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COVID-19 – RISK ASSESSMENT (5): AUTUMN TERM 2020

Introduction

As part of the Government's drive to encourage people to return to the workplace and especially resume education for all children, this risk assessment has been updated in line with the Government guidance for the reopening of the school as fully as possible from 9th September. The assessment has been reviewed in light of some operational changes that have been made following the half-term break and it is noted that the school will be continuing with these operations during the next phase of national lockdown, which commences on Thursday 5th November. This revision represents a full review of all elements and previous arrangements have been removed, the details of which can be found in the earlier assessment documents.

The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains in place as does the obligation to risk assess and implement relevant control measures. Government advice for re-opening in September and updates issued since then, to include the arrangements for notification of confirmed cases, has been taken into account. Such advice recognises that while COVID-19 remains in the community, schools will be required to make judgments concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources.

Rationale

This risk assessment and its associated actions have been prepared as part of the ongoing 'duty of care' the school has for the whole community: governors, staff, parents, pupils and visitors. A 'duty of care' means a legal obligation to ensure the safety and well-being of others. Some duties are well-established, such as “the teacher and pupil relationship”, and “the employer and employee relationship”, but with COVID-19 the school is continually having to make difficult and timely decisions in order to fulfil this wider duty of care to our pupils, parents and staff.

All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:

- Identify what could cause injury or illness in the organisation (hazards)

- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk

The test when considering whether a duty has been discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”. Where “must” is shown below this reflects the action which is essential for public health reasons, as advised by PHE.

Advice and Guidance

ISBA aims to provide up to the minute advice and guidance to the independent schools community through the bursar and their staff. There is no monopoly on good ideas and practice and the key is generating confidence across the school community and possessing all the resources required to ensure the safety of all. The format of the risk assessment follows guidance issued by ISBA, with the intention of identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors have changed and the resulting measures will be published on the school website.

Running the School - Assessing the Risk

Assessing COVID-19 is particularly awkward as the outcome of the risk assessment for one group within a school will have an impact on another: teaching staff, support staff, visitors and contractors (these groups are allowed access in exceptional circumstances only) and pupils of varying age groups and class size.

There is a legal requirement for schools to revisit and update their risk assessments, building on the learning to date and the practices already developed, and to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Some risk assessments may require daily revision and should include but not be limited to:

- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
- B. Is government advice being regularly accessed, assessed, recorded and applied?
- C. Are changes regularly communicated to staff, their unions, pupils, parents and governors?
- D. Are changes reviewed by governors?
- E. Are changes shared with insurers?
- F. Is there early liaison and active engagement with the local health protection team?
- G. Do staff understand NHS Test and Trace procedures?
- H. Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?
- I. Is contact minimised and distance maximised between all those in school wherever possible?
- J. Are Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?

- K. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?
- L. Are high-risk areas being regularly monitored for hygiene?
- M. Are suspended services and subscriptions re-set or updated due to new needs?
- N. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- O. Are there sufficient supplies of hygiene materials and are they well placed?
- P. Are contingency plans in place for operational changes such as re-closing, loss of catering?
- Q. Are all the hazards identified properly mitigated and regularly re-assessed?

In addition to the above, the following will need to be considered for pupils, parents and staff:

- R. Currently the Government does not recommend pupils wearing a face covering in schools although they may be worn by certain staff (roving specialist teachers, cleaners, chefs, medical staff, etc) and any necessary visitors (in the event of an emergency or the recitification of any other urgent issue with health & safety implications) or on certain occasions such as in buses to help mitigate risk although this is not mandated on dedicated transport.
- S. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities. PPE may include:
 - a. Face coverings.
 - b. Gloves.
 - c. Eye protection (including goggles and visors).
 - d. Shields (for lecterns, desk separators, staff desks, reception, servery).
 - e. Sanitisers (gel and tissues).
- T. Enhanced cleaning arrangements to:
 - a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces.
 - b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers
 - c. Musical instruments, balls, bats, bails, batons etc
 - d. Kettles, biscuits tins, milk containers, aprons, towels (if used) cloths, mops etc
 - e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.
- U. Consideration of how to reduce contact and maximise distancing between those in school, where ever possible, and minimise potential for contamination by:
 - a. Using outdoor space.
 - b. Altering classroom layout with desks facing the front.
 - c. Staggering timetables for drop-off, assemblies, breaks, lunch, playtime, pick-up times.
 - d. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.
 - e. SD in spaces such as halls and dining areas and groups are staggered through spaces.
 - f. Recording groups and bubbles compositions in case pupils need to self-isolate.
- V. Medical.

- a. Are ill staff and pupils or those tested positive in the last 7 days staying at home?
 - b. Pre-existing medical conditions are fully declared?
 - c. Have all vulnerable pupils, parents and staff been identified and recorded?
 - d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
 - e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes)
 - f. Who has come into contact with anyone tested positive to COVID-19?
 - g. Who has travelled where (and when): other than home and school?
 - h. Have those who have been abroad self-isolated / quarantined for 2 weeks: if required?
- W. Have all adhered to the external socialising rules set by the school for shopping, parties, day trips, games, play, activities and travel (other than home to school and return)?
- X. Are plans being considered for school events including plays, parent and teacher meetings?

A grid, to record the hazards, control measures and outcomes, is at Annex A. The document is set out in sections as follows:

Section 1	Overall Risk Assessment in the COVID-19 Environment (page 6)
Section 2	Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment (page 13)
Section 3	Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment (page 21)
Section 4	Medical Risk Assessment in the COVID-19 Environment (page 39)
Section 5	Support Staff Risk Assessment in the COVID-19 Environment (page 50)
Section 6	Facilities Management Risk Assessment in the COVID-19 Environment (page 52)

System of Controls

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

Prevention:

- 1 minimise contact with individuals who are unwell by ensuring those who have COVID-19 symptoms, or who have someone in their household who does, do not attend school.
- 2 clean hands thoroughly more often than usual.
- 3 ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach.
- 4 introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- 5 minimise contact between individuals and maintain social distancing wherever possible.
- 6 where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

7 engage with the NHS Test and Trace process

8 manage confirmed cases of COVID-19 amongst the school community

9 contain any outbreak by following Department of Education and local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Conclusion

The risk posed by the virus is dynamic and will remain so for the foreseeable future. Many different stakeholders of varying ages and health will bring a multiple of shifting risks that must be considered on a daily basis for the safety of pupils, staff, parents and visitors / contractors (where allowed).

The leadership team will continue to analyse and then co-ordinate the way ahead. To do this, information from agencies and knowledge of the school are paramount factors and information from membership associations such as GSA and ISBA, will continue to be used in conjunction with government advice, in order to allow informed decisions and changes that reflect a safe and secure school environment. Generating confidence in governors, staff, parents and pupils is paramount to the process of full re-opening.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of our staff, pupils, and others on site, including visitors. Therefore, decisions may have to be made that cannot appease everyone and where the school is informed of any issues, the reasons for any divergence will be recorded.

**Annex A to
 COVID-19 -
 Risk Assessment (5)**

SECTION 1: 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.	Previous policy has been reviewed internally and by external adviser; due for review in line with KCSIE 2020 currently.	Policy update underway	Target completion 09/11/2020
B	Government advice not being regularly accessed, assessed, recorded and applied.	Information collected by the Head and Bursar as a minimum is used to inform regular discussions of the planning team; collection of such reference documents into folder on CRL would be of benefit.	Collation of reference documents to be completed	Ongoing – reviewed when new information is issued
C	Staff and parents do not know or understand the ‘system of controls’ (see explanation above) and how they are applied.	Parents and staff have been sent regular letters over the past few weeks and months, together with remote meetings, in which these arrangements have been set out.	Ongoing process; flowchart summaries to be issued to all and updated when required	Ongoing
D	Changes not regularly communicated to staff, pupils, parents and governors.	Regular coronavirus letters and bulletins have been issued by the Head to the parents and staff, which have been copied in to the Governors.	Regular communications programme will continue	Review 23/11/2020
E	Changes to assessments, procedures and other important matters not reviewed by Governors	Core Governors committee have reviewed all matters at regular intervals and the schedule of committees and Board remote meetings are re-convening with the start of the new term. All meetings (including SLT) will continue to add a COVID-19 item to each agenda.	Review procedures to be developed further with Governors	Review at each committee meeting
F	Insurers not consulted with school’s re-opening and / or amended plans	Insurance broker has been kept informed and risk assessments will be shared with them as requested. Risk expert from the broking firm had also been engaged to undertake health & safety review in November, which will encompass the COVID-19 arrangements. This has been postponed to	No further action required at this stage	

