



COVID-19 Risk Assessment – September 2020 (Revised August 2021)

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Introduction

From 16th August England moved to step 4 of the roadmap, the government continue to manage the risk of serious illness from spreading the virus. This will mark a new phase in the government's response to the pandemic, moving away from stringent restrictions on everyone's day to day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk.

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.

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.

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.



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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.
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:

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- 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. Are changes regularly communicated to staff, their unions, pupils, parents and governors?
- D. Are changes and the testing training, process and details reviewed by governors?
- E. Are changes and the testing training, process and details shared with insurers?
- F. Is it understood that the Secretary of State has a statutory power to order schools remain open?
- G. Is the advice of HPT sought and implemented?
- H. Are there sufficient systems and staff in place to support training, self-testing, the Asymptomatic Testing Site (ATS) and contact tracers?
- I. Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures?
- J. Are testing activities sufficient to provide reassurance including feedback and Q&A?
- K. Are those that are self-testing (at home and in school) trained and competent to do so?
- L. Are those working in the Asymptomatic Testing Site (ATS) trained and competent to do so?
- M. Is it understood which staff and pupils may be able to self-swab?
- N. Are those unable to self-swab given additional support and reasonable adjustments?
- O. Are there measures in place to reduce anxiety over testing and coping with a positive result?
- P. Is each group's health analysed and risk assessed to consider switching to remote learning should the need arise?
- Q. Are there contingency plans for self-isolation of individuals, multiple pupils and/or staff?
- R. Is there proper consideration of ways to improve ventilation?
- S. Is access to school controlled effectively and are visitor details recorded?
- T. Are appropriate hygiene rules communicated, understood and applied?
- U. Are staff and pupils being reminded and checked to ensure they are complying with hygiene rules?
- V. Is there sufficient supplies of hygiene materials and are they well placed?
- W. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary, revised?
- X. What precautions are being used to keep shared teaching equipment (e.g. keyboards, pens, musical instruments) hygienic?
- Y. Are high risk areas being regularly monitored (including boarding areas) for hygiene?
- Z. Are contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff, local tier lockdown?
- AA. 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:

- BB. Are face coverings being worn, stored and disposed of appropriately according to age and circumstances?



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- CC. 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 decide to equip staff and pupils with PPE for certain activities including Testing. If so range the of PPE may include:
- masks;
 - gloves;
 - shields (for face or lecterns, desk separators);
 - sanitisers (gel and tissues).
- DD. Enhanced cleaning arrangements to:
- Toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces.
 - Keyboards, pens, copiers, kettles, biscuits tins etc.
 - Clothes, school uniform, aprons, towels (if used) cloths, mops etc
 - Note: remove where possible soft toys, furnishings and items that are hard to clean.
 - Testing site/area including process for spillages and waste disposal.
 - Consider limiting the amount of time cleaners spend on specific tasks.
- EE. Medical.
- Pre-existing medical conditions are fully declared?
 - Have all vulnerable pupils, parents and staff been identified and recorded?
 - Tested positive for COVID-19 and recorded? (for elimination purposes)?
 - Come into contact with anyone tested positive to COVID-19?
 - Ill staff and pupils or those tested positive in the last 10 days staying at home?
 - Travelled where: other than home and school? (via app or written diary).
 - Been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath)?
- FF. Have all adhered to the external socialising rules set by the school such as:
- travel (other than home to school and return).
- GG. Are plans being re-assessed for school events including plays, concerts, parent and teacher meetings etc?

Test and Trace (T&T) process

- HH. Have explanatory T&T letters / emails be sent to parents / pupils, staff and governors?
- II. Has the school a “COVID-19 Testing Privacy statement” and is it fully communicated to staff, parents, pupils and governors?
- JJ. Has T&T data been recorded securely, and consideration been given to deletion after 14 days?



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- KK. Have all those tested completed an age-appropriate consent statement (under / over 16)?
- LL. Are test instruction posters, booklets, FAQ and briefings readily available and apparent?
- MM. Is the test supervised by trained staff?
- NN. Is the testing area controlled to limit access to testers, those being tested and supervisors?
- OO. Is the process maintaining good hand and respiratory hygiene and keeping occupied spaces well ventilated?
- PP. Are the key layout requirements including staff (see grid below) met?
- QQ. Are those staff assisting with taking the swab wearing appropriated PPE?
- RR. Has the process of swabbing followed the guidance and training?
- SS. Is the tested sample handled safely throughout the process and disposed of correctly?
- TT. Is the process for informing parents / pupils / staff understood and implemented?
- UU. Is the process of barcoding, recording and communicating test results accurate and supervised?
- VV. Is there adequate supervision / checking to ensure equipment handled correctly and not shared?
- WW. Is the process of lost LFD, failed scans or damaged barcodes understood?
- XX. Whilst the extraction solution with lab test kit does not have a hazard label (there are no manufacture anticipated hazards) are they appropriately handled, stored and disposed?
- YY. Does the training reflect hazards identified with testing and are these communicated to testing and cleaning staff?
- ZZ. If a test is positive are those waiting for a Polymerase Chain Reaction (PCR) test self-isolating?

