



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

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.	Amend to safeguarding practices sent to staff and shared with parents 03.04.20	Low risk	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government advice is received on a daily/weekly basis through the Department of Education, Public Health England, Headmasters' and Headmistress' Conference, Independent Schools' Bursars' Association and others. This is reviewed on receipt by members of the SMT/The Nurse and disseminated to other staff/governors as appropriate.	Low risk	
C	Unions not consulted over plans.	Consultation with Unions occurred via JCC meeting on 21.05.20	Low risk	Consultation took place again on 15.06.20 due to changes as a result



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

				of additional year groups being brought in.
D	Changes not regularly communicated to staff, pupils, parents and governors	Any changes to school policies or procedures are communicated to governors through regular meetings and to staff, either through email or recorded video communications or face to face meetings (currently) through Google Meets depending on the importance of the communication. Parents and pupils are updated on a weekly basis through our weekly update communication on key messages as well as through more formal letters to parents depending on the importance and timeliness of the communication.	Low risk	
E	Changes to assessments, procedures and other important matters not reviewed by Governors	All significant changes to risk assessments or procedures will be reviewed by the governors through either the regular schedule of meetings or through calling an emergency meeting if necessary.	Low risk	
F	Insurers not consulted with school's re-opening and / or amended plans	Confirmed with insurance broker that insurance is valid as long as government guidelines are followed.	Low risk	Reconfirmed with insurance broker on 12.06.20



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

G	Suspended services and subscriptions not re-set.	All key services are back up and running - the Junior School has been operating for key workers' children throughout and therefore has remained largely unchanged.	Low risk	Year 6 being moved to Senior School from 22.06.20. Senior School has been open for key workers' children in years 7-9 from 1.06.20 and all key services have been running throughout.
H	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>Junior pupils to enter building via: Reception/Nursery via EYFS entrance, Y1 and via, Y6 Main entrance.</p> <p>No visitors are to be allowed unless previously agreed with the Head of the Junior School as essential. Any such visitors will sign into main reception and be asked to use the hand sanitiser before being allowed in school and will be accompanied.</p>	Low risk	<p>Year 6 being moved to Senior School from 22.06.20. Same procedures apply at senior school.</p> <p>Year 6s will be met by teachers on the main field and taken into school at the start of the day and returned to the field at the end of the day. Senior school building</p>



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

				doors all have access codes which won't be given out.
I	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Initial letter/handbook sent to parents setting out SD and hygiene rules. Staff given instructions both in writing and verbally on SD and hygiene rules. Reminder posters around school. Reminder communications to be regularly sent to staff and parents to ensure the rules are adhered to over time.	Low risk	
J	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Reminder posters to be in place around school and staff will be regularly reminding pupils to wash hands, use hand sanitiser and remain SD as far as possible. Staff will be given regular reminders by SMT.	Low risk	
K	Insufficient supplies of hygiene materials and not being suitably placed.	The Nurse has reviewed stocks of tissues, soap, wipes, hand sanitiser which is available in sufficient quantities to be placed in every	Medium risk	Stock levels are sufficient for re-opening and will be monitored but



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		<p>classroom and communal areas. Gloves, aprons and masks are available for those staff requiring them in specific situations.</p> <p>Stocks to be reviewed on a weekly basis and replenished as necessary.</p>		<p>there is a risk of national shortages once schools are re-opened. School will not remain open if sufficient hygiene materials cannot be provided.</p> <p>Significant order placed 12.06.20 with no concerns over delivery.</p>
L	<p>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.</p>	<p>Cleaning contractors are supplying more staff than usual to the school to ensure increased attention to all areas and will be following government guidelines for cleaning during the pandemic. In addition, the Nurse will be working in the Junior School each day and, when not dealing with medical situations, will be routinely cleaning communal areas, especially focussing on door handles, hand rails etc which are regularly used. Teachers are also being supplied with disinfectant</p>	Low risk	<p>Year 6s are being moved to senior school site from 22.06.20. Teachers will be supplied with disinfectant wipes to use in their rooms during the day. Year 6s will have their own allocated toilets so as not to mix with any other children that may be on-site.</p>



