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COVID-19 – RISK ASSESSMENT (6): SPRING TERM 2021

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 with reference to the national lockdown from 4th January 2021. The assessment has been reviewed a number of times, initially in light of the revised restrictions and the requirement to support the national effort to stay at home as much as possible and secondly, with reference to the roll out to primary schools of rapid testing from 25th January. The school has closed in order to support the current lockdown, however supervision is being provided on site for key worker and vulnerable children as required, who access the full curriculum which it being provided remotely for all girls.

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. The Government has pledged to keep schools open as far as possible, so as to provide "a full educational experience for children" however, until such time as Government guidance changes and permits the re-opening of the school to more pupils, the current restrictions have been taken into account in undertaking this assessment and all activity where interactions and possible transmission may take place, has been minimised.

Over the time this risk assessment has evolved, the threat posed by the virus has grown as it has mutated. Awareness of the effects of the mutation need to be taken into account with the ongoing review of controls and if need be, existing controls will be modified to make certain as safe a working environment as can be achieved is being offered within the current local circumstances.

This updated Risk Assessment aims to set out the hazards associated with testing asymptomatic (producing or showing no symptoms) staff in all primary schools from 25th January 2021 and the school is offering staff, who are on-site, access to 2 rapid results tests every week, which are to be conducted at home.

The additions to this risk assessment now include a self-test section and are mainly taken from:

- Schools and Colleges Handbook
- NHS Test and Trace document – Appendix C (Template for Risk Assessment)
- How to guide – Rapid Testing of primary and nursery workforce updated 20 January 21.
- Your step-by-step guide for COVID-19 self-testing – as at 15 Jan 21 (V1.3.2)

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.

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.

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 which may be needed during this additional period of national lockdown. Some risk assessments may require daily revision and should include but not be limited to answering questions relating 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 and the testing details reviewed by governors?
- E. Are changes and the testing details shared with insurers?
- F. Is it understood that the Secretary of State has a statutory power to order schools to remain open?
- G. Is there early liaison and active engagement with the local Health Protection Team?
- H. Is the advice of HPT sought and implemented?
- I. Are their sufficient systems and staff in place to support testing and contact tracers?
- J. Do staff, parents understand and follow NHS Test and Trace procedures?
- K. Are those that are self-testing at home trained and competent to do so?
- L. Is it understood which staff may be unable to self-swab?
- M. Are those unable to self-swab given additional support and reasonable adjustments?
- N. Are there measures in place to reduce anxiety over testing and coping with a positive result?
- O. Is DfE advice to keep groups separate (in 'bubbles') being implemented?
- P. Is each group's health monitored and risk assessed to consider switching to remote learning if required?
- Q. Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?
- R. Is contact minimised and distance maximised between all those in school wherever possible?
- S. Are the definitions of 'close contact' and the trigger for a pupil/staff member to self-isolate understood?

- T. Are appropriate Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?
- U. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?
- V. Are high-risk areas being regularly monitored for hygiene?
- W. Are contract providers suspended or unable to attend school?
- X. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- Y. Are there sufficient supplies of hygiene materials and are they well placed?
- Z. Are contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff and local tier lockdowns?
- AA. 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:

- BB. Are face coverings being worn, stored and disposed of appropriately according to circumstances?
- CC. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities, including testing. PPE may include:
 - a. Face coverings.
 - b. Gloves.
 - c. Eye protection (including goggles and visors).
 - d. Aprons.
 - e. Shields (for lecterns, desk separators, staff desks, reception, servery).
 - f. Sanitisers (gel and tissues).
- DD. 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.
 - f. If testing area is to be introduced, cleaning regime to include process for spillages and waste disposal.
- EE. 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.
 - g. If testing on site is to be introduced, separate testing areas to be established.

FF. Medical.

- a. Are ill staff and pupils or those tested positive in the last 10 days staying at home?
- b. Are pre-existing medical conditions 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, when conditions allow?
- 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?

GG. 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)?

HH. Are plans for school events including plays, parent and teacher meetings re-assessed?

Test & Trace process

II. Have explanatory T&T letters / emails be sent to relevant staff initially and other staff, parents and governors as required?

JJ. Has the school a "COVID-19 Testing Privacy statement" and is it fully communicated to staff, parents, and governors as required?

KK. Has T&T data been recorded securely, and consideration been given to deletion after the specified time?

LL. Do those that have had "close contact" with someone tested positive for COVID-19 know they must self-isolate.

MM. Have all those tested completed an age-appropriate consent statement?

NN. Are test instruction booklets and briefings readily available and apparent?

OO. Do those self-testing have the testing kits, instructions and advice to ensure the proper testing procedures, result records and information to take the appropriate actions depending on result.

PP. Are those staff unable to self-swab given additional help and support?

QQ. Is the process understood for maintaining social distancing where possible, good hand and respiratory hygiene and keeping occupied spaces well ventilated?

RR. If testing is to be introduced on site, are all of the relevant questions being considered?

SS. Is the process for informing relevant staff understood and implemented?

TT. Are the testing kits stored appropriately and securely and issues recorded accurately?

UU. Is the process of recording and communicating test results accurate and supervised?

