

Covid-19 Risk Assessments and Contingency Framework

Updated December 2021

Introduction

The Government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant.

These measures are precautionary, while the variant is tracked and assessed. As a result, we are reflecting these measures in this updated assessment, most directly a temporary recommendation on the wearing of face coverings in schools and changes to isolation requirements for confirmed and suspected cases of the Omicron variant and their contacts. This advice remains subject to change as the situation develops.

COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Recent changes to Government guidance include updated:

- advice on Tracing close contacts and isolation to reflect the change in measures for close contacts of suspected or confirmed Omicron cases
- advice on Face coverings to reflect they are now recommended in communal areas, public and dedicated transport in all schools for adults and for pupils from year 7 onwards
- replacement of references to Public Health England with references to the United Kingdom Health Security Agency (UKHSA)
- information on vaccination of under 18 year olds
- Travel and quarantine section to reflect that pupils arriving from abroad will need to isolate and test on arrival
- Educational visits section to advise you consider whether to go ahead with any planned international educational visits

Tracing close contacts and isolation

Close contacts in schools are now identified by [NHS Test and Trace](#) and education settings are not expected to undertake contact tracing.

All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.

Contingency Plans

Schools should have contingency plans (sometimes called outbreak management plans) outlining what to do if children, pupils, students or staff test positive for COVID- 19, or how to operate if advised to take extra measures to help break chains of transmission.

Given the detrimental impact that restrictions on education can have on pupils any measures should only ever be considered as a last resort, kept to the minimum groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

Schools should consider taking extra action if the number of positive cases substantially increases. Information on what circumstances might lead to taking additional action, and the mitigating steps can be found in the [contingency framework](#).

It is recommended schools consider whether to go ahead with planned international educational visits at this time, recognising the risk of disruption to education resulting from the need to isolate and test on arrival back into the UK. Useful references are the [Foreign, Commonwealth and Development Office travel advice](#) and the [guidance on international travel](#) before booking and travelling.

Asymptomatic (producing or showing no symptoms) Testing

Testing remains important in reducing the risk of transmission of infection within schools.

Staff and secondary age pupils (Years 7 & 8) should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.

There is no need for primary age pupils (those in year 6 and below) to test.

Schools with secondary age pupils should also retain a small asymptomatic testing site (ATS) on-site until further notice so they can offer testing to pupils who are unable to test themselves at home.

Additions to this risk assessment now includes a self-test section which is mainly taken from:

- [How to guide – Rapid Testing in Education Settings – updated 25 Nov 21](#)
- [Health and Safety: responsibilities and duties for schools - updated 19 Jul 21](#)

Confirmatory PCR Tests

Staff and pupils with a positive LFD test result should self-isolate in line with the [stay at home guidance for households with possible or confirmed COVID-19 infection](#). They will also need to get a free PCR test to check if they have COVID-19.

Whilst awaiting the PCR result, the individual should continue to self-isolate.

If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.

All of the above will remain under review, and if at any stage the school is deemed high risk owing to an outbreak, then additional measures may be put into place by the school and/or local health authority. These measures may include reinstating masks, moving to remote learning or reinstating bubbles. To this end, the school has prepared a Covid management plan which will come into effect in the event of an upsurge in cases – see below for the School's Contingency Framework:

Contingency Framework

General

1. Based upon the DfE updated (29 November 2021) principles of [managing local outbreaks of COVID-19](#) (including responding to variants of concern) in education and childcare settings, this

contingency plan or framework lays out the principles of managing a local outbreak of COVID-19 (including variants) and:

- a. the types of measures that the school should be prepared to implement
 - b. who and how decisions should be decided
 - c. when recommended measures are imposed and lifted
2. The Government has made it a national priority for schools to continue to operate normally during the COVID-19 pandemic whilst recognising that implementing certain measures may be necessary:
- a. to help manage a COVID-19 outbreak
 - b. as part of a package of measures responding to a Variant of Concern (VoC)
 - c. if there is extremely high prevalence of COVID-19 in the local community
 - d. to prevent unsustainable pressure on the NHS
3. It is worth noting the importance of maintaining good links with our Local authorities, Directors of Public Health (DsPH) and PHE Health Protection Teams (HPTs) as they are able to recommend measures for the school and the local area outbreak management plans. Where there is a need to address more widespread issues across an area, ministers will take decisions on an area-by-area basis.
4. COVID-19 resilience and planning are now more important than ever and will be reviewed regularly and in detail by the School Incident Management Team to allow rapid implementation.

Purpose

5. The purpose of this contingency plan is to ensure the safety and health of pupils and staff of the School by managing the risk of COVID-19, minimising disruption and ensuring the maximum number of pupils benefit from high-quality face-to-face education.

Objectives

6. To achieve the above purpose the school has the following objectives:
- a. manage and break the chains of transmissions
 - b. balance temporary measures with delivering high quality face-to-face education
 - c. temporary measures should be:
 - (1) limited to the minimum number of groups possible
 - (2) imposed for the shortest time possible
 - (3) regularly reviewed
 - (4) lifted as soon as reasonably possible
 - d. Maintain regular communications with:
 - (1) all members of the school community including governors, staff, pupils, parents and visitors
 - (2) Outside agencies who are responsible for managing outbreaks:
 - (a) Local authorities
 - (b) Directors of Public Health (DsPH)
 - (c) PHE Health Protection Teams (HPTs)
 - e. Acknowledge that local area measures may impact the school as part of a broader package of measures
 - f. Attendance restrictions should only ever be considered as a last resort.

Roles and Responsibilities

7. School staff responsible for the planning and regular review of this plan are:
- a. School COVID-19 leads Martin Sims & Jacquie Horrocks

b.	School liaison with Health Agencies	School Nurse – Gill O’Sullivan
c.	COVID-19 decision committee	Incident Management Team
d.	School Health Group	Gill O’Sullivan and Mary Dootson

School Control Measures

8. As previously the school will continue to:

a. **Ensure good hygiene for everyone**

(1) **Hand hygiene.** Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils clean their hands regularly. This can be done with soap and water or hand sanitiser.

(2) **Respiratory hygiene.**

- (a) The ‘catch it, bin it, kill it’ approach continues to be very important.
- (b) The e-Bug COVID-19 website contains free resources for you, including materials to encourage good hand and respiratory hygiene.

(3) **Use of personal protective equipment (PPE).** Most staff in schools will not require PPE beyond what they would normally need for their work. [Guidance on the use of PPE in education, childcare and children’s social care settings](#) provides more information on the use of PPE for COVID-19.

b. **Maintain appropriate cleaning regimes**

(1) Put in place and maintain an appropriate cleaning schedule. This includes regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.

(2) PHE has published guidance on the [cleaning of non-healthcare settings](#).

c. **Keep occupied spaces well ventilated**

(1) When the school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

(2) Identify any poorly ventilated spaces as part of our risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, school plays.

(3) Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These are adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated

(4) If possible, systems are adjusted to full fresh air or, if this is not possible, then systems are operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

(5) Where mechanical ventilation systems exist, we ensure that they are maintained in accordance with the manufacturers’ recommendations.

(6) Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).

(7) You should balance the need for increased ventilation while maintaining a comfortable temperature.

(8) The [Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak](#) and [CIBSE COVID-19 advice](#) provides more information.

(9) DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO₂ levels in classrooms and exploring options to help improve ventilation in settings where needed.

d. **Follow PHE advice on testing, self-isolation and managing confirmed cases of COVID-19**

When an individual develops COVID-19 symptoms or has a positive test:

- (1) Pupils, staff and other adults should follow PHE advice on [when to self-isolate and what to do](#). They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- (2) If anyone in your school develops [COVID-19 symptoms](#), however mild, you should send them home and they should follow public health advice.
- (3) For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.
- (4) If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the [use of PPE in education, childcare and children's social care settings guidance](#). Any rooms they use should be cleaned after they have left.
- (5) The household (including any siblings) should follow the PHE [stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).

- e. **Encourage vaccination uptake** for eligible pupils and staff.
- f. **Regularly review risk assessments** particularly when there are changed circumstances.

School additional measures and thresholds

9. If the number of COVID-19 positive cases substantially increase in school the following thresholds will be used as an indication of when to seek public health advice:
 - a. 5 pupils or staff, who are likely to have **mixed closely**, test positive for COVID-19 within a 10-day period
or
 - b. 10% of pupils or staff who are likely to have **mixed closely** test positive for COVID-19 within a 10-day period.
10. Key to the above threshold is the definition of “mixed closely” and this will require careful analysis and rarely mean the whole school or year group will be affected but rather a form group, subject class, friendship group, sports team or activity group.
11. If a pupil or staff member is admitted to hospital with COVID-19 this may indicate increased severity of illness or a new variant of concern.

Actions to consider once a threshold is reached

12. The following measures on the table below will be considered depending on the severity of the situation and may result from a requirement to gradually escalate measures or impose them, at short notice, as a result of asking and / or receiving additional public health advice.
13. Note that for each control measure below it is important to detail:
 - a. The actions or measures that will be required
 - b. How to ensure every pupil receives the quantity and quality of education and support to which they are normally entitled.

Control Measure	Required Action and impact on education Delivery
Routine Control measures	<ul style="list-style-type: none"> • Ensure good hygiene for everyone. • Maintain appropriate cleaning regimes. • Keep occupied spaces well ventilated.

