

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Responsible
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policy & procedures regularly updated.	Staff and pupils kept safe.	EW
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government advice constantly reviewed.	Latest Government advice applied.	NW/JL
C	Changes not regularly communicated to staff, pupils, parents and governors.	All relevant parties advised regularly.	All relevant parties kept up to date with latest advice.	NW/JL
D	Changes to assessments, procedures and other important matters not reviewed by Governors	All important matters advised to Governors. Weekly meetings.	Governors fully updated with all important matters.	JL
E	Insurers not consulted with school's re-opening and / or amended plans.	Insurance Broker consulted prior to re-opening and subsequent plans.	Appropriate insurance cover provided.	JL
F	Suspended services and subscriptions not re-set.	Suspended services and subscriptions reset on re-opening.	Continuity of services and subscriptions maintained.	JL
G	Access to school not controlled effectively.	Secure access procedure in place.	Secure access controlled.	SB
H	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	SD & hygiene rules advised and applied.	Risk of infection kept to a minimum.	All
I	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Staff & pupils regularly reminded and compliance with rules checked.	Staff and pupils constantly aware of hygiene and SD rules.	All
J	Insufficient supplies of hygiene materials and not being suitably placed.	Hygiene materials fully stocked and inventory monitored for re-supply.	Sufficient hygiene materials available for all on site.	DO
K	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.	Cleaning schedule agreed with contractor based on areas used with particular attention to high risk areas.	All utilised areas including high risk areas cleaned thoroughly on a twice daily basis to minimise risk of infection.	DO

L	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Sanitised wipes in place for the cleaning of shared teaching equipment which is done at beginning/end of each session.	All shared teaching equipment kept clean, minimising risk of infection.	DO
M	No contingency plans in place for the transition to full opening (or re-closing) including rapidly sharing updates and decisions.	Contingency plans in place for full opening and re-closing.	Bursar leading on contingency plans to enable rapid updating and decision taking.	SLT
N	All hazards identified properly mitigated and regularly re-assessed?	Regular review of identified hazards undertaken by Facilities Manager.	Risks regularly re-assessed and mitigated.	SB

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

	Hazard	Control Measures	Outcome	Responsible
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Communication channels constantly reviewed.	Communications channels kept open.	CL
2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Robust two-way feedback and reply procedures in place for all parties.	Full communication with all parties maintained.	SLT
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.	Responsible SLT members identified for COVID-19 matters, kept on call and contact details advised.	Responsibility for COVID-19 matters known together with contact details. Bursar and Deputy Head to circulate.	SLT
4	No system to communicate with staff that have not returned to school for fear of infection.	Headmaster's PA to contact staff who have not returned to school (for fear of infection).	Ability exists to contact staff who have not returned to school (for fear of infection).	JJ
5	Lack of knowledge of where pupils / staff have travelled from (other than home and school). (via app or written diary?)	Pupils and staff to complete form for irregular travel and provide to Headmaster's PA.	Pupils and staff travelling actions known.	All

6	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Hygiene rules and procedures in place and enforced.	Hygiene standards maintained.	DO
7	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	COVID-19 symptoms & SD rules as updated advised to all staff.	All staff aware of latest COVID-19 symptoms and SD rules.	SB/DO
8	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	SD, hygiene, PPE and cleaning of school transport in place.	If school transport is required it meets the COVID-19 rules and procedures.	SB
9	At drop-off and pick-up parents remain in vehicles and SD outside gates and entrances.	Parents are required to maintain SD at drop-off and pick-up. SD markers set up in appropriate areas.	SD maintained during drop-off and pick-up.	Duty staff
10	Insufficient registration throughout the day including lack of temperature / health checks.	Registration maintained throughout the day including health checks. Temperature check made on pupils prior to entering school.	Pupils constantly monitored to identify health issues.	Duty staff
11	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Transit spaces and social zones are configured to SD rules by the Facilities Manager.	SD maintained in all transit spaces and social zones.	SB
12	Learning and recreational spaces not configured to SD rules.	Learning and recreational spaces configured to SD rules.	SD maintained in learning and recreational spaces.	SB/Duty staff
13	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Timetabling of different age groups taken into account to minimise cross- exposure.	Cross-exposure of different age groups minimised.	KQ
14	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Counselling is in place.	Issues of this nature can be addressed.	KQ