Working/School at Home (if reimplemented)

- AAA. Are those working/school at home:
 - a. Provided sufficient information and training to work safely?
 - b. Advised on suitable furniture and equipment?
 - c. Able to take regular breaks to avoid eye fatigue, etc?
 - d. Kept in regular contact with the school and there is sufficient regard to their well-being?
 - e. Advised on stress and mental health?
 - f. Have an emergency point of contact and know how to gain help if needed?

Lateral Flow Devise (LFD) Testing

- BBB. Are LFD Kits:

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- a. Supplied and distributed to school in time?
 - b. Stored between 2 – 30⁰C?
 - c. Management and tracked?
 - d. Distributed safely?
- CCC. Are:
- a. Positive results reported?
 - b. All results properly reported and recorded by the individual and the school?
 - c. Incidents reported to help school identify emerging issues and these are reported to DfE / DHSC?
 - d. The incident protocols and feedback loop understood and implemented?

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

System of Controls

DfE/PHE has a set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and build on the hierarchy of protective measures. When implemented with a "revised risk assessment, these measures create an inherently safer environment for pupil and staff where the risk of transmission of infection is substantially reduced".

Schools should:

- ensure that all staff understand the system of controls and how they are applied in the setting - time should be taken for staff to review the actions in the system of controls and ask questions;
- ensure that parents and carers are aware of the system of controls, how this impacts them and their responsibilities.
- follow the system of controls to reduce risks and create an inherently safer environment.

Prevention

- 1) Minimise contact with individuals who are required to self-isolate do not attend school.
- 2) Where recommended, ensure the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.



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- 7) Where necessary, wear appropriate personal protective equipment (PPE).
- 8) Keep occupied spaces well ventilated.
- 9) Promote and engage in asymptomatic testing, where available and applicable

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 10) Engage with the NHS Test and Trace process.
- 11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Numbers 10 to 12 must be followed in every case where they are relevant.

DfE Guidance on Closures

Schools are expected to comply with their usual H&S duties as employers and within the context of current DfE Guidance. Despite the limited resources available to schools, they will risk criticism by the DfE if they close a year group or an entire site without exhausting supply options to make up for staff absences due to the pandemic.

Given the above, schools will in general be more resilient to H&S based claims from staff and pupils if they follow DfE advice: but they should challenge the specific advice of the local health protection team and/or local or central government if it does not rationally address the particular H&S situation in their school and document the outcome carefully. Ultimately a decision to close the school is for the headteacher to make (having obtained the agreement of governors or trustees): but any decision to close the school if this is not supported by advice from the relevant health protection team should be considered carefully and legal advice may be needed.



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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 identified measures. 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.

**COVID-19 Risk Assessment – September 2020 (Revised August 2021)****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.	Policy and procedure reviewed and 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, visitors, contractors 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 notified of any amendments to Risk Assessment.	Confirmation email received from Hettle Andrews	Complete
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open	Following government guidelines	Government guidelines are followed	Ongoing
H	Suspended services and subscriptions not re-set.	Relevant services are still in use to enable teaching.	Services and subscriptions renewed	Ongoing
I	Insufficient liaison with local authority and health protection team over testing and actions.	Following government guidelines	Government guidelines are followed	Ongoing
J	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Staff, pupils and parents are kept up to date	Able to respond to any 'close contact' concerns	Ongoing