	<ul style="list-style-type: none"> Follow PHE advice on: <ul style="list-style-type: none"> Testing self-isolation managing confirmed cases of COVID-19.
At the point of reaching the threshold	<ul style="list-style-type: none"> Review and reinforce measures already in place particularly <ul style="list-style-type: none"> testing hygiene ventilation
Review Risk Assessment	Consider hazards and their mitigating measures
Review hygiene measures	Consider current arrangements and whether resources and regime may be improved.
Regular Testing	<ul style="list-style-type: none"> Encourage pupils to twice weekly rapid asymptomatic home testing and reporting Then / or Re-instate on-site rapid LFD testing for Year 7 & 8 pupils for a two-week period to encourage uptake of twice weekly testing
Increase frequency of testing	Consider increasing frequency of testing of both staff and pupils, where appropriate.
Vaccinations	Encourage vaccinations for those authorised
Limit access to school	<p>Re-consider policy on:</p> <ul style="list-style-type: none"> staff able to work from home parents on-site visitors peripatetic teachers contractors
Temporarily reinstate face-coverings	<ul style="list-style-type: none"> Temporarily reinstating face-coverings for pupils [in secondary schools] staff and visitors in indoor and/or communal spaces, and for staff in primary, early years, out-of-school. This should be for two weeks in the first instance, pending regular review. Specified areas may include hallways, staircases, mealtimes, pick-up, drop-off etc Note: <ul style="list-style-type: none"> the government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed, crowded spaces and when in contact outside family, friend, work, school groups. This includes public transport and dedicated transport to school. the importance of managing risk of transmission "v" education.
Social Distancing (SD)	<ul style="list-style-type: none"> Revert to 2m SD in all or part of the school. Minimise the number of different people encountered and the duration of meetings. Re-impose one-way systems, classroom layouts, re-scheduling timetable, staff room systems etc

Bubbles or Groupings	Consider re-introducing ‘bubbles’ for a temporary period and / or reduce mixing between certain groups year groups, sports teams, activities, etc whilst not reducing impact on delivery of high-quality education.
Shielding	Whilst Shielding may only be reintroduced by national government consider vulnerable individuals and if protective measures may be re-introduced or improved.
Activities	<ul style="list-style-type: none"> • Consider: <ul style="list-style-type: none"> ○ which activities may take place outdoors, including exercise, assemblies or classes ○ how to improve ventilation without significantly impacting thermal comfort ○ additional one-off enhanced cleaning focussing on touch points and any shared equipment
Tracing close contracts	Whilst the responsibility for contact tracing is with NHS T&T the school may be contacted in exceptional cases to help identify close contacts.
Pupil Attendance Restrictions	Only consider restricting pupil attendance as a short-term measure and as a last resort.
High-quality Remote learning	<ul style="list-style-type: none"> • Ensure all pupils receive high quality education: <ul style="list-style-type: none"> ○ whether in-school or at home ○ for those tested positive for COVID-19 and well enough to learn from home ○ where attendance has been temporarily restricted
Vulnerable and Critical Worker Children	<ul style="list-style-type: none"> • Ensure on-site provision is retained, where appropriate, for: <ul style="list-style-type: none"> ○ vulnerable pupils ○ children of critical workers.
Transport	Consider re-introducing additional measures to protect drivers and passengers.
Parent and child groups	Limit, cancel or review measures for each session
Well-being and Support	Consider providing additional support depending on measures
Meal Provision	Consider adopting different feeding and seating regime.
Breakfast and after school clubs	Consider additional measures including grouping, resources and supervision.
Educational and Residential Visits	<ul style="list-style-type: none"> • Restrictions or cancellation for each visit should reflect: <ul style="list-style-type: none"> ○ risk assessments ○ venue and local conditions ○ COVID measures • Visit leaders should consider: <ul style="list-style-type: none"> ○ If the educational visit is still appropriate and safe ○ group sizes or attendance should be revised ○ non-staff supervision appropriate or necessary
Open Days	Postpone or re-consider Event Risk Assessment and measures
Sports provision with external teams and internal games	Postpone or re-consider Risk Assessment and measures for each sport activity after consultation with opposition teams / schools
Transition or taster days	Postpone or re-consider Risk Assessment and measures
Parental attendance at school events	Postpone or re-consider Event Risk Assessment and measures

Live performances and events	Postpone or re-consider Event Risk Assessment and measures
Continue to Review Risk Assessment	Regularly re-consider hazards and their mitigating measures.
School Policies	Review School policies to reflect changes and consistency across policies, control measures and school operation.
Health and Safety	Review fire and safety procedures to ensure any changes to layout of classrooms, corridors etc have no impact on fire safety such as fire doors and escapes.
Safeguarding	Consider Safeguarding procedures particularly availability of DSL / DDSL etc
Communication	Check that all the school community is informed and risk assessment and resulting measures are implemented, understood and are being complied with by all.
Insurance	Check with insurers the measures adopted

Public Health Contact

14. If a pupil or staff member is admitted to hospital with COVID-19 public health advice is available via the DfE helpline (0800 046 8687, option 1), or in line with school or other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern.
15. The DfE helpline (0800 046 8687, option 1) also offers public health support in managing risk assessments and communicating with staff and parents.

Martin Sims

Bursar, Health & Safety Officer, Covid-19 Lead

December 2021

Description of Activities: Opening of School to all pupils – Updated for Autumn Term 2021 under Step 4 of “Roadmap”. GENERAL OVERVIEW. Doc 2A

Note: All hazards assessed may contribute to possible severe illness or death from Covid-19 for all persons on site.

Note: Hazards removed or text amended from Government Guidance as at 1st September 2021 are denoted in “~~struck-through~~” text. Some/all of these to be reinstated in the event of implementation of the School’s Contingency Framework following positive Covid cases breaching the contingency threshold.

Location: Generically, whole School buildings and outside areas	Assessed by: Jacquie Horrocks / Martin Sims	Date completed: 03/09/2021	Date of Review: Daily throughout Pandemic
Residual Risk	ACTIONS TO TAKE		
Low Risk	No further action required and activity may take place		
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?		
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.		

