



COVID-19 – Risk Assessment for Our Lady of Sion School

UPDATED FOR RETURNING TO SCHOOL – 6 SEPTEMBER 2021

The Government has made it a national priority that education and childcare settings should continue to operate as normally as possible during the COVID-19 pandemic

The additions to this risk assessment are mainly taken from the government update:
Contingency framework: education and childcare settings August 2021

The main provisions from NHS Test and Trace document – Appendix C (Template for Risk Assessment)

Running the School - Assessing the Risk

There is a legal requirement for schools to revisit and update their risk assessments, building on the learning to date and the practices already developed, and to consider the additional risks and control measures to enable to maintain a full educational experience.

A grid to record the hazards, control measures and outcomes, is at Annex A.

Testing

Secondary schools are advised that ATS (asymptomatic test sites) should be used in a way that does not negatively impact the education they provide to their pupils and students, but provide reassurance that the environment is as safe as practicable.

At Our Lady of Sion we will be testing staff and pupils, on a voluntary basis, before they return to school full time.

The school will remain open, even in the event of limited positive test results. If the number of positive cases substantially increases it could indicate rapid transmission is happening in the setting. The thresholds, detailed below, will be used as an indication for when to seek public health advice.

In education and childcare settings these are, whichever of these thresholds is reached first:

- 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;

or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period

Baseline measures

The Operational Guidance sets out the measures that all education settings should have in place to manage transmission of COVID-19.

This includes:

1. Students in secondary schools and colleges should be tested twice on site at an Asymptomatic Testing Site (ATS) on return in the autumn term. The tests should be 3-5 days apart.
2. Thereafter, staff and students in secondary schools and colleges, and staff in primary schools, should test themselves using LFD twice a week at home until the end of September, when this will be reviewed. All early years and wraparound childcare staff should also continue to test twice weekly as they have done throughout the summer. **This is critical for identifying positive cases early and ensuring they isolate.**
3. Those who test positive should isolate, take a confirmatory polymerase chain reaction (PCR) test, and continue to isolate if the result is positive. Schools and colleges will need to be prepared to implement high-quality blended learning arrangements so that any child who is well enough to learn from home can do so.
4. Under-18s, irrespective of their vaccination status, and double vaccinated adults will not need to self-isolate if they are a close contact of a positive case. They will be strongly advised to take a PCR test and, if positive, will need to isolate.
5. All education and childcare settings should continue to ensure good hygiene for everyone, maintain appropriate cleaning regimes, keep occupied spaces well ventilated, and follow public health advice on testing and managing confirmed cases of COVID-19.
6. All settings should continue their strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. Settings should also continue to encourage vaccination uptake for eligible students and staff.

Face coverings

Education settings have been advised that they should make sure their contingency plans cover the possibility that it may be advised that face coverings should temporarily be worn in settings in their area

This may include face coverings in communal areas and/or classrooms, for pupils, students and staff.

Children of primary school age and early years children should not be advised to wear face coverings.

Any guidance should allow for reasonable exemptions for their use.

We will have sufficient masks held at school should this be required.

In all cases any educational and wellbeing drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission.

Shielding

Shielding is currently paused. In the event of a major outbreak or VoC (variant of concern) that poses a significant risk to individuals on the shielded patient list (SPL), shielding may be reintroduced.

Our contingency plans cover this possibility.

Other measures

Settings should make sure their contingency plans cover the possibility they are advised to limit:

- residential educational visits
- open days
- transition or taster days
- parental attendance in settings
- live performances in settings

Attendance restrictions

High quality face-to-face education remains a government priority. Attendance restrictions should only ever be considered as a short-term measure and as a last resort:

- for individual settings, on public health advice in extreme cases where other recommended measures have not broken chains of in-setting transmission; or
- across an area, on government advice in order to suppress or manage a dangerous variant and to prevent unsustainable pressure on the NHS.

Schools are expected to comply with their usual H&S duties as employers and within the context of current DfE Guidance.

Conclusion

In the main, schools will open in full with face to face teaching in classrooms. Children will no longer be taught or move around the school in bubbles. We will continue with enhanced cleaning and hand sanitising. Masks are not required but are recommended in communal areas.

Regular LFT/PCR testing will be crucial to identifying pockets of infection and limiting the spread within the school.

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 their staff, pupils, and others on site, including visitors and contractors. Therefore, decisions may have to be made that cannot appease everyone (and if that is the case the reasons for any divergence will to be recorded and communicated accordingly).

