

## WESTFIELD SCHOOL (17 May 2021)

### 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	Staff and parents do not know or understand the 'system of controls' and how they are applied.	Staff and parents advised of the system of controls and how they are applied.	Staff and parents kept aware of system of controls in place.	NW/JL
D	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
E	Changes to assessments, procedures and other important matters not reviewed by Governors	All important matters advised to Governors' meetings.	Governors fully updated with all important matters.	JL
F	Insurers and/or brokers not updated with school's amended plans.	Insurance Broker consulted prior to re-opening and subsequent plans.	Appropriate insurance cover provided.	JL
G	Insufficient liaison with Local Authority and health protection team over testing and actions.	L.A. & H.P.T. communicated with on a continuous basis.	L.A. & H.P.T. aware of school's plans and actions.	KQ
H	Active engagement with NHS test & trace and the procedures not understood by all staff and parents.	Records in place for test & tracing activity and procedures advised to staff and parents.	Test & tracing procedures in place and staff and parents aware of these procedures,	All
I	Insufficient systems and staff to support training and contact tracers.	System set up for training for testing and contact tracing.	School able to undertake testing and contact tracing.	JL/DO
J	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff, parents and pupils advised about NHS Test and Trace procedures.	Staff, parents and pupils aware of NHS Test and Trace procedures.	NW

K	Record of names of pupils/staff in their groups/bubbles, locations visited and seating arrangements not updated on a regular basis.	Staff and pupil locations, etc. is continually updated by relevant staff.	Knowledge of “close” contact information maintained so that appropriate action can be taken in the event of an infection.	KQ/JJ
L	Insufficient preparation for communicating with parents, carers, staff and pupils in case of infection and the necessity for self-isolation.	Communication procedures in place in case of infection.	Cases of infection communicated to relevant persons together with advice with regard to self-isolation, etc.	KQ/JJ
M	No contingency plans for self-isolation of individuals, groups, multiple pupils and/or staff.	Self-isolation procedures in place and isolation room designated and prepared. Blended learning (incl. remote) system in place.	Procedures for self-isolation known and on-site provision made. Blended learning (incl. remote) system provided.	All
N	Insufficient consideration to minimising contact and maximising distance between all those in school wherever possible.	All school spaces and activities organised based on ‘bubbles’, social distancing and hygiene measures.	Full consideration given to minimising contact and maximising distance between all those in school wherever possible.	All
O	Social Distancing (SD), ventilation and other hygiene rules not sufficiently robust, understood, communicated, applied or checked.	SD, ventilation & hygiene rules robustly designed, advised, communicated, applied and checked.	Risk of infection kept to a minimum.	All
P	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to.	SD rules and safety precautions for activities advised and monitored.	SD and safety maintained during school activities.	All
Q	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 etc.	Cleaning schedule agreed and reviewed with contractor based on areas used with particular attention to high risk areas.	All utilised areas including high risk areas cleaned thoroughly on a regular, scheduled basis to minimise risk of infection.	DO
R	High risk areas not being regularly monitored for hygiene.	High risk areas monitored daily.	Hygiene of high risk areas maintained.	DO
S	Access to school not controlled effectively and visitor details not recorded.	Secure access procedure in place with record of visitors maintained.	Secure access controlled.	SB/JJ

T	Insufficient supplies of hygiene materials and PPE not readily available, suitably stored or located.	Hygiene materials and PPE fully stocked and appropriately located with inventory monitored for re-supply.	Sufficient hygiene materials and PPE available for all and located appropriately on site.	DO
U	Inadequate contingency plans for changes to school operation such as re-closing, loss of catering or teachers resulting from infections or local/national lockdown.	Contingency plans in place for changes to school operation.	School operation covered for changes in circumstances.	SLT
V	Insufficient contingency plans in case of medical need for self isolation of individuals, multiple pupils, staff or local outbreaks.	Contingency plans in place for self isolation of individuals, multiple pupils, staff or local outbreaks.	Self isolation achievable for various scenarios.	SLT
W	Risk assessments and protective measures for out of school clubs and activities not regularly updated.	Risk assessments for out of school clubs and activities updated on a continual basis.	Out of school clubs and activities are properly risk assessed regularly.	JL
X	Risk assessments not regularly reviewed and updated based on feedback and issues identified from all those in school.	Regular feedback reviewed and acted upon.	Risk assessments constantly reviewed based on feedback.	SB
Y	All hazards not identified properly mitigated and regularly re-assessed.	Regular review of identified hazards undertaken by Facilities Manager.	Risks regularly re-assessed and mitigated.	SB