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
	ALL HAZARDS • Potential spread of Covid-19. Severe illness / death	The School has adopted the DfE/PHE system of controls and maintains a contingency framework in the events of if pupils and / or staff testing positive for COVID-19 and the School is advised to reintroduce measures to help break chains of transmission.	
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	Safeguarding policy updated by Deputy Head Pastoral / DSL as necessary. Regular safeguarding training for staff, including in September 2021 INSET. Staff and pupil welfare is a major focus of the pastoral provision of the School and initiatives are in place to address any members of the community experiencing concerns or feeling unsafe. Pupils will continue to receive in-depth and age appropriate guidance and information as to the nature and impact of Covid; staff are made aware of the Employee Assistance Programme, including the dedicated offering from Aviva.	
B	Government advice not being regularly accessed, assessed, recorded and applied.	Accessing and dissemination of all updated or new guidance is tasked to the HR & Compliance Manager acting as the Covid-19 Coordinator and she is supported in this responsibility by the Bursar / Health & Safety Officer. The Head and these members of staff opt in to receive Government and DfE updates. The Bursar receives regular updates through the ISBA.	
C	Staff and parents do not know or understand the new ‘control measures and how they are applied.	Communication is key to ensuring all members of the School community understand the protocols adopted by the School and how they, as individuals/families can affect the controls of “prevention” and “response to any infection”. This is reinforced at every opportunity by the School. Risk Assessments will be formally shared with staff and parents before the start of the Sept term.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
D	Changes not regularly communicated to staff, pupils, parents, visitors, contractors and governors	Communication of all changes internally is the mandated responsibility of the Covid-19 Coordinator and the Bursar who is also Clerk to the Governors and responsible for communication with the Governors. Communication with parents is authorised by the Head and sent by email or ClarionCall by the front office staff or other staff as needed or required.	Continued communication
E	Changes to assessments, procedures and other important matters not reviewed by Governors	All significant variations to any academic or procedural aspect of the School is always tabled to the Governors for approval prior to enactment; this may be for a specific meeting or simply circulated by email for comment. Assessments carried out at EG are not public examinations but are used for internal tracking.	
F	Insurers and / or brokers not updated with school's amended plans	Hettle Andrews, insurance brokers, are kept fully appraised of all aspects of the return to school and they in turn liaise with insurers on the School's behalf. This is facilitated by the Bursar and HR & Compliance Manager.	
G	Not appreciating that Secretary of State has a statutory power to order schools to remain open.	School is aware of Secretary of State's powers and is following Government guidance so as to minimise the need to close the school.	
H	Insufficient liaison with local authority and health protection team over testing and actions. Active engagement with NHS T&T not implemented and the procedures not understood by all staff and parents.	Qualified medical staff maintain existing relationships with local authorities including the local HPT and NHS T&T this includes seeking advice and implementing recommendations on best practice including rapid testing regime and consequential actions and communicating these to both staff and parents.	
I			
J	Insufficient systems and staff to support training and testing and contact tracers.	Systems in place to quickly identify close contacts if necessary. However, contact tracing will now be handled by NHS T&T. The school will only need to trace close contacts in exceptional circumstances if advised to do so by NHS T&T. Nurses in charge of testing, The testing will continue until the end of September 2021 at which point it will be reviewed. All staff absences alerted to SLT to enable forward planning.	Review of staff absences
K	Staff, parents, visitors, contractors (and pupils) do not understand and follow NHS T&T procedures.	Updated information on School testing regime communicated in details to all staff for the start of the September term 2021. All staff (including contractors) made aware of Government guidance and School protocols.	
L	Testing Training modules and assessment not completed and recorded for specific roles	School protocols for testing are developed within NHS guidance for LFD testing in school and issue of home test kits. Staff trained to provide reassurance to all elements of School community – staff, pupils and parents.	
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Size and scale of the School and limited number of secondary age pupils, reduces initial pressures on school's testing protocols from the return to School in September 2021. Parents and staff are sent a copy of the RA suite of documentation.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
N	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	In line with the latest guidance, we have collapsed bubbles and will operate the school normally alongside the precautionary measures outlined within this RA suite. Bubbles will only be reintroduced if an outbreak occurs and more stringent processes are needed.	
O	No contingency or outbreak management plan in case of an outbreak in school or local area?	School has developed a Contingency Framework to use in the event of such outbreak and routinely liaises with local HPT.	
P	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Testing regime led by qualified medical personnel. Testing supervisory staff training completed online from NHS.	
Q	Are those that are self-testing (at home and in school) trained and competent to do so?	Staff work with pupils and staff where they may have difficulty in self-testing; guidance on self-testing issued to staff, parents and pupils.	
R	Is it understood which pupils may have difficulty to self-swab?	Reduced numbers in Years 7 & 8 ensure that school medical staff are aware of the potential for some pupils to have difficulty. Focus on new Year 7 as they will not have tested previously.	
S	Are those unable to self-swab given additional support and reasonable adjustments?	The School will retain a testing facility on site for those with self-test or home testing difficulties.	
T	No contingency plan, if it is necessary, to switch to remote learning for a temporary period.	The School’s remote teaching and remote learning facilities remain in place, understood by staff, conveyed to new staff and pupils as appropriate.	
U	If notified by NHS T&T the requirement to self-isolate not complied with or understood	NHS T&T self-isolation regime is part of staff and pupil/parent communication. All school community required to abide by self-isolation requirements.	
V	Where appropriate a record to support NHS T&T close contacts in case of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements not updated on a regular basis.	School may be required to assist NHS T&T to identify “close contacts”. Lists of all class/setting and activity arrangements are maintained and updated as needed.	
W	Control and hygiene measures not regularly communicated, understood, applied and checked	All areas of the School are assessed daily for hygiene and cleanliness. Deficiencies are logged and reported to the appropriate cleaning operation for remedy and to reduce risk of recurrence. Stocks of all hygiene products checked routinely.	
X	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff if required by NHS T&T / HPT	Any staff needing to self-isolate will be covered by other staff. If significant numbers of staff have to self-isolate, classes may need to be taught remotely. This would be a last-resort. Where a pupil or pupils need to self-isolate, remote learning will take place.	
Y	Insufficient updated information (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils if required to self-isolate by NHS T&T.	The School has Multiple communication channels available including ClarionCall and “The Source”. Clear guidance will be sent to parents at the start of the Autumn term 2021. The Risk Assessment suite will be sent to them no later than Wednesday 8 September.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
Z	Insufficient consideration to minimise contact and maximise distance - if required for a temporary period.	<p>Social distancing is no longer advised as a preventative measure. However, the school will advise caution and take sensible steps to plan the use of space:</p> <p>Remote meeting technology will be used to avoid meeting in crowded spaces for staff briefings.</p> <p>To assist with any required contact tracing, staff will maintain seating plans and all activities/extended day care will run full registers.</p> <p>Assemblies will be allowed to resume from the Autumn Term 2021 with pupils seated in their Year groups as per normal practice and with the doors open for ventilation.</p> <p>Plastic screens will be kept on Main Reception and in offices where staff cannot socially distance. These alone do not mitigate risk but are a useful reminder to act with caution both for staff and visitors. Doors/windows will be propped open where possible to aid ventilation in these areas.</p>	
AA	<u>Social Distancing, hygiene</u> Ventilation rules not sufficiently robust, understood, communicated, applied or checked.	Requirement for ventilation in all rooms/areas well communicated to all staff and monitored by SLT. Review of potential use of CO2 monitors being carried out.	
BB	<u>No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or “drop zones” for passing materials between people.</u>	Place markers have been removed but can be swiftly reinstated as needed. Signs for social distancing have been retained across the site.	
CC	<u>SD rules and safety precautions for activities (play, games, drama, singing, music) not understood or adhered to?</u>	SD rules have been suspended for the Autumn Term 2021 but can be reinstated as needed.	
DD	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, handrails and frequently used hard surfaces.	Both day time and evening cleaning is heavily focussed on the cleaning of touch points as key elements of enhanced cleaning regimes. Staff are encouraged not to turn off lights or close doors that need frequent opening. Applies in all buildings on main site and at School House. All staff are given basic COSHH training to be able to find, safely utilise and store spray cleaners as needed if other cleaners are not available at the time. Catering team operates in their own areas in an identical manner.	
EE	High-risk areas not being regularly monitored for hygiene.	All areas regularly monitored by SLT, Covid Co-ordinator (who routinely supervises all cleaning operations on site – including School House).	
FF	Contract providers and services suspended or unable to attend school.	All visitors will be allowed back onto site from 1 Sept 2021 unless an outbreak occurs, in which case more stringent measures may be introduced. All contract providers able to attend site. Contractor employees reminded of School hygiene protocols.	
GG	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Parents only permitted onto site by appointment and access only by either the main or PP reception areas with visitor systems to record and monitor movements (fire register).	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
HH	Insufficient supplies of hygiene materials and not readily available, suitably stored or located.	A ready stock is maintained by the Estates team with specific responsibility for ordering and ensuring delivery to the point of need.	
II	Inadequate contingency / outbreak management plans for changes to school operation: temporary lockdown, re-closing, loss of catering or teachers?	Remote teaching/learning facilities are in place and ready to operate as needed. Packed lunches would replace catering if catering team unable to operate on site.	
JJ	Insufficient contingency / outbreak management plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Contingency plan available to cope with high numbers of individual absences and impact of Covid on the local community. Coordination by IMT – available via remote meeting if required.	
KK	Risk assessments and protective measures for holiday clubs, after-school clubs, trips, visits and other out-of-school clubs not regularly updated and communicated.	All school risk assessments and updates are routinely passed to external providers to ensure compliance. They are also required to submit proof of insurance which also requires submission of risk assessments.	
LL	Risk Assessments not regularly reviewed and updated utilising feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors.	Covid-19 review team (IMT) regularly reviews School performance, changes and deficiencies in compliance. Risk assessments updated as needed or action taken to ensure compliance as necessary.	
MM	All hazards identified not properly mitigated and regularly reassessed.	The School, is going to great lengths to identify all potential hazards and then to effectively mitigate them. All assessments, protocols, policies and procedures related to Covid-19 are reviewed very regularly – see PP.	
NN	No formal protocol in school to ensure symptom vigilance	SLT and wider IMT are charged with monitoring of all areas of the school for symptoms management. Parents reminded regularly not to send children to School displaying symptoms and of protocols for obtaining PCR test. Child-facing staff will monitor for signs of symptoms and School Nurses are available for professional review.	
OO	No active arrangements in place to monitor whether the controls are effective and working as planned.	SLT & IMT tasked with monitoring and reporting effectiveness of controls and recommending adjustments as necessary.	
PP	How often is this suite of risk assessments reviewed?	All Covid assessments and documentation is reviewed as needed when circumstances change; in the light of actual events and at least termly.	Ongoing review

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

Overall Residual Risk assessed as:				Low: Activity may proceed as assessed provided no further actions are required Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor High: Activity may not proceed without SLT intervention		
Signed by Assessor:	(Required for all assessments)			Date:	03/09/2021	Name: Jacquie Horrocks
Signed by H & S Officer:	(Required for all Moderate Residual Risk)			Date:	03/09/2021	Name: Martin Sims
Signed by Head:	(Required for High Residual Risk)			Date:	03/09/2021	Name: Lisa McDonald

Description of Activities: Opening of School to all pupils – Updated for Autumn Term 2021 under Step 4 of “Roadmap”. TEST & TRACE PROCESSES. Doc 2B

Note: All hazards assessed may contribute to possible severe illness or death from Covid-19 for all persons on site.

Note: Hazards removed or text amended from Government Guidance as at 1st September 2021 are denoted in “struck-through” text. Some/all of these to be reinstated in the event of implementation of the School’s Contingency Framework following positive Covid cases breaching the contingency threshold.

Location: Generically, whole School buildings and outside areas	Assessed by: Jacquie Horrocks / Martin Sims	Date completed: 03/09/2021	Date of Review: Daily throughout Pandemic
Residual Risk	ACTIONS TO TAKE		
Low Risk	No further action required and activity may take place		
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?		
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.		