VV. If a rapid test result is positive are those waiting for a Polymerase Chain Reaction (PCR) test self-isolating?

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 8)

Section 2	COVID-19 Test and Trace process – rapid testing of staff (page 17)
Section 3	Pupils, Parent and Staff Risk Assessment in the COVID-19 Environment (page 22)
Section 4	Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment (page 30)
Section 5	Medical Risk Assessment in the COVID-19 Environment (page 46)
Section 6	Support Staff Risk Assessment in the COVID-19 Environment (page 58)
Section 7	Facilities Management Risk Assessment in the COVID-19 Environment (page 59)

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”.

The school will:

- ensure that all staff understand the system of controls and how they are applied in the setting - staff will need time to review the actions in the system of controls and ask questions;
- ensure that parents and carers are aware of the system of controls, how this impacts them and their responsibilities.

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 where recommended, the use of face coverings in school.
- 3 clean hands thoroughly more often than usual.
- 4 ensure good respiratory hygiene by promoting ‘catch it, bin it, kill it’ approach.
- 5 introduce enhanced cleaning, including frequently touched surfaces, using standard products (detergents and bleach).
- 6 minimise contact between individuals and maintain social distancing wherever possible.
- 7 where necessary, wear appropriate personal protective equipment (PPE).
- 8 always keeping occupied spaces well ventilated, in particular, between sessions

Numbers 1 to 5, and number 8, must be in place in all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection:

- 9 engage with the NHS Test and Trace process.

- 10 manage confirmed cases of COVID-19 amongst the school community.
- 11 contain any outbreak by following Department of Education and local health protection team advice.

Numbers 9 to 11 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. In particular, the capacity for new variants of the virus to increase transmissibility and possibly the degree of infection and illness suffered, means that all stakeholders must understand their responsibility and the procedures put in place by the school in order to keep the community safe. Many different stakeholders of varying ages and health will bring a multiple of shifting risks, which 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 all phases of the school's operation and in due course, its return to being fully open.

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 (6)**

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 29/01/2021
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 the arrangements in place at any time have been set out.	Ongoing process; flowchart summaries have been issued to all and are 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. Changes are expected relate to the provision of testing for staff, as part of the national roll out of the testing programme.	Regular communications programme will continue Any information with reference to testing to be communicated	Review 01/02/2021
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 continuing. 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	No further action required at this stage	

		engaged to undertake health & safety review in November, which will encompass the COVID-19 arrangements. This has since been postponed to January in light of the second lockdown arrangements in force from 05/11/2020. Much of this will be done remotely, with further input to be obtained from a site visit when possible in due course.		
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	This is understood and it is the school's intention to make every effort to remain open, by utilising supply cover and any other measure reasonably available so to do.		
H	Local authority and health protection team not engaged prior to the beginning of term.	Head and Bursar are aware of the revised guidance to contact DfE helpline and local health protection team when required.	No further action required at this stage.	Review 15/02/2021
I	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. Additional information will be shared in due course, in the light of expected introduction of some testing.	Ongoing monitoring and sharing of information is required.	Review 26/01/2021
J	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Staff and parents as required, are kept informed and reminded regularly about the Test and Trace procedures and their responsibilities with reference to the same.	Any reminders or other notifications will be provided through the weekly bulletins.	
K	DfE advice to keep groups separate (in "bubbles") not being fully implemented where appropriate.	Bubbles defined and maintained in line with government guidance; during the present lockdown, there are 2 bubbles and they are working in different buildings with no need to interact at all indoors. Any crossover during transit outdoors is managed by the		

		accompanying staff.		
L	Are those that are self-testing (at home and in school) trained and competent to do so?	Information has been provided by way of the instruction booklet and reference to the NHS video to show how to administer the self-testing at home. All members of staff who have been asked to take part in this phase of the Test and Trace programme are deemed competent and aware of where they can get help should they need it.		
M	Is it understood which individuals are unlikely to be able to self-swab?	The school is not aware of any one who would be unable to self-swab at present but this will be reviewed as the programme increases in its extent within the school community.		
N	Are those unable to self-swab given additional support and reasonable adjustments?	Not applicable at this stage, but arrangements will be put in place if required.		
O	Each group's ('Bubble') health not properly analysed and risk assessed to consider switching to remote learning.	Although temperatures are no longer taken routinely, the facility is available for the taking of temperatures in addition to general monitoring of the health of the individuals attending each bubble, both staff and pupils. Where staff have any concerns, they will contact the SLT member on site, who will assist with assessing the next steps and whether the bubble will need to switch to remote learning off-site (i.e. to self-isolate).	Ongoing daily review.	
P	The definitions of "close contact" and the trigger for a pupil/staff to self-isolate not understood.	Staff have been briefed and the definitions of close contact shared.		
Q	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Registers are maintained and name labels used for desk arrangements for all year groups up to and including Year 4 when operating in fully open mode; under the current lockdown, the girls similarly have individually marked work spaces and these can easily be checked in the event of any necessary		

		Test and Trace action.		
R	Insufficient information to identify close contacts of symptomatic individuals and support contact tracing.	When the school is more fully open, the interactions of staff and pupils are kept to a minimum and can therefore be charted by reference to the timetables, in addition to direct communication with those likely to be affected.		
S	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>The switch to remote teaching for all at present, has facilitated the provision of teaching in the event of a bubble being required to self-isolate. In the event of staff illness, lessons would be covered remotely by other staff in the normal manner.</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.	Review by SLT 26/01/2021
T	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	<p>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.</p> <p>2 bubbles of key worker/vulnerable pupils have been identified and their classroom, toilet, outdoor and lunch areas determined, along with transit routes where possible. The two bubbles are Pre-Prep (R, Year 1 and Year 2) and Prep (Years 3, 4, 5 & 6).</p> <p>Both groups stay in their dedicated classroom areas and access outdoor play space as and when required.</p>	Notices and checklists to be updated as required; feedback from staff and lessons learned to be incorporated into review process; regular monitoring by SLT in transit around the school; provision of posters to be considered	Daily monitoring and weekly review at SLT meeting

