



COVID-19 Risk Assessment - Dame Allan's Junior School Updated 29.11.2021

COVID 19 Control Measures for Schools from Step 4 (19 July 2021 onwards)

1. Ensure good hand hygiene for everyone

- a. **Hand hygiene.** Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.
- b. **Respiratory hygiene.** The 'catch it, kill it, bin it' approach continues to be very important.
- c. **Use of personal protective equipment (PPE).** Most staff in schools will not require PPE beyond what they would normally need for their work. [Guidance on the use of PPE in education, childcare and children's social care settings](#) provides more information on the use of PPE for COVID-19.

2. Maintain appropriate cleaning regimes, using standard products such as detergents.

- a. You should put in place and maintain an appropriate cleaning schedule. This should include regular cleaning of areas and equipment, with a particular focus on frequently touched surfaces.
- b. PHE has published guidance on the [cleaning of non-healthcare settings](#).

3. Keep occupied spaces well ventilated.

- a. When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
- b. You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consolidation when holding events where visitors such as parents are on site, for example school plays.
- c. Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.
- d. If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by fresh air supply.
- e. Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturer's recommendations.
- f. Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).



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g. You should balance the need for increased ventilation while maintaining a comfortable temperature.

4. Follow PHE advice on testing, self-isolation and managing confirmed cases of COVID 19.

a. When an individual develops COVID 19 symptoms or has a positive test

- i. Pupils, staff and other adults should follow PHE advice on when to self-isolate and what to do. They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID 19 (for example. they are required to quarantine).
- ii. If anyone in your school develops COVID 19 symptoms, however mild, you should send them home and they should follow public health advice.
- iii. For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
- iv. If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation, if possible. Appropriate PPE should also be used if close contact is necessary. Any rooms they use should be cleaned after they have left.
- v. The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection.](#)



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Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Amend to safeguarding practices sent to staff and shared with parents 03.04.20. Regular updates subsequently as per normal practice.	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 Headmistresses' Conference, Independents Schools' Bursars' Association and others. This is reviewed on receipt by members of SMT/the Nurse and disseminated as appropriate to other staff/governors.	Low risk	
C	Staff and parents do not know or understand the new 'control measures' (see explanation above) and how they are applied.	Staff - To be addressed in HoDs meetings before term starts, full school meetings on training days.	Low risk	



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		Parents - detailed letter sent out on explaining procedures.		
D	Changes not regularly communicated to staff, their unions, pupils, parents, visitors, contractors and governors.	Any changes to procedures as a result of changing guidelines are to be immediately notified to all relevant parties before being implemented.	Low risk	Update re masks in communal areas sent to all staff on 28.11.21. Reception staff know to ensure visitors are wearing/given masks unless exempt.
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 governors through either the regular schedule of meetings or through calling an emergency meeting if necessary.	Low risk	
F	Insurers and / or brokers 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	
G	Local authority and health protection team not engaged prior to the beginning of term.	School Nurse liaising as appropriate. Experienced now at dealing with local HPT.	Low risk	
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Communicated in regular letters and emails with staff, parents and pupils.	Low risk	
I	No contingency or outbreak management plan in case of an outbreak in school or local area.	Contingency plans in place to ensure continuity of education for individuals and groups who are self-isolating through the use of Google Classroom. Teaching staff who are self-isolating as required by NHS Test and Trace (but are not	Low risk	



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		<p>currently ill with symptoms themselves) can continue to teach remotely. Support staff roles can largely be covered through home working or delegation to others if self-isolation is necessary. If all catering staff have to self-isolate then packed lunch provision may be necessary. Cleaning staff operate in separate sections of the school and are unlikely to have to self-isolate as a group. If that were to happen and no alternative cleaning provision could be sourced then we would revert to remote learning until the situation was resolved.</p> <p>Plans in place to quickly revert to the use of bubbles, masks and other restrictions where necessary.</p>		
J	Control and hygiene measures not regularly communicated, understood, applied and checked.	Staff and pupils to be briefed at start of term and given regular reminders. Staff to check pupils are applying rules and give further reminders where appropriate.	Low	