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		<p>wipes for use in their classrooms during the day.</p> <p>This provision will be regularly reviewed and updated if necessary.</p>		<p>It isn't anticipated that the children will be moving freely through the school buildings during the day.</p>
M	<p>No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.</p>	<p>Where possible there will be no shared teaching equipment. Teachers will remain in the same classroom with the same pupils throughout. Pupils will be allocated their own pens, pencils and stationery and will not be allowed to share equipment or take equipment home at the end of the day. If laptops/chromebooks are used then they will be wiped down with disinfectant wipes before and after use and will be allocated to the same children. No musical instruments are anticipated to be used in this phased return to school.</p> <p>All soft toys will be removed from classrooms as well as any toys that are difficult to clean. Toys will be rotated on a daily basis to enable a</p>	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		thorough clean by the cleaners before the next use. Teaching staff will be provided with disinfectant wipes in their rooms to allow for wiping down during the day where necessary.		
N	High risk areas not being regularly monitored (including boarding areas) for hygiene.	Isolation rooms will be deep cleaned if used (after being left for 72 hours if possible) and if a member of staff or pupil has a positive test then their entire classroom will be deep cleaned.	Low risk	
O	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Planning ongoing at this stage.	Low risk	Risk assessments updated on 15.06.20 to allow for some face to face time for years 2, 3, 4, 5, 10 and 12.
P	All hazards identified properly mitigated and regularly re-assessed?	Regular meetings of CPAT to review.	Low Risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

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).	Various communication channels employed to ensure as many people as possible are captured - email, social media, website. Where communications are urgent a text will also be sent to alert the recipient that there is an email to be checked.	Low risk	
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Pupils, parents, staff and governors are all aware of how to contact SMT to give feedback and ask questions and all queries will be responded to. Regular surveys are currently sent	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		to pupils for feedback on the provision in place.		
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.	Principal and Bursar as SLT leads: chairman and H&S link governor.	Low risk	
4	No system to communicate with parents and staff that have not returned to school for fear of infection.	We will continue to communicate with all parents through the channels outlined in 1 above	Low risk	
5	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Letter/handbook sent to all staff and parents regarding the SD and hygiene rules in school and regular reminders will follow. Posters in school will also act as a reminder. Class teachers will ensure pupils wash their hands with soap and water at regular intervals including on entrance to school and hand sanitiser will be provided in all classrooms and communal areas.	Low risk	
6	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff have been made aware of the symptoms of COVID 19 and any updates from the government will be passed on. Staff have been made aware of the SD, hygiene and	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		infection control policies and procedures both in writing and at staff meetings and understand how these apply to their role.		
7	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	No school transport is operating at this time.	N/a	
8	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	<p>Drop off and pick up times are being staggered for different year groups to minimise numbers entering the school at one time. Not necessarily possible for parents of Year 1 children to remain in vehicles but a member of the Estates team will marshal the car park at these times to ensure SD in place.</p> <p>Two metre marker lines to be sprayed outside of entrances used to encourage SD.</p>	Low risk	Year 6 will be dropped off and picked up at different times to any senior schools who may be on site. Parents will be able to either park outside the school grounds or drive along the front drive of the senior school. Children will be met by their teachers on the field and then taken into school in the morning. At the end of the day, teachers will bring their



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

				groups to the field for children to meet their parents. Parents will be asked not to hover in the school grounds and move on quickly.
9	Insufficient registration throughout the day including lack of temperature / health checks.	Registration will take place as normal, at normal times. Temperatures will be taken of all staff, pupils and visitors (if any) showing signs of the virus or if others suspect they may have signs of the virus.	Low risk	
10	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Pupils will largely be staying in their own section of the school to minimise mixing. Tape markings to be placed in corridors to keep individuals to a one-way system in single file when movement is necessary. Staircases to be designated as 'up' or 'down' to prevent crossing paths.	Low risk	Year 6s will be moved to the senior school from 22.06.20 in 3 distinct groups using 3 large rooms to allow for SD. Other than the use of their own designated toilets and to be escorted