		December in light of the second lockdown arrangements in force from 05/11/2020.		
G	Local authority and health protection team not engaged prior to the beginning of term.	Although it has been suggested that this be done, Head and Bursar are aware of the revised guidance to contact DfE helpline when required.	No further action required at this stage.	Review 23/11/2020
H	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Staff and parents have been provided with summaries of the relevant information and directed to the guidance provided by the Government by links, which have been refreshed as renewed guidance has been issued.	Ongoing monitoring and sharing of information is required.	Review 23/11/2020
I	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	<p>The Study has been allocated for the self-isolation of pupils on site until they are collected and staff are expected to leave the site immediately.</p> <p>Plans have been made to provide work for individual pupils who are self-isolating, with a switch to remote teaching only in the event of a bubble being required to self-isolate. Such provision would be in line with the autumn term timetable and delivery of lessons would be delivered remotely or on site as required. In either scenario, lessons would be covered by other staff in the normal manner, should it be individual staff members that are required to self-isolate.</p> <p>More contingency planning is required to make sure that the various nuances of our operations are considered and to facilitate the smooth transition between different plans as and when required.</p>	Details have been prepared for staff in order to assist with the move to MS Teams, which will be used for meetings, collaborative working and teaching where necessary.	Review by SLT 23/11/2020
J	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Posters, notices and checklists to be deployed as required and all staff to be briefed on the SD rules and mitigation to apply where SD at 2m is not possible.	Notices and checklists to be updated as required; feedback from staff and lessons learned to be incorporated into review	Daily monitoring and weekly

		<p>3 bubbles of pupils identified and their classroom, toilet, outdoor and lunch areas determined, along with transit routes where possible. The three bubbles are R, Year 1 and Year 2; Years 3 & 4; Years 5 & 6.</p> <p>In principle, the first two bubbles stay in their dedicated indoor spaces and Years 5 & 6 move around to certain (not all) specialist classrooms.</p> <p>All classroom layouts amended to remove as much extra furniture and unnecessary resources as possible and to set the tables facing the front of the class (some IWBs positions changed to facilitate this).</p> <p>Pre-Prep cloakroom facilities have been reconfigured to better utilise space at the rear of each classroom and reduce interactions.</p> <p>All staff dedicated to a bubble are to try and maintain a 2m distance at the front of the class, but it is accepted that this is particularly difficult in the Pre-Prep.</p> <p>All specialist staff are also expected to maintain a 2m distance at the front of the classes, which they visit in situ where possible to minimise travel by pupils around the school.</p> <p>Years 5 & 6 do visit more specialist rooms in half classes, where the specialists in residence are required to maintain the 2m distance.</p> <p>In all cases, mitigation by wearing a face covering and/or perspex visor will be required and staff need to carry the relevant equipment with them and make an assessment in each lesson or for each duty,</p>	<p>process; regular monitoring by SLT in transit around the school; provision of posters to be considered</p>	<p>review at SLT meeting</p>
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		cover period, transit arrangements and any non-contact time.		
K	Social Distancing (SD) and other hygiene rules not sufficiently robust, understood, communicated, applied or checked	Briefing provided for staff to be followed by notes and updates at staff meetings; girls to be inducted on their first day.	Monitoring by SLT during the course of the day, from drop off through to final collection.	Daily monitoring to take place
L	SD rules for activities (play, games, drama, music) not understood or adhered to	Briefing provided for staff to be followed by notes and updates at staff meetings; girls to be inducted on their first day. Department heads/co-ordinators to review their individual risk assessments and amend where necessary; staff informed about the requirement to do this as part of INSET H&S meeting	Monitoring by SLT and subject specialists during the course of the day.	Daily monitoring to take place
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.	Cleaning schedules have been reviewed to include repeated cleaning of high traffic areas, including all toilets to be cleaned at break, lunch and after school as a minimum. Regular cleaning of touch points is undertaken as cleaners move around the site to access classrooms and other areas for which a more detailed clean is scheduled. Sanitising materials are available in each teaching area and in other spaces such as the reprographics room for the use of staff in addition to the main cleaning regime. The girls have their own stationery items, which will be retained in school in labelled bags and which will be cleaned by the girls before they leave at the end of their session in school.	Plans in place for the cleaning regime will be reviewed during each day initially, as the actual activity once the girls have returned is assessed; Daily assessment of sanitising/cleaning consumables to be undertaken by the caretakers and top-ups/replacements provided Cleaners and caretakers to use the daily checklists that have been issued to them for this purpose.	Regular monitoring during each day from 09/09/2020

		Additional supplies of sanitising materials and resources for girls provided for additional learning spaces.		
N	High risk areas not being regularly monitored for hygiene.	All staff will be required to be vigilant and monitor high risk areas, such as toilets, dining room and kitchen on a regular basis, as these are the smallest enclosed spaces, with a higher concentration of bodily fluids.	Checklist for caretaking and cleaning staff will provide details of ongoing monitoring and will be amended in the light of lessons learned as required	Regular monitoring during each day from 09/09/2020
O	Suspended services and subscriptions not re-set or updated due to new needs in time for return to school.	There has been little need to change services and the licences for educational recording, copying of materials and public screening etc have been reviewed and renewed for the new academic year.	No further action	Review 23/11/2020
P	Access to school not controlled effectively and visitor (if allowed) details not recorded.	<p>The school office will effectively remain closed and all visitors to site (including for delivery purposes) will be required to telephone in advance in order to gain access to the site. A notice has been posted at the front and pedestrian gates with the school mobile and office numbers. Visitors to site have been restricted during the course of the pandemic to date and under the second lockdown arrangements, they are only admitted into the buildings (with strict protocols in place) to deal with urgent matters or emergency events.</p> <p>Such visitors will remain outside and a member of staff not assigned to a group will deal with them accordingly. If anyone does have to come inside (exceptional circumstances only), they will be required to sign in and will be accompanied throughout their visit.</p>	<p>Staff not assigned to groups to be reminded of procedures:</p> <p>For general deliveries/contractors</p> <p>For collection of child in the event of suspected COVID-19</p> <p>For admission of emergency services if required</p>	Ongoing

		<p>If a parent needs to collect a child who is suspected of having COVID-19 symptoms, they will be telephoned by the school office and asked to collect their daughter from the verandah. They will remain in their car and their daughter will be taken out to the them by the supervisory member of staff.</p> <p>If an ambulance is required for any other emergency, they will be directed into the the building through the usual office reception outer door or the red doors in order to assess the individual concerned, who will have been moved into the Pre-Prep cloakroom if possible, or the office reception area.</p>		
Q	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	<p>Suitable stocks have been acquired and the quantities required in each zone will be reviewed daily. Staff have been instructed to call the school mobile or the office if anything is required and a member of staff not assigned to a group will provide further supplies.</p> <p>Some problems had been experienced with the acquisition of pump operated hand sanitising units for classrooms, but the provision of more heavy duty gel dispensers for transit routes has helped mitigate this issue, whilst suitable dispensers were being sourced.</p> <p>The caretaking and cleaning team will monitor supplies overall and regular orders will be placed to keep sufficient stocks.</p>	<p>Sufficient stocks and materials are available</p> <p>Stock levels and distribution will continue to be monitored daily</p> <p>Staff have been reminded that hand sanitiser pump bottles in classrooms are to be refilled and not disposed of.</p>	Review 09/11/2020
R	Insufficient contingency plans for changes to school operation such as re-closing, loss of catering or teachers	<p>Contingency planning continues and the first steps for addressing bubble or whole school closure from an educational provision are in place.</p> <p>Loss of teachers will be covered internally as far as possible and then with the use of external agency support as required. Should the lack of the school's own teachers reach a critical level, the provision</p>	Requirement to establish SLT contingency plans is pressing and will be reviewed at the next SLT meeting.	Education provision review 09/11/2020

		would need to be reviewed and some form of blended provision may be required. Key to the operation is the contingency planning for the loss of SLT members and this planning is still being undertaken.		SLT contingency review 10/11/2020
S	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks	First Aid rota has been adapted to cater for the bubble arrangement and process in place for managing suspected COVID-19 case during working hours, so that individuals or groups can be kept in isolation until they have been collected or left the site. Details for individuals to manage their medical needs to include getting a COVID-19 test have been set out in flowcharts for both staff and parents. First Aid policy and related procedure documents to be updated accordingly; first aid training records to be reviewed and additional training of relevant staff to be updated where required.	First Aid rota, policy and procedures to be updated and training is being arranged as required.	Review 23/11/2020
T	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?	All staff and visitors are encouraged to inform the school of any concerns or questions. The planning team communicate and meet if required on a regular basis, in order to adapt and develop plans and arrangements in line with this risk assessment. The catering department have produced a dedicated risk assessment and all other areas will be updating their assessments in the next few weeks, as part of the usual annual review and also in line with the requirement to specifically review operations in line with this risk assessment.	Staff to be reminded about the requirement to update individual risk assessments (to be followed up after discussion at the H&S meeting 04/11/2020)	Review 13/11/2020
U	Are all hazards identified properly mitigated and regularly re-assessed?	In line with the guidance from the Government and other bodies, such as GSA and ISBA, all hazards have been identified and suitable and practicable mitigations put in place.		