**Annex A to
COVID-19
Risk Assessment**

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.	Full RA of hazards, adherence to government advice, policies updated	Reduced risk when fully followed	Daily reassessment in current climate of changing advice
B	Government advice not being regularly accessed, assessed, recorded and applied.	Government advice read and circulated by SLT. Daily briefings received from regulatory bodies.	Staff that are responsible for key decisions are fully informed. Discussed at meetings, other schools experience reviewed and best practice identified.	Daily review
C	Staff and parents do not know or understand the 'system of controls' (see explanation above) and how they are applied.	System of controls is communicated to staff and evidenced in the way that processes are applied. Any queries are dealt with by SLT.	Staff and pupils advised on changes as necessary. Always a senior staff member on hand to give guidance	Regular communications given regarding government advice UPDATED ADVICE SENT BY HT PRIOR TO START OF TERM
D	Changes not regularly communicated to staff, their unions, pupils, parents and governors	SLT and governors in regular contact with staff, pupil and parents. Updates provided to unions. SLT in contact with staff. Staff are able to receive daily government bulletins to remain informed.	Staff and pupils advised on changes as necessary. Risk that staff don't read communications, however, pertinent advice will be displayed on entry to school	Guidance is changing rapidly, there is a risk that this is not read and understood on a timely basis. CHANGES COMMUNICATED AT INSET DAY. STAFF GIVEN OPPORTUNITY TO ASK QUESTIONS
E	Changes to assessments, procedures and other important matters not reviewed by Governors	All changes reviewed by governors	Emergency approval meetings will be held if necessary	Will be reassessed as new guidance is issued UPDATED/REISSUED
F	Insurers and / or brokers not updated with school's amended plans	All changes are communicated by the Bursar to the insurance company	All addressed	Will be updated as required UPDATED
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	Understood	Understood	No risk
H	Insufficient liaison with local authority and health protection team over testing and actions.	School is in contact with LA to seek guidance in each positive test case.	One point of contact	As and when required

		Communication with LA praised		RESPONSIBILITIES UNDERSTOOD AND ADHERED TO
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	Currently being established	Currently being established	SUPERSEDED BY PHE HELPLINE
J	Insufficient systems and staff to support training, testing and contact tracers.	Currently being established	Currently being established	NO RISK, ALL FULLY TRAINED
K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	Testing consent and procedures have been circulated, further guidance to parents will follow School will manage procedures using trained individuals providing guidance for all staff, parents and pupils	Trained individuals will supervise the process	Updates will be issued as new guidance is provided INFORMED BY SCHOOL. NOW RESPONSIBILITY OF INDIVIDUAL
L	Training and testing activities insufficient to provide reassurance including feedback and Q&A	Training is comprehensive, in line with DfE and NHS test and trace guidelines. INSET training incorporated latest guidance and gave opportunity for questions. Communications to staff, parents and pupils are delivered clearly and concisely.	Communications give clear guidance and advice to follow in order to prevent/minimise infection. Where infection is suspected/detected clear instructions for treatment and isolation are given. Feedback is encouraged	Daily updates to reflect DfE and PHE guidance Regular staff communication, encouraging feedback and comments for improvement
M	DfE advice to keep groups separate (in "bubbles") not being fully implemented where appropriate.	Bubble advice is being fully adhered to	Already in operation	Will be reviewed as guidance changes NO LONGER REQUIRED
N	Each group's ("Bubble") health not properly analysed and risk assessed to consider switching to remote learning.	Daily review of bubble health ensures that staff and pupil welfare remains the top priority	Already in operation	Will be reviewed as test results are available, and will follow LA advice NO LONGER REQUIRED
O	The definitions of "close contact" and the trigger for a pupil/staff to self-isolate not understood.	Definitions understood by key management who make decisions when advised of test results	Already in operation	Will be reviewed as guidance changes UPDATED AT INSET TRAINING
P	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Movement of bubbles is strictly controlled. All bubble whereabouts at	Already in operation	Will be reviewed as guidance changes NOW BACK IN CLASSES

		given times are timetabled and can be identified		
Q	Insufficient information to identify close contacts of symptomatic individuals and support contact tracing.	As above	Already in operation	CONTACTS ARE KNOWN
R	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Contingency plans in place for isolation as and when necessary	Already in operation	PLANS IN PLACE
S	Insufficient preparation (letters, WhatsApp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	Regular, clear and concise communication of government updates and school policies Ever changing guidance during the holiday period is problematic but communication to staff and parents has continued	Already in operation	REVIEWED AND UPDATED. PLANS IN PLACE
T	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Hand washing is regularly enforced Masks, gloves and other PPE offered to all staff Notices around school to remind younger pupils Checklist to be placed on each desk as a reminder, e.g. SD requirements, don't move desks, wash hands before and after lunch etc.	Risk reduced as staff and pupils aware of expectations Clear instructions available	CURRENT GUIDANCE WILL BE FOLLOWED AT ALL TIMES
U	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood, communicated, applied or checked.	SD, hygiene and ventilation rules all understood and actioned where practicable. Adverse weather proves problematic but rooms are aired wherever possible.	Risk reduced as staff and pupils aware of expectations Clear instructions available	CURRENT GUIDANCE WILL BE FOLLOWED AT ALL TIMES
V	SD rules and safety precautions for activities (play, games, drama, and music) not understood or adhered to?	Expectations have been clearly communicated and will be monitored by senior staff	Risk reduced as staff and pupils aware of expectations Clear instructions available	CURRENT GUIDANCE WILL BE FOLLOWED AT ALL TIMES
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.	Cleaning contractors employed mid and	Risk reduced but not eliminated.	Regular SLT review