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	Clear guidance will be sent to parents at the start of the Autumn term 2021. The Risk Assessment will be sent to them no later than Tuesday 7 September. The plans for testing Year 7 & 8 pupils has been outlined in an updated letter sent to parents .	
2	No school “COVID-19 Testing Privacy statement”.	New Privacy Notice statement posted to The Source and governors, staff & parents advised.	
3	“COVID-19 Testing Privacy statement” not communicated to staff, parents, pupils and governors.	As above	
4	Those that have been identified as “close contact” via NHS T&T not self-isolating	Clear guidance will be sent to parents at the start of the Autumn term 2021. For clarity, neither children under the age of 18 nor those double-vaccinated will be required to self-isolate if contacted by NHS Test and Trace unless they display their own symptoms.	
5	Age-appropriate consent statement for testing (under / over 16) not properly completed.	New consent statements will be sent prior to the autumn term 2021 starting and Year 7 & 8 pupils will bring them for their first test appointment. These will be held by the School Nurse	
6	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Covid Coordinator to ensure an updated leaflet is available to all via The Source	
7	Testing Training modules and assessment not completed and recorded for specific roles.	All staff engaged in testing have completed appropriate training and this is logged.	
8	Tests not supervised or conducted by trained staff.	Fully trained team overseen by the School Nurses will supervise the pre-Autumn Term tests. All other testing is “at home” with stocks of test kits available from the School Nurses.	

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

Overall Residual Risk assessed as:		Low: Activity may proceed as assessed provided no further actions are required Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor High: Activity may not proceed without SLT intervention			
Signed by Assessor:	(Required for all assessments)		Date: 03/09/2021	Name: Jacquie Horrocks	
Signed by H & S Officer:	(Required for all Moderate Residual Risk)		Date: 03/09/2021	Name: Martin Sims	
Signed by Head:	(Required for High Residual Risk)		Date: 03/09/2021	Name: Lisa McDonald	

Description of Activities: Opening of School to all pupils – Updated for Autumn Term 2021 under Step 4 of “Roadmap”. PUPILS, PARENTS and STAFF IN THE Covid-19 ENVIRONMENT. Doc 2C

Note: All hazards assessed may contribute to possible severe illness or death from Covid-19 for all persons on site.

Note: Hazards removed or text amended from Government Guidance as at 1st September 2021 are denoted in “struck through” text. Some/all of these to be reinstated in the event of implementation of the School’s Contingency Framework following positive Covid cases breaching the contingency threshold.

Location: Generically, whole School buildings and outside areas	Assessed by: Jacquie Horrocks / Martin Sims	Date completed: 03/09/2021	Date of Review: Daily throughout Pandemic
Residual Risk	ACTIONS TO TAKE		
Low Risk	No further action required and activity may take place		
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?		
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.		

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
1	Communication channels not working and not reviewed. (Email, text, Facebook etc).	All communication channels regularly tested and reviewed. New back up routines in place for September 2020. Parents and staff are required to advise of changes to communication methods – email address/phone numbers. Validity of SchoolBase data (which is sync'd daily to ClarionCall) is maintained by School Office. Governors' contact details are maintained by Clerk to the Governors.	
2	New staff, parents and pupils joining school not provided or updated with full induction process or aware of changes and potential hazards.	Clear guidance will be sent to parents at the start of the Autumn term 2021. The Risk Assessment will be sent to them no later than Tuesday 7 th Sept. Staff will receive INSET outlining the Head's expectations on Friday 3 rd Sept which will be followed by the Risk Assessment no later than Tuesday 7 September. New pupils or staff joining the school have procedures in place for induction for both.	
3	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Increasing use of Google Forms ensures best practice for parental responses on forms (also reduces printing and environmental impact). Communication guides given to all parents – existing and new. Staff reminded of communication requirements at Inset on annual basis. Governors' communication between Head, Bursar and Board is robust and used regularly.	
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.	Covid related issues are a whole Board issue concerning all Governors. As such, main strand of communication is between Bursar and Chair but all Governors are keep abreast of developments and the School responses to new challenges. Contact details are available in the Edge Grove Disaster Recovery shared folder on Google Drive.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
5	No school representative identified to liaise with local authorities and local health protection team.	School Nurses liaise with external bodies, as appropriate and required.	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	School Nurses have an established relationship with appropriate local authorities and the local health protection team and this will be maintained as part of a normal routine.	
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.	Robust plan in place as to the School's actions and protocols in the event of suspected to positive cases. Liaison with local health protection team is a constituent element of the plan.	
8	No system to communicate with staff who are unable or have not returned to school for fear of infection.	ClarionCall, text messages, phone calls and email are all available. Individual staff with concerns encouraged to be in 1-2-1 communication with HR, line managers or SLT as appropriate. Parents: Clear and positive communication protocols in place advising of School actions and risk assessments is key to development of parental confidence in sending children back to School.	
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.	Pupils required to complete a health questionnaire which has space for parents to express concerns as to the pupils or family members. School nursing team is well known to the parent body. Separate risk assessments raised for daily operation of the Health Centre, including for children displaying symptoms of Covid, and also for the School's actions in the event of confirmed cases within the School community.	
10	No staff, pupil and / or parent health declaration implemented or recorded.	Staff and pupil health details recorded confidentially on SchoolBase. Does not include details of testing or vaccination.	
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Staff, parents and pupils have been asked to abide by government road map. We expect them to follow up to date government guidance at all times. The school will take further action if the health and safety of the school community is brought into question. Parents & staff reminded that any holidays they take over the Summer will need to bear in mind the associated restrictions and should not impact on teaching time. If any pupils cannot return to the UK owing to a change in FCO guidance, the school will determine any remote learning availability. The impact of any staff being in that situation will be assessed on an individual basis and plans drawn up accordingly. The government removed all legal limits on social contact from 19 July 2021 but the school still urges caution and common sense	
12	If required by NHS T&T insufficient information on where pupils, staff and visitors have been located in school <u>including the make-up of bubbles and activity groups.</u>	Bubbles will no longer exist from 19 July 2021, unless re-introduced by the school, or local or national Health Authority. To assist with any required contact tracing, seating plans will be maintained.	
13	Staff, parents and pupils not self-isolating after holiday and work visits abroad - as for government guidance	See 11 above.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
14	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Robust rules for hygiene are in place and routinely reinforced to all members of the community. Plans are reviewed against performance and updated as needed.	
15	Class and activity rooms not properly and regularly ventilated with fresh air.	All staff are reminded of ventilation/heating balance and that adequate ventilation is essential in all rooms. SLT monitor compliance.	
16	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	All staff kept updated with relevant information by the Head. A reminder of these procedures will be given during staff INSET. Routine briefings to staff – for start of year a full programme of Inset will take place including reminders of symptoms of Covid and the responsibility of all staff to follow the protocols in place particular emphasis on the classroom as this is identified as an area of potentially poor hygiene practice.	
17	At drop-off and pick-up parents not complying with school policy (if required) outside gates and entrances.	Detailed information on the procedures for drop-off and pick-up are passed to parents and these indicate the School's expectation of parental compliance. In practice, staff will be in place to supervise all car parks and drop-off/pick-up areas and will reinforce the School's requirements. Parents continue to remain outside the school buildings for pick up and drop off. The exception is for our Nursery and those procedures are outlined in the Nursery-specific RA. Staggered drop-offs and pick-ups are still in place which ease traffic flow and congestion.	
18	Staff and parents not maintaining hygiene on frequently touched surfaces of bike, car, pram etc where appropriate.	All surfaces within the School site are routinely subject to an enhanced cleaning regime. All staff, parents and pupils reminded frequently about hygiene protocols and hand-washing.	
19	Insufficient actions on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	School transport operate under specific protocols and a separate risk assessment for both pupils and staff. Other SD measures are currently suspended. Parents fully briefed on School's expectations and notes sent out as reminders.	
20	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) do not support SD. Walk on the left protocol?	SD protocols are currently suspended	
21	Learning and recreational spaces not de-conflicted or configured as for school policy. for different groups or bubbles.	Year groups and classes may now intermingle freely based on timetable and break time use.	
22	Little consideration of different age groups in timetabling, length of the school day and exposure to other age groups.	Bubble policy is currently suspended.	
23	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	No public transport serves the School at all – there is a minimal bus service per day to the stop on the Radlett Road but this is very rarely used and we require parents to advise the office if this is to happen. The school minibus services will operate as normal under a separate RA.	
24	No system in place to deal with bereavements, trauma, anxiety, stress, behavioural and sleep issues.	All parents and children that are reaching out to discuss any bereavements, trauma anxiety and behavioural issues are supported in the usual way (but by Meet with parents), with regular one to one meetings and small group provision offered by the School Counsellor, Senior Deputy Head, School Nurses, Deputy Head Pastoral. HoYs and Form Tutors are monitoring.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
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	Full guidance relating to remote learning safe practices is available on The Source area of the website. If we return to online learning then updated information would be posted on this and parents would be written to. Guidance is also covered in the Acceptable Use Agreement ("AUA") and in our Safeguarding Policy.	