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K	Insufficient systems and staff to support training and testing.	Staff are provide with the appropriate resources	Staff provide evidence of completed training and evidence procedures	Ongoing
L	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff, parents and pupils are provided with NHS resources and letter relevant to the school	Staff, parents and pupils understand the NHS Test and Trace procedures	Ongoing
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Monitor training and testing	Continued monitoring to be able to provide reassurance	Ongoing
N	Those working in the school Asymptomatic Testing Site (ATS) not trained and competent to do so?	Staff complete the NHS training resources provided	Staff are trained and competent	Complete
O	Are those that are self-testing (at home and in school) trained and competent do do so?	All are provided with training guides and can speak to the School Nurse if required	Help or guidance is available if necessary	Ongoing
P	Is it understood which pupils are unlikely to be able to self-swab?	Pupils are asked before each swab and either a parent or School Nurse will assist	Pupils have helped if required	Ongoing
S	Are those unable to self-swab given additional support and reasonable adjustments?	Provided with assistance when appropriate and, if still not able, name kept on a confidential list. Managed by School Nurse, Director of Finance and Head	Support provided to enable the maximum number of tests to be completed	Ongoing
T	No contingency plans for self-isolation of individuals, groups, multiple pupils and/or staff	Remote access to learning and resources maintained. Remote support considered for staff.	Minimise impact of self-isolation	Ongoing
U	Access to school not controlled effectively and visitor (if allowed) details not recorded.	All visitors go to the Main Reception to be signed in, use hand sanitiser	Access to school site is recorded	Ongoing

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		and informed of the School's COVID rules.		
V	Hygiene and ventilation rules not communicated, understood, applied or checked.	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. Staff remain vigilant and report any concerns to SLT.	SD and hygiene rules adhered to and reinforced	Ongoing
W	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
X	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
Y	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 Director of Support Operations 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
Z	High-risk areas not being regularly monitored (including boarding areas) for hygiene	Regularly reviewed by Cleaning Supervisor, Head of Grounds and Maintenance, and Director of Support Operations.	Risk is kept to a minimum	Ongoing

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AA	Inadequate contingency plans / outbreak management plans for changes to school operation: temporary lockdown, re-closing, loss of catering or teachers	Absence and risk monitored daily by SLT. Contract catering company kept upto date and they keep Director of Support Operations upto date (they can provide supply catering staff)		Ongoing
BB	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	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 Foundation are cleaned as frequently as is viable and pupils are taken to wash their hands frequently.		Ongoing
CC	No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or 'drop zones' for passing materials between people	All areas and activities have been reviewed and amended. Physical screens put in both receptions and splash barriers on the servery to be kept in place as a precaution. Clear drop zones identified	Risk is minimised	Ongoing
DD	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Boarding is open to full, weekly and flexi boarding. Flexi boarders use separate bedrooms to full and weekly boarders..	Risk is kept to a minimum as far as is reasonably possible	Ongoing
EE	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 on 2 September 2021 to all registered pupils. Re-closing, if directed by the Government, PHE or LPHT,	All staff and parents are kept informed of changes to provisions	Ongoing

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		will be communicated to parents as before and resources re-introduced as was used during the previous period of physical closure.		
FF	All hazards identified properly mitigated and regularly re-assessed?	Logged and reviewed by SLT.	Risk is minimised	Ongoing

Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Communication sent before the start of term and when changes are made	All stakeholders aware	Ongoing
2	No school "COVID-19 Testing Privacy statement".	Statement created and reviewed	Comply with legislation	Complete
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	Statement emailed	All stakeholders aware	Complete
4	Separate school register not kept of those tested to inform next test date, ordering test kits, etc	Register kept by office staff and reviewed by Director of Support Operations	Register kept, monitored and kits ordered when required	Ongoing
5	'Test kit log' and 'test results register/log' documents Not kept separately for data protection purposes	Separate documents kept	Comply with data protection	Ongoing
6	Test data not recorded securely and kept until further guidance is given to delete the information	Checked by a member of SLT	Complying with legislation	Ongoing
7	Repeated or similar issues (eg. multiple repeat void Tests, unclear results, leaking/damaged tubes, etc) Not recorded by the school and report to DfE Helping	Monitored by School Nurse and Director of Support Operations	Ensure risk is minimised and legislation complied with	Ongoing
8	Age-appropriate consent statement for testing (under / over 16) not properly completed.	Consent checked before testing	Risk is minimised	Ongoing