SECTION 2: Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	<p>ICT Network Manager, office staff, Head and Bursar monitoring performance of the communication channels and relevant staff taking action as required.</p> <p>Issues have been identified with the newly acquired texting service through the MIS (Engage) and steps have been put in place to update previous texting service through Text Anywhere.</p>	Communication channels generally working well and any deficiencies in service attended to promptly.	Ongoing
2	Staff, parents and pupils returning to school not provided with full induction process or aware of changes and potential hazards.	<p>Briefing letter issued to parents and staff before the beginning of the first and second halves of the term setting out the arrangements for the return to school on each occasion and ongoing teaching, equipment requirements, lunch arrangements and so on.</p> <p>Reception parents invited to attend school with their daughters for an outdoor meeting on the day before the start of term, where they could meet the staff.</p> <p>Each year group form tutor also held remote Zoom meetings with their tutor group as part of the INSET sessions, to run through arrangements and expectations.</p> <p>All staff required either to attend or catch up on recorded Zoom meetings (moving to MS Teams ongoing), for annual H&S and safeguarding training, as well as specifics for the mode of operation of the school from September.</p> <p>All new staff to receive their general staff induction over the first couple of weeks of the term, which is</p>		Ongoing

		<p>underway, although has been delayed due to the safe establishment of procedures, monitoring of procedures and staff illness. SLT are aware of the need to complete this an interventions to support specific staff as they find their way around the school's systems is being put in place when the need arises. New members of staff for the second half of term will be similarly inducted.</p> <p>Training for all on MS Teams is being provided as part of the staff meeting programme, in order to prepare for likely isolation of a bubble or wider lockdown closure.</p>		
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>All communications from all sources are assessed for level of urgency and responded to in a timely fashion.</p> <p>Where possible, parents are directed to communicate as usual with the relevant form tutor in the first instance, but many communications still come to the Head directly.</p> <p>All staff are in communication with the girls directly on site and will be setting up assignments on MS Teams in order to establish the use of the platform for future communications as well as required.</p> <p>Issues may arise where such communication diminishes for some girls in individual isolation or where parents choose to keep them at home. Where possible, staff are providing resources and some activities to engage with such pupils if they are fit enough to undertake some activities whilst not at school, whilst the MS Teams project takes shape.</p>	<p>Communication channels are available and managed appropriately for all stakeholders.</p> <p>Some delegation of the communication requirements via the office will be developed, together with the Deputy Head when they come on board in January.</p>	Review by SLT on a weekly basis

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.	<p>Details of relevant staff and Governors are available to the office staff, Head and Bursar.</p> <p>A specific Governor has not been nominated, however, the Chairman of Governors is on call and the H&S Governor is readily available for consultation.</p>	Relevant contact details to be made readily available for office staff and planning team	Review 23/11/2020
5	No school representative identified to liaise with local authorities and local health protection team.	The Bursar has been nominated to contact the DfE and then the local health protection team in the event of notification of confirmed case(s) and to prepare any risk assessment for immediate discussion with the Head and Head of Pre-Prep, so that decisions can be made in a timely fashion. The requirement to inform the local authority has also been added to the procedures document.	Contingency plan to include cover for this responsibility in the event that the Bursar is not available.	Review 10/11/2020
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	<p>Information has been received from the NHS about local testing and prioritisation of key workers, which has been shared with staff.</p> <p>Regular updates have been received from the DfE and a small stock of test kits received and used sparingly, should staff not be able to get access to a test. Further stock has been acquired through the online portal and ongoing stocks are to be monitored.</p> <p>Returns are made with reference to pupil and staff attendance and COVID status as required to the local authority and to the DfE. Otherwise, no specific contact has been made or channel for such communication made apparent.</p>		Review 10/11/2020
7	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	In line with the latest guidance, the flowchart of actions has been updated to include the requirement to contact the DfE Helpline in the first instance, from which the school would be directed		Review when there is any

		to the health protection team when required. Additionally, the details for contacting the local authority have also been added to the flowchart of actions.		change in the guidance
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	No members of staff were unable to return to school from September, as the guidelines have required schools to make the environment as safe as possible for all. Should circumstances change for any individual, they would speak to the Head or the Bursar and the SLT would then determine how best to meet their needs, whilst maintaining a safe environment for everyone else.		To be reviewed if the situation arises
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.	All parents have the opportunity to speak to form tutors and the office staff and can be connected with the Head of Pre-Prep, DSL, Head and the Bursar. Parents can also speak through their year group parent reps, but the reps are being asked to manage general administrative matters and to direct anyone with concerns to the school staff. A complaints policy is in place and will be invoked as necessary, with a formal written approach to the Chairman of Governors, if circumstances have not been resolved satisfactorily directly with the school.	SLT to monitor the flow of communications and to pay particular attention to any matters arising due to significant risk factors within the school community.	Review 23/11/2020
10	No staff, pupil and / or parent health declaration implemented or recorded.	Health declarations have been implemented and recorded via MS Forms onto a master spreadsheet. These are repeated at suitable intervals, for example just before the resumption of school following a school holiday (including half-term breaks).		Ongoing – issued for each half term and more frequently if required.

11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	<p>Both staff and parents have been required to complete health declarations which were issued just before the start of the first half term for return by Wednesday 9th September, and again for return by Tuesday 3rd November for the second half of term, in which details of the countries (plural) that were visited including dates were requested.</p> <p>A declaration was added to the form to state the importance of the provision of accurate information and that the individual was signing it off with that in mind.</p>	<p>Form reviewed in advance of the return from the half-term break.</p> <p>Next review to take published arrangements for the Christmas period into account.</p>	Review 23/11/2020
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	<p>According to the communications shared with staff and parents, we believe that those who needed to self-isolate following travels in the summer and half-term holidays, did so. This resulted in a few lost days for a member of staff at the beginning of the term and 14 days for one pupil. One other member of staff was able to self-isolate within the holiday period and no evidence has since emerged to suggest that anyone else did not do what was required of them.</p>	<p>Review of restrictions and the requirements to self-isolate will be kept under review, so that staff and parents can be advised accordingly in advance of each holiday period as it approaches.</p>	Review 23/11/2020
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	<p>Staff have been instructed as to the hygiene standards that are expected for each's others safety and the importance of setting the right example for the pupils has been reinforced.</p> <p>Bringing in some posters and changing these from time to time to avoid such information simply becoming wallpaper is important and will be put in place.</p>	<p>Monitoring of staff behaviour needs to be ongoing</p> <p>Staff have been briefed and girls will be inducted on arrival to reinforce the importance of the rules and procedures</p> <p>Failure to comply by either girls or staff will be</p>	Ongoing

			considered to be a disciplinary matter	
14	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Staff have been issued with a flow chart and details such as the definition of a new persistent cough and what is meant by a contact have been discussed at staff meetings.		Ongoing monitoring
15	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	All parents are complying and in the event that someone does not, the staff are quick to challenge and resolve the situation/behaviour.		Ongoing monitoring
16	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Bikes, scooters and prams are not brought on to site and no specific instruction has been issued to parents about the cleaning of such frequently touched surfaces, including surfaces in or on the cars of parents or guardians. Other touch points, such as handrails and door handles on site are cleaned regularly by staff.		Ongoing monitoring – any changes in operation would take this into account as required
17	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	Guidance has been provided to parents about the protocols at the school gates and their safe conduct en route to the school rests with them. Parents travelling on foot wait with pupils at the pedestrian gate at drop off and also wait at the gate for pupils to be called up to the gate by the staff member on duty. General management of the drop off/collection activity is achieved by the use of walkie-talkies by staff at the main gate, pedestrian gate, front of the main building and in the office. Parents arriving on foot and wishing to speak to the staff on duty at the gate have been asked to wear		Ongoing

		face coverings as a result of the move to the national lockdown from 05/11/2020.		
18	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	<p>With wider use of the school site, it has not been possible to establish a one way route, although transit has been minimised and separate routes for different bubbles have been put in place where possible.</p> <p>Spaces which may have been used previously to congregate, for example, near the cloakroom once changed for PE, are now no longer used for that purpose and girls change and line up elsewhere.</p> <p>The school has some narrow transit spaces, where it is not possible to pass an individual or column of people in a SD manner. Therefore, the school has adopted a Keep Left protocol, which has been communicated to both staff and girls.</p>	Signage to support the Keep Left protocol may be required for the relevant corridor and stairwell areas.	Review 09/11/2020
19	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	Where possible, all teaching spaces have been rearranged to accommodate SD rules as far as possible. The only exception to the forward-facing arrangement is in Reception, which adheres to as much as is feasible for an Early Years setting.		
20	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	The timetabling has been prepared along very similar lines to the usual arrangements and therefore the needs and requirements for the different age groups, including lunch break		
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	<p>Use of public transport is not relevant given the school's location and some staggering of the start and finish times has been put in place.</p> <p>The drop off and collection arrangements are managed by a team of staff and parents/other</p>		