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K	Insufficient consideration to minimise contact and maximise distance if required for a temporary period.	Plans in place to rapidly return to bubbles and one way system if necessary.	Low risk	
L	Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	As per 2020/21, all rooms are to have constant fresh air ventilation with windows at least ajar with regular purges of air with windows fully open. CO2 monitors to be introduced in some rooms over the autumn term to better understand how well ventilation is working and if improvements need to be made. Spot checks of rooms to be made to ensure staff and pupils and complying and regular reminders to be given.	Low/Medium risk	
M	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	Monthly fogging with antimicrobial product to be introduced to give added protection to touch zones. This is in addition to the usual end of day/morning cleaning of the whole school. Teachers will also have access to wipes to wipe down desks etc during the day if necessary and will be encouraged to do so at the start of afternoon lessons as a minimum.	Low/Medium risk	



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N	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	As above (no boarding facilities).	Low risk	
O	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Normal visitor security will apply and visitors will be asked to sign declaration re COVID symptoms and provide details for NHS T&T at reception on entrance	Low risk	
P	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	<p>The Nurse and Estates Manager have reviewed stocks of tissues, soap, wipes and hand sanitiser and these will be ordered weekly to ensure a steady supply.</p> <p>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>	Low risk	
Q	Insufficient contingency/outbreak management plans for changes to school operation, temporary lockdown, re-closing, loss of catering or teachers?	Teaching staff who are self-isolating (but not ill) can continue to teach remotely. Support staff roles can largely be covered through home working or delegation to others if self-isolation is necessary. If all catering staff have to self-isolate then packed lunch provision may be necessary. Cleaning staff operate in	Low risk	



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		<p>separate sections of the school and are unlikely to have to self-isolate as a group. If that were to happen and no alternative cleaning provision could be sourced then we would revert to remote learning until the situation was resolved.</p> <p>The schools are fully prepared for a return to home learning should that be necessary.</p> <p>For less serious outbreaks, the return to utilising a number of restrictions including masks and bubbles can be implemented at a day's notice.</p>		
R	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated and communicated.	Regular updates carried out.	Low risk	
S	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Staff will be asked to report issues to the Bursar as they arise for all issues to be dealt with promptly. Review of risk assessments and any issues arising will become standing agenda at SMT meetings	Low risk	



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		to ensure at least fortnightly full review and weekly high level review.		
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Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	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	New staff, parents and pupils joining school not provided or updated with full induction process or aware of changes and potential hazards.	Staff - To be addressed in HoDs meetings before term starts with full school meetings on training days. Pupils - the new rules will be the focus of the initial day in school to ensure all are fully understood.	Low risk	
3	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.	Low risk	



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4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	Principal and Bursar as SMT leads; Chairman and H&S link governor taking lead from governing body.	Low risk	
5	No school representative identified to liaise with local authorities and local health protection team.	School Nurse to perform this role. Successful liaison with local health protection team has occurred whenever a positive case has arisen.	Low risk	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	School Nurse liaising as appropriate.	Low risk	
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	School Nurse to perform this role.	Low risk	
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Being dealt with through HR and School Nurse.	Low risk	
9	Lack of mechanism for parents of pupils with significant risk factors to discuss concerns and provide reassurance of the measures put in place to reduce the risk in school.	School Nurse will coordinate this.	Low risk	
10	No staff, pupil and / or parent health declaration implemented or recorded.	Staff and pupil health declarations are updated at the beginning of each academic year.	Low risk	
11	If required by NHS T&T, Insufficient information on where pupils, staff and visitors have been located in school	All classes have recorded seating plans from which no deviations are allowed. Staff/pupil timetables and class groups recorded through	Low risk	



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		iSAMS and records kept of any extra-curricular groups attended.		
12	Staff, parents and pupils not self-isolating/testing in line with government procedures after holiday and work visits abroad as per government guidance.	Staff are aware of the need to isolate through an amendment to the absence policy which has been communicated multiple times.	Low/medium risk	
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Staff and pupils given information at the start of the term regarding regular hand sanitising/washing and sanitising stations provided around school and at all entrances. Poster reminders up around school. Behaviour policy updated to include hygiene issues.	Low/medium risk	
14	Class and activity rooms not properly and regularly ventilated with fresh air	All staff have been briefed on the need for natural ventilation in all rooms whilst occupied and the government guidance shared. Observations show that this is well complied with. Further monitoring will take place through the use of CO2 monitors.	Low risk	
15	Staff not trained or regularly updated in COVID-19 symptoms, how these rules apply to teaching?	Staff have been given such training at the start of term training days and any updates to guidelines will be	Low risk	