		<p>end of day. Contract includes higher anti-bac element to cleaning. Areas where suspected cases are isolated are fogged after each use.</p> <p>Staff to support in maintaining a clean environment. Wipes and spray will be available for after lessons, before and after lunch.</p>	All areas remain a challenge, the school will adhere to guidelines and cleaning advice.	Risk reduced but not eliminated.
X	High-risk areas not being regularly monitored for hygiene.	All areas included in enhanced cleaning regime	All areas considered	Under regular review
Y	Contract providers and services suspended or unable to attend school.	All non-essential services have been suspended	Suspended	Under regular review, will be reinstated when safe to do so
Z	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Access controlled, monitored and recorded by reception only	All details fully recorded to allow full tracing	Will be regularly updated to reflect recent/changing guidance
AA	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	Supplies replenished as required. Stocks regularly monitored. Available from the bursar as and when required.	Sufficient supplies held. Issue with supply chain a possibility but with monitoring and planning can be reduced	Will be monitored to ensure sufficient supplies held
BB	Inadequate contingency plans for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	Contingency plan in place. Remote learning to be provided in case of full lockdown.	To be communicated as required	CURRENT GUIDANCE WILL BE FOLLOWED AT ALL TIMES
CC	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks	Contingency plans in place for multiple self-isolation. Pupils are collected by parents at earliest opportunity	Staff aware of isolating plans and process	CURRENT GUIDANCE WILL BE FOLLOWED AT ALL TIMES
DD	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	Holiday and out of school clubs not currently in use. After school clubs under review. Will follow current safe school practice	Plans will be updated as further changes to clubs are made	CURRENT GUIDANCE WILL BE FOLLOWED AT ALL TIMES

EE	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors?	All regularly updated to reflect government changes and feedback	RA provided when changes identify an improvement to process	Will be regularly updated to reflect recent/changing guidance
FF	All hazards identified properly mitigated and regularly re-assessed?	Where practicable all hazards have been identified properly mitigated and regularly re-assessed	RA reviewed hazards and changing guidance to provide the safest environment for staff and pupils	Will be regularly updated to reflect recent/changing guidance

Risk Assessment for COVID-19 Test Sites

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Appropriate staff trained in LFT collection and result analysis	Confident that LFT tests will be undertaken correctly, in the required setting, by trained personnel	WILL BE UPDATED AS REQUIRED
2	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	Certificate of completion obtained	All complete	NO RISK
3	Consent forms are not available and properly completed?	Recorded centrally	No LFT test taken without consent	NO RISK
4	Test site flooring is not non-porous.	Compliant	No action	NO RISK
5	Test site is not well lit with a good airflow	Compliant	No action	NO RISK
6	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Compliant	No action	NO RISK
7	Test chair in the swabbing bay not a minimum of 2m apart.	Compliant	No action	NO RISK
8	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Compliant	No action	NO RISK
9	No clear division and demarcation between swabbing and processing area.	Compliant	No action	NO RISK
10	Non-authorized people and test subjects able to enter the processing area	Entry is managed by recording attendance. Only scheduled pupils allowed	No action	NO RISK
11	Inadequate evidence of quality assurance, guidance and supervision.	Supervised by appropriately qualified testers	No action	NO RISK
12	Processing bays not properly cleaned, and waste (including clinical waste) is not properly disposed.	Compliant	No action	NO RISK
13	Disorderly entry, processing, social distancing and exit movement.	Compliant	No action	NO RISK
14	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access.	Special bins and containers provided. Additional waste collection in place.	No action	NO RISK

15	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Compliant	No action	NO RISK
16	Inadequate provision of a quiet space to talk with the pupil mindful of the need for social distancing / PPE / wellbeing.	Compliant	No action	NO RISK

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not reviewed. (Email, text, facebook etc).	<p>SLT send regular communications to staff around expectations</p> <p>SLT and governors in regular communication to ensure effective management of current online provision</p> <p>Communication regarding return to school will be drafted and given to all staff in advance of returning</p>	<p>Risks are reduced by staff receiving communication.</p> <p>Will need to evidence that they have read and understood before returning</p>	<p>On-going</p> <p>Communication between the school, parents, pupils and staff is working well.</p>
2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	Inset day to be used to communicate changes to school policies. Questions can be asked at this time.	Staff receive up to date guidance and instructions	COMMUNICATION SENT TO PUPILS REGARDING CHANGES IN REGULATIONS
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	<p>Informal communication always in place – will be reiterated when school return</p> <p>Staff will be involved in RA process to allow consultation and comments/suggestions</p> <p>Staff and parent surveys addressed previous online training and education provision. Will be repeated if required.</p> <p>Notification of 'rules' regarding return to school will be clear and concise.</p>	Pupils, parents, staff and governors are encouraged to share feedback to ensure a continuous cycle of improvement	On-going