		<p>All classroom layouts are maintained to remove as much extra furniture and unnecessary resources as possible and to set the tables facing the front of the class.</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>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 break and other duty time.</p>		
U	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
V	SD rules for activities (play, games, drama, music) not understood or adhered to	<p>Briefing provided for staff to be followed by notes and updates at staff meetings; girls to be inducted on their first day.</p> <p>Department heads/co-ordinators to review their individual risk assessments and amend where necessary.</p>	Monitoring by SLT and subject specialists during the course of the day.	Daily monitoring to take place
W	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.	<p>Cleaning schedules have been reviewed to include additional cleaning of touch points in transit and shared areas each morning. The supplies of sanitiser and other cleaning materials including tissues is also checked daily.</p> <p>All toilets specifically designated for use by the girls to be cleaned after school each day as a minimum, together with the 2 classrooms they are using.</p>	<p>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;</p> <p>Daily assessment of</p>	Regular monitoring during each day from 06/01/2021

		<p>Additional cleaning of touch points in general is undertaken as cleaners move around the site in the afternoon to access classrooms and other areas for which a more detailed clean is scheduled in rotation across the week.</p> <p>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.</p> <p>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.</p> <p>Additional supplies of sanitising materials and resources for girls provided for additional learning spaces.</p>	<p>santising/cleaning consumables to be undertaken by the caretakers and top-ups/replacements provided</p> <p>Cleaners and caretakers to use the checklists and notes that have been issued to them for this purpose.</p>	
X	High risk areas not being regularly monitored for hygiene.	<p>All staff will be required to be vigilant and monitor high risk areas, such as toilets, where there is a higher concentration of bodily fluids.</p> <p>This also applies to shared spaces such as the staff room, offices and reprographics room, as these are the smallest enclosed spaces. The dining room is not being used and the kitchen is being kept closed at present.</p>	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 06/01/2021
Y	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 15/02/2021
Z	Access to school not controlled effectively and visitor (if allowed) details not recorded.	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	Staff not assigned to groups to be reminded of procedures:	Ongoing

		<p>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 third 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, complete a health declaration and will be advised of the rules and arrangements for safe working that are in place. They will accompanied at a safe distance throughout their visit and where possible, internal doors will be opened in advance in order to reduce contacts in transit.</p> <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>	<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>	
AA	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Suitable stocks have been acquired and the quantities required in each zone will be reviewed	Sufficient stocks and materials are currently	Review 01/02/2021

		<p>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>available, but need to be checked</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>	
BB	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 would need to be reviewed and some form of blended provision may be required.</p> <p>Key to the operation is the contingency planning for the loss of SLT members and this planning is still being undertaken.</p>	Requirement to establish SLT contingency plans is pressing and will be reviewed at the next SLT meeting.	<p>Education provision review 01/02/2021</p> <p>SLT contingency review 26/01/2021</p>
CC	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks	<p>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.</p> <p>In particular, during the current lockdown, the SLT members on site will support those supervising the</p>	First Aid rota, policy and procedures to be updated and training is being arranged as required.	Review 12/02/2021

		<p>two bubbles and make sure that relevant details are logged onto Engage for the benefit of parents.</p> <p>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.</p> <p>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.</p>		
DD	<p>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?</p>	<p>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.</p> <p>The catering department is closed and a new dedicated risk assessment will be undertaken when the department reopens. Similarly, all other areas will be updating their assessments when the plans to reope the school have been determined..</p>	<p>Staff to be reminded about the requirement to update individual risk assessments (to be followed up after discussion at the H&S meeting as required)</p>	<p>Review 12/02/2021</p>
EE	<p>Are all hazards identified properly mitigated and regularly re-assessed?</p>	<p>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.</p>		

SECTION 2: COVID 19 Test and Trace Process – rapid testing of staff

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Process for setting up and running the primary school phase of the Test and Trace process is not understood	<p>The guidance materials below have been read and 2 DfE webinars have been attended, with notes having been shared with SLT:</p> <ul style="list-style-type: none"> • How to Guide – Primary schools • Instructions for Use – updated version • Video resource – how to undertake a test <p>In addition, other templates and documents have been collected from the DfE primary document sharing platform.</p>	Action plan prepared and communications for staff drafted.	To be reviewed by SLT 26/01/2021
2	COVID-19 testing co-ordinator not identified	After initial discussion with SLT, the School Secretary will be approached to undertake this task with support from the Bursar and SLT as required.		To be reviewed by SLT 26/01/2021
3	Tasks for Co-ordinator not clear and possible requirement for additional support from a Registration Assistant not identified	<p>How to Guide sets out the tasks that are required of both these roles and stipulates the appointment of a COVID-19 test co-ordinator as a minimum.</p> <p>At the current level of testing, the various tasks can be undertaken by one individual but this would need to be reviewed in the event that more staff return to work on site and the volume of rapid testing and the associated administration increases.</p>		
4	Explanatory letters / emails not sent to relevant staff	<p>Initial phase of programme applies to staff attending site only, both teaching and support, and an introductory staff letter will be issued imminently to the relevant staff to launch the programme.</p> <p>The programme is not mandatory and staff will not</p>	All documents associated with the operation of the programme will be reviewed if testing is extended to more people	To be issued 25/01/2021