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

Overall Residual Risk assessed as:	<input checked="" type="checkbox"/> High	<input checked="" type="checkbox"/> Moderate	<input checked="" type="checkbox"/> Low	Low: Activity may proceed as assessed provided no further actions are required Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor High: Activity may not proceed without SLT intervention		
Signed by Assessor:	(Required for all assessments)			Date:	03/09/2021	Name: Jacquie Horrocks
Signed by H & S Officer:	(Required for all Moderate Residual Risk)			Date:	03/09/2021	Name: Martin Sims
Signed by Head:	(Required for High Residual Risk)			Date:	03/09/2021	Name: Lisa McDonald

Description of Activities: Opening of School to all pupils – Updated for Autumn Term 2021 under Step 4 of “Roadmap”. PUPIL & STAFF – SAFETY RISK ASSESSMENT IN THE COVID-19 ENVIRONMENT. Doc 2D

Note: All hazards assessed may contribute to possible severe illness or death from Covid-19 for all persons on site.

Note: Hazards removed or text amended from Government Guidance as at 1st September 2021 are denoted in “struck through” text. Some/all of these to be reinstated in the event of implementation of the School’s Contingency Framework following positive Covid cases breaching the contingency threshold.

Location: Generically, whole School buildings and outside areas	Assessed by: Jacquie Horrocks / Martin Sims	Date completed: 03/09/2021	Date of Review: Daily throughout Pandemic
---	---	--------------------------------------	---

Residual Risk	ACTIONS TO TAKE
Low Risk	No further action required and activity may take place
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Safeguarding policy, contents of the new KCSiE and Staff Handbook are all updated for Sept 21. Staff Inset sessions and staff inductions for September include briefing on base documentation and all changes from earlier. All updates post staff INSET are shared by email with staff to make them aware if any changes are made.	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Amended Covid-19 protocols presented to staff at INSET and Risk Assessments to be sent to staff by 7 September 2021. Schedule for Inset in September has been drawn up to ensure compliance with all aspects of Covid-19 protocols and procedures recognising that, although all pupils and staff will have returned to School and many previous protocols have been relaxed, school operations continue to be amended to reflect the minimisation of the risk of virus transmission.	
3	Staff have insufficient instruction and training on identifying and supporting vulnerable pupils, parents and other staff.	School’s pastoral provision for pupils is robust and continues in place. All pupils closely monitored at all times under system of class teachers or class based tutors in older age ranges. Staff are monitored and requested to contact SLT or medical staff as appropriate.	
4	Control measures not understood and / or properly implemented.	Covid protocols briefed to staff at Inset. Protocols drawn up following advice from professional advisers.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
5	DSL and ADSL not easily contacted and their contact information not known to all.	Aside from an additional point of contact in the newly appointed Senior Deputy Head, there are no changes in safeguarding nominated personnel for the forthcoming academic year and details of the 3 safeguarding officers and the Head are widely circulated in all areas of the School. New staff induction includes a session and briefing on safeguarding by the DSL and DDSL. Contact information easily obtained from Safeguarding Policy, Safeguarding Posters around the school site and/or School Office.	
6	COVID-19 specific policy not updated to reflect medical responses, teaching, socialising, feeding, hydration, well-being etc.	Medical protocols during Covid-19 updated by the School Nurses and communicated to parents and staff. Range of School protocols for changed routines and new procedures across all operations during the Covid-19 pandemic have been drawn up and disseminated to all areas of the School and community. Risk assessments for these operations are kept under constant review and updated as needed.	
7	Revised fire drills, registers, routes and assembly points not updated or rehearsed	Normal drills will re-commence in September 21.	
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	As per normal School operation, careful adjustments have been made according to age and need and potential impact of Covid protocols	
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	SD protocols are currently suspended	
10	Staff and pupils (where and if applicable) not wearing face coverings when and where recommended or appropriate.	Clear guidance provided to staff and parents (Years 7 & 8 – and appropriate minibus pupils). Masks are not required in classrooms but staff are encouraged to wear masks in communal areas where ventilation may not be feasible.	
11	Supply, peripatetic and temporary staff not observing control and hygiene measures.	All such staff will be inducted into the EG protocols concerning hygiene and Covid-19 generally prior to their first visit in the year. Visiting staff who also visit other schools are reminded to report any health concerns before every visit to EG when they have been to other establishments.	
12	Roles conducive to home working and therefore helping to reduce infection (e.g. some admin roles) not identified.	From September 21, no roles agreed as requiring routine home working. Where individual circumstance require, such as maternity, cases may be assessed as required and medical advice followed. If the school cannot put the necessary control measures in place, such as adjustments to the job or working from home, we will need to suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
13	If required or appropriate the “ideal” of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	<p>Whilst social distancing is no longer required, we proceed with caution and are continuing with the following measures:</p> <p>Staggered drop off and pick up with no parents on site at these times</p> <p>Enhanced cleaning</p> <p>Regular hand-washing and sanitising of hands</p> <p>Utilising large, well-ventilated spaces for assemblies and other large gatherings to ensure adequate spacing</p> <p>Continuing to utilise remote meeting technology where this is preferred</p>	
14	Contact between groups or bubbles not minimised or distance between individuals maintained and supervised.		
15	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 by NHS T&T.	<p>From Sept 21, identification of “close contacts” will be made by NHS T&T with, if needed assistance from the School. With the ending of “bubbles”, wider groups may be reported but note that children are not required to isolate unless displaying symptoms themselves.</p>	
16	New controls measures and safety precautions not understood or implemented.	All Covid-19 protocols and regulations are disseminated to all staff and parents/pupils as appropriate to their needs.	
17	Large gatherings such as assemblies or collective worship with more than one group not avoided.		
18	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.		
19	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers – where possible.		
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).	Routines adopted to cater for all SEND pupils as well as those with EAL requirements and those who teach or supervise them.	
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 if there are identified risks.	Not applicable	
22	Classrooms do not have side-by-side seating or forward-facing desks to reduce risks.		
23	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Not applicable	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
24	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Normal routines for all volunteers remain unchanged and these include ensuring that volunteers are checked, not left unsupervised or acting in regulated activity without the appropriate required checks. Volunteers returning for the autumn term 21 will be inducted into protocols as with all staff and contacted as to health and vulnerability prior to return.	
25	Recruitment process and pre-appointment checks not following legal requirements.	The School's policies on safer recruitment remain unchanged and are actively implemented as normal by staff.	
26	New staff and pupil registration and induction processes not adapted or compliant.	Staff induction processes remain secure – new staff have induction prior to Inset. All staff (including new staff) have Inset prior to the start of term. Staff attendance is logged through access control system and induction includes reminders as to its use. New pupils' induction processes remain robust. Pupil registration procedures remain unchanged and are supervised by relevant staff.	
27	Support staff and TAs in regulated activity do not have the appropriate checks.	See 25 above	
28	SCR not updated with DBS related issues and required documents not properly verified or recorded.	All regulatory and best practice checks are being made and recorded in files and on the SCR as required. Staff who have not been in any contact with the School for over 3 months will all be risk assessed as to the need for a renewed DBS	
29	Plans to separate work, learning, meetings, activities and play outside not fully considered – if required.	All aspects of the School's operations have been fully risk assessed and included in Covid-19 protocols as necessary.	
30	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	All are routinely briefed and updated. Made subject to identical protocols as employed staff.	
31	New control measures for sport, adventure play, Forest School, gardening etc not regulated or considered	Individual risk assessments raised for all areas with varying requirements including Games/Sports/PE, Outdoor Play, Forest School and gardening. Staff consulted in raising RAs and all documentation shared with those concerned. Protocols include routines for hygiene actions such as not sharing equipment and cleaning equipment between users. Staff trained in safe use and storage of relevant cleaning materials.	
32	Physical education, sport and activities not following new control measures in their sport guidance	Strict protocols in place for all sports and play to ensure hygiene measures are maintained and all relevant documentation is communicated to staff involved and Heads of Department responsible for staff dissemination to pupils. Returning to sport, games and PE strictly controlled by determining and following published guidance and associated risk assessments	
33	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	All indoor sports areas are required to operate with open doors to maximise ventilation.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
34	Where appropriate guidance on <u>grassroot sports for public and sport providers, safe provision and facilities</u> , and guidance from <u>Sport England, Association for Physical Education</u> and the <u>Youth Sport Trust</u> not followed.	Director of Sport responsible for ensuring guidance issued by each sport governing body is followed.	
35	Rules not amended to reflect that <u>children may “take part in outdoor childcare and supervised activities with any number of participants</u> , including sport and physical activity”.		
36	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.		
37	Pupils not kept in consistent groups where possible, maximising distance between pupils where appropriate or paying scrupulous attention to cleaning and hygiene during sports activities.		
38	<u>Guidance on spectators</u> (outdoors groups of 30) and (<u>Indoors groups of 6 people or two households</u>) not applied		
39	Sports equipment not sufficiently cleaned as for hygiene and control measures	All interior equipment is cleaned after each session.	
40	<u>Risk assessment for play, drama and dance activities not re-assessed, applied or checked.</u>		
41	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	All music activities – class based, individual instrumental lessons and ensembles have been assessed and protocols issued. Director of Music is responsible for ensuring protocols are followed with staff (including VMTs) and pupils briefed on hygiene routines.	
42	If required or appropriate shared staff spaces are not set up or used to allow staff to distance from each other.	All communal areas of the school have been assessed for maximum occupancy and protocols raised for use of all resources in staff areas including reduced numbers of PCs in individual areas.	
43	If required or appropriate staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	Staff work areas rearranged to reduce occupancy and screens between work stations provided along with hand wipes for use before/after operation of photocopiers and other equipment.	
44	If required or appropriate staff not having sufficient down time / rest during the working day / week?	Staff timetables are under the allocation stated in contracts to allow for extra non-contact time. Duties and extra-curricular activities are allocated evenly and fairly across all staff.	
45	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Staff are timetabled so that they are under-allocation to allow flexibility should workload burdens increase.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
46	Staff unable to manage the provision of both in school and remote learning.	Remote learning timetables and provision are in place to ensure that staff are able to teach across different year groups who may have to learn remotely. Staff have the necessary IT equipment to facilitate this scenario.	
47	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	All Security on site reviewed. Timings for driveway gates and access controlled doors/gates have been reviewed and any changes needed to these made. Kept under constant review with IT department as needed. Front gate on driveway is closed and exit only to reduce potential for unwanted vehicle entry.	
48	If required or appropriate Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	All members of the School community are briefed on revised access and exit to/from School. No parents allowed inside buildings without an appointment which will be strictly enforced. Minimal visitors permitted and only with agreed appointments – school host to ensure protocols over sign in/out and health requirements are known by visitors. Contractors only on site during term time with emergency or essential works and kept to minimum. Contractors treated as visitors during pandemic.	
49	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	All after school care arranged in line with normal School operations – non-staff supervisors are fully briefed.	
50	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to separate different groups.		
51	Where required or appropriate Classrooms don't reflect recommended layout, enhanced cleaning rules and timings.	Enhanced cleaning routines in place for all areas.	
52	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	"Catch it, bin it, kill it" is used as the underlying principle across the whole school with particular emphasis on assisting younger children to understand the requirements. Routines include requirement to wash hands at every opportunity such as after breaks, before and after meals etc.	
53	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	School areas had hygiene stations installed during earlier re-openings. All areas not previously used now included in protocol and stations increased as needed. All toilets, classrooms and common rooms are provided with sanitising bottles and swing-lidded waste bins.	
54	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	Facilities team undertake daily review of all hygiene stations and associated supplies. Cleaning protocols include twice daily visits.	
55	If required or appropriate unnecessary / unused items not removed from classrooms and other learning environments.	All classrooms are routinely evaluated for items deemed to be surplus to requirement.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
56	Soft toys, furnishings, spare furniture and items that are hard to clean not removed and stored securely.		
57	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).		
58	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.	All classroom based resources are subject to cleaning protocols – all items every evening and additional cleaning during the day as required. Touch points are cleaned during the day as well as evening.	
59	Management of resources shared between classes or bubbles not regularly cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics) .	See 58 above	
60	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	All changing room areas are only used under staff supervision. Shower areas subject to normal water treatment protocols.	
61	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, and stationery.	Parents advised as to what pupils should bring and nothing in addition to this. Reinforced by staff on a daily basis.	
62	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.		
63	Outdoor playground equipment not frequently cleaned.	Outdoor play equipment is allowed to be used with cleaning regimes in place.	
64	If required or appropriate assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	All school operations have been assessed for the potential for Covid-19 transmission whilst recognising that Social Distancing is no longer required. Times altered and staggered as appropriate and to minimise need for parents to park on site. As with all risk assessments, this element to be kept under consistent and real time review by all staff who are encouraged to express any concerns from observed behaviour of either pupils or colleagues.	
65	Overnight educational visits not organised in line with school policy and control measures	No such trips arranged for the first half of term at least. Any subsequent revision to that policy will be supported by robust risk assessments and protocols and fully communicated to staff and parents.	
66	Mealtimes not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.		