4	No Governor and / or SLT member for school / department responsible for COVID-19 matters. Governor / SLT members' contact details not known and not on call.	SJY – responsible to communication and governor updates KPN – responsible for RA and H&S	Contact communicated to staff	On-going
5	No school representative identified to liaise with local authorities and local health protection team.	SJY responsible	Contact communicated to staff	On-going
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	SJY responsible in event of closure	Contact communicated to staff	On-going
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.	Plan in place	SLT aware	On-going
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	Staff return will be monitored. Clinically vulnerable staff have been identified and adjustments made where requested	Staff can raise concerns with SLT at any time	Not currently an issue
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.	Open communication is encouraged. All concerns will be addressed by SLT as and when raised	On-going communication review	On-going
10	No staff, pupil and / or parent health declaration implemented or recorded.	On file	Current	On file
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Travel to other locations limited since lockdown. Parents and staff encouraged to share details and some have volunteered them. A letter will be sent to parents reminding them to keep us informed.	Infection status of all parents, pupils and staff cannot be known Unwell students are not to return to school and follow previously communicated isolation advice	PUPILS AND STAFF REQUESTED TO PROVIDE DETAILS (VOLUNTARY)
12	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	Movement of bubbles and staff is strictly controlled. All bubble whereabouts at given times are timetabled and can be identified	Already in operation	BUBBLES NO LONGER REQUIRED
13	Staff, parents and pupils not self-isolating after holiday and work visits (for 2 weeks?) to non-government agreed countries.	Staff will be requested to follow current guidelines and not to come to work if unwell	Not possible to identify and manage, relies on staff parents and pupils to adhere to guidance	EXPECTED TO ISOLATE WITHIN CURRENT GUIDANCE
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Hygiene standards well communicated	On-going	On-going

		<p>around school.</p> <p>Government guidance of 'hands, face, space' also reminded</p> <p>Hygiene standards monitored and enforced by teaching staff and SLT. Mutual agreement to hold each other to account and be responsible</p>		
15	Class and activity rooms not properly and regularly ventilated with fresh air.	All ventilated where practicable	Current	On-going
16	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching	<p>Details of symptoms displayed at entrances and in isolation space, SD guidelines clearly defined and marked.</p> <p>Already in place</p>	Risk reduced. Staff to provide acknowledgement of receipt and understanding	<p>CURRENT REGULATIONS ADHERED TO.</p> <p>SD NO LONGER REQUIRED</p>
17	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	Areas clearly marked. Will be supervised by staff	Currently in force	SD NO LONGER REQUIRED
18	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	Staff and pupils to wash hands on entering school to reduce risk of transmission	Currently in force	NO LONGER REQUIRED
19	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	Protocol at school gates currently being enforced. SD and hand washing enforced by staff	Currently in force	SD NO LONGER REQUIRED
20	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	<p>In force. Clear directional markers are in place, alongside signage indicating direction of travel.</p> <p>Younger students are supervised to ensure directions are followed.</p>	Currently in force	SD NO LONGER REQUIRED
21	Learning and recreational spaces not de-conflicted or configured to SD rules for different groups or bubbles.	<p>All areas configured for SD where practicable.</p> <p>Bubbles in use throughout school</p>	Currently in force	SD NO LONGER REQUIRED

22	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Usual timetables apply	Currently in force	SD NO LONGER REQUIRED
23	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Staggered times already in force to minimise contact on arrival and departure	Currently in force	SD NO LONGER REQUIRED
24	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	Pastoral lead in place to deal with significant life events DSL to deal with in first instance. Will refer for additional support if required.	Currently in force	USUAL SAFEGUARDING IN PLACE
25	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	All previous safeguarding measures remain in place	Currently in force	USUAL SAFEGUARDING IN PLACE

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Additional COVID policy shared on school website, supported with WSCC policy	Staff are aware of school and local authority policies	UPDATED AT INSET DAY
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Inset focused on training required for COVID-19 related procedures, safeguarding, H&S, well-being etc. Delivery of online lessons and platforms was also revised, with new platforms also being highlighted	Current	This will include updated COVID guidance once schools return to face to face learning.
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	As delivered by training above	Current	Will deliver required training
4	System of controls (see explanation above) not understood and / or properly implemented.	As delivered by training above	Current	Will deliver required training
5	DSL and ADSL not easily contacted and their contact information not known to all.	SJY – details already known	Current	On-going
6	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	Displayed on school website as amendment to safeguarding policy	Available to all, alongside WSCC guidance	COVID policy is displayed on website.
7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	Assembly points remain the same. Priority in the event	Current	On-going

		of fire is to leave the building as quickly and safely as possible		
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	Usual timetabling and needs in use	Current	On-going
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Staff will maintain SD and will be monitored by SLT and each other in doing so	Current	SD NO LONGER REQUIRED
10	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities.	Pupils will wear face coverings and be monitored by SLT and staff in doing so	Current	REQUIRED ON SCHOOL BUS ONLY. RECOMMENDED IN COMMUNAL AREAS
11	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules.	Induction training will be given on expectation, usual monitoring of adherence will apply	Current	SD NO LONGER REQUIRED
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Online learning has prompted increase in those working from home, with many teachers now teaching remotely. Support staff will rotate between home and office work to ensure safest environment for all.	Current – flexible arrangement where staff can elect to work from either location providing they meet objectives	On-going
13	The “ideal” of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	Information posters and reminders around school. SD culture already present within school. Where not practicable rooms are designated ‘one in one out’.	Current	SD NO LONGER REQUIRED
14	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Difficulties acknowledged with primary school aged children but still enforced where practicable	Current	NO LONGER REQUIRED
15	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.	Movement of bubbles is strictly controlled. All bubble whereabouts at given times are timetabled and can be identified	Already in operation	NO LONGER REQUIRED