		<p>be required to take part in the programme, although the school policy is to encourage and support participation in order to support this public health effort.</p> <p>COVID-19 test co-ordinator will check the staff signing-in book and will discuss any changes in the issuing of information to staff and subsequent test kit issue if they decide to take part in the testing.</p> <p>All staff and Governors will be informed that the school will be putting arrangements in place to undertake rapid testing for primary school staff as set out in the DfE/NHS Test and Trace programme.</p>	than staff.	
5	No school "COVID-19 Testing Privacy statement".	<p>Privacy notice has been prepared and will be issued to all relevant staff.</p> <p>Staff are also advised to read the privacy notice from the Department of Health and Social Care (DHSC), before choosing to partake in the programme.</p>		
6	"COVID-19 Testing Privacy statement" not communicated to staff	Initially this will be issued to staff in attendance on site and will be rolled out to others, should the programme develop a further reach in due course.		To be issued 25/01/2021
7	Lack of control over the issue of test kits	<p>When staff opt in to the testing programme, they will communicate with the co-ordinator and arrange to collect a test kit, under safe socially distanced conditions.</p> <p>The test kits will be kept in the school office, so that their issue is controlled and the relevant information captured in the test kit log.</p> <p>Kits will need to be issued by the co-ordinator wearing appropriate PPE and maintaining SD as far</p>	Kits will be issued from the afternoon of Tuesday 26 th January onwards.	

		as is practicable.		
8	Instruction materials, booklets, FAQ and briefings not readily available and apparent	The additional materials available from the DfE, which could be of assistance to those considering joining and subsequently partaking in the testing exercise, will be posted onto MS Teams. Hard copies can be made available for easy reference in the staffroom and office as well.		
9	Test stock not managed and not re-ordered when required	The co-ordinator will keep in touch with the relevant staff and can assess how the test kits are being used, as well as making sure that the results of individual tests are recorded. The volume of kits held at the school in tandem with the rate at which they are being used will assist the co-ordinator in determining the time at which further stocks would need to be ordered.		
10	Test kit log not maintained and data not retained	The DfE template will be used to log the relevant items of data with reference to the issue of test kits and to whom they have been issued. The log will be reviewed by the Bursar from time to time with the co-ordinator and the stock of test kits in hand can be cross-checked.	Test kit log to be reviewed daily initially, as the process gets underway.	
11	Test Results register not set up or maintained	The DfE template will be used to record the results of the tests and to capture additional information with reference to issues, incidents and advice as to next steps for staff.		
12	Incidents and lessons learned not captured or reported to DfE/NHS Test and trace	The Test Results register will be reviewed by the Bursar from time to time with the co-ordinator and the nature of items recorded and any trends that are noticed can be reported if not already done.	Test Results register to be reviewed daily initially, as the process gets underway.	

13	Inadequate response to reporting from staff and lack of alignment with local or national PHE response to COVID-19	<p>Flowchart from the How to Guide will be used to inform the actions taken by the school on the receipt of the results.</p> <p>Advice will be given in line with this and any other guidance in force at the time and staff will be advised to self-isolate and seek further testing accordingly.</p> <p>The co-ordinator will keep SLT informed, so that quick and appropriate decisions can be made with reference to the assessment of contacts and the approach to the attendance of other staff the pupils in the two bubbles on site.</p> <p>Where necessary, staff and pupils will be advised to self-isolate in line with the national guidelines.</p>		
14	Those who tested positive with a rapid test not confirming the positive result with a Polymerase Chain Reaction (PCR) test and either failing to self-isolate pending the confirmation test or self-isolating unnecessarily after a confirmatory PCR test might have cleared them as having a false positive.	<p>The co-ordinator will follow up with staff and clarify that they are not able to return to site until such time as the PCR result has been obtained.</p> <p>Once the PCR test has been completed, the situation would be reviewed.</p>		
15	Staff taking part in the testing exercise become complacent and change their behaviour with reference to SD rules and the requirements to wear PPE in transit on site	The published materials highlight that the testing is not a replacement for good COVID aware behaviour and staff will be reminded that they should behave generally as if they were infective and the proper precautions for their safety and safety of others still need to be taken.	Information for staff about expectations and standards of behaviour will continue to be made available through briefings and staff meetings	Ongoing
16	Insufficient staff available depending on throughput/staff illness to cover the duties of Co-ordinator and Registration Assistant.	The Bursar will work closely with the COVID-19 test co-ordinator and support will be given by the SLT. The intention would be that cover could be provided by any member of the SLT initially, should both the co-ordinator and the Bursar not be available.		To be reviewed by SLT weekly

Policy date: 22 May 20
Review date: 19 Jun 20
Review date: 20 Jul 20
Review date: 14 Sep 20
Review date: 4 Nov 20
Review date: 6 Jan 21

SECTION 3: 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 letters continue to be issued to parents setting out the arrangements for the remote school provision and suitable communications will be issued when the plans to reopen are determined, to include arrangements for ongoing teaching, equipment requirements, lunch arrangements and so on.</p> <p>Staff meetings continue remotely and staff will be briefed when arrangements change in due course. Currently, visits to site are not encouraged and should only be undertaken by prior arrangement.</p> <p>Should staff have difficulties with delivering their teaching from home, these are discussed with the ICT manager and SLT. If it becomes necessary for them to teach in school, all arrangements will be discussed beforehand to include access restrictions, refreshments and changes in cleaning requirements.</p> <p>In all cases, staff will need to:</p>		Ongoing