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

	Hazard	Control Measures	Outcome	Responsible
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	Safeguarding, codes of practice and staff handbook policies are regularly reviewed and updated.	Relevant policies and procedures are kept up to date.	SLT
2	DSL and ADSL not easily contacted and their contact information not known to all.	DSL and ADSL readily available and contact information known to all.	DSL and ADSL are contactable at any time.	EW
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	All relevant policies updated for COVID-19 issues.	COVID-19 issues covered.	SLT
4	Fire drills, routes and assembly points not rehearsed.	Fire drills are undertaken in accordance with Fire Safety policy and SD will be in operation when these currently take place.	Fire Safety maintained.	SB
5	Class sizes not reduced and kept together in their "bubble" (minimising contact with others) or properly supervised.	Class sizes are appropriate and kept together in their "bubble" and are suitably supervised.	Contact with other class groups/bubbles is minimised.	Duty staff
6	Needs of each age group and class not considered separately in terms of support, activities and facilities.	Each age group's needs are taken into account for support, activities and facilities.	Each age group's needs are met.	KQ
7	Insufficient monitoring of staff throughout the day including lack of temperature / health checks.	Monitoring of staff maintained throughout the day including health checks. Temperature check made on staff prior to entering school.	Staff constantly monitored to identify health issues.	Duty staff
8	Staff not having sufficient down time / rest during the working day / week?	Appropriate staff down time/rest is provided. Two members of staff allocated to each JH class/bubble.	Staff able to perform their duties satisfactorily.	KQ
9	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	No new staff or pupils currently allowed on site. Registration and recruitment policies & procedures are compliant.	Registration and recruitment policies & procedures compliant with new staff and pupils being inducted and registered at a later date.	NW/JL

10	SCR and required documents not properly verified or recorded.	SCR & required documents properly verified & recorded.	SCR is compliant.	JL/JJ
11	Plans to working and learning outside not fully considered.	Organisation for working and learning outside has been considered.	Working and learning outside will be made safe.	KQ
12	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered.	Non contact sport, adventure play, Forest school, gardening, etc. regulated by the organising teachers.	These activities can be undertaken safely.	KQ
13	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Sporting, play and SD rules made clear to all.	All those attending school are aware of these rules.	NW/KQ/JL
14	Drama, dance and music activities not applying SD or hygiene rules	SD and hygiene rules applied to Drama, dance & music activities.	Drama, dance & music activities can be undertaken safely.	Duty staff
15	Risk assessment for sport, play, drama, dance and music activities not properly formulated.	Risk assessments to be carried out for sport, play, drama, dance and music activities prior to activity.	These activities will be undertaken safely.	Duty staff
16	Staff meetings and staff rooms unregulated in terms of space, equipments, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff meetings and staff rooms to be regulated by Bursar & Admin. staff.	Staff meetings can take place safely. Staff rooms can be used safely.	JL/Admin
17	Security and access systems not regularly checked, updated and (where necessary) re-coded.	Security and access systems regularly checked, updated and access point codes changed.	Access is secure.	SB
18	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not been shared, understood or applied.	All drop-off, pick-up and in and out routes have been advised and are monitored.	Access and egress is safe.	JL/SB/JJ
19	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Transit spaces and social zones are configured to SD rules.	SD maintained.	SB
20	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Classrooms reflect SD, PPE, screening and cleaning rules.	Classrooms are safe places.	DO/Duty staff