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		<p>Staff room will be limited to no more than 5 people at a time and staff will be expected to adhere to SD whilst in there - staff will be encouraged to remain in their teaching room as much as possible.</p> <p>Indoor communal areas for pupils are not planned to be used. No assemblies will take place at this time.</p> <p>Playgrounds will be zoned to ensure groups stay separated from each other with enough space for individuals within each group to SD.</p>		<p>outside to play they will not be moving freely around the school.</p> <p>Each group will be given its own space for outdoor play.</p>
11	Learning and recreational spaces not configured to SD rules.	<p>Numbers in classrooms will be limited.</p> <p>Desks are to be spread out to allow for as much distance as possible between pupils and pupils will be encouraged to stay at their own desk as far as possible.</p> <p>Playgrounds will be zoned to ensure groups stay separated from</p>	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		each other with enough space for individuals within each group to SD.		
12	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Start and end times are being staggered and all classes to be kept in their own group throughout the day to minimise mixing. After School Club and Breakfast Club only to be run for key worker children to minimise numbers and to prevent mixing of groups.	Low risk	After School Club and Breakfast Club for key worker children in Year 6 will be held in the library at the Senior School so as to allow joint supervision with the limited number of children in Years 7-9 who also use this service and who will be based in the Jenifer Cole Room.
13	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Our usual pastoral system, including the support of the Nurse, Counsellors and Chaplain remains in place to deal with such issues.	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

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.	All of these regularly reviewed, updated and shared.	Low risk	
2	DSL and ADSL not easily contacted and their contact information not known to all.	DSLs and ADSLs contactable at all times and all staff are aware of how to contact them.	Low risk	
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Policy formalised.	Low risk	
4	Fire drills, routes and assembly points not rehearsed.	No change to fire routes or assembly points and the procedures have already been rehearsed as required this year. Reminders given to staff and pupils	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		that fire safety trumps SD rules and, in the event of a fire, to leave by the usual exit even if this goes against the one-way system set up in corridors/stairs. In the event of a fire, staff and pupils will go to their usual assembly point but staff will attempt to ensure that the pupils adhere to SD as much as possible whilst at this point.		
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	Class sizes will be reduced significantly to allow for SD to apply as much as possible in classrooms. Teachers and their classes will form 'bubbles' that will stay together throughout the school day and will have minimal contact with other groups.	Low risk	Year 6s are being moved to the senior school from 22.06.20. The 6 existing very small bubbles will be merged into 4 bubbles with larger bubbles to facilitate the release of staff to look after other year groups that are being brought in for some pastoral support. By moving this year group to the senior site this allows the use of