		<ul style="list-style-type: none"> • Wear a face covering at all times within buildings, other than when seated at, or working in isolation close to, their workstation; • Maintain a 2m distance at all times from other staff and the two bubbles of pupils; • Regularly wash their hands and wipe down shared items such as the photocopier with the ant-bacterial cleaning materials provided; • Whilst limiting movement around the buildings, using hand sanitiser where possible en route. <p>SLT are aware of the need to complete staff inductions for the new staff members this term.</p> <p>Training for all on MS Teams has continued as part of the staff meeting programme, in order to support the 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>MS Teams is being used to facilitate communications between staff and pupils as well as deliver the teaching sessions.</p>	<p>Communication channels are available and managed appropriately for all stakeholders.</p> <p>Some delegation of the communication requirements via the office has been developed, together with the Deputy Head who came 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.	Details of relevant staff and Governors are available	Relevant contact details to be made readily	Review

	Governor / SLT members' contact details not known and not on call.	to the office staff, Head and Bursar. 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.	available for office staff and planning team	12/02/2021
5	No school representative identified to liaise with local authorities and local health protection team.	Although 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), in practice this has been undertaken by the Head in order to prepare any risk assessment for immediate discussion with the SLT, 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 Head/Bursar is not available.	Review 26/01/2021
6	Local authorities and health protection teams not engaged with (and the benefit of their services in case of infection).	Information has been received from the NHS about local testing and prioritisation of key workers, which has been shared with staff. Regular updates have been received from the DfE and a small stock of PCR test kits for home use and posting to the designated laboratory are still in hand. Advice will be taken as to the correct use or return of these, as the school will be taking part in the regular LF home test programme, due to commence from 25 th January. 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.	New testing programme for primary schools to be put into place.	Review 26/01/2021
7	No plan to inform local health protection team if two or more confirmed cases within 10 days or there is an overall rise in sickness absence.	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		Review when there is any change in the

		instance, from which the school would be directed to the health protection team when required. Additionally, the details for contacting the local authority have also been added to the flowchart of actions.		guidance
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	<p>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.</p> <p>Should circumstances change for any individual when the school reopens again, 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.</p>		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.	<p>This risk will be reviewed again in advance of re-opening but throughout the lockdown in any case, 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.</p> <p>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.</p> <p>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.</p>	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.	Ongoing
10	No staff, pupil and / or parent health declaration implemented or recorded.	Health declarations have been implemented for all staff and pupils attending site and recorded via MS Forms onto a master spreadsheet.		Ongoing – issued for each half term and more

		These will be repeated at suitable intervals, for example just before the resumption of school following a school holiday (including half-term breaks). Additionally, the range will be increased as and when more staff and pupils return to working on the site.		frequently if required.
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	When the opportunity arises to issue a Health Declaration, the questions are reviewed in line with local, national and international restrictions and questions added where required to establish , in which countries (plural) may have been visited including dates were requested. 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.	Form reviewed in advance of the return to limited working on site in January. Next review to take published arrangements for the return after the half-term break.	Ongoing
12	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	There has been no evidence that staff or pupils due to attend site were required to self-isolate as a result of foreign travel. Some staff were self-isolating for other reasons, but were able to commence their remote teaching duties. Some pupils remained abroad at the start of the term, but were in a position to access the remote teaching. This is being monitored from a safeguarding perspective and any additional actions required will be taken.	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.	Ongoing
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	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.	Monitoring of staff behaviour needs to be ongoing Staff have been briefed	Ongoing

		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.	and girls will be inducted on arrival to reinforce the importance of the rules and procedures Failure to comply by either girls or staff will be 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 do not arrive on foot currently, but if there were to, they would wait at the pedestrian gate and call the school for assistance. Should any parent arrive on foot and wish to speak to the staff on duty at the gate, they will be asked to		Ongoing

		wear a face covering, in line with the procedure adopted in the November lockdown.		
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. Staff have been advised to move with caution and to retreat/stand back to allow others to pass. Movement by pupils across the two bubbles indoors should not occur, but staff have to manage the entry and exit in the morning, at break times and at the end of the day, by giving each group space of more than 2m when in transit.</p>		Ongoing
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 continues as usual and therefore the needs and requirements for the different age groups, including lunch break, are appropriately considered.		
21	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Use of public transport is not relevant given the school's location and some staggering of the start		

		<p>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 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. 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, Head of Pre-Prep, Deputy Head 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 12/02/2021
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>		

SECTION 4: Pupil and Staff - Safety Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code of practice, and staff handbook policies.	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 26/01/2021
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Remote INSET session was held to receive the annual safeguarding update from Herts County. The planned first aid training for all staff was postponed, as this needs to be delivered face to face. Time was also set aside for the preparation of resources to send home to the girls to support teaching and then for the collection of those resources in year groups on the published first day of term. Remote teaching then began on the second day of term, with key worker/vulnerable pupils attending and accessing the same teaching remotely. General INSET staff meeting addressed all of the issues with reference to the switch to remote teaching at short notice.	Staff kept informed of any operational changes arising from changes in guidelines or changes due to internal review	Ongoing
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	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. MS Teams will be used to facilitate links between members of staff, as well as between staff and pupils, in order to support those who are more vulnerable.		Review 12/02/2021

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.	<p>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.</p> <p>The reviews have taken the different modes of operation into account and currently the school is largely closed, in line with the current national lockdown arrangements.</p>	The policy and this associated risk assessment, needs to be kept under regular review and shared with staff, parents and relevant other stakeholders.	Review 15/02/2021; 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.</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. As a result of the requirement to change the fire alarm system in the main building in the Autumn Term, an additional evacuation was arranged successfully using the telephone address system to advise occupants to vacate the buildings. The details for this process have been noted so that they can be</p>	<p>There has not been a fire evacuation practice thus far in the Spring Term and one will be planned for the period after half-term as a minimum.</p> <p>Fire Risk Assessment to be updated to reflect the new fire alarm system (external provider to</p>	Review to be completed at next H&S committee meeting.