21	Minimising contact and mixing not effective in the classroom and during breaks.	Contact and mixing minimised in the classroom and during breaks.	Contact minimised.	Duty staff
22	No regular breaks for handwashing during the school day.	Regular breaks for handwashing in place.	Hygiene maintained.	Duty staff
23	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Sufficient hygiene stations in place.	Hygiene maintained.	DO
24	Hygiene stations not stocked, checked and cleaned regularly.	Hygiene stations reviewed and cleaned regularly.	Hygiene maintained.	DO
25	Unnecessary items not removed from classrooms and other learning environments.	Unnecessary items removed from classrooms and other learning environments.	Hygiene maintained.	Duty staff
26	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Items that are difficult to clean removed and stored.	Hygiene maintained.	Duty staff
27	Staff unable to manage, whilst in the transition phase, both in school and remote learning.	Staff supported throughout remote learning and transition phase.	Staff able to manage.	SLT
28	Assemblies, break times, drop-off and collection times not sufficiently well staggered.	Assemblies cancelled except for class assemblies, break times, drop-off and collection times staggered.	Contact with others minimised.	KQ
29	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Times and areas identified for consumption of packed lunches which avoid cross-contact.	Contact with others minimised.	KQ
30	Hazards and risks of providing breakfast and after school clubs not understood.	Breakfast club not provided. Twilight care regulated.	Hazards identified and dealt with.	KQ
31	Medical advice for vulnerable staff and children not being followed and insufficient support both at school / home.	Medical advice for vulnerable staff and children followed.	Vulnerable staff and children catered for.	DO/JJ/AD
32	Pupil and staff mental health and wellbeing not properly considered with individual needs not identified or support.	Pupil and staff mental health and wellbeing recognised and supported.	Pupil and staff mental health and wellbeing managed.	SLT

33	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings.	Activities not operating safely re-scheduled.	Safety maintained.	SLT
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Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Responsible
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.	Severity of symptom variances understood.	Identification of “relevant” symptoms.	DO
2	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	“catch it, bin it, kill it” rule re-emphasised (posters placed in classrooms and around the school).	Hygiene maintained.	DO
3	No / insufficient staff supervising / supporting normal medical staff?	Sufficient staff in place for medical attention (first aid, etc.)	Health support available.	JL/DO
4	Insufficient First Aid trained personnel (ratio) for pupils in school.	Sufficient First Aid trained personnel in place.	First Aid cover available.	JL/DO
5	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Training provided by the Assistant Bursar in the use of temperature testing equipment which is recorded.	Proper temperature testing takes place.	DO
6	Medical policy, procedures and appropriate response to spectrum of medical issues not being revised or shared?	First Aid policy & procedures reviewed and advised.	Appropriate First Aid policies in place.	JL
7	Medical room(s) improperly equipped.	Isolation room and other medical room(s) properly equipped.	Isolation room and medical room(s) available.	DO
8	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 requirements established.	PPE arrangements in place.	SLT
9	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Sickness management rules understood and observed.	Avoidance of infection.	JL/DO/Admin

10	School unaware of any staff and pupil pre-existing medical conditions.	School aware of staff and pupil pre-existing medical conditions. Medical details for staff updated May 2020 and pupils Sept 2019.	"Vulnerable" staff and pupils known.	DO/JJ/AD
11	Lack of knowledge on whom has been tested (positive or otherwise) for COVID-19 and if it is recorded (for elimination purposes).	Record of COVID-19 tests kept.	Previous testing knowledge available.	DO/JJ/AD
12	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.	COVID-19 contact information recorded for staff and pupils.	COVID-19 contact information available.	DO/JJ/AD
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).	COVID-19 symptom recording maintained.	COVID-19 symptom information available.	DO/JJ/AD
14	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Dialogue maintained by Headmaster's PA.	Information available.	JJ
15	Inadequate information on who is shielding another family member and/or who has a condition that precludes their attendance at school.	Adequate information maintained.	Information available.	JJ
16	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Separate area for isolation in place and regularly cleaned.	Clean, separate area available.	DO
17	Temperature testing undertaken using unsafe methods, not recorded or kept appropriately.	Appropriate temperature testing utilising face coverings undertaken and recorded.	High temperatures identified and recorded.	DO/JJ/AD
18	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Appropriate emergency procedures in place.	Emergency procedure available.	SB
19	No regular supervision of staff and pupils to ensure they comply with hygiene rules (and the use of PPE where specified as needed)	Staff and pupils regularly supervised for compliance with hygiene rules.	Hygiene maintained.	SLT
20	Insufficient registration, induction, supervision and temperature checking of contractors where essential work is required on site.	Appropriate measures in place in the event of contractor visits.	Contractors can visit safely.	JJ
21	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	First Aid staff have sufficient equipment, materials & training.	First Aid available and Hygiene maintained.	DO