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

				significantly larger rooms to enable SD for these larger bubbles which will still be within government guidelines.
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Specialist staff attached to each 'bubble' are aware of children's needs.	Low risk	
7	Staff not having sufficient down time / rest during the working day / week?	Staff rotas in place.	Low risk	
8	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Not applicable to 1 June phased return as no new staff or pupils.	Low risk	Still not applicable at 15.06.20
9	SCR and required documents not properly verified or recorded.	Any recruitment activity will adhere to Safe Recruitment Procedures and required documents will be verified in line with new guidelines.	Low risk	
10	Plans to working and learning outside not fully considered	Standard operating procedures allowing for SD will be followed.	Low risk	
11	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	Outdoor activities in 'bubble' groups only. No contact sports.	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		Risk assessments will be drawn up for any specific activities undertaken to take into account additional COVID 19 risks.		
12	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Sporting, play and SD rules will be communicated to all parents via a return to school letter/handbook initially and staff will be informed in writing and through staff meetings. Pupils will be instructed on these rules on the return to school and regularly reminded.	Low risk	
13	Drama, dance and music activities not applying SD or hygiene rules	Drama, dance and music activities will not initially be returning in the first phase of re-opening.	Low risk	
14	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Risk assessments to be drawn up to take into account specific COVID 19 risks if such activities are to take place.	Low risk	
15	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Both junior and senior school staffrooms will be initially limited to 5 people and staff will be encouraged to stay in their teaching rooms as much as possible. All shared computers in the senior	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		<p>workroom and junior staff room will be disconnected and staff will be told to use their own chromebooks/classroom computers only.</p> <p>Biscuits won't be provided at this time for staff and they will be asked to bring their own (nut free) snacks if necessary.</p> <p>Staff will be encouraged to wash their hands immediately after using a shared resource such as a photocopier.</p>		
16	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All checked as normal.	Low risk	
17	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	<p>Drop off and pick up procedures to be communicated to parents in return to school letter/handbook with regular reminders given if necessary. Staff will be given rules in writing and at staff meetings and will be regularly reminded if necessary.</p> <p>Cleaning contractors to be given instructions on arriving safely and</p>	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		on SD rules whilst on site (at the end of the day only when minimal children and staff are around). Other contractors and visitors only to be allowed on site where essential and will be accompanied.		
18	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Corridors will have minimal activity due to groups being kept to own areas of school. Corridors and stairs will be laid out as a one-way system as far as possible with tape, signs and barriers in place. No indoor common rooms to be used. Outdoor play areas to be separated off to keep groups separated from each other whilst giving individuals within those groups enough space to apply SD.	Low risk	
19	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Desks will be positioned to allow for maximum SD for the numbers in each class - which will be less than half of the usual numbers. PPE will be supplied in each classroom in the form of tissues (and lidded bins in which to dispose of them), disinfectant wipes and hand	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		sanitiser. Teachers will be encouraged to use disinfectant wipes to wipe down desks and equipment throughout the day and thorough cleaning will take place each evening. The Nurse will be on-site during the day to provide additional cleaning where necessary.		
20	Minimising contact and mixing not effective in the classroom and during breaks.	Rules to be set out to pupils initially and regular reminders given out. Teachers instructed to encourage SD throughout the day.	Low risk	
21	No regular breaks for handwashing during the school day.	Staff and pupils will be asked to wash their hands on entry to the school and teachers will ask pupils to wash their hands/use hand sanitiser at various points during the day in addition to before eating.	Low risk	
22	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Plenty of soap and water provided in all toilets and hand sanitiser supplied in every classroom and all communal areas.	Low risk	
23	Hygiene stations not stocked, checked and cleaned regularly.	Stocks of tissues, soap, hand sanitiser, gloves, aprons and masks	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		(the latter three for use by the Nurse and others who may have to be in very close contact with children) reviewed regularly by the Nurse and replenished as necessary.		
24	Unnecessary items not removed from classrooms and other learning environments.	All classrooms set up in half term holiday and reviewed by the Bursar/Head of Juniors during that week to ensure all unnecessary items have been removed.	Low risk	Layout of new classrooms for Year 6s at the senior school to be reviewed by Bursar/Head of Juniors before opening.
25	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	All classrooms set up in half term holiday and reviewed by the Bursar/Head of Juniors during that week to ensure all unnecessary items have been removed.	Low risk	Layout of new classrooms for Year 6s at the senior school to be reviewed by Bursar/Head of Juniors before opening.
26	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Use of google classroom for in school learning will facilitate this.	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

27	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Assemblies not happening in person in this first phase of re-opening. Break times staggered and zoned. Drop off and pick up times staggered.	Low risk	
28	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	School lunches to be provided as packed lunches rather than the usual hot provision. This allows lunches to be delivered to classrooms which keeps class groups together and minimises mixing.	Low risk	
29	Hazards and risks of providing breakfast and after school clubs not understood.	Breakfast and After School Club cannot be safely provided for the number of children due to be in school from 1 June therefore the provision will continue for key workers' children only. Minimal numbers allow for SD.	Low risk	After School Club and Breakfast Club for key worker children in Year 6 will be held in the/so as to allow supervision with the limited number of children in Years 7-9 who also use this service and



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

				who will be based in the Jenifer Cole Room.
30	Medical advice for vulnerable staff not being followed and insufficient support. (All vulnerable staff who are wanting to return to school are undergoing an individual risk assessment with the Nurse. If it is felt that they are safe to be in school, any reasonable adjustments needed to keep them safe will be documented, implemented and reviewed regularly.	Low risk	
31	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support. (14.5.20)	Our usual pastoral system, including the support of the Nurse, Counsellors and Chaplain remains in place to deal with such issues. 05/05/20 letter to all employees covered support for mental health issues	Low risk	

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
--	--------	------------------	---------	-------------------------



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

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.	Government guidance followed as a minimum and shared with staff.	Low risk	
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Regular reminders as previously noted.	Low risk	
3	No / insufficient staff supervising / supporting normal medical staff?	Nurse to be on the junior site every day and sufficient first aid trained staff to be on both sites at all times to support.	Low risk.	Year 6s to be moved to senior school site from 22.06.20. Sufficient trained first aiders to be on site at all times and Nurse always available for telephone consultation or to travel to the senior site if needed.
4	Insufficient medical staff to deal with temperature testing, isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Nurse to be on site every day and would be the first port of call for dealing with any suspected cases with clear guidelines drawn up for temperature testing, isolating and use of PPE. If Nurse were unavailable, other first aiders would be used following the strict guidelines developed by the Nurse. No outside appointments.	Low risk	Year 6s to be moved to senior site from 22.06.20. There will be a designated trained first aider on the senior school site each day to take responsibility for any suspected