		<p>used again as required.</p> <p>Staff have also been advised of the change in fire exit arrangements for the Dyson Room, with the removal of the rear door and external fire escape stairway.</p>	complete).	
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>	<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.</p>	
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 one or other of the bubbles 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>	<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.</p>	<p>Review weekly by SLT</p>
9	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	<p>The school is currently not using any additional supply, peripatetic or other temporary staff.</p> <p>The SCR is up to date with the current state of play for new appointments taking up their post in January and beyond and will continue to be reviewed and updated in the light of further staff changes.</p>	<p>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 with the school, or its</p>	

		Previous external reviews of the register and document management have taken place and the good practices identified have been followed as far as circumstances have allowed. Risk assessments have been put in place where necessary and the records will be reviewed again in order to confirm that the procedures and register continue to be compliant.	operational arrangements.	
10	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	These have been developed under the current lockdown arrangements. There are some roles where part-time ongoing home working at least could be facilitated and such arrangements will be discussed by the SLT, should this need or recommendation arise.	Review possibilities for home working where feasible.	SLT review 12/02/2021
11	The “ideal” of adults maintaining 2 m distance from each other, and from pupils not realised.	2m is the ideal social distance and other than in transit, this is largely maintained. However, where learning support teaching/assistance is being provided, the adults involved will wear a visor and have the option of wearing a face covering in addition.		
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. 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. Staff inductions and briefings have been undertaken by Teams meeting, which will continue as required.	All staff on site have been reminded about the SD rules and arrangements for the movement of bubbles around the site; briefings and reminders will continue to reinforce this.	Review 12/02/2021
13	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.	2 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.		
14	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	All of the controls in place are manageable for the group sizes identified and no larger groups are catered for.		
15	Large gatherings such as assemblies or collective worship with more than one group not avoided.	There are no larger gatherings such as assemblies or collective worship and so this is successfully avoided. All staff meetings are held remotely and there are no other events or gatherings of any other kind.		
16	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Other than general transit at the start and end of the day and at break times, there are no other circumstances for the occasional mixing into wider groups. Limited extended care will be offered after half-term to the small group of Prep girls only initially and they will remain in the same space with the same member of staff.d.		
17	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	The staff supervising the Pre-Prep bubble in particular, carry the burden of supporting the general education of the girls and they are instrumental in the provision of the regular instruction and reminders 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. 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 maintaing a single bubble for this group of key		

		worker children during the current lockdown.		
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. This has changed a little with the remote provision, but arrangements are still in place to support this part of the work.		Review 12/02/2021
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.	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.	The arrangement for learning support activities will need to be reviewed when the school reopens, as they may not always use dedicated teaching spaces	Review by SLT as part of reopening plans in due course
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.	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. This risk will be addressed should this change in the future before returning to the Partially or Fully Open modes of operation.		
23	Recruitment process and pre-appointment checks not following legal requirements.	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		Review 29/01/2021

		<p>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>		
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 a video has been published on 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 remotely at present, over the first few days of their joining the school. When the school reopens, all pupils will need to be inducted about the SD and hygiene rules, as well as transit routes around the site and arrangements for the lunch provision, which will be in place at that time.</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</p>		Review by SLT 12/02/2021

		<p>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>		
27	Plans to separate work, learning, meetings, activities and play outside not fully considered	<p>Plans for the widest possible use of facilities to include outdoor spaces is currently on hold under the lockdown. This will form an important part of making best use of facilities in support fo what is expected to be social distancing requirements, when the school works through its plans for reopening.</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 12/02/2021 unless guidelines are issued sooner
28	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	<p>PE teaching continues, even though the nature of this on a day to day basis is different from the usual offering.</p> <p>The school does not currently undertake Forest School, gardening or other adventure play as part of its usual curriculum offereing and if this were to be developed as the school plans to reopen, suitable controls would need to be considered.</p>		
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 general is required	

30	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	<p>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.</p> <p>Should there be changes to the sporting provision, to include the introduction of visiting teams in the future as the school plans to reopen, this would be an area for careful risk assessment before taking any such steps.</p>		
31	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	This is not an issue under the current lockdown arrangements, however, the PE staff will have to resume an additional responsibility for ensuring that the additional cleaning requirements chosen activities may require, are understood, planned for and undertaken.		Review 15/02/2021
32	Sports equipment not sufficiently cleaned between each use by different individual groups.	<p>Where any balls or equipment are being used by the girls on site at present, any cleaning is the responsibility of the staff supervising each bubble.</p> <p>Suitable materials have been made available and the staff take the nature of the equipment to be used and the methods of cleaning required into account before making the decision to use it.</p>	Monitoring by staff and SLT will be required.	Review 15/02/2021 – unless monitoring suggests earlier revision
33	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Miminal drama activities take place within bubbles and additional risk assessments are not required.		Review 15/02/2021
34	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Minimial singing is permitted within each separate class, but no wind or brass instruments are being used.		Review 15/02/2021
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		Review 15/02/2021

