cleaning materials to clean between lessons.	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. Teaching resources are cleaned by teachers/cleaners between lessons. Pupils bring to school their own stationery and do not borrow or share with other pupils. Resources in 3s and 4s are cleaned as	Risk is kept to a minimum as far as is possible for the different age groups	Ongoing



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		frequently as is viable and pupils are taken to wash their hands frequently.		
N	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Boarding is open to full, weekly and restricted flexi boarding. Flexi boarders use separate bedrooms to full and weekly boarders and maintain SD.	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.	The School will fully re-open in September 2020 to all registered pupils. Re-closing, if directed by the Government, PHE or LPHT, will be communicated to parents as before and resources re-introduced as was used during the previous period of physical closure.	All staff and parents are kept informed of changes to provisions	Ongoing
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	Communication channels are kept running	Ongoing



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		stopped working this would be noticed and reported to IT Support.		
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 invites direct feedback and reply to their direct emails. The main office email is monitored by the Office Staff 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
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. Staff and parents asked to adhere to Government travel restrictions and quarantine rules when necessary, and notify the school if this will impact the attendance at School	Minimise risk from travelling to different areas of UK or abroad whilst following government guidelines	Ongoing



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		following a week-end, Exeat or school holiday.		
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. They will be reminded of the systems and the reasonable SD adjustments suitable for the 'bubble' they are with.	Communication maintained and staff know expectations	Ongoing
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	. School transport will be offered to registered pupils with a register taken each morning. Minibuses to be cleaned thoroughly after every trip. Minibus driver and chaperone to wear mask or visor. Transparent screens may be used behind the driver's seat. Pupils to sit within household or year group allocated seat. Minibus chaperone and parents to observe if pupils present COVID symptoms, and if necessary, parents to arrange for a COVID test and keep pupil at home.	Minimise risk of infection	Ongoing
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Different areas used for different groups with staggered drop off and pick up times.. Letter with	Minimise risk of infection	Ongoing



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		instructions sent to parents and external signs displayed. Staff to be visible to ensure parents adhere to rules and assist when required.		
10	Insufficient registration throughout the day including lack of temperature / health checks.	Teachers take registers at every lesson and observe pupils for presentation of COVID symptoms. Any concern over health reported to nominated first aid staff or School Nurse.	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 with parents leaving promptly. Number of staff in staff room, staff kitchen and staff work room limited. Year groups of pupils allocated separate areas of the grounds for play. Pupils, staff and visitors use hand sanitiser when entering and leaving classrooms, offices and buildings. Staff, contractors and adult visitors wear masks in communal and transit indoor areas.	Minimise risk of infection	Ongoing
12	Learning and recreational spaces not configured to SD rules.	Year groups of pupils allocated separate areas of the grounds for play. SD measures implemented as appropriate for each 'bubble'. Pupils, staff and visitors use hand sanitiser when entering or leaving classrooms and buildings.	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. Appropriate timetable and activities implemented for the different age groups. Pupils, staff and visitors use hand sanitiser when entering and leaving classrooms, offices and buildings.	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 led 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 DDSL not easily contacted and their contact information not known to all.	Staff have the contact details for DSL and DDSLs 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.	Procedures and policies adapted to reflect current Government guidance and reviewed regularly. Changes communicated to staff, pupils, visitors and parents.	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 and point of exit from buildings to minimise numbers of pupils and staff in corridors upon exiting buildings.	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.	Pupils reminded by teachersto stay in their year group or key stage 'bubble'.	'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 the same year group to ensure supervision and teaching needs are appropriate and achievable.	Pupils are adequately supervised and/or taught	Ongoing
7	Staff not having sufficient down time / rest during the working day / week?	Full Duty Rota is implemented to ensure staff have normal breaks during the day	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 or form tutor.	Inductions are completed	Ongoing

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9	SCR and required documents not properly verified or recorded.	New staff and contractor information is added by HR Assistant and checked by Bursar	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 activities reviewed and adapted to comply with Government guidance and COVID-19 risk assessments completed.	Mental health and well-being is considered and brought to the attention of staff, children and parents	Ongoing
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	No inter-school sport matches are booked for the first half of the Autumn term. Government guidance will be observed and regularly reviewed before taking part in any inter-school sport matches. All in-school sports and play will be in year groups or combined year groups (3s/4s, 5s/6s, 7s/8s, 9s/10s and 11s/TY) Non-contact sport (cricket, athletics and tennis) will be taught for the first half of the Autumn term following Government guidance. Year groups will be allocated specific areas for play during break and lunch.	Compliance to government guidance	Ongoing
13	Drama, dance and music activities not applying SD or hygiene rules	Activities will take place following Government guidance and utilising	Minimise risk of infection	Complete