		<p>travellers are not allowed out of their vehicles on site and are met at the pedestrian.</p> <p>Where pupils are late arriving, the parent will call from the main gate and they are permitted to drive in individually to drop of their daughter at the verandah. Alternatively, they park off site and their daughter can be met at either the pedestrian or main gate by a member of staff. The gates remain closed other than at the drop-off or collection times.</p>		
22	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	The usual pastoral care systems are in place and the Head, the Head of Pre-Prep and DSL are available to speak to pupils, parents and staff on a one-to-one basis either in person or remotely as required.	<p>Seek advice about additional counselling or support routes for parents and girls.</p> <p>Check provision for staff support through insurers and publish details accordingly.</p>	Review 23/11/2020
23	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	<p>ICT manager continues to maintain the Smoothwall firewall and to restrict and monitor access to the internet and website. Adverse reports from search activities are shared with staff as required.</p> <p>e-Safety policy has been updated along with the Acceptable Use policy.</p>		To be reviewed by SLT – date to be determined

SECTION 3: 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 or practice, and staff handbook policies.	Policy has yet to be updated with reference to KCSIE 2020 and this will be completed as a priority	SLT to ensure that this is completed	SLT meeting 09/11/2020
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Separate INSET sessions were held for staff, to include briefings on operational matters and expectations of behaviour under COVID restrictions. Other sessions were held to address the usual annual training updates, to include safeguarding, fire prevention and general H&S.	Staff kept informed of any operational changes arising from changes in guidelines or changes due internal review	Ongoing
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	<p>Updated safeguarding training included information to assist staff with the identification of vulnerable children and all staff have also been made aware in staff meetings of the need to be mindful of the vulnerabilities of adults too and the responsibility this places on everyone to adhere to the rules and arrangements that have been put in place.</p> <p>Efforts have been made to provide staff welfare areas, so that staff have some contact with each other over and above remote communications and meetings.</p> <p>MS Teams will be used to facilitate links between staff and pupils, in order to support those who are more vulnerable.</p>		Review 23/11/2020
4	DSL and ADSL not easily contacted and their contact information not known to all.	In addition to the policy document, where the relevant details are provided, posters in staffrooms and staff restrooms set out the contact details. New staff are informed of this information via an essential		

		information document and as part of their induction and individual safeguarding training.		
5	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	An initial policy was devised as part of the management of the school since March 2020 and this has been developed further to encompass medical responses, SD rules and mitigation efforts, arrangements for teaching on site and remotely as required, what can and cannot be done to facilitate socialising, arrangements for lunches and break-time snacks, access to water safely to top up suitable water bottles or cups and general awareness of well-being and how best to support this for staff, pupils and visitors such as Governors and essential contractors.	The policy and this associated risk assessment, needs to be kept under regular review and shared with staff, parents and relevant other stakeholders.	Review 23/11/2020; unless other guidelines are issued in the meantime
6	Revised fire drills, registers, routes and assembly points not rehearsed.	<p>Details for fire assembly points and routes from the buildings have been confirmed and walk-through facilitated for the benefit of the girls within 3 days of school resuming.</p> <p>Existing fire drill arrangements to be adapted slightly to include specific reference to maximising SD when lining up on the main assembly area. This was not rehearsed beforehand but during the various practice evacuations in the first half of the term, suitable distancing was maintained during the evacuation process and for the checking of registers at the muster station on the tennins courts. As a result of the requirement to change the fire alarm system in the main building, an additional evacuation was arranged successfully using the telephone address system to advise occupants to vacate the buildings.</p> <p>Staff have also been advised of the change in fire exit arrangements for the Dyson Room, with the</p>	<p>Initial fire evacuation practice (unscheduled, arising from a faulty device) highlighted the need to expand on the sweeping of buildings activity, as the evacuation took place before the registration exercise was complete.</p> <p>Fire Risk Assessment to be updated to reflect the new fire alarm system (external provider to complete).</p>	Annual review to be completed at H&S committee meeting 04/11/2020.

		removal of the rear door and external fire escape stairway.		
7	Needs of each age group and class not considered discretely in terms of support, activities and facilities	<p>Each age group has been considered and the range of resources prepared are relevant to their needs.</p> <p>Access to facilities inside and outside the buildings has also taken into account the needs of the different age groups and classes.</p>	Additional support for pupils when adapting to changes in the mode of operation may be required and where this is not possible, discussions with parents may be required should a return to remote learning be the best course of action for the group or individuals within a group.	
8	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	<p>Although the staff within a zone will remain with the pupils all the time, the duties at the start and end of the day will allow for some additional time outdoors and for some controlled interaction with colleagues. Otherwise, their working day is shorter than usual and they will not be expected to undertake any lesson preparation, marking or reporting.</p> <p>The situation will need to be monitored and staff supported with sufficient time to discuss any concerns either in one of the joint meetings or with a member of the SLT.</p>	The timetable will be monitored for both staff and girls to assess the balance between work and down time and alterations will need to be made where necessary.	Review weekly by SLT
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	The school is currently not using any additional supply, peripatetic or other temporary staff. Two temporary staff appointments were made starting in September, with a further two after the October half-term, and the staff concerned have received the full briefings in common with all other staff prior to and	No further action – however, this will need to be taken into account in the future, when undoubtedly a need will arise for temporary or visiting staff not familiar	

		<p>at the start of the new term, as well as their individual induction.</p> <p>The SCR is up to date with the current state of play for new appointments scheduled for September and beyond and will continue to be reviewed and updated in the light of further staff changes.</p> <p>Recent external reviews of the register and document management have taken place and the good practices identified have continued. However, this will be reviewed again in order to confirm that the procedures and register continue to be compliant.</p>	with the school, or its operational arrangements.	
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	These will be developed as the full implications of working with strict SD rules are understood in practice. There are some roles where part-time home working at least could be facilitated and such arrangements will be discussed by the SLT, should this arise.	Review possibilities for home working where feasible.	SLT review 23/11/2020
11	The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.	<p>2m is the ideal social distance and other than in transit, this is largely maintained. However, where specialist or learning support teaching/assistance is provided, the adults involved will wear a visor and have the option of wearing a face covering in addition.</p> <p>Similar arrangements are required for the catering staff, who whilst serving are behind counters and can maintain a minimum of 1m distance for a shorter period of time facing each girl or staff member that comes past to be served.</p>		
12	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	All rules have been set out and communicated to staff and parents thus far.	All staff on site have been reminded about the SD rules and arrangements	Review 23/11/2020

		<p>There will be no visitors for the zoned areas and any other visitors to the school will be kept to a minimum and will be informed before their arrival about the SD rules in force.</p> <p>Staff inductions and briefings have been undertaken by Zoom meeting, which will continue as required.</p>	<p>for the movement of bubbles around the site; briefings and reminders will continue to reinforce this.</p>	
13	<p>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.</p>	<p>3 distinct bubbles have been identified and are consistently maintained, so that identification of those who are deemed to have been in contact (per the government definition) is possible and appropriate self-isolation can be required.</p>		
14	<p>Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.</p>	<p>All of the controls in place are manageable for the group sizes identified and no larger groups are catered for.</p>		
15	<p>Large gatherings such as assemblies or collective worship with more than one group not avoided.</p>	<p>There are no larger gatherings such as assemblies or collective worship and so this is successfully avoided.</p> <p>All staff meetings are held remotely and there are no other events or gatherings of any other kind.</p>		
16	<p>Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.</p>	<p>Other than general transit, the only circumstance for the occasional mixing into wider groups arises for wraparound care, collection on the tennis courts in the event of the evacuation of the building.</p> <p>Early start is managed with SD, use of separate resources and the supervisor wearing both visor and mask, should they need to move within 2m for brief periods during the session.</p>		
17	<p>Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.</p>	<p>The Pre-Prep staff in particular carry the burden of educating the girls and they are instrumental in the provision of the regular instruction and reminders</p>		

		<p>throughout the day. The main Pre-Prep playground retains its hexagon markings, which assist in providing a visual stimulus for the girls. The rules for parents at drop-off and collection also assist with the reinforcement of the general principles.</p> <p>It is accepted that it is not possible to keep to all of the SD rules in the Pre-Prep department in particular, which was one of the deciding factors in creating a single bubble for this group of girls.</p>		
18	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	There has been a change in staffing during the past few months and additional support has been put in place for girls in the different bubbles, in order to provide suitable learning support where necessary.		Review 23/11/2020
19	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.	This is not currently application to our setting, but would need to be considered should any future dual registration situation arise.		
20	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	<p>With the reconfiguration of some classrooms and the reduction in unnecessary furniture or equipment, all classrooms provide for forward facing desks and table, with side-by-side seating.</p> <p>This is not possible within Reception and in line with guidance for Early Years, the working space for the girls is arranged around large tables.</p>	The arrangement for learning support activities will need to be monitored as they may not always use dedicated teaching spaces	Review by SLT 09/11/2020
21	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Not relevant to our setting at this time.		
22	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	<p>The school is not making use of volunteers at present and does not expect to be able or choose so to do in the immediate future.</p> <p>This risk will be addressed should this change in the future before returning to the Fully Open mode of operation.</p>		

23	Recruitment process and pre-appointment checks not following legal requirements.	<p>Specific care and attention has been placed on maintaining the required and appropriate recruitment processes and pre-appointment checks, with the use of the remote facility for the completion of DBS checks to avoid the shared use of computer facilities for this purpose.</p> <p>This will continue to be reviewed and contracts for new members of staff, who have taken up their posts this term, are due to be issued imminently.</p>		Review 23/11/2020
24	New staff and pupil registration and induction processes not adapted or compliant.	<p>Initial pupil registration for a place at the school is undertaken on-line via the new website and the admissions process had been adapted to cater for limited tours by prospective parents. These have been suspended currently and work is nearing completion on a video for the website to assist with this process.</p> <p>New pupils and their parents are provided with full information about all of the arrangements in place, to include the provision by the school of general equipment and the new pupils are guided through their induction over the first few days of their arrival. This includes the SD and hygiene rules, as well as transit routes around the site and arrangements for the lunch provision.</p> <p>New staff follow a standard induction programme and this has been adapted to include COVID-19 arrangements.</p>		
25	Support staff and TAs in regulated activity do not have the appropriate checks.	All checks have been undertaken and the focus on recruitment and pre-appointment checks is the same for all staff, whether academic or not.		