		SD rules in the space. They must also wear face coverings, unless seated and drinking or eating in that seat.		
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. In the photocopier room in particular, additional signage about the use of hand sanitiser and the cleaning down of equipment that is shared has been put up.		
37	Staff not having sufficient down time / rest during the working day / week?	The staff are working to the same timetable as last term, but it is accepted that the very nature of the work is different and working from home may present additional challenges as well. Staff meetings are used to air issues and to take some time to reflect on how to manage stress and well-being. Members of the SLT are available to talk to individuals as well and informal WhatsApp groups or similar are encouraged to enable staff to share ideas and frustrations, whilst getting away from the activity of teaching itself.		
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 weekly by SLT
39	Staff unable to manage the provision of both in school and remote learning.	Those staff who were present at the school in March, have developed their experience of the enhanced offering established during the course of the subsequent summer term. All teaching staff, including those new to the school, were reminded to be prepared for remote teaching at very short notice, since the beginning of the autumn term. Notice of the switch from being fully open to remote teaching came at very short notice at the start of the		

		term, but the total switch does mean that striking a balance between two approaches is not currently an issue.		
40	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	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. 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.		
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 12/02/2021
42	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Plans are being drawn up for the practical aspects of providing some limited extended care after school for the Prep key worker children.	Plans to be reviewed, confirmed and details shared with parents	Review 02/02/2021
43	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	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 outdoor corridor, walkway areas where the two groups may cross over each other. In general, staff escort the classes that are moving around the school and 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.		Review 12/02/2021
44	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Even during this lockdown period, monitoring of spaces is required to check that the layouts and	Monitoring required by	Review

		cleaning rules are maintained and that no other spaces begin to be used. 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.	staff and SLT	15/02/2021
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 eating their packed lunches 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 the external waste bins. Bins themselves are cleaned on an occasional basis.		Review 15/02/2021
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 they need. Where specialist sets of equipment are need, for example in art teaching, resources have been provided in each bubble areaa and where necessary would be cleaned by the supervisory staff or the cleaners if asked in advance.	Behaviours to be monitored by staff and SLT.	Review 15/02/2021
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 supervisory staff or the cleaning/caretaking team undertake the additional cleaning duites that are required.		Review 15/02/2021
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).	During the current lockdown arrangements, the sharing of resources betwee bubbles is not an issue. Suitable arrangements would need to be put in place again, should this be necessary as part of the reopening arrangements.		Review 15/02/2021
53	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	No showers are used by pupils and pupils do not need to access other spaces to change for PE at the present time.		
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 are taken from cars to the entrances. Any extraneous items are put to one	Ongoing monontoring is required and any cases of non-adherence to the	Review 15/02/2021

		side and returned home at the earliest opportunity.	rules need to be acted upon quickly	
55	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Key worker 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 regularly 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.	Any assemblies are undertaken remotely. Break times have not been changed, but the bubbles have separate outdoor spaces for this purpose. 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 as required. This is all managed externally and with distinct entry/exit points for each bubble and is considered to be sufficiently managed.		Review 15/02/2021
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.	The 2 bubbles take their lunch at the same time, as the areas in which they have their meal do not conflict with each other under the current lockdown arrangements.	Arrangements for a return to school catering will take place as part of the response to the expected phased reopening of schools in due course..	Ongoing review by SLT at weekly meetings
60	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	As noted above, limited extended care after school for one bubble will be arranged for after half-term. This may need to be reviewed in the light of greater numbers of pupils on site, if this coincides with a period of phased reopening.		Review 02/02/2021
61	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	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.		
62	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	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 where other support activities are undertaken and staff share observations and general concerns at the weekly staff meeting. 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	All extra-curricular activities remain on hold. Visits by prospective parents have been postponed during the course of the national lockdown from 04/01/2021.		Review 15/02/2021
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.	All members of academic and teaching support staff, bar one, are currently working from home, with the administrative team working partially from home to reduce the risks of infection in school. A more extensive arrangements of this sort could be considered as part of wider discussions about staffing arrangements, when the school has reopened or is planning to reopen in due course.		

SECTION 5: 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	Ongoing
2	Staff and pupils who are ill or tested positive in the last 10 days do not know or are unwilling to stay at home.	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.		Ongoing
3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	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.		Ongoing
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 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		Ongoing

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 (January lockdown, with key worker/vulnerable children only on site)</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	<p>Procedures for reporting COVID-19 instances to external</p>	<p>Procedure is understood and documented in the</p>		

	authorities not known or applied.	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 regularly 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.	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. 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 passing on the infection to staff and other family members, as well as to each other as pupils.	No further action required at this stage, but as information and science understanding develops, this will be reviewed further.	
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 previous PHE advice, this stopped in the second	No further changes to processes required at this stage	

		half of the Autumn term.		
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.	Stocks of equipment to be reviewed regularly by the caretaking team.	Ongoing
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.	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		Review when guidelines are updated