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		given in staff briefings/via emails to all staff.		
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	All staff and pupils will be asked to wash/sanitise hands on entry to mitigate this risk.	Low/medium risk	
17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	Guidance given as part of pre-start of term letter.	Low risk	
18	Learning and recreational spaces not de-conflicted or configured as for school policy.	Where possible, desks to be arranged so that pupils are facing forwards and not each other where possible. Classrooms configured to ensure that teacher can be 2 metre away from pupils should they choose to and that be appropriate.	<Low risk	
19	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Junior school pupils tend not to use public transport. 5 different dedicated school buses are available for use and the availability of Breakfast/After School Club gives opportunity for staggered arrival/departure to avoid busy public transport.	Low/Medium risk	
20	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Our usual pastoral system, including the support of the Nurse, counsellors	Low risk	



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		and Chaplain remains in place to deal with such issues.		
21	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, websites and search results etc	Considered as part of safeguarding update.	Low risk	



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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	All updated and reviewed as appropriate.	Low risk	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Covered on September training days.	Low risk	
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	All staff attend annual safeguarding update which includes identifying vulnerable individuals and the correct procedures to follow. DSLs in place to lead.	Low risk	
4	DSL and ADSL not easily contacted and their contact information not known to all.	DSLs and ADSLs are easily contacted and their details are known to all staff as well as being displayed around school.	Low risk	
5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Individual policies amended as appropriate and separate COVID 19 procedures written where appropriate.	Low risk	
6	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD).	No change to fire drills, registers, routes and assembly points necessary.	Low risk	



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7	Needs of each age group and class not considered discreetly in terms of support, activities and facilities.	Specialist staff attached to each age group are aware of pupils' needs.	Low risk	
8	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	<p>The 'status quo' will be that no face coverings are required, other than when using transport, but can be worn by staff and pupils who choose to do so.</p> <p>Pupils are to be asked to bring a mask with them to school each day in case there are situations in which they may become required.</p> <p>As part of the outbreak management plans, face coverings may be introduced again if appropriate and recommended by the local HPT.</p>	Low risk	Face masks for staff and visitors for communal areas reintroduced from 29.11.21 in line with government guidance.
9	Supply, peripatetic and/or other temporary staff not observing control and hygiene measures.	Any supply/temporary staff used will be briefed on COVID 19 procedures within the school before entering.	Low risk	
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	All support staff work spaces have been evaluated to ensure that the space is safe and sneeze guards/barriers have been added where necessary. Where spaces could not be safely reconfigured,	Low risk	



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		roles are being adapted to allow homeworking on a rota basis.		
11	If required, the "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised or insufficient mitigating measures.	Should there be the need to reintroduce social distancing then classrooms are already configured to allow a 2 metre distance between the teacher and pupils where possible. Other measures can be reinstated quickly, for example, in the staff room and dining hall.	Medium risk	
12	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	SEN support timetable amended with TAs working with specific year groups to minimise number of pupils in contact with.	Low risk	
13	Where a pupil routinely attends more than one setting on a part time basis (e.g. dual registered) the system of controls not considered collaboratively if there are identified risks.	Not applicable	Not applicable	
14	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Trainees fully briefed on COVID procedures/	Not applicable	
15	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Normal vetting of all volunteers (if used, which will only be if absolutely	Low risk	