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		School facilities. Some activities will not take place during the first half of the Autumn term. COVID-19 risk assessments will be completed for activities taking place.		
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	No inter-school games will be played during the first half of the Autumn term and only non-contact sports will be played. Equipment used is cleaned regularly with appropriate cleaning materials. Risk assessment prepared for each activity.	Minimise risk of infection	Ongoing
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff reminded of School guidelines and notices put on areas where restricted numbers are implemented. 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 use own water bottle and flask with allocated refreshment stations around the school to reduce the need for large groups during breaks and lunch. Risk assessment followed for meetings and staff rooms..	Staff take responsibility for minimising risk to themselves, follow School guidelines and cleaning is increased	Ongoing

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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 occupied 24 hours a day 7 days a week.	Minimal risk as some staff live on site	Complete
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 to report to the main reception. Parents are provided with instructions as to 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. Teachers provided with cleaning materials to clean between lessons.	Minimise risk of infection	Complete
20	Minimising contact and mixing not effective in the classroom and during breaks.	Pupils allocated to 'bubbles'. Staff to follow School SD guidelines	Minimise risk of infection	Completed
21	No regular breaks for handwashing during the school day.	Staff and pupils are able to, and encouraged, to maintain good	Risk is minimised and good hygiene maintained	Ongoing



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		hygiene. Classroom staff must ensure pupils hand sanitise when they enter and leave the classroom and building.		
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 Grounds and 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. Assemblies and break	Minimise risk of infection	Ongoing



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		times are carried out within year groups.		
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Pupils will have hot lunches as normal and be allocated a seat within their year group. There will be no self-service. Snacks will be given to pupils in their lesson before break by their teacher to have before they go outside to their allocated play area. 3s – 6s will stay at Manor House and not go to the Main House for any meals.	Minimise risk of infection	Ongoing
29	Hazards and risks of providing breakfast and after school clubs not understood.	Breakfast and after school clubs will resume in line with Government guidelines. 3s – 6s will remain at Manor House and not go to the Main House during these times.	Minimise risk of infection	Complete
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 attend weekly staff meetings. Staff are encouraged to contact their line manager or Assistant Head of Operations for additional support. Staff and pupils	Mental health and wellbeing is monitored and supported through various methods.	Ongoing



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		are also able to have confidential sessions with the school counsellor.		
32	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Activities which are not possible for the start of Autumn Term will be postponed and reviewed alongside Government guidance.	Minimise risk of infection	Ongoing

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, posters displayed and lidded pedal bins in every classroom and office. Staff and pupils should always carry their own tissues but a box of tissues will also be available in every classroom and office.	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

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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 are in school. At least one experienced first aider will be onsite outside core school hours. School GP, LHPT or PHE to be contacted when required.	Sufficient medical cover for pupils during school hours. Experienced first aider on site outside core school hours.	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 recorded. To be overseen by the qualified nurse. School GP consulted when required.	Sufficient training is carried out and recorded	Complete
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. Pupils who need to wear PPE (eg. masks, gloves) may do so and parents advised of guidelines	PPE is available and training is provided when required for staff. Pupils who need to wear PPE may do so but must follow School	Ongoing



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		to be followed whilst in school (ie. not to share with other pupils and, when not in use, to put in a sealed named bag in their school bag). Training on use and disposal is carried out. School has sourced PPE in readiness for September opening and return of staff. Hot water, soap and hand sanitiser will be available for staff, pupils and visitors to use.	guidelines. Reduced risk of litigation and minimise risk of infection	
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 disobey these rules are asked to go home immediately and book a COVID test, followed up by a discussion from the Bursar or Head	Reduce the risk of illness within staff and pupils in the school	Ongoing
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, LHPT 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 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	Risk of lack of disclosure. Copies of test results kept by Bursar.	Ongoing



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		question staff or parents (for pupils) if they display symptoms.		
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.	Pupils to stay in 'bubbles' or not to mix with 'bubbles' incase somebody tests positive or is suspected of COVID-19. Staff to maintain SD where possible and good hygiene.	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
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 boarding medical room.	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	Procedures followed using the correct equipment	Ongoing



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		testing and record findings. Infra-red monitors to be used		
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 of any such visits outside school hours	Staff and parents know that they have a duty to keep the school informed	Ongoing
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 Grounds and 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 they are to be asked to leave.	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 and more ordered when required inline with	Maintain adequate stock levels. Reduce risk of litigation	Ongoing



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		Government guidelines and risk assessments.		
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, and pupils, 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
1	Boarding policies and procedures not updated, regularly reviewed and communicated.	Policies and procedures reviewed by Boarding Housemaster and SLT following government guidelines and updated accordingly. Changes are communicated to the relevant parties.	Compliance is maintained and risk of infection minimised	Ongoing
2	Security and access systems not regularly checked, updated and re-coded.	Normal maintenance schedule continues.	Systems are in working order	Ongoing
3	Boarding staff have inappropriate PPE, cleaning materials and training for tasks.	Communicate with Boarding Housemaster, Cleaning Supervisor and Catering Manager to ensure required PPE is available. Monitor stock levels.	PPE is available. Reduce risk of litigation	Ongoing
4	Procedures for welcoming back overseas pupils not applied.	Boarding Housemaster will monitor government guidelines and amend the procedure accordingly.	Procedures comply with government guidelines	Currently no overseas pupils will be boarding in September