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9	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Emailed to staff and parents and available in hardcopy on the	Risk is minimised	Ongoing
10	Tests not supervised or conducted by trained staff.	Only staff who have completed the training and provided certificates can conduct or supervise the tests	Risk is minimised	Ongoing
11	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Only trained staff to enter the testing area	Risk is minimised	Ongoing
12	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Staff, parents and pupils reminded verbally and via email, posters	Risk is minimised	Ongoing
13	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	Staff reminded verbally and via email	Risk is minimised	Ongoing
14	Staff assisting with taking and processing swabs not wearing appropriated PPE.	Team leader to check staff PPE	Risk is minimised	Ongoing
15	Process of swabbing not following training and / or updated guidance.	Team leader to oversee process and correct when necessary	Risk is minimised	Ongoing
16	Tested sample incorrectly handled safely during the process including disposal.	Staff reminded of correct	Risk is minimised	Ongoing
17	Process for informing parents / pupils / staff not understood and implemented.	Team leader oversees Communication	Risk is minimised	Ongoing
18	The process of barcoding, recording and communicating test results is not accurate and supervised	All relevant staff involved receive training and work together	Risk is minimised	Ongoing
19	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	Team leader to oversee testing Sessions	Risk is minimised	Ongoing
20	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	All staff involved receive training and regularly reminded of	Risk is minimised	Ongoing
21	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	Staff reminded to follow Guidance	Risk is minimised	Ongoing



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22	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	NHS training completed by testing staff and communicated to cleaning staff	Risk is minimised	Ongoing
23	Those tested positive not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PC test might have cleared them as having a false positive.	Staff/pupils not allowed back to School until they have provided official confirmation of a negative result. Reminded to self-isolate	Risk is minimised	Ongoing
24	Key layout requirements including staff (see next grid below) not being fully met.	Guidelines followed and Reviewed	Risk is minimised	Ongoing
25	Risk of staff not complying with School Covid-19 Risk Assessment	Staff declaration completed and received	Staff are aware of their duties and the School is aware of any risks	Ongoing

Risk Assessment for COVID-19 AST Test Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
26	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Results Recorder, Cleaner)	Level of staff regularly reviewed and additional staff trained if required	Sufficient staff available	Ongoing
27	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment rehearsal.)	NHS training completed with certificates provided	Risk is minimised	Ongoing
28	Consent forms are not available and properly	Staff/parent contacted and test not done	Only test when consent is	Ongoing
29	Test site not kept separate from other activities (where space allows)	Medical room used. If in use for a sick child, a nearby room with 2 access doors used	Test site kept separate	Ongoing
30	Test site flooring is not non-porous.	Test done outside or in medical room	Test site flooring is non-porous	Ongoing

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31	Test site is not well lit with a good airflow	Lights are all working and replaced when necessary and doors open	Risk is minimised	Ongoing
32	Test site Registration, Swabbing, Recording and waiting areas not on a one-way system.	Rooms have 2 doors and outside access available	One-way system is implemented	Ongoing
33	Each swabbing desk and associated processing desk Not more than 1m away and Recording desk not located close by.	Room is setup before testing	Desks are appropriately placed	Ongoing
34	No clear division and demarcation between swabbing and processing area.	Testing is done in a separate room/area	Clear division is achieved	Ongoing
35	Non-authorized people and test subjects able to enter The processing area	Processing area is kept in a separate room to non-authorized people	Access control is maintained	Ongoing
36	Inadequate evidence of quality assurance, guidance and supervision.	Checked by team leader and logged	Evidence maintained	Ongoing
37	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	NHS guidance followed and communicated to cleaners and maintenance staff	Risk is minimised	Ongoing
38	Disorderly entry, processing, social distancing and exit movement.	Tests are carried out in very small numbers to minimise pupils/staff in the area	Controlled testing area	Ongoing
39	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Staff reminded to comply with manual handling guidelines	Risk is minimised	Ongoing
40	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Testing kits kept inside the school building and the processing is done inside the school building	Risk is minimised	Ongoing
41	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	The surgery is to be kept as a quiet space	Risk is minimised	Ongoing

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42	Year 7, Year 8 and boarders do not comply with Government guidance of testing to reduce risk	Year 7 and Year 8s, boarders to be offered lateral flow testing on Tuesday 31 August and Wednesday 1 September ahead of returning on Thursday, 2 September. Pupils to be retested on Friday 3 September in school. Thereafter they will be supplied with home testing kits for twice weekly	Government guidance followed and communicated to parents. Consent forms received from parents before testing pupils	Ongoing
43	Regular testing of secondary school age pupils not carried out as per Government guidance as part of the 'Home testing' scheme.	Year 7 and Year 8s who submitted a consent form will be provided with a home test kit to carry out a home test every Sunday and Wednesday evening, log the results on the NHS Test and Trace app and email office@swanbourne.org	Government guidance followed the School is informed of all home test results	Ongoing
44	Staff do not comply with Government guidance to reduce risk	Staff will be supplied with home testing kits for twice weekly or will obtain kits themselves	Government guidance followed.	Ongoing
45	Regular testing of staff not carried out as per Government guidance as part of the 'Home testing' Scheme.	Staff provided with a home test kit to carry out a home test every Sunday and Wednesday Evening, log the results on the NHS Test and Trace app and email office@swanbourne.org	Government guidance followed the School is informed of all home test results. Log is checked and staff contacted if they do not submit a result to the school	Ongoing
46	Catering staff do not comply with Government testing Requirements	Connect Catering to revise risk assessment, for their staff to be included in the staff testing schedule and to be provided With home test kits. To log the results on the NSH Test and	Government guidance followed and the School is inform of all home test results. Minimise risk within the School kitchen	Ongoing