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		necessary), will be carried out in line with safeguarding procedures.		
16	Recruitment process and pre-appointment checks not following legal requirements.	Any recruitment activity will adhere to Safe Recruitment Procedures and required documents will be verified in line with new guidelines.	Low risk	
17	New staff and pupil registration and induction processes not adapted or compliant.	New staff and pupils will receive normal induction process with additional guidance regarding COVID 19 regulations (as per existing staff and pupils).	Low risk	
18	Support staff and TAs in regulated activity do not have the appropriate checks.	All staff have the required checks before being able to engage in any regulated activity. No different process to usual.	Low risk	
19	SCR not updated with DBS related issues and required documents not properly verified or recorded.	SCR kept up to date and all documents verified in line with new guidelines.	Low risk	
20	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	All activities involving external coaches or organisations are risk assessed with COVID risks being added to the normal assessments.	Low risk	
21	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	Separate sports/OLED risk assessments in place.	Low risk	



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22	Physical education, sport and physical activities not following new control measures in their sport guidance.	Separate sports/OLED risk assessments in place.	Low risk	
23	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Sports specific guidance has been reviewed with regard to the ventilation and space requirements if activities are carried out indoors to ensure the ventilation is sufficient for the size of room, number of participants and type of activity. Outdoor activity still prioritised over indoor activity whenever appropriate.	Low risk	
24	Sports equipment not sufficiently cleaned as per hygiene and control measures.	Sport risk assessments in place to ensure hygiene regime in place as appropriate.	Low risk	
25	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Separate risk assessments in place for all musical activities in line with specialist guidance.	Low risk	
26	Staff not having sufficient down time / rest during the working day / week?	Non-contact time remains within timetable as usual.	Low risk	
27	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Non-contact time remains within timetable as usual. Some additional staff duties may be necessary due to staggered break and lunch times.	Low risk	
28	Staff unable to manage the provision of both in school and remote learning, if required.	If pupils are isolating staff can continue to teach those lessons	Low risk	



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		under the protocol applied to distance learning whilst teaching others physically in class.		
29	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All checked and updated as per normal procedures.	Low risk	
30	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Pupil drop off and pick up procedures clearly set out to parents and pupils before the start of term, including the allocated entrances to be used. No change needed to staff entrance/exit as naturally staggered. Contractors/visitors kept to an absolute minimum and entrance only through main reception - where sanitiser will be used and details collected for Track and Trace.	Low risk	
31	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Breakfast and After School Club will be held in the dining hall with sufficient space for the numbers who use it. Fresh air ventilation will be through open windows and sanitiser will be available at the entrance.	Low/medium risk	Face masks for staff and visitors for communal areas reintroduced from 29.11.21 in line with government guidance.
32	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Regular handwashing/sanitising to be woven into the school day with sanitiser stations at regular points around school.	Low risk	



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33	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Sanitisation stations have been provided in every entrance as well as in various points along every corridor and all staff and pupils will be encouraged to use these on entry to the school and before entering each classroom.	Low risk	
34	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Bursar, Estates Manager and School Nurse to review all stocks on at least a weekly basis.	Low risk	
35	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group not regularly cleaned.	Classrooms will be cleaned thoroughly by our contract cleaners on a daily basis and teachers will be provided with wipes to clean down any resources necessary during the day and will be encouraged to do so at the start afternoon lessons as a minimum. Shared resources will only be used ideally if they can be cleaned or (in the case of library books, for example) can be put into 72 hour quarantine between uses. If neither of these scenarios are possible and resources must be shared then users will be instructed to wash their hands before and after use.	Low/medium risk	



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		In addition, monthly fogging of all rooms with an anti-microbial product should provide some protection on the items it touches.		
36	Management of resources shared between classes not regularly cleaned.	As above	Low/medium risk	
37	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Lockers to be assigned to individuals and not touched by others. All pupils will be told that 'loitering' in toilets will not be allowed with a maximum of three individuals in a toilet block at a time and no standing around. This will be monitored by staff on duty. Use of changing rooms will be reduced by asking children to come to school in PE kit on Games days.	Low/medium risk	Face masks for staff and visitors for communal areas reintroduced from 29.11.21 in line with government guidance.
38	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Pupils and parents have been told to minimise the items brought in to essentials and that these must remain in their bags/lockers unless needed during the day.	Low risk	
39	Outdoor playground equipment should be more frequently cleaned or left fallow.	No such equipment at the senior school.		