16	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	All pupils are in school within the bubble environment	Already in operation	Will be reviewed as guidance changes
17	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Large gatherings are not permitted	Already in operation	NO LONGER REQUIRED
18	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Controls to prohibit wider mixing already in place	Already in operation	NO LONGER REQUIRED
19	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Difficulties acknowledged with primary school aged children but still enforced where practicable	Current	On-going
20	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	Usual school support applies	Current	On-going
21	Where a pupil 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.	Not applicable	Not applicable	Not applicable
22	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Classrooms have been reconfigure to conform to SD requirements where practicable	Current	NO LONGER REQUIRED
23	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Usual safeguarding, training and induction process are still being followed, with added COVID guidance	Current – only one placement With lockdown now in force it may be difficult to finish and the placement may be rolled over to the next term	On-going
24	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Usual safeguarding, training and induction process are still being followed, with added COVID guidance	Current	On-going
25	Recruitment process and pre-appointment checks not following legal requirements.	Usual safeguarding, training and induction process are still being followed, with added COVID guidance	Current	On-going
26	New staff and pupil registration and induction processes not adapted or compliant.	Usual safeguarding, training and induction process are still being followed, with added COVID guidance	Current	On-going
27	Support staff and TAs in regulated activity do not have the appropriate checks.	Usual safeguarding, training and induction process are still being followed, with	Current	On-going

		added COVID guidance		
28	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Usual safeguarding checks and process are still being followed	Current	On-going
29	Plans to separate work, learning, meetings, activities and play outside not fully considered	Outside areas are multi use – learning and play but are used in bubbles	Current	On-going
30	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	Usual safeguarding checks and process are still being followed	Current	On-going
31	Opportunities for non-contact sport, adventure play, Forest School, gardening etc not regulated or considered	All physical activities meet the current guidelines	Current	On-going
32	Physical education, sport and physical activities not following the measures in their system of controls.	All physical activities meet the current guidelines	Current	On-going
33	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	All areas ventilated when and where possible	Current	On-going
34	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Staff aware of SD rules and enforce when teaching	Current	NO LONGER REQUIRED
35	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Pupils maintained bubbles. Cleaning regime in force, all equipment is cleaned after use to reduce cross contamination.	Current	NO LONGER REQUIRED
36	Sports equipment not sufficiently cleaned between each use by different individual groups.	All equipment cleaned after use	Current	On-going
37	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	Risk of sporting activities regularly reassessed by head of department	Current	On-going
38	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	Risk of musical activities regularly reassessed by head of department	Current	NO LONGER REQUIRED
39	Shared staff spaces are not set up or used to allow staff to distance from each other.	Where practicable SD is applied, or a 'one in one out' rule used	Current	NO LONGER REQUIRED
40	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Where practicable SD is applied, or a 'one in one out' rule used	Current	NO LONGER REQUIRED
41	Staff not having sufficient down time / rest during the working day / week?	Usual school breaks apply	Current	On-going
42	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Usual school schedules apply	Current	On-going

43	Staff unable to manage the provision of both in school and remote learning.	Provision of remote learning can be fully staffed alongside delivering supervised key worker care. Supervised learning does not provide additional teaching and is communicated as such. Pupils on site follow the same lessons as those learning remotely, but with supervision.	Communication with staff and parents remains key and is positively encouraged	NO LONGER REQUIRED
44	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Usual school schedules apply	Current	On-going
45	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Shared, understood and enforced	Current	On-going
46	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Currently under review	Current	On-going
47	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.	Bubbles in place, SD marked out	Current	NO LONGER REQUIRED
48	Classrooms don't reflect recommended layout, PPE, screening, enhanced cleaning rules and timings.	Classrooms configured to reflect guidance where practicable	Current	NO LONGER REQUIRED
49	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	Hand washing encouraged and enforced by teaching staff, leading by example and sanitising on arrival to each room	Current	On-going
50	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Hand sanitiser available in every room. Replacements available upon request	Current	On-going
51	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Rolling stock check maintained. Teachers to notify when additional supplies required for rooms. Caretakers check weekly level is hand sanitiser dispensers	Current	On-going
52	Unnecessary and unused items not removed from classrooms and other learning environments.	All removed	Current	NO LONGER REQUIRED
53	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.	All removed	Current	NO LONGER REQUIRED