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Responsible
1	Support staff not briefed on changes regularly.	Support staff briefed on changes regularly.	Support staff aware of changes.	JL/DO
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Support staff have sufficient PPE, cleaning materials and training.	Support staff fully equipped.	DO
3	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaning regimes reviewed and inspected regularly.	Hygiene maintained.	DO
4	Security and access systems not regularly checked, updated and re-coded.	Security and access systems regularly checked, updated and re-coded.	Security maintained.	SB
5	Reconfigured areas, zones and routes hampering fire exits and routes.	Reconfigured areas reviewed for fire safety.	Fire safety maintained.	SB
6	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire and emergency procedures and routes regularly inspected.	Fire and Emergency procedures effective.	SB

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Responsible
1	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Sufficient heating and cooling systems in place.	Appropriate temperatures of building spaces maintained.	SB
2	Insufficient gas supply, venting and valves?	Sufficient gas supply, venting & valves.	Gas supply maintained.	SB
3	Air conditioning units, ducts not checked on re-occupying school facilities.	Air conditioning units and ducts checked on a regular basis.	Air conditioning operating safely.	SB
4	Ventilation and extraction systems not checked.	Ventilation and extraction systems checked.	Appropriate ventilation and extraction maintained.	SB
5	Electrical tests not up-to-date including emergency lighting and PAT	Electrical tests, emergency lighting tests and PAT testing up to date.	Electrical safety maintained.	SB
6	All electrical equipment brought in to school PAT tested?	All electrical equipment brought into school PAT tested.	Electrical safety maintained.	SB

7	Water testing for temperature, flow and legionella not in date for test.	Water and Legionella testing up to date.	Water safety maintained.	SB
8	Water supply not tested for legionella on re-opening facilities.	All water outlets flushed daily.	Water safety maintained.	SB
9	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire equipment servicing and testing up to date.	Fire safety maintained.	SB
10	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen cleaned ready for eventual re-opening.	Kitchen clean for eventual re-opening.	DO
11	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Cleaning Contractor fully briefed and staffed for cleaning requirements.	Hygiene maintained.	DO
12	Servery and dining room rules not properly considered, inadequate or safe.	Dining room not currently in operation.	Dining room not currently in operation.	DO/JI
13	Insufficient drinking supplies and hydration available in dining room.	Dining room not currently in operation. Hydration points available in corridors which are regularly cleaned.	Dining room not currently in operation but clean hydration points available.	DO/JI
14	Suspended services not re-set.	Suspended services re-set	All services available.	JL/DO
15	Approach not agreed to any scheduled or ongoing building works.	No ongoing or scheduled building works.	No ongoing or scheduled building works.	JL/SB
16	Suppliers not following appropriate SD and hygiene measures.	SD & hygiene measures in place for visiting suppliers.	Hygiene maintained.	SB/DO
17	Waste procedures not reviewed or sufficient.	Waste procedures sufficient.	Waste removal satisfactory.	SB/DO
18	Pest control services not recorded, deficiencies not identified or actioned.	System for pest control in place.	Pest control maintained.	SB
19	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles fully registered, insured, maintained and stocked with appropriate hygiene materials.	School vehicles fit for purpose.	SB/DO