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40	Educational visits not organised in line with protective measures.	Any such visits will be subject to individual risk assessments and will only take place if deemed low risk	Low risk	
41	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pastoral system in place with the support of Nurse, Counsellors, Psychological Therapist and Chaplain to help support pupil and staff mental health and wellbeing.	Low risk	
42	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	There will be a particular emphasis on pastoral care and return to school returns in the first few days.	Low risk	
43	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Pastoral system in place with the support of Nurse, Counsellors, Psychological Therapist and Chaplain to help support pupil and staff mental health and wellbeing.	Low risk	
44	Plans, briefing and statistics for ISI / Ofsted visit/inspection do not reflect new KCSIE or ISI Commentary.	Compliance Manager and Data Manager in place to ensure this is not the case.	Low risk	



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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Reminders to be given to staff verbally and in writing at the start of term with regular reminders throughout term. Coronavirus appendix added to absence policy and communicated to staff which makes not adhering to the rules a potential disciplinary offence.	Low/medium risk	
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	Reminders to be given to staff verbally and in writing at the start of term with regular reminders throughout term. Coronavirus appendix added to absence policy and communicated to staff which makes not adhering to the rules a potential disciplinary offence. Information given to parents and pupils and the start of term and regular reminders throughout the term.	Low/medium risk	
3	Staff and pupils not aware that from Monday 16th August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	Communicated to parents before the start of term and will be discussed in INSET days.	Low risk	



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4	Staff and pupils not aware that close contacts of a positive case will be informed by NHS T&T and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID 19.	Communicated to parents before the start of term and will be discussed in INSET days.	Low risk	
5	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Procedure developed by School Nurse and all staff informed of procedure verbally and in writing. If a member of staff/pupil is sent home with potential COVID 19 they will only be allowed to return after a negative result is communicated or they have completed the required period of isolation.	Low risk	
6	No isolation room and separate bathroom available, inadequate signs for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Medical room (which has attached bathroom) to be used as isolation area. PPE provided in all first aid kits.	Low risk	
7	Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms and pupils who have been in "close contact".	Procedure developed by School Nurse and all staff informed of procedure verbally and in writing.	Low risk	
8	Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. Sitting in a small vehicle (car) with an infected person. 	Procedure developed by School Nurse and all staff informed of procedure verbally and in writing.	Low risk	



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9	Procedures for reporting COVID-19 instances to external authorities not known or applied.	School Nurse aware of procedures and will take responsibility for reporting any instances.	Low risk	
10	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	Procedure developed by School Nurse and all staff informed of procedure verbally and in writing.	Low risk	
11	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	Procedure developed by School Nurse and all staff informed of procedure verbally and in writing. Nurse or on-site cleaners would carry out such cleaning with appropriate PPE.	Low/medium risk	
12	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Government guidance thoroughly reviewed and science of risk taken into account in all of the schools' procedures.	Low risk	
13	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Routine temperature testing not being applied. Temperature will only be taken if a pupil/staff member complains of feeling hot or generally unwell with other obvious symptoms. If other obvious symptoms exist (e.g. cough) then the individual will be immediately isolated and then sent home without testing temperature.	Low/medium risk.	



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14	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	School Nurse plus sufficient number of first aid trained staff on site.	Low risk	
15	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Temperature only to be tested by School Nurse or other trained first aiders.	Low risk	
16	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	School Nurse and other trained first aiders (as well as those performing intimate care) will be provided with appropriate PPE.	Low risk	
17	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Procedure developed by School Nurse for safe taking of temperature and relevant staff informed of procedure verbally and in writing. Records to be kept as appropriate.	Low risk	
18	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Medical room to be used as isolation/holding room.	Low risk	
19	Young children not supervised using hand sanitiser (risk of ingestion).	Not a significant issue at senior school.	Low risk	
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	All children will be supported by their class teachers in this respect.	Low risk	
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	All children will be supported by their class teachers in this respect. Regular reminders will be given with the issue regularly revisited by	Low/medium risk	