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
67	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing	Catering contractors operate a defined roster for all staff to minimise staff on each shift. Contractors employ own risk assessments to minimise chances of contamination and have local sites to be able to move staff from one site to another if needed to avoid site closure.	
68	Organisation of breakfast and after school club revised to support new control and hygiene measures. in to small, consistent groups and maintaining year groups or bubbles.	Breakfast clubs and after school clubs reinstated for September 2021 and are subject to same hygiene hand ventilation protocols as all School operations.	
69	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pupils - increased pastoral time at the start of term and regular directed PSHEE sessions. Staff - Heads of School to check in regularly with their tutors re workload and reintegration back into school. Counselling and coaching support will be offered to all.	
70	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Increased form time at initial contact. Sport and PE lessons to focus on increased engagement.	
71	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Regular assemblies will be held by Heads of School. School Nurse will personally deal with all worries and concerns raised by pupils and parents.	
72	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings as for new control measures	All activities at School, including extended day care, after school activities and invitational clubs to operate within amended "Normal" protocols	
73	Plans, briefing and statistics for ISI visit / inspection do not reflect new KCSIE or ISI Commentary	Information made available to ISI and DfE is updated at the start of each academic year	
74	Roles suitable to home working, such as administration, not reflecting new methods of operating.	From Sept 21 all support roles fully engaged on site – no routine home working.	
75	Those working / schooling at home not provided sufficient information and training to work safely.	Teaching and learning at home subject to advice from the School on all aspects of use of IT, availability of furniture and equipment and the need to take breaks.	
76	Those working / schooling at home not advised on suitable furniture and equipment.	See 75 above	
77	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.	See 75 above	
78	Those working / schooling at home not able to take regular breaks, stretching exercises, avoiding eye fatigue etc.	See 75 above	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
79	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	Routine contact with all pupils in home schooling; attendance records maintained and absences followed up with parents. Staff working at home or furloughed at home are routinely in regular contact with peer groups and contact maintained at various levels.	
80	Those working / schooling at home not advised on stress and mental health.	All remote working – staff and pupils – monitored on stress and mental health. Pro-active process of checking and mentoring.	
81	Those working /schooling at home do not have an emergency point of contact or know how to gain help if needed.	Pupils and staff all aware of appropriate contact routes. Member of SLT always at School on rota basis and contactable on main phone or SLT mobile.	

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

Overall Residual Risk assessed as:	 High	 Moderate	 Low	Low: Activity may proceed as assessed provided no further actions are required Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor High: Activity may not proceed without SLT intervention
Signed by Assessor:	(Required for all assessments)		Date: 03/09/2021	Name: Jacquie Horrocks
Signed by H & S Officer:	(Required for all Moderate Residual Risk)		Date: 03/09/2021	Name: Martin Sims
Signed by Head:	(Required for High Residual Risk)		Date: 03/09/2021	Name: Lisa McDonald

Description of Activities: Opening of School to all pupils – Updated for December 2021. MEDICAL RISK ASSESSMENT IN THE COVID-19 ENVIRONMENT. Doc 2E. Amendments made in December 2021 are highlighted yellow

Note: All hazards assessed may contribute to possible severe illness or death from Covid-19 for all persons on site.

Note: Hazards removed or text amended from Government Guidance as at 1st September 2021 are denoted in “struck through” text. Some/all of these to be reinstated in the event of implementation of the School’s Contingency Framework following positive Covid cases breaching the contingency threshold.

Location:	Assessed by:	Date completed:	Date of Review:
Generically, whole School buildings and outside areas	Jacquie Horrocks / Martin Sims	03/12/2021	Daily throughout Pandemic