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		Trace app and email office@swanbourne.org		
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Risk Assessment for COVID-19 Self-Testing

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
47	LFD kits not supplied and distributed in time or safely	Frequent deliveries are received by the School	LFD kits are available to distribute	Ongoing
48	Test kit not stored at room temperature (2° – 30°C) or in a cool dry place	Stored in either the Medical Room or Admin Office	Test kits stored at an appropriate temperature	Ongoing
49	LFD testing kits not properly managed and tracked	Stored in locked rooms and logged on a 'shared' spreadsheet when distributed	Testing kits managed and tracked	Ongoing
50	Self-testing not conducted in accordance with guidelines and not supervised where required	Results reviewed by School and Director of Support Operations to ensure a limit to 'void' results, or gaps in results	Self-testing outcome reviewed	Ongoing
51	Positive results not reported	All self-testing results to be uploaded to NHS website and reported to school. NHS should notify the school if the person does not. School Nurse and Director of Support Operations to ensure results received on expected dates	Minimise risk as much as reasonably possible	Ongoing

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		and to arrange for somebody to chase if required.		
52	All results not reported, collated and recorded by the individual and the school	All results to be emailed to office@swanbourne.org where staff will enter the results on a spreadsheet which will be checked daily by the School Nurse and Director of Support Operations	Ensure all results are received and recorded	Ongoing
53	Incidents not reported to school or DfE/DHSC (to help identify emerging issues)	Incidents are reported in line with guidance	Legislation is followed	Ongoing
54	Incident protocols and feedback loop not understood and/or implemented	Staff know to speak to Director of Support Operations Head if they have any concerns or questions	Legislation is followed	Ongoing
55	Where appropriate, test and report on children under 12 not tested by confident adult	Tests in school conducted by School Nurse, and at home by a parent/guardian	Children not put at undue distress	Ongoing
56	Are those unable to self-swab given additional support and reasonable adjustments	Assisted by School Nurse or competent adult	Support is provided	Ongoing
57	Are there measures in place to reduce anxiety over testing and coping with a positive results?	Able to speak to a member of the Covid team in private, or HR	Support is provided	Ongoing
58	Clinical incident which has potential to harm not report to https://coronavirus-yellowcard.mhra.gov.uk and school	Staff and parents advised to report clinical incidents via weblink	Clinical incidents reported	Ongoing
59	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school	Staff and parents to report clinical incidents in line with Government guidelines	Clinical incidents reported	Ongoing

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60	Non-clinical incidents occurring at home (something damaged, missing or difficult to use in the kit, unable to log results etc) not reported to 119.	Staff and parents advised to report non-clinical incidents via weblink	Non-clinical incidents reported	Ongoing
61	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Staff, pupils and parents reminded of this rule	Test results are correct	Ongoing
62	Video on how to take the swab test: https://www.gov.uk/guidance/covid-19-self-test-help not referred to before testing	Link sent to parents and staff	Confidence in doing swab test	Ongoing
63	Surface and hands not cleaned before test and after test (if more than one test)	Parents, pupils and staff reminded of good hygiene	Good hygiene and accurate results achieved	Ongoing
64	Test kit not checked for damage or expiry date	Visual check by School Nurse before distributed. Any internal damage reported via link in point 58	Test kits checked to enable tests to be used	Ongoing
65	Testing process not followed correctly for self/child	Parents, pupils and staff reminded of testing process and video	Testing process carried out correctly	Ongoing
66	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip	Parents, pupils and staff reminded of testing process and video	Testing process carried out correctly	Ongoing
67	Not waiting or recording the result correctly with NHS and then taking appropriate action if positive	Parents, pupils and staff reminded of testing process and action if positive result received	Testing process carried out correctly	Ongoing
68	Soft, fabric tip of swab and fabric strip touches hand	Parents, pupils and staff reminded of testing process and video	Testing process carried out correctly	Ongoing
69	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces	Test kit disposed of and another test kit is used	Testing process carried out correctly	Ongoing
70	Test kit not properly disposed of in waste bag provided and placed in general household waste	Parents, pupils and staff reminded of testing process and video	Testing process carried out correctly	Ongoing