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		teachers and posters up around school.		
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Hygiene rules will be set out with all pupils and staff at the beginning of term and regular reminders given. All children will be supported by their class teachers in this respect.	Low/medium risk	
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Written into new behaviour code and all pupils will have an 'induction' in behaviour expectations	Low risk	
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Nurse with support of first aiders should be sufficient and cover nurse can be called upon if necessary. No boarders so liaison with GPs etc not necessary.	Low risk	
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Not relevant as no boarders.	N/A	
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Not relevant as no boarders - no pupils with symptoms should be in school and would be sent home unless and emergency issue in which case an ambulance would be called regardless of potential infection.	Low risk	



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27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	Will follow guidance of Public Health England in such circumstances	Low risk	
28	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	
29	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	School Nurse to liaise as appropriate	Low risk	
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Sufficient first aiders in place.	Low risk	
31	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Procedure developed by School Nurse and all staff informed of procedure verbally and in writing.	Low risk	
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	EYFS PFA training all up to date. Emergency first aid training to be renewed for those needing it in September.	Low risk	
33	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Pregnant women included in the vulnerable staff list and guidance on vulnerable/shielded staff will be followed.	Low risk	
34	Lack of School decision or policy for level of PPE required for staff or pupils.	Clear policy in place regarding circumstances in which PPE is needed - in line with government guidelines.	Low risk	
35	Insufficient training for all those that wear face coverings (if required or appropriate) including fitting, storing, care and disposal arrangements.	Face coverings only required when providing intimate care/first aid.	Low risk	



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		Printed guidance on use has been provided with all PPE supplies. Any further use of face coverings will be guided by local HPT advice.		
36	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP	Information captured through Nurse's annual health update.	Low risk	
37	CEV staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	Guidance on CEV has been followed.	Low risk	
38	Control measures in school are not sufficiently robust for clinically vulnerable to return to school.	All staff and parents will have access to the detailed risk assessments to help in decision making regarding the return to school. Measures put in place in line with guidelines to ensure COVID safe as far as is practicable.	Medium risk	
39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Vulnerable staff and children to be risk assessed and any adjustments necessary put in place, where practical, to allow them to be in school. Pastoral support, including remote counselling where appropriate, will be continued with those who are unable to be in school.	Low risk	
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	School Nurse/HR reviewing individuals with higher risk profiles.	Low risk	



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41	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	If a member of staff/pupil is sent home with potential COVID 19 they will only be allowed to return after a negative result is seen or they have completed the required period of isolation. Regular reminders sent to parents and staff about informing school if any symptoms are suspected or close contact has been made with somebody who has tested positive. Nurse/Data Manager/School secretaries are keeping a daily record of all absences and reasons including details of positive tests.	Low risk	
42	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	Staff members and parents of pupils contacted individually if known health issues. School will engage with NHS Test and Trace if informed by them, or parents/staff, of contact with a positive/suspected case outside of school.	Low/medium risk	
43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms.	School Nurse to keep record of such cases.	Low risk	



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44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Pastoral staff will liaise as appropriate with those who are not in school.	Low risk	
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Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Dedicated school transport is via two external bus companies and guidelines for operation of the services have been agreed. Drivers of school minibuses will either be Estates staff or teachers who are included in all key staff briefings and understand the guidance in place.	Low risk	
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Drivers and any supporting teachers will also be asked to wear masks whilst in a minibus.	Low/medium risk	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Drivers will be supplied with masks to wear on journeys and all minibuses equipped with cleaning material.	Low risk	



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		Estates staff will clean buses between uses and are appropriately trained.		
4	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents.	All staff reminded in September training days of the need to ensure ventilation on all journeys.	Low/medium risk	
5	Dedicated transport not aligned with the principles underpinning the system of controls	Dedicated school transport is via two external bus companies and guidelines for operation of the services have been agreed in line with latest government guidance.	Low risk	
6	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	All pupils will be required to sanitise hands on entry to buses.	Low risk	
7	No additional cleaning of vehicles (all touch points) before and after each journey.	Buses are to be thoroughly cleaned between journeys.	Low risk	
8	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	All of those signing up to the home to school transport have signed to agree to COVID 19 guidelines which include the requirement that over 11s wear face coverings.	Low risk	
9	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Symptomatic pupil unlikely to be moved on school transport - if symptomatic in school then would be isolated and parent called to collect; if symptomatic on a trip etc then would again be isolated and parent called to collect. In case of absolute emergency either ambulance would be called or, if absolutely necessary, pupil would be transported to hospital and staff would	Low risk	