		<p>the requirement for them to use suitable PPE, to maintain a 2m social distance from staff and pupils on site and to sanitise their hands.</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>		
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 on a regular basis throughout the school, whenever children are in attendance	Ongoing
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 on a regular basis throughout the school , whenever children are on attendance	
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	This information is shared through teaching sessions, by demonstration and reminders for the younger children in particular, are highlighted in posters prepared by the girls under guidance.	General monitoring of the hygiene rules is required on a regular basis throughout the school, whenever children are in attendance	
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	General monitoring of the hygiene rules is required	

		reminded about the approach and the provision of posters to reinforce the message will be considered.	on a regular basis throughout the school, whenever children are in attendance	
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	This has not be considered by the school and would be dealt with in the event that this were to occur.		

	the whole school if necessary.	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.		
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 responders 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.		Ongoing
30	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	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		Review 15/02/2021

		<p>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 already 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>		
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 15/02/2021 or when revised guidelines issued
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
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.	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		Review when guidelines are updated

		<p>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/caretakers are required to wear these whilst they do any work where there is the risk of splashing of fluids onto their face.</p> <p>Although parents do not come regularly to the pedestrian gate, if they were to do so, they will continue to be asked to wear face coverings as they may come into brief but closer contact with other parents and with the staff on duty.</p>		
36	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	<p>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.</p> <p>This may include the suggestion to wear a surgical mask (FF2 standard) in addition to a cloth face mask, during the current lockdown period and spread of more transmissible variants of the virus.</p>	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 01/02/2021
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 colleagues. As the third lockdown proceeds and colder weather persists, it remains to be seen whether infection of the older members of staff will see more serious illnesses occurring.		

		<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> <p>For those working on site, attendance by rota rather than full-time has been encouraged in order to minimise interactions and limit possible transmission.</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 when plans to increase attendance on site are put in place
41	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be	Where any girl or their family member has tested positive, the relevant coding is used on the registration entry in Engage, together with notes	Individual details for pupils maintained on Engage; overall log	

	requested.	<p>and copies of relevant results being filed in the Engage pupil record.</p> <p>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.</p> <p>To this will be added the outcome from the incoming testing programme for staff working on site (separate testing section of this assessment sets out the details).</p>	completed on MS Teams; staff testing logs to be put together.	
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 as required and the MS Teams log.		
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 MS Teams log, and this includes those that are or potentially are COVID-19 related.		Review by SLT 01/02/2021
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 01/02/2021
45	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-	The girls attending site are currently required to wear their uniform and parents have been asked to		Review by

Policy date: 22 May 20
Review date: 19 Jun 20
Review date: 20 Jul 20
Review date: 14 Sep 20
Review date: 4 Nov 20
Review date: 6 Jan 21

	considered.	wash it daily as far possible. This is kept under review by the SLT, especially whilst the weather remains cold and girls and staff will need to keep warm, whilst at the same time, maintain good ventilation in classrooms and other interior spaces.		SLT weekly
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SECTION 6: 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 staff do cross paths and meet outside or inside, such interactions are to be brief and SD rules are to be applied. 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 and cleaners not fully considered or supported (particularly relating to age and vulnerability).	Review of considerations such as age and other vulnerabilities has been undertaken by the Bursar in tandem with staff members.	To be alert to changes in the situation of individuals and to act if so required.	
4	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	Checked daily by caretaking staff
5	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	Ongoing assessment of the cleaning routines will take place and areas will be inspected regularly (at least daily)	Checked regularly by Bursar/ cleaning team

		<p>Cleaning schedules have been amended to accommodate the change in use of the buildings during the January lockdown (areas and numbers of staff/pupils) and staff briefed accordingly.</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>		
6	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
7	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
8	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 7: 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 when guidelines updated
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 when guidelines updated
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. Recent issues identified with heating in the Art Room have been addressed during the lockdown period.	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 is scheduled for completion before the end of January.	Confirm ventilation cleaning has been done.	
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 will continue to be 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. The fire alarm panels have been serviced and the main building system, which had been causing some intermittent issues for a while, has been upgraded and the new system has been duly commissioned.	Any outstanding works to be reviewed when contractor next visits the site and instructed for the February half-term if not before.	Review by 12/01/2021
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 12/01/2021
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.	Ongoing
13	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Catering manager will need to return to work in advance of future reopening, in order to undertake planning and ordering of suitable supplies. Any additional training that may be necessary can also be undertaken and a deep clean of the kitchen be completed.	Catering risk assessment and COSHH arrangements have been updated; to be reviewed in advance of reopening.	
14	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Additional staff were engaged temporarily to manage the changed catering requirements; arrangements for reopening to be reviewed and staffing arrangements made accordingly in due course.		
15	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Rules and separate risk assessment for the catering operation to be reviewed and updated in line with the reopening of the service in due course.		
16	Insufficient drinking supplies and hydration available in dining room and around the school.	Supplies of water and cups can be made available but girls are required to bring in a water bottle currently. Suitable taps are available for the safe refilling of the bottles and younger pupils are assisted by the supervisory staff in their bubbles where necessary.		

17	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Changes discussed with the cleaning team 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, by touch point cleaning earlier in the day by the caretaker and more thorough general cleaning at the end of each day by the cleaning team. 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	Ongoing
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	Reviewed at recent committee meeting	Review by Board later in the term

		some elements of the planned work have had to be rescheduled.		
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.		Daily from 06/01/2021
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 06/01/2021
28	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Acute issues will be addressed with the pest control contractor if ans when they arise. Ongoing contract continues with regular checks of bait boxes for kitchen and main staff room, although there is no evidence of ongoing issues.		Ongoing
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.	