54	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	No shared items	Current	NO LONGER REQUIRED
55	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.	Regular cleaning ion force. No shared use of frequently used items	Current	ON-GOING CLEANING, BUBBLES NO LONGER REQUIRED
56	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).	Regular cleaning ion force. No shared use of frequently used items	Current	NO LONGER REQUIRED
57	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	Third party contractor cleaning twice daily	Current	On-going
58	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Pupils only permitted to bring essential items into school	Current	On-going
59	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	No shared resources permitted	Current	On-going
60	Outdoor playground equipment should be more frequently cleaned or left fallow.	Outdoor play equipment is cleaned after each use, hand sanitiser is also used prior to use	Current	On-going
61	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	All staggered where practicable	Current	NO LONGER REQUIRED
62	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	None currently scheduled	Current	NO LONGER REQUIRED
63	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	SD observed. Meals eaten in classrooms	Current	NO LONGER REQUIRED
64	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	Not applicable	Not applicable	Not applicable
65	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Not being run during lockdown	Not applicable	Not applicable
66	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Focus on mental well-being of staff. EAP details available in communal areas and SLT support also available	Current	On-going
67	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Bubbles restrict cross contamination but also provide small support groups for children to develop friendships. Online learning provides	Current	On-going

		daily opportunities for all (JS & SS) pupils to communicate with teachers and classmates, through tutor time and interactive lessons.		
68	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Pupils given age appropriate information and are aware that they can ask questions of teachers at any time	Current	On-going
69	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Will be reschedule once safe to do so	Will constantly review to allow maximum pupil benefit	NO LONGER REQUIRED
70	Plans, briefing and statistics for ISI / Ofsted visit not updated.	All updated	Current	On-going
71	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	All considered and offered where appropriate	Current	On-going

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.	Well communicated through TEAM meetings, posters and reminders. Testing regime will highlight asymptomatic cases	Will be reviewed daily	UNDERSTOOD AND OBSERVED
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.	Will be highlighted through school testing. Known positive cases will not be permitted on site Staff are aware of expectations	Staff will not be permitted on site until a negative result is achieved or isolation completed	Will be reviewed daily
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).	Guidelines have been communicated in several ways, posters also available in school	Expectations clearly outlined	NO LONGER REQUIRED NEW LFT/PCR TEST GUIDANCE
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	Guidelines have been communicated in several ways, posters also available in school	Expectations clearly outlined	CURRENT PCR TEST GUIDANCE WILL BE FOLLOWED

5	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.	Isolation room and PPE available	Will be monitored as need arises/grows	Will be reviewed daily
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	Guidelines have been communicated in several ways, posters also available in school	Expectations clearly outlined regarding potential isolation	Will be reviewed daily
7	Staff not aware of meaning of "close contact" i.e.: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person. 	Guidelines have been communicated in several ways, posters also available in school	Expectations clearly outlined regarding potential isolation	Will be reviewed daily
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	Known and previously used	On-going	Reviewed in line with current guidance
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.	Guidelines around hand washing and sanitising clearly communicated and available in all rooms	On-going	Reviewed in line with current guidance
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 with appropriate solution (bleach not permitted in school) after isolation is understood and carried out	On-going	Reviewed in line with current guidance
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Guidelines have been communicated in several ways, staff aware of (non) presentation of symptoms	Expectations clearly outlined regarding potential isolation	Will be reviewed daily
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	This is not a method relied on by the school	Method not used	To be reviewed regularly
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Sufficient staff with pediatric/ first aid qualifications (14 JS 9 SS), and COVID awareness will be used to isolate suspected cases. Separate areas defined. Written protocol for testing and subsequently informing parents.	Risk managed. Sufficient staff will be on site. Staff will operate usual protocol for usual medical issues	TEMPERATURE TESTING NOT IN USE
14	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Temperature testing not used. New COVID testing protocols will only	Temperature testing not used	TEMPERATURE TESTING NOT IN USE

		be carried out by trained staff		
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	New COVID testing protocols will only be carried out by trained staff. PPE as supplied	Trained staff only	To be reviewed regularly
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature testing not used	Temperature testing not used	TEMPERATURE TESTING NOT IN USE
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Temperature testing not used	Temperature testing not used	TEMPERATURE TESTING NOT IN USE
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	All visitors are registered and recorded to enable tracing if required. Temperature testing is not used	All visitors can be traced if required	NO LONGER REQUIRED
19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Children are fully supervised, encouraged and effectively manage whilst using hand sanitiser and obey hygiene rules	All staff have experience with working with children to enable correct application	To be reviewed regularly
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Children are fully supervised, encouraged and effectively manage whilst using hand sanitiser and obey hygiene rules	All staff have experience with working with children to enable correct application	To be reviewed regularly
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.	Children are educated in the 'catch it, bin it, kill it' guidance and follow where practicable. Tissues are supplied where requested. Sanitiser is available for all to use as required	All staff have experience with working with children to enable correct behaviour in these situations	To be reviewed regularly
22	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Reiterated by teaching staff and through posters in school Children now used to this behaviour expectation	All staff have experience with working with children to enable correct behaviour in these situations	To be reviewed regularly
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Children are well informed and supervised, and	All staff have experience with working with children	To be reviewed regularly