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		Sufficient first aiders plus Nurse on site to deal with normal medical issues.		COVID cases using the clear guidelines drawn up for temperature testing, isolating and use of PPE.
5	Insufficient First Aid trained personnel (ratio) for pupils in school	Supervision rotas to include sufficient first aid trained staff.	Low risk	
6	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Nurse and first aiders to conduct any temperature testing if COVID is suspected.	Low risk	
7	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	Guidelines regularly reviewed and shared.	Low risk	
8	Medical room(s) improperly equipped.	Stocks of PPE regularly reviewed by the Nurse and replenished when necessary.	Low risk	
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.	PPE to be provided is in line with government guidelines and therefore will be limited to tissues, soap and hand sanitiser for most. Staff who are required to have close contact with a child (for example through intimate care) will be provided with gloves, aprons and masks and trained in correct use by the Nurse. Nurse to be	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		<p>provided with full NHS standard PPE due to close contact and potential mixing with various groups.</p> <p>Face masks are not to be provided to all staff and pupils, in line with government guidance, due to the potential hazards of incorrect use. However, staff and pupils will not be prevented from using their own should they wish to. In such cases, the Nurse will discuss with the individual staff member/parent the correct use and hazards of incorrect use.</p>		
10	Sickness management rules and the “don’t come to work if you are ill” not understood or observed. (14.5.20)	Regular reminders to be given to staff and parents regarding not coming into school with symptoms or during any imposed self-isolation period. Anybody arriving at school with a temperature will be sent away.	Low risk	
11	School unaware of any staff and pupil pre-existing medical conditions.	Annual health assessments recorded and all staff and parents asked about any medical issues	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		that make them higher risk as part of return to school questionnaires.		
12	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes). (16.5.20) and/or 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.	All parents/staff to be reminded to inform Schools about their COVID status once reopened and also to inform the Schools if they have been in contact with someone who has tested positive. Staff records kept by HR.	Low risk	
13	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Nurse to keep records of those sent home with symptoms and they won't be allowed to return until either a test proves they are negative or the required self-isolation period has passed.	Low risk	
14	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Nurse/HR to contact in line with accepted policies.	Low risk	
15	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school. (14.5.20)	All staff and parents asked about such scenarios as part of return to school questionnaires.	Low risk	
16	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Isolation rooms set up at school with clear notices and will be used if any pupil/staff member shows symptoms until they can be	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		collected. More than one room available for use if necessary. After use, room will ideally be closed up for 72 hours before being thoroughly cleaned and open for use again. This will be achieved by having the use of more than one room. If necessary to clean and use in less than 72 hours, PPE will be worn by the person cleaning the room thoroughly.		
17	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Only conducted by nurse and trained first aiders in accordance with published procedures.	Low risk	
18	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	No change to usual procedures.	Low risk	
19	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils (16.5.20)	No anticipated visits of any outside medics and pupils and staff with medical appointments will be dealt with in the usual way. Returning to school after a medical appointment will require handwashing on entry.	Low risk	
20	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Staff will supervise their own group of pupils to ensure they comply with SD and hygiene issues and any	Low	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		issues will be reported. Staff will be provided with regular reminders on the rules but will not be physically supervised due to the need to minimise the amount of contact with individuals outside their group.		
21	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Any essential contractors will be required to sign in at reception and will be asked to sanitise their hands immediately. Contractors will be supervised where possible but will also be given clear instructions on entry regarding SD and hygiene. Contractors will not come into contact with pupils and are unlikely to come into contact with many staff members.	Low risk	
22	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The Nurse to be provided with full PPE and sufficient cleaning materials. She is a Registered Nurse and fully trained plus is keeping up to date with the regular guidance given by Public Health England.	Low risk	
23	Lack of policy / procedures on washing school clothes so as to prevent infection of staff and pupils.	Pupils are being asked to come in non-uniform, in easy to wash	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		clothes and to wash and change these every day. This will be communicated to parents in the initial return to school letter/handbook and regular reminders will be sent if necessary. The same guidance is to be given to staff.		
--	--	--	--	--