26	SCR not updated with DBS related issues and required documents not properly verified or recorded.	<p>Manual and electronic personnel files are maintained, with all items being recorded and held in the manual record as the master file.</p> <p>The SCR is updated on a regular basis and a process for formal review had been put in place with Governors, but this has been on hold during the first few months of the pandemic. The SCR has been reviewed by an external expert previously and a similar review will be commissioned in order to confirm that the recording is robust.</p> <p>A move to fully electronic recording of the personnel information will also be considered in due course.</p>		Review by SLT 23/11/2020
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	<p>The widest possible use of the facilities and spaces has been factored into the timetabling for the curriculum, breaks, lunch, extended care and drop-off/collection, whilst maintaining the bubble arrangements.</p> <p>The plans include making as much use as possible of outdoor appropriate PE activities and other learning activities, including the use of the Morven Field.</p> <p>All meetings for larger groups are arranged remotely and any smaller face to face group meetings, such as SLT or departments, are required to use a suitable space in which they can maintain SD rules.</p>		Review 23/11/2020
28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	The choice of sporting activity has been guided by the information provided by the government, Sport England and the relevant individual sport authorities.		

		The school does not currently undertake Forest School, gardening or other adventure play and if this is to be developed, suitable controls would need to be considered.		
29	Physical education, sport and physical activities not following the measures in their system of controls.	Measures are in place and it is important that this, along with other measures, is monitored by staff and SLT.	Monitoring of activities is required in order to confirm that they are undertaken in line with	
30	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	The various SD rules in place are understood by staff and pupils and there are no visiting teams or access to sporting and play activity for parents. Should there be changes to the sporting provision, to include the introduction of visiting teams in the future, this would be an area for careful risk assessment before taking any such steps.		
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	The timetabling keeps the girls in consistent groups and the PE staff have an additional responsibility for ensuring that the additional cleaning requirements the chosen activities by require, are understood and undertaken. Where necessary, they will also guide the girls should the activities require additional attention to hygiene practices.		Review 23/11/2020
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	This is the responsibility of the PE staff for the Prep and they are assisted by or lessons given by other teachers/TAs in the Pre-Prep, who take on this responsibility. Suitable materials have been made available and the staff take the nature of the equipment to be	Monitoring by staff and SLT will be required.	Review 23/11/2020 – unless monitoring suggests earlier revision

		used and the methods of cleaning required into account before making the decision to use it.		
33	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Minimal drama activities take place within bubbles and additional risk assessments are not required. Additional care will be taken in the preparation of activities and the handover required for temporary cover in the event of the paternity leave period for the Head of Music later in November.		Review 10/11/2020
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Minimal singing is permitted within each separate class, but no wind or brass instruments are being used. Additional care will be taken in the preparation of activities and the handover required for temporary cover in the event of the paternity leave period for the Head of Music later in November.		Review 10/11/2020
35	Shared staff spaces are not set up or used to allow staff to distance from each other.	The main staffroom has been limited to those staff who are not in a bubble or do not have another designated area and they are required to adhere to SD rules in the space. They must also wear face coverings, unless seated and drinking or eating in that seat.		Review 23/11/2020
36	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	The space in such rooms is not formally regulated by markings or barriers, but furniture has been set out and SD rules explained to staff.		
37	Staff not having sufficient down time / rest during the working day / week?	The staff share duties and given the overall similarity in timing to the timetable pre-COVID, it is possible to provide staff with sufficient non-contact and rest time. Where staff have taken on additional duties for the expanded early start and after school care, this is managed through a rota such that no-		

		one is required to run multiple sessions, other than those for whom that is a specified job.		
38	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Staff are necessarily undertaking more work and care is being taken to check that workloads are manageable.		Review 23/11/2020
39	Staff unable to manage the provision of both in school and remote learning.	<p>Where there pupils missing due to self-isolation, remote provision in Prep is provided by equipping another pupil with an iPad so that the missing pupil can attend as a virtual pupil. In the Pre-Prep, remote access to materials being shared via the whiteboard is made available in tandem with other work set by the teacher. Full remote teaching will only be provided in the event that the whole bubble has to self-isolate or the school is otherwise closed.</p> <p>Those staff who were present at the school in March, have developed their experience of the enhanced offering that was established during the course of the summer term. All teaching staff, including those new to the school, have been reminded to be prepared for remote teaching at very short notice, since the beginning of the autumn term.</p>		
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	<p>The school does not have sophisticated access and control systems, but all regular maintenance checks are undertaken and any changes made that are found to be required.</p> <p>New gates have been installed at the entrance and exit to assist with the appropriate closure of the site to potential visitors, other than at drop-off and collection times.</p>		

41	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	All routes and arrangements are clear to all staff and the procedures are working well.	Ongoing monitoring is required in order to maintain the good disciplines which have been established.	Review 23/11/2020
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Additional staff are available to cover the sessions and for after school care in particular, two members are present in order to manage the delivery of pupils to the relevant exit of the building on the arrival of the collecting parent/s.		
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	<p>Staff in charge of groups that need to move around the site are aware that they may have to wait and direct movement in the most restricted walkways and stairwells. In general, the Pre-Prep girls stay within the Pre-Prep rooms and outdoor spaces and do not meet the 2 Prep bubbles in transit.</p> <p>The closest potential encounter indoors is at the end of their lunch, when they leave the Pearson Hall via the Year 1/Year 2 classroom doors in advance of Year 3/4 entering the Hall through the main Hall doors.</p> <p>Years 3/4 move minimally between the 2 classrooms dedicated to each class and staff monitor the changes for Year 4 in particular, should Years 5/6 be going to the Science Lab (opening off the courtyard), which is monitored by the staff member in charge of the Year 4 group going to the French classroom.</p> <p>All years have some time in the ICT suite and the timetable is divided into sections naturally by the break and lunch times and such sessions are used by one bubble only at a time.</p>		Review 23/11/2020

		In general, staff escort the classes that are moving around the school, other than the Year 5/6 girls who are now able to move independently. Accompanying staff are aware and need to hold back their class as required when they can see that individuals are in transit in more restricted spaces.		
44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Monitoring of spaces is required to check that the layouts and cleaning rules adopted are maintained. There is risk that things items will be moved or materials/resources begin to be shared and staff need to remain vigilant and keep all arrangements in place as set out.	Monitoring required by staff and SLT	Review 09/11/2020
45	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	All classes are required to wash their hands before and after lunch as an absolute minimum and especially following sneezing or coughing in addition.		Ongoing
46	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Pedal operated hand sanitising stations have been provided at most building entrances and at a few other locations inside and outside buildings. Sufficient additional hygiene materials are available in the reprographics room, front office, staff room as well as individual classrooms. Hand-washing facilities for staff are available in the various staff lavatories, main staff room and some teaching spaces (science, art, DT and the Pre-Prep link as examples).		
47	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	The caretaking and cleaning team review the stocks of sanitiser, suitable cleaning clothes, wipes, soaps, paper towels and other hygiene materials on a daily basis at frequent intervals. The cleaning team in particular will monitor the state of lidded and general rubbish bins inside, whilst the caretakers monitor		Review 09/11/2020

		the external waste bins. Bins themselves are cleaned on an occasional basis.		
48	Unnecessary and unused items not removed from classrooms and other learning environments.	A good deal of furniture and unnecessary resource clearance has taken place throughout the school, to include unnecessary soft toys in the Pre-Prep department.		
49	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	Some items are stored and used sparingly, with fallow periods between use where required (soft toys in the Pre-Prep).		
50	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	All pupils have individually prepared and marked transparent pencil cases, which contain the pens and pencils that they need. Where specialist sets of equipment are need, for example in art teaching, the teacher prepares a class set of equipment and cleans it after it has been used.	Behaviours to be monitored by staff and SLT.	Review 23/11/2020
51	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.	Where possible, use of shared resources is discouraged and staff are aware of additional cleaning requirements where this is not possible. The girls are not required to clean equipment themselves in order to ensure that it is done thoroughly and also to aid with the usage of cleaning materials. Either specialist teachers or the cleaning/caretaking team undertake the additional cleaning duties that are required.		Review 23/11/2020
52	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Any resources shared between bubbles are cleaned by the specialist teachers making use of the same. Where there are generally shared resources, such as iPads, these are designated to small numbers of girls and the staff booking the resources out are required to clean them before and after use.		Review 23/11/2020