Residual Risk	ACTIONS TO TAKE
Low Risk	No further action required and activity may take place
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Normal staff absence protocols reinforced to all staff at INSET and emailed as a reminder.	
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.	NHS requirements regarding close contact testing, result reporting and self-isolation reminded to all staff, parents and pupils. Reminder strengthened and updated following arrival of Omicron variant and updated Government advice.	
3	Staff and pupils not aware that from Monday 16 August those pupils under 18 years old and those that are double vaccinated are no longer required to self-isolate if they are identified as a close contact.	See 2 above	
4	Staff and pupils not aware that close contacts of a positive case will be informed by NHS Test and Trace and strongly advised to take a PCR test and that self-isolation will continue for those who have tested positive for COVID-19.	See 2 above	
5	Staff and pupils not aware those identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test.	See 2 above	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
6	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.	Covid isolation room is available in the Waterfield Block sickbay – adjacent to the health centre and supervised by School Nurses.	
7	Procedure is not clear for those Staff who are not double vaccinated and have helped someone with symptoms or been in “close contact”.	See 2 above	
8	Those that have been identified as “close contact” via NHS T&T do not know they are advised to take a PCR test and self-isolate if tested positive for COVID-19.	See 2 above	
9	Those waiting the confirmatory PCR results do not know to self-isolate.	See 2 above	
10	Procedures for reporting COVID-19 instances to external authorities not known or applied.	See 2 above	
11	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.	Hygiene protocols clearly communicated to all staff and pupils and parents. Messages reinforced in all hand wash areas. Adequate hand wash facilities for staff and pupils across the site.	
12	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 protocols in place for all eventualities. School has a day cleaning team in place for cleaning needs during the school day. Classroom staff not to clean. Cleaners are trained and briefed on required cleaning protocols.	
13	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell.	School Nurses are informed if a pupil is showing any “red flag” symptoms	
14	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Routine temperature testing will not be conducted at EG unless NIHP/PHE guidance is amended	
15	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Health Centre is adequately staffed for continued school operation. In the event of increased workload due to Covid, it is possible that close contacts will be sent home. Close liaison with school doctor and NIHP/PHE by Health Centre staff for best practice advice.	
16	No or insufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	No routine temperature testing undertaken and any temperatures to be taken will as under normal first aid protocols or conducted by Health Centre staff under Covid protocols. All staff briefed on medical protocols under Covid.	
17	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	Full PPE and cleaning materials available. Training needs are assessed by the School Nurses in collaboration with the Covid Coordinator	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
18	Temperature testing undertaken using unsafe methods, not reflecting SD rules , not recorded or kept appropriately.	Hand held non-contact thermometers only used as needed by School nurses. All results recorded on patient records.	
19	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	Sickbay is routinely cleaned down and is kept separate for Covid.	
20	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	All contractors required to be on site are subject to visitor registration and site induction. Reminded as to health requirements.	
21	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Hand sanitiser is kept away from younger pupils and only used under supervision. Wipes are also used where appropriate.	
22	Young children and those with complex needs not supported in understanding importance of hygiene rules.	All pupils reminded of hygiene protocols on a daily basis by form teacher and at appropriate times through each day e.g. handwashing regularly and how to do this properly.	
23	Lack of information on control measures e.g. how to react to coughing and sneezing using tissues (and their disposal), crock of arm and immediately cleaning hands with soap and water or hand sanitiser.	All children prompted regularly throughout the course of the day by Class Teacher /Form Teacher to wash their hands and to sneeze or cough into their elbow or a tissue which is discarded and hands cleaned immediately.	
24	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	See 22 above	
25	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Pupil behaviour is closely monitored as matter of routine – all pupils discouraged from such behaviour and as a formal element of PHSEE	
26	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	School nurses aware of the need to monitor their own health – physical and mental and monitor workload. The school will seek further staffing if and when needed.	
27	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	With no boarding pupils, the school makes no appointments. Parents are required to advise the School of all such appointments as pupils will be absent.	
28	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	All recommendations regarding "off-site" medical treatment for pupils are made by the School Nurses who will liaise with parents as needed. Staff are routinely advised NHS protocols for their own medical treatment.	
29	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.	Procedures and protocols exist for such instances. Will be communicated as needed.	
30	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	Not applicable	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
31	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Normal School protocols apply here. Covid isolation room is easily accessible from the Sports Hall Car Park.	
32	No early liaison with local health protection teams and Local Authorities who provide advice (and may recommend large groups self-isolate or school closure)	School Nurses liaise with HPT as required	
33	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	All child-facing staff and many support staff receive appropriate first aid training. Validity of certificates is kept under review and training as needed provided at the start of each term.	
34	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Qualified School Nurses who follow government guidelines.	
35	Not compliant with requirements for EYFS and PFA certification.	All Pre Prep (including EYFS) Staff are trained Paediatric First Aiders.	
36	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Medical policy, procedures and responses kept up dated by School Nurses at all times with advice from HPT and the School Doctor.	
37	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can. There is a long-standing requirement for employers to put in place measures to ensure workplace safety where a significant health and safety risk is identified for a new or expectant mother. Some pregnant workers will be at greater risk of severe illness from coronavirus. Employers will need to take this into account in their risk assessment. If the school cannot put the necessary control measures in place, such as adjustments to the job or working from home, we will need to suspend the pregnant worker on paid leave. This is in line with normal requirements under regulation 16(3) of the Management of Health and Safety at Work Regulations 1999.	
38	Lack of School decision or policy for level of PPE required for staff or pupils.	Full PPE worn by relevant staff (eg School Nurses) when involved in the Lateral Flow testing or when dealing with unwell pupils. Stocks monitored by nursing staff.	
39	If required or appropriate insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Staff and those relevant pupils reminded as to protocols for all aspects of wearing and disposing/washing masks.	
40	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?		

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
41	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	Previously any staff with a CEV letter were asked to forward it to HR so appropriate work conditions were put into place in accordance with government guidelines in force at the time. Since 1 April 2021, the UK government has said that anyone in England who is clinically extremely vulnerable is no longer advised to shield. From 19 July 2021, social distancing guidance no longer applies in England and the UK government is no longer instructing people to work from home if they can.	
42	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home or go to school during period of temporary restrictions.	CEV staff and pupils are advised by the HR Manager (for staff) and the Deputy Head Pastoral /School Nurses (for pupils) adhering to government guidelines in force at the time. In cases where parents have contacted the school to say they are CEV, the Senior Deputy Head/Head of Prep has liaised with the family to agree suitable arrangements in line with current government guidance on a case by case basis. CEV pupils in Years 7 & 8 have now been offered the vaccine.	
43	Control measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone.	
44	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and home.	The School should be aware of all vulnerable pupils from medical records; staff are asked to report needs/conditions to the School nurses on a confidential basis. All appropriate advice issued to parents, pupils and staff and, where needed school operations may be adjusted accordingly.	
45	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	See 43 above	
46	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.	Parents and staff asked to report all positive test to the School as well as to NHS T&T. Equally, asked not to report negative test results any longer.	
47	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.	All shielding is currently suspended. Positive testing and close contacts is now administered by NHS T&T. Staff are requested to confirm positive test and parents will need to do so as part of attendance registration.	
48	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	Information kept and overseen by School Nurses and Deputy Head Pastoral. It is recorded on the absence register. Staff are recorded on SchoolBase as Working From Home.	
49	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	The School is in regular contact with both staff and pupils absent. Those able to teach/learn from home will be encouraged and those unable to will be supported as per normal absence protocols	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
50	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.		

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

Overall Residual Risk assessed as:		Low: Activity may proceed as assessed provided no further actions are required Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor High: Activity may not proceed without SLT intervention			
Signed by Assessor:	(Required for all assessments)		Date: 03/12/2021	Name: Jacque Horrocks	
Signed by H & S Officer:	(Required for all Moderate Residual Risk)		Date: 03/12/2021	Name: Martin Sims	
Signed by Head:	(Required for High Residual Risk)		Date: 03/12/2021	Name: Lisa McDonald	

Description of Activities: Opening of School to all pupils – Updated for Autumn Term 2021 under Step 4 of “Roadmap”. SCHOOL TRANSPORT AND DRIVER RISK ASSESSMENT IN THE COVID-19 ENVIRONMENT. Doc 2F

Note: All hazards assessed may contribute to possible severe illness or death from Covid-19 for all persons on site.

Note: Hazards removed or text amended from Government Guidance as at 1st September 2021 are denoted in “struck through” text. Some/all of these to be reinstated in the event of implementation of the School’s Contingency Framework following positive Covid cases breaching the contingency threshold.

Location: Generically, whole School buildings and outside areas	Assessed by: Jacquie Horrocks / Martin Sims	Date completed: 03/09/2021	Date of Review: Daily throughout Pandemic
---	---	--------------------------------------	---

Residual Risk	ACTIONS TO TAKE
Low Risk	No further action required and activity may take place
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
1	Pupils do not know <u>not</u> to board dedicated transport or public transport if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (e.g. if they are required to quarantine).	Parents reminded of requirements should child display symptoms.	
2	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Staff are directly employed and are part of the routines of communication to all staff. Information is circulated electronically. Where staff may be less well versed in IT, the Estates Manager disseminates information appropriately – appropriate to a small operation.	
3	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	All staff actively consulted on individual health concerns and appropriate arrangements made for individual circumstances.	
4	Drivers have insufficient / inappropriate PPE, cleaning materials and training if risk level increased or would normally need for their work.	Drivers are all School employees and are issued with appropriate PPE and cleaning materials. Staff receive instruction on use and handling/disposal of PPE and cleaning chemicals. Drivers are required to wear disposable 3-ply face masks supplied by the School or clean, reusable personally owned masks.	
5	Inappropriate cleaning schedule that does not focus on control measures particularly frequently touched surfaces.	Vehicle touch points to be sanitised before and after each trip. All seatbelts to be unfastened during cleaning process so that metal/hard plastic buckles are not subject to unnecessary touching until passengers are seated and belt is fastened.	
6	Pupils not encouraged to switch to active travel (e.g. walk, cycle) and help to reduced journeys where possible.	On a practical basis, the School has very limited options here. Rural location makes walking or cycling either difficult or dangerous.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
7	Not implementing 'safe streets' policies outside schools.	See 6 above	
8	Vehicles not well ventilated when occupied, particularly by opening windows and ceiling vents (with a balance between increased ventilation and maintaining a comfortable temperature).	All drivers reminded of ventilation (as opposed to A/C) requirements and striking a balance between fresh air and temperature.	
9	If required or appropriate insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Hand sanitiser bottles fixed to rear of front passenger headrest. Bottles refilled daily or as needed by drivers and check for this is added to the list of daily checks on the minibus before setting off.	
10	Pupils aged 11 and over are unaware that a face covering, is not necessary on transport unless they wish to wear one	All pupils in Years 7 & 8 are required to wear a mask at all times on the buses. Pupils of younger ages may be required to do so under individual staffing circumstances.	
11	Pupils and parents unaware that use of face coverings and other control measures may be necessary temporarily.	Parents are advised of the School policy on masks being worn in buses.	
12	Unnecessary risks such as poorly organised queue and boarding process and overcrowding not minimised.	Small numbers at each stop. Not applicable to EG operations	
13	No plan for measures, in case of emergency, for the movement of a symptomatic pupil by school transport.	Any pupil displaying symptoms will be transported by parents. In an emergency, an ambulance will be called by the medical staff.	
14	No contingency plans outlining how to operate if there were an outbreak in their school or local area. The contingency framework refers.	The School has developed a robust Contingency plan to cover possible outbreaks including returning to social distancing measures and remote teaching and learning if required.	
15	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	School Bursary and vehicle management has remained in place during the pandemic. All School vehicles are subject to normal maintenance routines and are routinely insured, taxed and serviced with logs being noted of all events. Daily stock of all PPE and hygiene materials as part of routines.	
16	Public transport capacity continues to be constrained. Use by pupils, particularly in peak times, should be kept to an absolute minimum.	Not applicable – no use of public transport by pupils.	