		whilst not all risk can be eliminated they are educated in the implications of transmission	to enable correct behaviour in these situations	
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	See COVID testing responses above	See COVID testing responses above	See COVID testing responses above
25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	All visits off site will be communicated to the school by parents	Pupils not allowed off premises without written consent	To be reviewed regularly
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff are aware of current guidelines	Staff are aware of current guidelines	Staff are updated on changing guidance
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	In school testing to commence 11 th Jan. Mobile testing unit is considered unlikely to be required	Will deal with if required	To be reviewed regularly
28	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	Equipment not used in school	Equipment not used in school	NOT USED
29	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	All current safety regulations are adhered to	All current and compliant	Will be reviewed as required
30	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	Headteacher liaises with LA as appropriate	Will deal with as required	To be reviewed regularly
31	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	All current safety and safeguarding regulations are adhered to	All current and compliant	Will be reviewed as required
32	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	All current safety and safeguarding regulations are adhered to	All current and compliant – no change	Will be reviewed as required
33	Not compliant with requirements for EYFS and PFA certification.	All current safety and safeguarding regulations are adhered to	All current and compliant – no change	Will be reviewed as required
34	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	All current safety and safeguarding regulations are adhered to	All current and compliant – no change	Will be reviewed as required
35	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	All current safety and safeguarding guidance is adhered to	All current and compliant – no change	Will be reviewed as required
36	Lack of School decision or policy for level of PPE required for staff or pupils.	PPE provided as requested, in excess of current guidelines	As requested	Will be provided as requested and in line with guidelines

37	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Guidance regarding PPE is shared and understood amongst staff	All current safety and safeguarding guidance is adhered to	NO LONGER REQUIRED IN ALL SITUATIONS WILL BE REVIEWED AS REQUIRED
38	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Age appropriate risk assessed with differing solutions applied where required	All current safety guidance is adhered to	Will be reviewed as required
39	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	Where age based school are aware. School have invited CEV to share any adjustments they may require	CEV to share requirements as required	Regularly communicated to staff
40	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of national restrictions.	A very small number (<5) CEV have received communications from school regarding options available. They will also be aware from other DfE guidance	CEV to share requirements as required	Regularly communicated to staff
41	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	CEV have received communications from school regarding options available.	CEV to share requirements as required	Regularly communicated to staff
42	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	All current safety guidance is adhered to	CEV have received communications from school regarding options available.	Will be reviewed as required
43	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	All staff asked to engage with school regarding potential vulnerabilities that may not be known	Staff to share requirements as required	Regularly communicated to staff
44	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Positive test information currently provided by parents with isolation rules being followed. New testing regime will alter procedures. Further government guidance awaited	Procedures will be informed by latest government guidance	Will be reviewed as required
45	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.	New testing regime will alter procedures. Further	Procedures will be informed by latest government guidance	Will be reviewed as required

		government guidance awaited		
46	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	New testing regime will alter procedures. Further government guidance awaited	Procedures will be informed by latest government guidance	Will be reviewed as required
47	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	All pastoral and safeguarding procedures remain. Full support given to pupils and staff who remain at home	Regular contact remains in force	DIALOGUE IN PLACE FOLLOWED UP AS PART OF PASTORAL RESPONSIBILITIES
48	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Uniform policy will be relaxed following latest guidance.	Will be updated as guidance alters	NO LONGER REQUIRED

Dedicated School Transport and Driver Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	All staff informed in whole school communications. Dedicated info sent by WJS	Staff are informed of requirements	DRIVERS FULLY UPDATED ON NEW REQUIREMENTS
2	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	Drivers advised to share concerns with WJS/HM	Staff are informed of requirements	INCLUDED IN WHOLE SCHOOL ASSESSMENT
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	Provided as requested. Can be requested at any time	To be provided as needed	Will be reviewed daily
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Drivers offered necessary protection, PPE provided and mandatory for role	To be provided as needed	PPE PROVIDED
5	Dedicated transport not aligned with the principles underpinning the system of controls.	Buses only provided once full RA was undertaken. All drivers consented to follow guidelines	To be revised as guidance changes	IN LINE WITH PROCEDURES
6	Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.	Routes are reduced where practicable. Whilst schools remain open transport will be offered to maximise education experience	To be revised as guidance changes	Will be reviewed daily
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	SD not possible, however PPE is applied alongside dedicated seating plan	To be revised as guidance changes	MASKS STILL REQUIRED
8	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Where practicable bubbles are maintained on transport. Pupils are trackable	To be revised as guidance changes	NO LONGER REQUIRED

		should isolation be required		
9	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	PPE and hand sanitiser provided for use on entering the bus	To be revised as guidance changes	REVIEWED IN LINE WITH GUIDANCE
10	No additional cleaning of vehicles (all touch points) before and after each journey.	Vehicles are cleaned after each use with appropriate cleaner	To be revised as guidance changes	REVIEWED IN LINE WITH GUIDANCE
11	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	SD observed alongside PPE when buses are boarded	To be revised as guidance changes	REVIEWED IN LINE WITH GUIDANCE
12	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Parents informed and consented for face masks to be used as a condition of using the bus. Where not adhered to children are not permitted to travel	To be revised as guidance changes	REVIEWED IN LINE WITH GUIDANCE
13	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	School transport not to be used for symptomatic pupils	To be revised as guidance changes	Will be reviewed daily
14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	All current safety regulations are adhered to	All current and compliant	Will be reviewed as required