		All other resources have been divided up and where necessary additional supplies have been acquired, in order to provide each bubble and in the case of essential stationery, each girl, with their own dedicated resources. In this circumstance, the resources are not cleaned specifically unless required by a visiting specialist teacher, where they are being used in conjunction with any shared resources.		
53	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	No showers are used by pupils; Years 5/6 have exclusive use of the changing room		
54	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.	Instructions have been given to parents and this is monitored as pupils arrive on foot or are taken from cars to the entrances. Any extraneous items are put to one side and returned home at the earliest opportunity.	Ongoing monitoring is required and any cases of non-adherence to the rules need to be acted upon quickly	Review 23/11/2020
55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Pupils are instructed by staff as to what materials need to be taken home and in general, the movement of such items is as limited as is possible with the busy running of the school, the demands of the curriculum and the requirement to keep clothes and other equipment washed and cleaned by parents.		
56	Outdoor playground equipment should be more frequently cleaned or left fallow.	Static play equipment is only used by one bubble. It is not heavily used and so there is no regime in place for its external cleaning. The equipment is inspected visually by staff each day and any defaults or heavy soiling is advised to the caretaking team. Any other equipment such as balls, hoops or cones is cleaned down after each use.		

57	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	<p>Any assemblies are undertaken remotely.</p> <p>Break times have not been changed, but the bubbles have separate outdoor spaces for this purpose.</p> <p>Drop-off and collection times are staggered and all staff are on duty as required in order to marshal girls and escort to/from cars or pedestrian gate as required. This is all externally managed and with distinct entry/exit points for each bubble and is considered to be sufficiently managed.</p> <p>Key staff involved with the drop-off/collection activity have walkie-talkies for communication purposes and to manage the collection at the pedestrian gate at the end of the day in particular. They are also required to wear high visibility jackets for their own protection as the winter months draw in.</p>		Review 23/11/2020
58	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Not relevant to us at this stage – future trips have been booked, but nothing is due to take place under current restrictions. This will be reviewed as and when it is confirmed that such trips will proceed.		
59	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	<p>The 3 bubbles take their lunch at varying times and in varying locations. The Pre-Prep had exclusive use of the Pearson Hall for lunch and as an additional teaching/play space from September, for which a separate serving station was deployed.</p> <p>Years 3/4 and Years 5/6 took it in turns on a weekly basis to use the dining room for a hot lunch. On the alternate weeks, they then had a packed punch provided by school in the Art Room/courtyard and the Dyson Room respectively.</p>	The arrangements in the first half of the term worked well and the changed arrangements will be monitored closely to assess their suitability.	Ongoing review by SLT at weekly meetings

		<p>This arrangement has been amended from 03/11/2020 and Year 3/4 will be using the Pearson Hall after the Pre-Prep, following an additional full clean down of the tables, chairs and floor in the area between sittings. Years 5/6 will use the dining room, so that all pupils receive a hot lunch.</p> <p>The pupils maintain their distance where possible from the serving staff, who wear PPE and whom maintain 1.5m distance.</p>		
60	<p>Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.</p>	<p>Early start club arranged with SD between the few girls in attendance, other than siblings who may otherwise will attend for the rest of the day in separate bubbles. The staff member in attendance follows SD rules, in order to be able to proceed to other duties within the school.</p> <p>After school care is arranged in separate groups with separate exit routes in line with the bubble arrangements. Different staff are assigned to the groups and are required to observe SD rules in order to be able to proceed with their other duties within the school.</p>	<p>Regular review of the arrangements required by SLT</p>	<p>Review 09/11/2020</p>
61	<p>Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.</p>	<p>Efforts to keep parents and staff well informed will assist with the the considerations of mental health and wellbeing. Both parents and staff are encouraged to speak to year group tutors in the first instance and to SLT members to raise any concerns they may have.</p>		
62	<p>Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.</p>	<p>Year group tutors are keenly aware of the needs of the pupils in their care and will communicate with parents as required. Other staff are involved during the day by undertaking supervisory duties and play and lunch times and staff share observations and</p>		

		general concerns at the weekly staff meeting, in order to best support the girls with their friendship and social engagement skills. Where necessary, additional activities or interventions may also be helpful in this regard.		
63	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	The above pastoral arrangements apply and in addition, girls, parents and staff can speak to the Head for further support and guidance, as the main COVID point of contact. The SLT support the Head in this endeavour and can also be contacted if further support is needed.		
64	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	There has been no requirement to re-schedule any core activities and extra-curricular activities remain on hold. Visits by prospective parents have been postponed during the course of the national lockdown from 05/11/2020.	Re-scheduling of activities to be undertaken if monitoring and/or review highlights that these are not operating efficiently or safely. Staff to be reminded about the SD rules and what is meant by a contact when SD is not possible or does not take place.	Review 09/11/2020
65	Plans, briefing and statistics for ISI / Ofsted visit not updated.	The Head and admin staff keep the relevant items up to date and once policies that are currently being reviewed have been updated, these will be added to the ISI portal and published on the school's website when they become available		
66	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	There are no members of staff currently working from home, but this will be considered should operations change.		

SECTION 4: 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.	Monitoring of the publications by government and other external agencies and authorities will aid understanding in this area and information is shared with parents and staff alike	Ongoing monitoring of behaviour in the light of issued guidelines	
2	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.	The briefing from the school has been clear and continues to be referred to in newsletters and specific updates. These are usually undertaken weekly unless circumstances dictate that other communications are required.		Review by 23/11/2020
3	The procedure for isolating or sending staff and pupils home for 14 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Flowcharts and frequently asked question documents in addition to links to the government guidance are provided in order to reinforce the procedures. When a pupil or staff member is self-isolating or is sent home, they are briefed verbally and usually with a follow-up email as to the requirements. As part of this procedure, their movements are discussed in order to establish any points of contact and areas of the school that have been used. Efforts are made to keep in touch with the individuals to establish any additional information that may be helpful in undertaking the necessary risk assessment in tandem with the DfE helpline, following a positive test.		Review by 23/11/2020
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	The arrangements and communications are clear and should the school become aware of any issue arising, due to questions being raised by staff or parents, further clarification or information will be provided		Review by 23/11/2020

5	<p>No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.</p>	<p>The Study has been designated as the isolation room and is not used for any other purpose, other than the storage of display and other related archives. Such materials are enclosed in cabinets and a table and non-upholstered chair is available for the supervision of a person awaiting collection.</p> <p>Unfortunately, there is not a separate bathroom facility that can be used in this event and should someone require such facilities, they would be added to the list of areas that require immediate isolation and cleaning by the caretaking/cleaning team.</p> <p>Wallets of designated PPE are held in The Study for the team members who may be called to assist in this situation and they are required to collect these before collecting an individual from their class or elsewhere. These staff also hold suitable PPE in their own work areas in case someone has already been admitted to the isolation room.</p>	<p>There are sufficient First Aid trained personnel for the current level of operation</p>	<p>Review if staffing levels have to change for any reason</p>
6	<p>Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".</p>	<p>Staff are reminded about the procedures on a regular basis and encouraged to ask questions of the SLT about those at any time, including during an event or crisis.</p>		
7	<p>Staff not aware of meaning of "close contact" i.e.:</p> <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. 	<p>Details about what is meant by contact have been shared with staff and in the event of an incident, the information is reinforced and shared again.</p> <p>Staff will continue to be reminded at remote staff meetings as well and will be encouraged to ask for clarification if they do not fully understand the meaning of close contact.</p>		<p>Review weekly as a minimum</p>

8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Procedure is understood and documented in the procedures flowchart for staff. The Head has had experience of contacting the DfE and responding to initial triage, with identification of proximity contacts within the school and the setting out of subsequent actions. After communicating the requirements to staff, parents have been informed and the follow-on calls to the local authority made.		
9	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.	Staff are aware of and understand this procedure, but will continue to be reminded of the importance of this particular aspect of the the current hygiene regimen.	Staff to be reminded via staff briefings and meetings about general and specific hygiene requirements, in the event that they assist someone who is unwell.	
10	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.	Cleaning and caretaking staff are aware of the additional cleaning requirements and this will be confirmed with the Cleaning Supervisor and additional instruction or training undertaken as required.	No further changes required at this stage	
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	<p>The differing needs of the age groups on site has been taken into account with the location of the zones, equipment required and access to lavatory facilities.</p> <p>Time has been allocated to the induction of staff and pupils and the briefing is being delivered in an age appropriate manner.</p> <p>Bubbles are being kept consistent and staff are reminded to maintain SD in order to limit the contacts that they have both with pupils and certainly with other staff. It is understood that the pupils in the school may well be less affected by the disease, but it is important to minimise the risk of</p>	No further action required at this stage, but as information and science understanding develops, this will be reviewed further.	