### Risk Assessment for COVID-19 Test and Trace Process

	Hazard	Control Measures	Outcome	Responsible
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Parents, pupils, staff and governors advised of test and trace processes.	Parents, pupils, staff and governors aware of test and trace processes.	NW
2	No school "COVID-19 Testing Privacy statement".	COVID-19 testing Privacy statement on website and advised to staff, parents, pupils and governors.	Staff, parents, pupils and governors aware of COVID-19 Testing Privacy statement.	JL
3	T&T data not recorded securely with consideration given to deletion after 30 days.	T & T data recorded securely and deletion considered after 30 days.	GDPR compliant.	JL

4	Those that have had “close contact” with someone tested positive for COVID-19 are not aware of self-isolation requirements (10 days followed by no high temperature).	All “close contacts” advised of self-isolation requirements and conditions for return to school.	“close contacts” aware of self-isolation requirements and conditions for return to school	JL/DO
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### Self testing Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Responsible
1	LFD kits not supplied and distributed in time or safely.	Program for distribution compiled and properly managed.	LFD kits provided on time and safely.	DO/JJ
2	LFD Testing kits not properly managed and tracked	LFD testing kit receipt and distribution log maintained.	LFD testing kits properly managed and tracked.	DO/JJ
3	Self-testing not conducted in accordance with guidelines and supervised where required.	Testing procedure instructions provided with the testing kits.	Guidelines for self testing, including supervision provided with the testing kits.	DO/JJ
4	All results not reported, collated and recorded by the individual and the school.	Program for testing compiled and results recorded in school register.	Tracking of all tests monitored and recorded.	JJ/MB

### Pupils, Parents 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 circulated together with contact details.	SLT

4	No school representative identified to liaise with local authorities and local health protection team.	SLT representative appointed to liaise with L.A. and L.H.P.T.	School representative identified.	KQ
5	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	L.A. and L.H.P.T. contacted prior to re-opening.	L.A. & L.H.P.T. engaged prior to opening.	KQ
6	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.	Protocol in place to inform L.H.P.T. in respect of confirmed cases and rise in sickness absence.	Notification plan in place.	KQ
7	No staff, pupil and / or parent health declaration implemented or recorded.	Health declaration system in place.	Health issues recorded.	JJ/DO/AD
8	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
9	Insufficient information on where pupils, staff and visitors have been located in school including the make up of bubbles and activity groups.	The location of everyone in the school and the make up of bubbles and activity groups is continuously updated.	"Close" contact information is always up to date in the event of an infection.	KQ/JJ
10	Staff, parents and pupils not self-isolating after holiday and work visits for 10 days to non-government agreed countries.	Travel plans and self isolation requirements recorded.	Self isolation requirements monitored.	JJ/AD
11	Lack of robust rules 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
12	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
13	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
14	At drop-off and pick-up parents not complying with SD policy 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

15	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
16	Learning and recreational spaces not configured to SD rules for different groups or bubbles.	Learning and recreational spaces configured to SD rules.	SD maintained in learning and recreational spaces.	SB/Duty staff
17	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
18	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Counselling is in place.	Issues of this nature can be addressed.	KQ
19	Strategy to keep children safe online not re-assessed and insufficient consideration of supervising access to the internet, checking apps, web sites, search results, etc.	Bespoke internet safeguarding software installed to monitor/block inappropriate internet access.	Online safeguarding achieved.	CL