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support and contract staff not regularly briefed on changes to school operation.	All staff informed in whole school communications	Staff are informed of requirements	UPDATED AT INSET DAY
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	All SD requirements are adhered to by all staff. Support staff are included in all communications and are aware of the expectation around complying with current guidelines	All staff aware of expectations	UPDATED AT INSET DAY
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	All vulnerable staff identified and reasonable adjustments made where possible	VP can request support at any time	UPDATED AT INSET DAY
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	PPE made available to all staff	As requested	Will be reviewed daily
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Cleaning regimes enhanced and conform to increased hygiene guidelines	As required	Will be reviewed daily
6	Security and access systems not regularly checked, updated and re-coded.	All current security regulations are adhered to	All current and compliant	Will be reviewed as required
7	Reconfigured areas, zones and routes hampering fire exits and routes.	Fire routes considered when configuring routes. Fire drills will highlight potential issues. All currently addressed	All current and compliant	Will be reviewed as required

8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	All routes remain clear and are compliant	All current and compliant	Will be reviewed as required
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Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Sanitiser available in all rooms Levels checked regularly to ensure compliance	All staff and pupils have access to hand sanitiser	Daily review
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	All current security and safeguarding regulations are adhered to Contract tracing details are available	All current and compliant	Will be reviewed as required
3	Contractor health declaration and pre-work briefings not considered or implemented.	Contractors are not permitted on site if they are unwell	Visitors are limited to essential works only	Will be reviewed as required
4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Contractor hygiene arrangements are the same high standard as any school occupant. Hand washing and mask wearing is mandatory	Visitors are limited to essential works only	Will be reviewed as required
5	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	As usual – all mains supplied	As current	No review required
6	Insufficient gas supply, maintenance, checks, venting and valves.	As usual – all mains supplied	As current	No review required
7	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	All current safety regulations are adhered to	All current and compliant	Will be reviewed as required
8	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Not applicable	Not applicable	Not applicable
9	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	All current safety regulations are adhered to	All current and compliant	Will be reviewed as required
10	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	All current safety regulations are adhered to	All current and compliant	Will be reviewed as required
11	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Not applicable	Not applicable	Not applicable
12	Fire alarm panel, system and extinguishers not in date and not serviced.	All current safety regulations are adhered to	All current and compliant	Will be reviewed as required
13	Fire doors improperly propped open to limit use of door handles and increase ventilation.	All current safety regulations are adhered to	All current and compliant	Will be reviewed as required
14	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Office occupancy limited and home working encouraged where possible	Safety guidelines applied where practicable	Will be reviewed as required
15	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	All now opened and appropriately cleaned but only used for tea making facility, not used as a social gathering space	All current guidelines applied	Will be reviewed as required
16	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Not applicable	Not applicable	Not applicable

17	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Not applicable	Not applicable	Not applicable
18	Insufficient drinking supplies and hydration available in dining room and around the school.	Water fountains remain available. All test certificates are current Hand sanitiser is available for before use	Safety guidelines applied where practicable	Will be reviewed as required
19	Cleaners changed working patterns during the day not discussed or agrees to meet the revised hygiene requirements.	Cleaning regime altered to meet guidance, including multiple daily visits to ensure that high use touch points and traffic areas are regularly sanitised	Safety guidelines applied where practicable	Will be reviewed as required
20	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Operated by third party, but seen to be adhering to guidelines	Safety guidelines applied where practicable	Will be reviewed as required
21	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	New arrangements agreed	As invoiced	Will be reviewed as required
22	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Operated and staffed by third party as per contract	Staff available to meet our needs	Will be reviewed as required
23	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Usual school processes applied. Area is deep cleaned and additionally 'fogged' to eliminate COVID contamination potential	Safety guidelines applied where practicable	Will be reviewed as required
24	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Operated by third party, out of school hours, but seen to be adhering to guidelines	Safety guidelines applied where practicable	Will be reviewed as required
25	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Sufficient products available to maintain full operation	Risk managed	Daily review
26	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	All currently in operation	All currently in operation	Will be reviewed as required
27	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Not applicable	Not applicable	Not applicable
28	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Supplier hygiene arrangements are the same high standard as any school occupant. Hand washing and mask wearing is mandatory	Visitors are limited to essential works only	Will be reviewed as required
29	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	Current contracts in force Enquires being made regarding new testing 'health waste'	Contractor in place as required	Will be reviewed as required
30	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	No change required – already in place	Issues addressed	Will be reviewed as required

31	How often is this Risk Assessment reviewed? Daily? Weekly? Monthly? Termly? Annually?			Daily review of some items. Government guidance will impact RA and will be reflected as required
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