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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. Boarding Housemaster 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 overseas pupils will be boarding in September
6	SD, separation and socialising rules not adhered to in the boarding house.	Boarding Housemaster and SLT to risk assess the boarding house facilities and implement appropriate procedures ensuring all pupils and staff are kept up to date. Weekly and full boarders to be in separate rooms to the flexi boarders. Limited flexi boarding available with year groups on specific nights.	Minimise risk of infection	Ongoing
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.	Boarding Housemaster to ensure rules and procedures are communicated to staff, pupils and families. Review regularly and amend when required whilst following government guidance.	Minimise risk of infection	Ongoing
8	Fire instructions and new procedures not reviewed, understood or rehearsed.	Boarding Housemaster to ensure instructions and procedures are communicated to staff and pupils. Carry out practice fire drills and report results to Head, Bursar and DSL.	Ensure safety of staff and pupils	Ongoing
9	Fire drills, routes and assembly points not rehearsed.	Boarding Housemaster to ensure instructions and procedures are communicated to staff and pupils. Carry out practise fire drills and	Ensure safety of staff and pupils	To be carried out during first few weeks of term

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		report results to Head, Bursar and DSL.		
10	Insufficient rooms to isolate and supervise pupils (and staff).	Boarding Housemaster 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	Complete
33	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely.	Boarding Housemaster to identify items and ensure they are stored away securely.	Minimise risk of infection	Complete
11	Staff to pupil ratio does not reflect SD rules (including medical and emotional support).	Boarding Housemaster to ensure sufficient staff are on the rota and reserves are available if required.	Required staff to pupil ratio maintained	Ongoing
12	Insufficient bathroom facilities if bed spaces have been reconfigured.	Boarding Housemaster to review facilities and allocate appropriately to comply with government guidelines.	Minimise risk of infection	Ongoing
13	Clothes and bed linen not washed regularly and at appropriate setting (65°)	Boarding Housemaster to monitor and log when clothes and bed linen are washed, and confirm the temperature setting used. To report any concerns to Line Manager (Assistant Headteacher) or Head or Bursar.	Minimise risk of infection	Ongoing
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	Ongoing
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' health and mental wellbeing is maintained	Ongoing



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		Boarders may also speak to the school counsellor.		
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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 led by SLT.	Support staff are kept informed	Ongoing
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 Grounds and 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



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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
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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 heating/cooling systems are monitored and regularly serviced. Any issues are reported to the Bursar and Head of Grounds and Maintenance.	Systems are working	Ongoing
2	Insufficient gas supply, venting and valves?	Monitored by Head of Grounds and Maintenance.	Sufficient supply	Ongoing
3	Air conditioning units, ducts not checked on re-occupying school facilities.	Monitored by Head of Grounds and 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 Grounds and Maintenance.	Systems work efficiently	Ongoing
5	Electrical tests not up-to-date including emergency lighting and PAT	Reviewed and maintained by Head of Grounds and Maintenance.	Log kept up to date	Ongoing
6	All electrical equipment brought in to school PAT tested?	Reviewed and maintained by Head of Grounds and 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 maintenance team run all taps in the school regularly on a schedule.	Log kept up to date	Ongoing
8	Water supply not tested for legionella on re-opening facilities.	The external contractor carries out tests and reports results to Head of Grounds and Maintenance and Bursar.	Testing is up to date	Ongoing



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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 is carried out.	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 been deep cleaned ahead of full reopening and is overseen by the Head Chef.	Kitchen continues to work	Ongoing
13	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	All staff return to work and overseen by the Head Chef.	High hygiene standards are maintained	Ongoing
14	Servery and dining room rules not properly considered, inadequate or safe.	Signs on servery asking staff and pupils to wait to be served. Allocated seating for pupils and staff using the staff room, offices or classrooms.	Minimise risk of infection	Ongoing
15	Insufficient drinking supplies and hydration available in dining room.	All drinking supplies are working and available as the school site has not closed. Refreshment stations setup around the school for allocated staff.	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 register at the main reception and are accompanied by staff at all times who are	Minimise risk of infection	Ongoing



SWANBOURNE HOUSE

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		responsible for enforcing SD and appropriate hygiene measures.		
20	Waste procedures not reviewed or sufficient.	Waste is collected as normal and is monitored by Head of Grounds and Maintenance.	Waste is collected as normal	Ongoing
21	Pest control services not recorded, deficiencies not identified or actioned.	Pest control monitored by Head of Grounds and 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 Grounds and Maintenance.	Comply with statutory requirements and minimise risk of infection	Ongoing