### Pupils and Staff - Safety Risk Assessment in the COVID-19 Environment

	<b>Hazard</b>	<b>Control Measures</b>	<b>Outcome</b>	<b>Responsible</b>
1	Lack of review, update or sharing of safeguarding, code or 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	CPD does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	CPD programme contains all the relevant training.	Appropriate training achieved.	SLT
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	Vulnerable pupils, parents and staff identified and supported.	Vulnerable persons catered for.	JJ/DO/AD
4	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
5	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

6	Revised fire drills, registers, 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
7	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
8	Staff and pupils (where applicable) moving between classes and year groups not maintaining distance from pupils and other staff nor wearing face coverings.	Face covering and distancing instructions issued to all concerned. Face coverings are to be used in common areas of Senior House (corridors, etc.) by all and in common areas of Junior House by staff. A one way system within the school is in force.	Spread of infection minimised and distancing maintained.	SLT
9	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	School activities organised to minimise contact between groups and/or bubbles.	Contact between groups and bubbles minimised.	SLT
10	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	School activities organised so that distinct and consistent bubbles are maintained.	Integrity of bubbles maintained.	SLT
11	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Large gatherings restricted to individual bubbles.	Mixing of groups avoided.	All
12	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Control measures in place for specialist teaching, wraparound care and transport.	Controls maintained.	SLT
13	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Younger pupils will be constantly reminded of the importance of maintaining distance where possible.	Distancing of younger pupils achieved where possible.	All
14	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Measures in place for SEND pupils.	SEND pupils catered for.	ALS
15	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 to address identified risks.	Pupils attending from NSB will have their temperature taken upon registering and will be required to SD in their own group and wear face coverings where appropriate.	External pupils attending will not impact on other pupil groups.	JJ/Duty staff

16	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Classrooms organised for side to side, forward facing configuration.	Contact risks reduced.	SLT
17	Staff not having sufficient down time / rest during the working day / week?	Appropriate staff down time/rest is provided.	Staff able to perform their duties satisfactorily.	KQ
18	Lack of new staff and pupil induction. Registration and recruitment processes not adapted or compliant.	Registration and recruitment policies & procedures are compliant.	Registration and recruitment policies & procedures compliant with new staff and pupils being inducted and registered.	NW/JL
19	SCR and required documents not properly verified or recorded.	SCR & required documents properly verified & recorded.	SCR is compliant.	JL/JJ
20	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
21	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
22	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.	SLT
23	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
24	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
25	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/DO/JJ/AD
26	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
27	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



28	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Transit spaces and social zones are configured to SD rules with one way system in place (with appropriate signage) and face coverings compulsory for all.	SD maintained.	SB
29	Classrooms don't reflect SD layout, PPE, screening, enhanced cleaning rules and timings.	Classrooms reflect SD, PPE, screening and cleaning rules.	Classrooms are safe places.	DO/Duty staff
30	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
31	No regular breaks for handwashing during the school day.	Regular breaks for handwashing in place.	Hygiene maintained.	Duty staff
32	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc.	Sufficient hygiene stations in place.	Hygiene maintained.	DO
33	Hygiene stations not stocked, checked and cleaned regularly.	Hygiene stations reviewed and cleaned regularly.	Hygiene maintained.	DO
34	Unnecessary items not removed from classrooms and other learning environments.	Unnecessary items removed from classrooms and other learning environments.	Hygiene maintained.	Duty staff
35	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
36	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Staff and pupils instructed to use their own equipment.	Cross- contamination risk reduced.	All
37	Classroom based resources, such as books and games and all frequently touched surfaces, which are used and shared within a group or bubble not regularly cleaned.	Teachers instructed to regularly clean all items and areas concerned. "Quarantining" of items also in place.	Hygiene maintained.	All
38	Outdoor playground equipment should be more frequently cleaned.	Regular cleaning of outdoor play equipment in place.	Hygiene maintained.	All
39	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 between bubbles minimised.	KQ
40	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Non-overnight educational visits organised within bubbles.	Contact between bubbles minimised.	All