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

Overall Residual Risk assessed as:				Low: Activity may proceed as assessed provided no further actions are required Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor High: Activity may not proceed without SLT intervention		
Signed by Assessor:	(Required for all assessments)			Date:	03/09/2021	Name: Jacquie Horrocks
Signed by H & S Officer:	(Required for all Moderate Residual Risk)			Date:	03/09/2021	Name: Martin Sims
Signed by Head:	(Required for High Residual Risk)			Date:	03/09/2021	Name: Lisa McDonald

Description of Activities: Opening of School to all pupils – Updated for December 2021. SUPPORT STAFF AND ESTATES RISK ASSESSMENT IN THE COVID-19 ENVIRONMENT. Doc 2G. Amendments made in December 2021 are highlighted yellow

Note: All hazards assessed may contribute to possible severe illness or death from Covid-19 for all persons on site.

Note: Hazards removed or text amended from Government Guidance as at 1st September 2021 are denoted in “struck through” text. Some/all of these to be reinstated in the event of implementation of the School’s Contingency Framework following positive Covid cases breaching the contingency threshold.

Location:	Assessed by:	Date completed:	Date of Review:
Generically, whole School buildings and outside areas	Jacquie Horrocks / Martin Sims	03/12/2021	Daily throughout Pandemic

Residual Risk	ACTIONS TO TAKE
Low Risk	No further action required and activity may take place
Moderate Risk	Further Review: Is this necessary for normal school functioning? Is there any more you can do to reduce the risk?
High Risk	SLT to take further action to reduce risk and implement appropriate incident plan and control measures or activity does not take place.

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
1	Support and contract staff not regularly briefed on changes to school operation.	Bursar and HR & Compliance Manager update support staff as regularly as necessary. Support staff attend INSET. Supply or contract staff will have induction before commencing.	
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Caution will be applied to all staff meetings. Staff may continue to utilise remote meeting technology where this reduces the risk of over-crowding a meeting space or if it enables better communication / sharing of information. Such arrangements would be made by the person chairing the meeting.	
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	All staff are fully supported and integrated into the School community	
4	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	All staff have appropriate PPE for their roles if needed – no additional PPE needed due to Covid. Cleaning materials in adequate supply and stored/used under COSHH.	
5	Cleaning regimes not enhanced, regularly reviewed, inspected or conforming to revised hygiene rules.	Enhanced cleaning regimes under the direction of the HR & Compliance Manager.	
6	Security and access systems not regularly checked, updated and re-coded.	All security and access systems are regularly checked and overseen by Estates Manager with inspections/invoicing logged.	
7	Reconfigured areas, zones and routes hampering fire exits and routes.	No areas currently reconfigured – any future changes required will be assessed at the time.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
8	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	No variation to “normal routines”	
9	Insufficient hand washing or hand sanitiser ‘stations’ for all pupils and staff to clean their hands regularly.	Adequate hand washing stations available including hand sanitisers in all rooms installed around site.	
10	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Only essential works completed during term time. Contractors subject to same protocols as visitors and new personnel inducted into school requirements.	
11	If required or appropriate contractor health declaration and pre-work briefings not considered or implemented.	Health questionnaires no longer required but see 10 above	
12	If required or appropriate contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	See 10 above	
13	Insufficient consideration of natural ventilation from external and internal doors (if they are not fire doors and where safe to do so)	Staff required to ensure adequate ventilation when rooms are occupied and increase wherever possible when rooms are unoccupied. CO2 monitors available to check levels in all areas (already installed in Lower School Building).	
14	Balance of increased ventilation while maintaining a comfortable temperature not fully considered.	See 13 above.	
15	Insufficient heating and/ or cooling system (including insufficient fuel levels if applicable).	Sufficient heating/cooling systems in place.	
16	Insufficient gas supply, maintenance, checks, venting and valves.	Limited gas supply on site – no main gas supply. Domestic use of Propane – all equipment subject to normal inspection	
17	Air conditioning units, ducts, ventilation and extraction systems not checked on re-occupying school facilities (including workshops).	All items subject to “normal” inspection and cleaning routines.	
18	Centralised ventilation system that removes and circulates air to different rooms is not using a fresh air supply.	Apthorp Building system checked annually – fresh air supply used at all times – air source heat pumps.	
19	Electrical tests not up-to-date including emergency lighting and PAT including electrical equipment bought in to school.	All testing up to date and recorded.	
20	Water testing for temperature, flow and legionella not in date, recorded or tested on re-opening facilities.	Normal legionella checking and record keeping has been maintained over the whole site during the pandemic	
21	Risk assessment of reinstated water and air conditioning systems not reviewed before building occupied	All normal testing and maintenance carried out during the pandemic.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
22	Reinstated water and air conditioning systems not cleaned and disinfected, if required, by a competent person before building occupied.	Water and air conditioning systems never de-commissioned or not used. Subject to normal maintenance and checking protocols.	
23	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Swimming Pool fully cleaned and secured before re-opening in July 21 following refurbishment project	
24	Fire alarm panel, system and extinguishers not in date and not serviced.	All subject to annual testing by Fire Alarm professionals.	
25	Fire doors improperly propped open to limit use of door handles and increase ventilation.	Staff instructed that fire doors must never be left propped open when rooms are unoccupied.	
26	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.		
27	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Kitchen areas subject to a full dep clean at the end of August 21.	
28	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	Holroyd have a fully employed team at the start of the autumn term 21 with the capacity to "borrow" resources from local sites if needed.	
29	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	Hygiene protocols well established for the dining room under Covid and these are being maintained.	
30	Insufficient drinking supplies and hydration available in dining room and around the school.	Adequate supplies available in the dining room and around the School with bottle refills.	
31	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	EcoCleen Services/JPM working patterns agreed with the School and day time cleaning also arranged by HR & Compliance Manager.	
32	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	EcoCleen Services/JPM staff have already been working on site during the pandemic and are familiar with their corporate requirements as well as the School's enhanced cleaning protocols and requirements. These include the provision, wearing and disposal of PPE items. The day cleaners have been cleaning on site during last term and are well experienced in this aspect.	
33	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	No significant changes to working environments but all contract operations have been reviewed with the providers.	
34	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	Enhanced daily cleaning operations will continue with the autumn term. Cleaners arranged a staggered deep clean of all school areas prior to the start of the autumn term 2021.	

	List Potential HAZARDS:	List EXISTING CONTROL Measures:	Further Control Measures
35	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	School staff as well as EcoCleen Services/JPM staff are trained in the requirements for immediate clearing up where bodily fluids are involved. PPE is available in this event and wearing and disposal forms part of the training.	
36	Cleaning staff not equipped or using appropriate PPE where recommended including aprons, gloves, face coverings and their subsequent disposal.	All cleaning related staff are issued with and wear and then dispose of PPE as required.	
37	Laundry wash and dryers not serviceable, unable to cope with temperature requirements and insufficient wash products.	Demands on laundry equipment has decreased dramatically with the cessation of all boarding from July 2021. Currently all equipment serviceable and maintained as per normal routines.	
38	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services were suspended from March 2021.	
39	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	All contractors on site are fully briefed by Estates Manager.	
40	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	All suppliers have been advised of any changes need to delivery routines. Suppliers found not to follow these will not be permitted on site. Courier deliveries etc are all paperless with no signature and drivers do not enter the school building.	
41	Waste procedures not reviewed or sufficient to cater for increase in waste measures.	There are no changes to waste measures that need to be made. No procedures require other than normal review	
42	Pest control services not sufficiently regular, recorded or deficiencies identified and actioned.	Pest control services have been maintained during Covid-19 and no changes made to the services.	

FURTHER ACTIONS REQUIRED:

HAZARD DESCRIPTION	PROPOSED CONTROL MEASURE	WHEN?	BY WHOM?	DATE DONE
Failure by children, staff or parents to follow SD or other Government Guidance	Constant reminders to all parties. Updated guidance highlighted.	Daily / As needed	Head / Bursar / HR & Compliance Manager / SLT / Heads of Department	On-going

Overall Residual Risk assessed as:		Low: Activity may proceed as assessed provided no further actions are required Moderate: Activity may proceed with sign off following review by H&S Officer and TiC/Assessor High: Activity may not proceed without SLT intervention			
Signed by Assessor:	(Required for all assessments)		Date: 03/12/2021	Name: Jacque Horrocks	
Signed by H & S Officer:	(Required for all Moderate Residual Risk)		Date: 03/12/2021	Name: Martin Sims	
Signed by Head:	(Required for High Residual Risk)		Date: 03/12/2021	Name: Lisa McDonald	