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		where the appropriate PPE supplied to all first raiders.		
10	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles all registered, insured maintained and stocked as appropriate.	Low risk	

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes.	All support staff and contract cleaners (through the cleaning supervisor) will be briefed in the same way as teaching staff on any changes to procedures. Briefings will be verbal and in writing.	Low risk	
2	Physical meetings recognise, hygiene arrangements including well-ventilated rooms	Physical meetings will only be held in well ventilated rooms. Virtual	Low risk	



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		meetings via Google Meets will be encouraged where possible.		
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Support staff will all have access to sanitiser. Support staff who are also first aiders will be provided with appropriate PPE for first aid procedures, where necessary.	Low risk	
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Enhanced cleaning in place. Support staff will also have access to wipes to wipe down equipment as necessary. Sneeze guards have been fixed to desks where necessary.	Low risk	
5	Security and access systems not regularly checked, updated and re-coded.	Checked as per normal procedures.	Low risk	

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Sanitiser units present throughout school and junior classrooms also have sinks.	Low risk	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Contractors will sign in and out as normal procedures.	Low risk	
3	Contractor health declaration and pre-work briefings not considered or implemented.	Health declaration to be signed by visitors on arrival.	Low risk	



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4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	No change in procedures necessary. All visitors/contractors will be asked to sanitise hands on arrival.	Low risk	
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
6	Insufficient gas supply, maintenance, checks, venting and valves.	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	<p>Most rooms in the senior school have a system that recirculates air - air conditioning not to be used in these rooms and windows to be left open instead. Computer rooms, which don't have opening windows, do have a system of bringing in fresh air and removing stale air therefore this system will be used.</p> <p>After consultation with H&S advisor and in line with recent government guidance, heating/air con allowed on low setting as long as windows remain open for fresh air ventilation. Staff reminded to keep some fresh air coming into the rooms at all times through an open window and to regularly 'purge' the room with windows fully open for 5 minutes.</p>	Low risk	



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		CO2 monitors will be used in some rooms to determine if ventilation is sufficient and to inform further action if necessary.		
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Not applicable		
12	Fire alarm panel, system and extinguishers not in date and not serviced.	Normal procedures in operation and all checks carried out as appropriate.	Low risk	
13	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Fire doors to remain closed in line with guidance.	Low risk	
14	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen was in operation right up until summer holidays and has been through summer deep clean.	Low risk	
15	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Sufficient staff in place, some increased hours to cover longer lunchtime provision.	Low risk	
16	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Tables to be wiped down between uses.	Low/medium risk	
17	Insufficient drinking supplies and hydration available in dining room and around the school.	No change to usual provision needed.	Low risk	
18	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Additional onsite cleaner during the school day to clean high use areas.	Low risk	
19	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Cleaning contractors instructed as to new cleaning requirements and will be monitored. Cleaners have been	Low risk	



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		provided with appropriate PPE by cleaning contractor.		
20	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	As above - only contractors are cleaners.	Low risk	
21	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Monthly fogging with anti-microbial product to protect surfaces. If a deep clean is required, extra resource will be directed.	Low risk	
22	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Procedures written and shared by school nurse.	Low risk	
23	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Cleaners have been provided with appropriate PPE by cleaning contractor.	Low risk	
24	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Washing machines on site only used to clean kitchen cloths which are always done at 90 degrees.	Low risk	
25	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	All services either continued throughout or have been re-set.	Low risk	
26	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Not applicable		
27	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Food and other deliveries to operate as normal with receiving staff to wash hands immediately after touching deliveries.	Low risk	
28	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	In line with government guidelines, waste disposed of as normal with any potentially contaminated materials 'double bagged'.	Low risk	
29	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Normal procedures in operation and all checks carried out as appropriate.	Low risk	



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30	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	Periodic reviews and amendments in response to changing guidance and local prevalence of pandemic.		
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