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71	Test on children under 12 continue despite child feeling pain	Parents advised that testing is voluntary	Child is not distressed	Ongoing
72	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported.)	Sufficient test kits supplied	No shared test kits	Ongoing
73	Problems with hands or vision. (May need someone to assist with the swabbing and testing process.)	Staff, parents and pupils advised to seek help if required from a competent adult	Testing is carried out	Ongoing
74	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing)	Contact NHS for advice	Testing is carried out	Ongoing
75	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours)	Inform school that testing will take place 24 hours later	Testing is carried out	Ongoing
76	Unable to take throat swab (then swab both nostrils)	Contact NHS for advice	Testing is carried out	Ongoing

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
77	Communication channels not working and not being reviewed. (Email, text, facebook etc).	IT Support is 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
78	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 Director of Support Operations invites direct feedback and reply to their direct emails. The main office	Feedback and replies are received and considered	Ongoing

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		email is monitored by the Office. Staff and emails dealt with appropriately.		
79	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 Director of Support Operations are responsible for COVID-19 matters along with other members of SLT. Contact details for the Head, Director of Support Operations and school are known by parents and external parties. Staff know contact details of SLT.	Appropriate delegation and accountability is achieved	Ongoing
80	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
81	Lack of knowledge of where pupils / staff have travelled from (other than home and school).	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 following a week-end, Exeat or school holiday.	Minimise risk from travelling to different areas of UK or abroad whilst following government guidelines	Ongoing
82	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, verbally, email	Good hygiene is maintained	Ongoing

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		and posters displayed around the school site.		
83	Staff not trained or regularly updated in COVID-19 symptoms and how these rules apply to teaching?	Staff updated via email and weekly staff meetings. Reminded of the systems.	Communication maintained and staff know expectations	Ongoing
84	School transport not operating to reflect hygiene, PPE and cleaning arrangements.	School transport offered to registered pupils with a register taken each morning. Minibuses to be cleaned thoroughly after every trip. Minibus driver and chaperone to wear a mask. Transparent screens may be used behind the driver's seat. Pupils to wear a mask if in Year 7 or Year 8 (other year groups are optional). Pupils use hand sanitiser before boarding the minibus. 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
85	At drop-off and pick-up parents remain in vehicles and/or SD outside gates and entrances.	Different areas used for different groups with staggered drop off and pick up times. Letter with instructions sent to parents and external signs displayed. Staff to be visible to ensure parents adhere to rules and assist when required.	Minimise risk of infection	Ongoing

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		Arrangements remain in place from September 2021 as precaution.		
86	Insufficient registration throughout the day including 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
87	Learning and recreational spaces not configured to SHS rules re hand sanitisation.	Pupils, staff and visitors use hand sanitiser when entering or leaving classrooms and buildings.	Minimise risk of infection	Ongoing
88	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 with the school counsellor if required.	Minimise emotional stress and maintain good behaviour	Ongoing
89	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood	Staff and parents are regularly reminded of the procedure	Risk is minimised	Ongoing
90	Procedure is not clear for those staff who have helped someone with symptoms and pupils who have been in 'close contact'	SLT will speak to staff, parents and pupils involved to ensure understanding	Everyone knows the procedure	Ongoing
91	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after	Staff are reminded by email, pupils are reminded during morning	Risk is minimised	Ongoing

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	any contact with someone who is unwell is not understood or applied	registration and posters are displayed around the school		
92	Young children not supervised using hand sanitiser (risk of ingestion)	Staff watch children as they enter every classroom to ensure they use hand sanitiser	Risk is minimised	Ongoing

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
93	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 Director of Support Operations if there are any problems.	Good communication is maintained	Ongoing
94	Inset does / did not reflect required training for Covid-19 related procedures, safeguarding, H&S, well-being etc	Included on Inset timetable and compulsory for all staff	All staff receive retraining	Complete
95	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
96	No COVID-19 specific policy that includes medical responses, 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

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97	Revised 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, pupils and visitors are kept safe	Ongoing
98	Staff and pupils (where applicable) not wearing face coverings when and where appropriate	In line with school policy staff, Year 7 and and Year 8 to wear masks on school transport.	Compliance is maintained	Ongoing
99	Supply, peripatetic and/or other temporary staff not observing hygiene rules	Staff reminded with regards to hygiene and hand sanitising.	Risk is minimised	Ongoing
100	Younger pupils not supported in understanding the importance of hygiene guidance, not touching staff and their peers – where possible	Staff and adults manage sensitively	Risk is minimised	Ongoing
101	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	Risk assessments requested and reviewed by a member of school staff and Director of Support Operations	Risk is minimised	Ongoing
102	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
103	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
104	SCR and required documents not properly verified or recorded.	New staff and contractor information is added by Director of Finance	Compliance is maintained	Ongoing