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Support staff to have the same regular briefings as teaching staff. For any partial opening many support staff will be able to continue to work from home. Those physically required to be on site, in some cases on a rota with their colleagues, will be catering staff, junior school office staff, Estates team, IT staff, Nursery Nurses/Teaching Assistants.	Low risk	The further re-opening of the senior school site will require a member of the senior school office staff to also be on site from 22.06.20



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Tissues and hand sanitiser to be provided in every room. Estates staff/Nursery Nurses/Teaching Assistants/Office staff (in their capacity as first aiders) to be provided with aprons, gloves and masks if it is necessary for certain cleaning jobs or close contact with poorly children. In the case of dealing with poorly children in the Nurse's absence, the Nurse's clear guidelines for infection control are to be followed.	Low risk	
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Will be reviewed on at least a weekly basis both in-house and with cleaning contractors.	Low risk	
4	Security and access systems not regularly checked, updated and re-coded.	Same procedures as normal.	Low risk	
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Estates team to review and sign off that this is not the case.	Low risk	
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Existing fire routes and procedures will be able to operate and are not impeded by reconfigured areas.	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

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).	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	Year 6s to be on senior school site from 22.06.20 which has been open for senior school key worker children from 1.06.20 so no change to normal procedures.
2	Insufficient gas supply, venting and valves?	Junior school has been operating as a working school for key	Low risk	As above



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		workers' children throughout so no change to normal procedures.		
3	Air conditioning units, ducts not checked on re-occupying school facilities.	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	As above
4	Ventilation and extraction systems not checked.	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	As above
5	Electrical tests not up-to-date including emergency lighting and PAT	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	As above
6	All electrical equipment bought in to school PAT tested?	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	As above
7	Water testing for temperature, flow and legionella not in date for test.	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	As above
8	Water supply not tested for legionella on re-opening facilities.	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	As above
9	Fire alarm panel, system and extinguishers not in date and not serviced.	Junior school has been operating as a working school for key	Low risk	As above



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		workers' children throughout so no change to normal procedures.		
10	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	As above
11	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Sufficient catering staff to provide packed lunches for the children and staff expected in from reopening on a rota basis with sufficiently low numbers in the kitchen to maintain SD. Cleaning contractors have sufficient staff to provide the service requested.	Low risk	
12	Servery and dining room rules not properly considered, inadequate or safe.	Packed lunches to be delivered to classrooms and class teachers to monitor SD whilst eating lunch (which will be taken outdoors whenever the weather allows).	Low risk	
13	Insufficient drinking supplies and hydration available in dining room.	All children encouraged to bring their own full water bottle each day and will be given opportunity to fill up during the day. A drink will be supplied with packed lunch too.	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

14	Laundry wash and dryers not serviceable, unable to cope with demand, temperature requirements and insufficient wash products.	Laundry requirements are limited to kitchen towels etc (reduced use to normal) and soiled clothes resulting from accidents by children. Unlikely to be more than usual capacity. All PPE used for contact with anyone with symptoms is disposable.	Low risk	
15	Suspended services not re-set.	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	Year 6s to be on senior school site from 22.06.20 which has been open for senior school key worker children from 1.06.20 so no change to norm
16	Approach not agreed to any scheduled or ongoing building works.	No such scheduled or ongoing building works at this time.	Low risk	
17	Suppliers not following appropriate SD and hygiene measures	Only relevant suppliers are of catering items and stationery, books etc to school. All deliveries will be received at the door and suppliers won't enter school. Those collecting deliveries are to wash/sanitise hands after receipt.	Low risk	
18	Waste procedures not reviewed or sufficient.	Lidded bins provided in each classroom for tissues which will be double bagged. Any PPE used after being in contact with an individual	Low risk	



COVID-19 Risk Assessment for Phased Return to Schools (Year 6) Updated 15.06.20

		with symptoms will also be double bagged and stored for 72 hours before being removed.		
19	Pest control services not recorded, deficiencies not identified or actioned.	Junior school has been operating as a working school for key workers' children throughout so no change to normal procedures.	Low risk	
20	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles unlikely to be used at present but are fully insured and maintained in any case. If children were to be taken out in a school vehicle a separate risk assessment would be performed which would review the hygiene materials needed for the journey.	Low risk	