41	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Timings re-arranged and SD maintained.	SD maintained and contact with other bubbles minimised.	KQ
42	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Breakfast club and twilight cover re-arranged to minimise cross- contact of year groups/bubbles.	Hazards identified and dealt with.	KQ
43	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
44	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
45	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Pastoral and extra-curricular support in place.	Social engagement achievable.	All
46	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Support available to pupils in relation to COVID-19 issues.	Support provided.	All
47	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings.	Activities not operating safely re-scheduled.	Safety maintained.	SLT

### Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Responsible
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Sickness management rules fully explained.	Sickness management rules observed.	JL/DO/Admin
2	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 explained to staff and pupils.	Appropriate isolation achieved.	SLT
3	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	10 day isolation requirement explained.	Appropriate isolation achieved.	SLT
4	No isolation room available and no access to PPE for those attending to unwell staff and pupils.	Isolation room designated and PPE available for attending staff.	On-site isolation achievable.	JL/DO

5	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Procedures in place for COVID-19 notifications.	COVID-19 notifications made.	SLT rep.
6	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
7	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	Information provided in relation to actions required for coughing and sneezing issues.	Infection minimised.	DO
8	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
9	Insufficient First Aid trained personnel (ratio) for pupils in school.	Sufficient First Aid trained personnel in place.	First Aid cover available.	JL/DO
10	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
11	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/DO
12	Medical room(s) improperly equipped.	Isolation room and other medical room(s) properly equipped.	Isolation room and medical room(s) available.	DO
13	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
14	Those pupils and staff identified as “clinically vulnerable” not identified and insufficient measures taken to reduce risks.	All “clinically vulnerable” staff and pupils identified and appropriate measures taken.	Risks minimised.	All
15	School unaware of those staff and pupils who have been identified as “clinically extremely vulnerable” during national lockdown.	School aware of staff and pupils who have been indentified as “clinically extremely vulnerable” and appropriate action taken.	“Clinically Extremely Vulnerable” staff and pupils known and dealt with accordingly.	SLT

16	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
17	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 and actioned.	DO/JJ/AD
18	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
19	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
20	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
21	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
22	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
23	First Aid 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
24	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Uniform policy modified (Jacket optional) including wearing of gym kit for full day when P.E. lessons occur. Normal washing advised.	Infection from clothing minimised.	All

### 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 enhanced, reviewed or inspected regularly and not conforming to revised hygiene rules.	Cleaning regimes enhanced, reviewed and inspected regularly.	Hygiene maintained.	DO
4	Admin. Staff facing each other in the office not protected from infection/transmission.	Admin. Staff facing each other in the office wear face coverings.	Admin. Staff Infection/transmission minimised.	JL/DO/JJ/MB
5	Security and access systems not regularly checked, updated and re-coded.	Security and access systems regularly checked, updated and re-coded.	Security maintained.	SB
6	Reconfigured areas, zones and routes hampering fire exits and routes.	Reconfigured areas reviewed for fire safety and tested during fire drills.	Fire safety maintained.	SB
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Fire and emergency procedures and routes regularly inspected and tested during fire drills.	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 on a regular basis.	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 reconfigured, stocked and cleaned ready for re-opening.	Kitchen set up for re-opening.	DO
11	Insufficient staff and cleaners to maintain high standards of hygiene.	Staff and Cleaning Contractor fully briefed on cleaning requirements.	Hygiene maintained.	DO
12	Servery and dining room rules not properly considered, inadequate or safe including cleaning of hard surfaces between sittings.	SD maintained in dining room and cleaning regime in place between sittings.	SD and hygiene maintained.	DO/JI
13	Insufficient drinking supplies and hydration available in dining room.	Adequate drinking & hydration supplies maintained.	Hydration fully maintained.	DO/JI
14	Cleaners have insufficient or revised instructions for the enhanced cleaning regime.	The cleaning contractor has been fully engaged in the formulation of the enhanced cleaning programme.	Enhanced cleaning regime fully operated.	DO/Contractor
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, new routes, arrival details, etc.	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