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105	Plans to working and learning outside not fully considered	Government guidance reviewed regularly and plans adapted as required.	Compliance is maintained	Ongoing
106	Staff meetings and staff rooms unregulated in terms of cleaning and hygiene	Cleaning of communal areas is conducted through the day and monitored by Cleaning Supervisor.	Staff take responsibility for minimising risk to themselves, follow School guidelines and cleaning is increased	Ongoing
107	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
108	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	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
109	No regular breaks for handwashing during the school day.	Staff and pupils are able to, and encouraged, to maintain good hygiene. Classroom staff must ensure pupils hand sanitise when they enter and leave the classroom and building.	Risk is minimised and good hygiene maintained	Ongoing
110	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
111	Hygiene stations not stocked, checked and cleaned regularly.	Hygiene stations are checked at least daily and refilled when	Good hygiene is maintained	Complete

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		required by the cleaners. Stock of liquid is monitored and re-ordered when required by the Cleaning Supervisor.		
112	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
113	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
114	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
115	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pupils attend Form Time each morning. Staff 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

Medical Risk Assessment in the COVID-19 Environment

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	Hazard	Control Measures	Outcome	Remarks / Re-assessment
116	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
117	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
118	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
119	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
120	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

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121	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
122	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
123	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
124	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 Director of Finance or Head	Reduce the risk of illness within staff and pupils in the school	Ongoing
125	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
126	School unaware of any staff and pupil pre-existing medical conditions.	Staff and parents asked to disclose pre-existing medical conditions.	School is aware of disclosed pre-existing medical conditions with evidence that it has been requested	Ongoing

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		Responses are either on email or paper to a member of SLT.		
127	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 pupils) if they display symptoms.	Risk of lack of disclosure. Copies of test results kept by Director of Finance.	Ongoing
128	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
129	Lack of regular dialogue with those that have suffered from COVID-19	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
130	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
131	Temperature testing when required 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 and nominated staff to carry temperature testing and record findings. Infra-red monitors to be used	Procedures followed using the correct equipment	Ongoing
132	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



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133	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
134	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. SLT to ensure staff comply.	Staff and pupils comply. Reduce risk of litigation	Ongoing
135	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser	Posters around the school. Staff and pupils regularly reminded verbally and via email	Minimise risk of infection	Ongoing
136	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Behaviour policy updated and communicated to staff, pupils and parents. Pupils reminded regularly by staff	Pupils aware of inappropriate behaviours	Ongoing
137	Staff are not aware those with Covid-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital	Staff reminded of NHS and government advice	Staff aware of expectations	Ongoing
138	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 in line with Government guidelines and risk assessments.	Maintain adequate stock levels. Reduce risk of litigation	Ongoing

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139	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
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Boarding Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
140	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
141	Security and access systems not regularly checked, updated and re-coded.	Normal maintenance schedule continues.	Systems are in working order	Ongoing
142	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
143	Procedures for welcoming back overseas pupils not applied.	Boarding Housemaster will monitor government guidelines and amend the procedure accordingly.	Procedures comply with government guidelines	Ongoing
144	Insufficient space and resources for isolating overseas pupils on their return.	Plan and resource an appropriate area and create a 'bubble' for the pupils. Boarding Housemaster and SLT to consider procedures to	Risk is minimised and overseas pupils are cared for	Ongoing

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		minimise risk to staff and other pupils following government guidance.		
145	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.	Minimise risk of infection	Ongoing
146	Rules and procedures for exeat, trips and activities out, 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 reguarly and amend when required whilst following government guidance.	Minimise risk of infection	Ongoing
147	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, Director of Support Operations and DSL.	Ensure safety of staff and pupils	Ongoing
148	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 report results to Assistant Head Operations, Director of Support Operations and DSL.	Ensure safety of staff and pupils	To be carried out during first few weeks of term
149	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 isolate and supervise pupils	Complete

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		able to collect and isolate the pupil whilst adhering to government guidance.		
150	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
151	Staff to pupil ratio does not reflect 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
152	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
153	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 Director of Support Operations	Minimise risk of infection	Ongoing
154	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
155	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	Ongoing