		passing on the infection to staff and other family members, as well as to each other as pupils.		
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	The school initially made the decision to routinely test temperatures as part of the morning and afternoon registration procedures, but in the light of recent PHE advice, this has been stopped in the second half of the term.	No further changes to processes required at this stage	
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	We do not have dedicated medical staff to deal with routine temperature testing and this was undertaken by staff in each class, using non-contact thermometers initially and capped ear thermometers, where more careful checking or monitoring was indicated by initial reading. However, a small group of non-teaching staff have been designated to attend to the isolation, supervision and monitoring of suspect COVID-19 cases.		
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	The school did not undertake training for the use of thermometers because the devices and the instructions for their use were straight forward.		
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Sufficient PPE, cleaning and sanitising materials are available for all staff and if any additional training needs are identified, these will be met.		Review by 23/11/2020
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperatures, when being taken, are done within SD rules and individuals are in the closer proximity needed to undertake the test, for less than 1 minute.		
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Routine temperatures, when being taken, would be done within the usual classroom space, but pupils or staff requiring isolation on the basis of checking		

		the measurements taken, would be escorted to The Study by one of the designated staff members.		
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	<p>Contractors are only able to access the buildings by prior arrangement and there is a process in place for the completion of a health declaration when they sign in. They are also informed about the general H&S arrangements pertinent to their visit, along with the specific COVID related arrangements, including the requirement for them to use suitable PPE and to social distance from staff and pupils on site.</p> <p>All visitors and contractors are currently limited to those needing to assist with urgent matters or emergency issues and in the event that they are permitted to enter the buildings, the route they need to take whilst on site is noted and instructions issued to clean touch points as a minimum after their visit. Additional cleaning would be commissioned as necessary, depending on the nature of the event and of their work.</p>		Review by 23/11/2020; unless other guidelines are received earlier
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	<p>Staff supervise the use of hand sanitiser as well as the hand-washing practice, wherever possible.</p> <p>Staff are aware about the risk of ingestion and supervise the girls with this in mind.</p>	General monitoring of the hygiene rules is required throughout the school	Review 23/11/2020
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Regular and simple instruction for the girls is provided and the staff deal sensitively with situations where they can see from behaviours that the girls may not understand the importance of the hygiene rules.	General monitoring of the hygiene rules is required throughout the school	
21	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.	This information is shared through teaching sessions, by demonstration and reminders for the	General monitoring of the hygiene rules is required throughout the school	

		younger children in particular, are highlighted in posters prepared by the girls under guidance.		
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Lidded bins are provided in all teaching and most other shared spaces. Staff and pupils have been reminded about the approach and the provision of posters to reinforce the message will be considered.	General monitoring of the hygiene rules is required throughout the school	
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	We are fortunate that the level of behaviour at the school is very good, but there is still a small risk that from time to time, frayed tempers may result in less good behaviour. Discussions with girls have been centred around licking and kissing, with reference to wider activities of a similar kind. If there is any evidence that unsuitable behaviour is being demonstrated, this will be dealt with swiftly by staff.	General monitoring of behaviour, to include activities that may carry a higher risk at present, is a focus of form and class teachers, as well as other staff who work with the girls.	
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	The school is small and the DSL, SLT and admin team provide support to all of the first aiders in the school and will generally take on liaison with medical staff and the local authority when required.		
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Where girls need to attend medical appointments, parents are asked to advise the school by email. This applies to changes in appointments and parents must expect to wait at the gates (or in their vehicles if granted access to site) when they collect their daughters. If changes to appointments have not been made in advance, it may take some time to arrange for the safe transfer of the individual from their lesson and to their waiting parent.		
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff have been made aware of the general guidelines for those who are required to self-isolate, which set out that those with COVID-19 symptoms should not attend such services. It may be beneficial to add this to the flowchart and covid guidance documents for the avoidance of doubt.	Consider the addition of note about not going to a GP surgery, pharmacy, urgent care centre or hospital if suffering from COVID019 symptoms.	

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.	<p>This has not be considered by the school and would be dealt with in the event that this were to occur.</p> <p>Initial thoughts would be to station the unit in the Pre-Prep playground, as it would be possible to manage the routes and flow of pupils and staff as required, to be processed by the unit staff. We would expect sufficient instructions from the unit staff to assist us in putting this into practice if and when it were required.</p>		
28	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	<p>The usual procedures will stand for summoning the emergency services and the routes in/out of site are clear. Routes to/from areas within buildings will vary according to the nature and location of the incident and the school is aware that these will need to be identified quickly and kept clear of other individuals on site as required.</p> <p>With reference to emergency medical attention, the small office reception area or the Pre-Prep support classroom opposite the school office would be used in general as the waiting space for anyone needing attention. The attending emergency would enter the building by the green gate and the side door into the reception area. Otherwise, especially if someone cannot be moved, the entrance/exit and routes would be assessed according to the need at the time.</p>		
29	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	The school has an open attitude to seeking relevant advice and support and has been in early contact with the DfE as required, in response to a potential and then realised COVID event. This needs to be maintained and to be undertaken when future events arise.		Review 23/11/2020

30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	<p>The school maintains a training record, which helps to identify when training needs to be renewed and the first aid co-ordinator is well aware of the required ratios for the different activities that the school undertakes.</p> <p>With the change in staff in September, a couple of new-comers have undertaken suitable formal First Aid training and those whose certificates are expiring, have been booked on update courses over the next couple of months.</p>		Review 23/11/2020
31	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	We have not received any formal notification as to necessary changes to general first aid actions, but such actions would be delivered as safely as possible by the first aiders, who are provided with visors, masks, gloves and aprons for this purpose.		Review 23/11/2020
32	Requirements for EYFS on PFA certification not identified given recent modifications and 3 month extensions.	This risk is not applicable to the school's setting.		
33	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	First Aid Policy is due for review this term and this is underway. It is intended that this be shared with staff and on the website as part of the Health & Safety documents, once it has been updated and approved.	Completion date for annual update of First Aid Policy to be confirmed	Review by SLT 09/11/2020
34	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	There are two members of staff who are pregnant and who were teaching remotely during the early stages of their pregnancies in the summer term. Both of them then began their maternity leave at the start of the Autumn Term and so this is not an issue for the school at present. If further pregnancies arise, advice will be taken and the relevant guidance in place at the time will be followed.		

35	Lack of School decision or policy for level of PPE required for staff or pupils.	<p>In line with the guidance, the school does not currently require the girls to wear PPE. If parents wish the older girls to do so, this would be discussed but parents would be encouraged to allow their daughters the greater freedom associated with not wearing a covering.</p> <p>The school has set out its requirement for the wearing of face coverings in transit at all times and at all other times, where interacting at a distance may be difficult. Visors have been made available for all staff, but cleaners and specialist teaching staff who move between classes, are required to wear these whilst they do their work (cleaning/teaching).</p> <p>Parents coming to the pedestrian gate or otherwise on foot to drop off or collect their daughters, have also been asked to wear face coverings as they may come into brief but closer contact with other parents and with the staff on duty.</p>		Review 23/11/2020
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	The school has not undertaken any training with reference to the wearing and management of face coverings and this is something that may be of benefit, in order specifically to reduce the extent to which face coverings are adjusted when being worn.	SLT will review the wearing of face coverings in line with the latest guidance and will consider possible training/further information for staff about the proper use and maintenance of such PPE.	Review 09/11/2020
37	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	The pupils all fall into the junior school bracket and given the scientific information to date, they all have a similar risk profile. The staff range in age from mid-20s to mid-60s and those over 50 years of age do have a different risk profile to their younger		

		<p>colleagues. As the second lockdown proceeds and the colder weather takes hold, it remains to be seen whether infection of the older members of staff will see more serious illnesses occurring.</p> <p>Further guidance to those of different ages and with different underlying conditions may well be issued and the school will take any such guidance on board in determining whether any specific provisions or measures need to be put in place.</p>		
38	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	The school does not have any extremely clinically vulnerable members at present, but there are a few who may come under the clinically vulnerable category. In each case, the guidance has been reviewed and at present there are no further measures that the school needs to put into place.		
39	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	The school is not aware of any additional medical advice that has been given to any staff members or pupils, for which changes in support or monitoring would be required. Should this circumstance change, the school will respond accordingly.		
40	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	<p>All the measures that are being taken are considered to be prudent, in order to provide as safe an environment as possible for all. There are not currently any individuals for whom an increased risk is identified for whom additional measures are required.</p> <p>Where parents have specific concerns, these are discussed with the SLT and should any additional measures be required, these would be put in place.</p>		Review 23/11/2020
41	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination	Where any girl or their family member has tested positive, the relevant coding is used on the registration entry in Engage, together with notes		

	purposes). Evidence of negative result should not be requested.	and copies of relevant results being filed in the Engage pupil record. Details are collated for the daily return to the DfE, which includes the numbers of those who may be absent from school because of a positive COVID-19 test.		
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.	Where any staff member believes they may have been in contact with someone who has or may test positive for COVID, they are required to talk to the Head or Bursar about their absence, during which the details can be established. Once decisions are made, the details are recorded on the Outlook Staff Absence calendar.		
43	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	All staff absences with relevant notes are recorded on the Outlook Staff Absence calendar and this includes those that are or potentially are COVID-19 related.		Review by SLT 09/11/2020
44	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	Efforts have been made to keep in touch with girls and with staff who have been self-isolating and this will continue going forwards. The extent to which someone who is suffering with COVID-19 can engage in dialogue with the school must be borne in mind, but the opportunity so to do at a pace and level that the individual can manage will be made available.		Review by SLT 09/11/2020
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	The girls are currently required to wear their uniform and parents have been asked to wash it daily as far possible. This is kept under review by the SLT, especially as the weather will continue to get colder and girls and staff will need to keep warm, whilst at the same time, maintain good ventilation in classrooms and other interior spaces.		Review by SLT weekly