**COVID-19 Risk Assessment – September 2020 (Revised August 2021)****Dedicated School Transport, Driver and Chaperone Risk Assessment in the Covid-19 Environment**

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
156	Drivers/chaperones not regularly briefed on changes or included in staff briefings and revised schedules and notices	All staff read school emails. Director of Support Operations to ensure information is passed on through line managers	Drivers are kept informed	Ongoing
157	Drivers/chaperones not fully considered, supported and rostered (particularly relating to age and vulnerability)	Director of Support Operations to liaise with drivers (and chaperones) that they are comfortable driving and to say if they have any concerns	Drivers feel confident about driving	Ongoing
158	Drivers/chaperones have insufficient/inappropriate PPE, cleaning materials and training	Director of Support Operations to check supplies and ensure instructions are understood	Risk is minimised	Ongoing
159	Dedicated transport not aligned with the principles underpinning the system of controls.	SLT review pupils on the transport and reasonable adjustments made	Risk is minimised	Ongoing
160	Insufficient or no use of hand sanitise upon boarding and/or disembarking	Chaperone ensures all pupils use hand sanitiser before boarding. Staff at school ensure pupils use hand sanitiser when entering a school building	Sufficient hand sanitiser is used	Ongoing
161	No additional cleaning of vehicles (all touch points) before and after each journey	Cleaning Supervisor ensures a cleaner is allocated to the vehicles every day.	Vehicles are cleaned everyday	Ongoing
162	Use of face coverings for pupils in Year 7 and Year 8 as a mitigating measure not understood by pupils and parents	Communication from school to parents and pupils reinforce the need for face coverings unless an exemption has been approved by the Head	Risk is minimised	Ongoing
163	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy	All vehicles are cleaned when used. Parent required where	Risk is minimised	Ongoing

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		possible to collect a symptomatic pupil from school		
164	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials	Normal transport procedures and insurance maintained. Cleaning Supervisor checks daily hygiene materials	Vehicles are safe to use	Ongoing

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
165	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
166	Physical meetings recognise hygiene arrangements and include well-ventilated rooms	Signs displayed at the room entrance. Guidance given for offices		Ongoing
167	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
168	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Inspections are carried out and findings recorded by the Director of Support Operations and Cleaning Supervisor. All staff to alert Director of Support Operations of any areas of concern.	A high standard of cleanliness is maintained	Ongoing
169	Security and access systems not regularly checked, updated and re-coded.	Normal maintenance schedule continues to be led by Head of Grounds and Maintenance.	Systems are in working order	Ongoing
170	Reconfigured areas, zones and routes hampering fire exits and routes.	Review areas and ensure exits and routes are kept clear. All staff to be	Fire exits and routes are kept clear	Ongoing



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		responsible for ensuring exits and routes are kept clear.		
171	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
172	Insufficient hand washing or hand sanitiser stations for all pupils and staff to clean their hands regularly	All toilets are in full working order. Hand sanitiser stations placed outside every classroom, office and school building	Sufficient facilities provided	Complete
173	Policy and procedures for contractors including signing in and out, health declaration, and badges on school site not reviewed, and/or enforced	Staff reminded that all contractors are to sign in at main reception. Contractors are reminded to sign in at main reception.	Contractor access on site is managed	Ongoing
174	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets	Advised to park outside the main house near Reception. Use visitor toilet and bring own food.	Contractor/visitor access is managed	Ongoing
175	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 Director of Support Operations and Head of Grounds and Maintenance.	Systems are working	Ongoing
176	Insufficient gas supply, venting and valves.	Monitored by Head of Grounds and Maintenance.	Sufficient supply	Ongoing
177	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

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178	Ventilation and extraction systems not checked.	Monitored by Head of Grounds and Maintenance.	Systems work efficiently	Ongoing
179	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
180	All electrical equipment bought in to school PAT tested?	Reviewed and maintained by Head of Grounds and Maintenance and Senior IT Technician.	Log kept up to date	Ongoing
181	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
182	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 Director of Support Operations	Testing is up to date	Ongoing
183	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
184	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
185	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
186	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
187	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
188	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

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189	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
190	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
191	Suspended services not re-set.	No services have been suspended .	No risk	Complete
192	Approach not agreed to any scheduled or ongoing building works.	No building works planned.	No risk	Complete
193	Suppliers not following appropriate hygiene measures	Suppliers register at the main reception and are accompanied by staff at all times who are responsible for enforcing appropriate hygiene measures.	Minimise risk of infection	Ongoing
194	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
195	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
196	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