SECTION 5: Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not briefed on changes regularly.	Support staff included in remote staff meetings and in receipt of all relevant written communications, including emails	Communications to continue with all staff on regular basis	
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Arrangements are clear and where possible, staff meet outside or briefly together inside, whilst observing SD rules. In the emergency event that short meetings must take place indoors and in potentially close contact, PPE must be worn to mitigate the failure to meet SD rules. Staff are reminded to wash their hands and to sanitise shared equipment, where they may be meeting or working in the same space as others.		
3	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	Support staff along with staff in zones have been issued with a supply of PPE, which can be topped up on request. Support staff have alcohol based wipes and other regular cleaning materials in the areas in which they work so that they can keep surfaces and equipment cleaned regularly during the day. Support staff are advised to minimise transit around the site and in line with the rules for all staff, they are required to wear a face covering and gloves if they cross into other zones or shared transit areas.	Availability of PPE and basic cleaning materials for support staff is adequate and will be monitored	Daily from 09/09/2020
4	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Cleaning staff/caretaker are aware that the situation is dynamic and that regimes will need to be monitored and where necessary inspections undertaken by SLT Cleaning schedules amended from 7 September to include more frequent sanitising of lavatory areas	Ongoing assessment of the cleaning routines will take place and areas will be inspected regularly (at least daily)	Daily from 09/09/2020

		<p>and associated touch points, which will be shared with more individuals.</p> <p>Schedules have continued to be developed as the actual impact of operations has been established and will continue to be reviewed and amended, as activities or circumstances change.</p>		
5	Security and access systems not regularly checked, updated and re-coded.	Gates, doors and signage will be checked as part of the usual daily/weekly caretaking checklist, taking into account any amendments to the existing fire prevention policy.		Weekly as part of caretaker checklist
6	Reconfigured areas, zones and routes hampering fire exits and routes.	Routes and signage will be checked as part of the usual daily/weekly caretaking checklist, taking into account any amendments to the existing fire prevention policy.		Weekly as part of caretaker checklist
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Routes and signage will be checked as part of the usual daily/weekly caretaking checklist, taking into account any amendments to the existing fire prevention policy.		Weekly as part of caretaker checklist

SECTION 6: Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessme
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Increase in pump action hand sanitisers in classrooms and staff work areas, as well as the installation of 7 general foot operated hand sanitiser for outdoor, transit and entrance spaces.	No further action required at this time	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	No interruption to service supplies and access to equipment by relevant staff or contractors as required is not restricted	No further action required at this time	
3	Contractor health declaration and pre-work briefings not considered or implemented.	Contractors are advised that they will need to complete a health declaration upon signing in, unless their work is to be external only, with no access to internal spaces.	To be monitored	Review 23/11/2020
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	All arrangements including guiding, accompanying, parking, lavatory and refreshment arrangements are considered and communicated to contractors and visitors before they attend and then when they arrive on site.	To be monitored	Review 23/11/2020
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Systems currently fit for needs of the school in its current mode of operation.	No further action required at this time	
6	Insufficient gas supply, maintenance, checks, venting and valves.	All new equipment purchased by the school is purchased with the requirement that it passes such a test and use of all other equipment is restricted	No further action required at this time	
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	Air-conditioning units serviced and cleaned on 27 th May 2020 in readiness for return on 1 st June Cleaning of the ventilation units in the kitchen remains outstanding and date for this work to be agreed.	Programme in the cleaning of the kitchen ventilation units.	
8	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	Bi-annual service of systems and emergency lighting, and annual servicing of fire extinguishers completed 21 st April 2020; annual PAT completed 17 July 2020.	No further action required at this time	
9	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Supply not tested expressly, but facilities on site have been flushed regularly during the period of closure to pupils and in particular, well in advance of the return to full occupation.		

		Temperatures are also recorded routinely.		
10	Fire alarm panel, system and extinguishers not in date and not serviced.	Fire extinguisher and emergency lighting tests up to date with some remedial work to address on the lighting at the next holiday break. The fire alarm panels have been serviced but the main building system, which had been causing some intermittent issues for a while, has now come to the end of its useful life. The replacement of the panel and associated devices has taken place and the system has been duly commissioned.		Review 23/11/2020
11	Fire doors propped open to limit use of door handles and increase ventilation.	In the short-term, some fire doors are being propped open, but staff have been given the express responsibility to monitor use in their working areas and to close where possible. Longer term solutions to include systems to respond to the fire alarm sounding will be explored once the new fire alarm system has been put in place.	Longer term solutions to propping open of fire doors to be explored	Review 23/11/2020
12	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Staff have been told to minimise the occupancy of shared rooms, but this needs to be included in the regular updates provided.	Remind staff regularly and consider varying notices and posters accordingly.	Review 23/11/2020
13	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Catering manager began work in mid-August in order to undertake planning and ordering of suitable supplies. Training via webinars were also attended and the kitchen was arranged, stocked and cleaned appropriately.	Updating of food hygiene training is required this term and the catering risk assessment and COSHH arrangements have also been updated.	
14	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Additional staff have been engaged temporarily to manage the changed catering requirements, this to be reviewed and made permanent as required.		
15	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Rules are adequate and separate risk assessment has been undertaken for the catering operation and updated in line with the changes in service after the October half-term.		
16	Insufficient drinking supplies and hydration available in dining room and around the school.	Supplies of water and cups will be made available in the dining room and girls are required to bring in a water bottle and suitable taps are available for the safe refilling of the bottles. Where it is difficult for the		

		younger pupils in particular, jugs are provided to assist the staff with maintaining suitable supplies for the children.		
17	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Changes discussed with the Cleaning Supervisor and reviewed regularly. Workloads are manageable and the timeframes for access to the different areas are adequate.		
18	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	All staff are aware that PPE should be carefully removed and disposed of and this is an area where additional instructions or reminders may be necessary.	Clarify arrangements for the safe removal and disposal of PPE and inform/train staff accordingly.	
19	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	No contract cleaners are used and so this is not relevant at present.		
20	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Staffing is adequate and a good level of cleaning is being maintained, both during the day and more deeply at the end of each day. This will continue to be reviewed and the question as to whether any fogging activity is deemed to be necessary will be borne in mind.		
21	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	All staff are aware that PPE should be carefully removed and disposed of in circumstances where there has been contamination by bodily fluids and this is an area where additional instructions or reminders may be necessary.	Clarify arrangements for the safe removal and disposal of PPE and inform/train staff accordingly.	
22	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Suitable equipment is provided for the cleaning team and arrangements for removal and disposal of PPE equipment is to be monitored.	Ongoing monitoring of procedures and behaviours is required	Review 10/11/2020
23	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Laundry facility is adequate for current needs	No further action required at this time	
24	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services were suspended.	No further action required at this time	

25	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Building Committee oversees plans and although no major project was undertaken in the summer, the extensive nature of minor projects has meant that some elements of the planned work have had to be rescheduled to take the school timetable and drop-off/collection times into account, where postponement to the half-term break isn't an option.	Reviewed at recent committee meeting	Review by Board later in the term
26	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	All suppliers will be directed to remain outside of the buildings unless absolutely necessary and staff will advise them of the SD and hygiene rules they are required to follow should they be admitted to the buildings. Staff are not required to sign for deliveries if they feel unsafe to do so.		As required from 09/09/2020
27	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Waste management procedures are sufficient but will be reviewed on a daily basis and will be amended as required		Daily from 09/09/2020
28	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Acute issue of bee infestation to the rear of the Main Building overlooking the Stables Courtyard was dealt with on 29 th May, as well as wasps nest in the driveway on 4 th September. Ongoing contract also put in place for kitchen and main staff room, although there is no evidence of ongoing issues.		
29	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?	The review of the risk assessment is not scheduled routinely, but will not be undertaken any less than once each half term. It will certainly be reviewed in the event of any changes in the requirements for the school to be open or to change its current mode of operation as a result of government direction or advice.	Review at least once each half term or more regularly as circumstances dictate.	