

COVID-19 Risk Assessment for Schools

The School – States of Operation

For the purposes of this risk assessment a number of stages of operation for schools have been considered:

1. Fully Open Business as usual: no travel or trip restrictions.
2. Open Business as usual: with caveats – no visitors or trips.
3. Open T In transition: some teaching in school and some remotely.
4. Open B In transition: with boarders and Open K (below).
5. Open K Key staff and vulnerable children in school. All other teaching remote.
6. Open R Teaching is all achieved remotely.
7. Fully Closed No one on site except residents, security and maintenance staff.

Risk Assessment

Government advice states that “every setting should carry out a risk assessment before opening. The assessment should directly address risks associated with coronavirus (COVID-19), so that sensible measures can be put in place to control those risks for children and staff. All employers have a duty to consult employees on health and safety, and they are best placed to understand the risks in individual settings.”

Running the School - Assessing the Risk

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

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

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- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
- B. Is government advice being regularly accessed, assessed, recorded and applied?
- C. Are changes regularly communicated to staff, their unions, pupils, parents and governors?
- D. Are changes and the testing training, process and details reviewed by governors?
- E. Are changes and the testing training, process and details shared with insurers?
- F. Is it understood that the Secretary of State has a statutory power to order schools remain open?
- G. Is there active engagement with the local Health Protection Team (HPT).
- H. Is the advice of HPT sought and implemented?
- I. Are there sufficient systems and staff in place to support training, self-testing, the Asymptomatic Testing Site (ATS) and contact tracers?
- J. Do staff, parents (and pupils) understand and follow NHS Test and Trace procedures?
- K. Are testing activities sufficient to provide reassurance including feedback and Q&A?
- L. Are those that are self-testing (at home and in school) trained and competent to do so?

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- M. Are those working in the Asymptomatic Testing Site (ATS) trained and competent to do so?
- N. Is it understood which staff and pupils may be unable to self-swab?
- O. Are those unable to self-swab given additional support and reasonable adjustments?
- P. Are there measures in place to reduce anxiety over testing and coping with a positive result?
- Q. Is DfE advice to keep groups separate (in “bubbles”) being implemented?
- R. Is each group’s health analysed and risk assessed to consider switching to remote learning?
- S. Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?
- T. Is contact minimised and distance maximised between all those in school, wherever possible?
- U. Is there proper consideration of ways to improve ventilation?
- V. Are the definitions of “close contact” and the trigger for a pupil/staff to self-isolate understood?
- W. Are appropriate Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?
- X. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?
- Y. Are high-risk areas being regularly monitored (including boarding areas) for hygiene?
- Z. Are contract providers suspended or unable to attend school?
- AA. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- BB. Are there sufficient supplies of hygiene materials and are they well placed?
- CC. Are contingency plans in place for operational changes such as re-closing, loss of catering or teaching staff, local tier lockdown?
- DD. Are all the hazards identified properly mitigated and regularly re-assessed?

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

- EE. Are face coverings being worn, stored and disposed of appropriately according to age and circumstances?
- FF. Dependent on risk assessments staff (and pupils) may be equipped with PPE for certain activities including Testing. PPE may include:
 - a. Face coverings.
 - b. Gloves.
 - c. Eye protection.
 - d. Aprons.
 - e. Shields (for lecterns, desk separators, staff desks, reception, servery).
 - f. Sanitisers (gel and tissues).
- GG. Enhanced cleaning arrangements to:
 - a. Toilets, door handles, knobs, locks, entry devices, taps, plugs, switches, handrails and regularly used hard surfaces.
 - b. Shared teaching equipment: keyboards, pens, remotes, copiers, printers
 - c. Musical instruments, balls, bats, bails, batons etc
 - d. Kettles, biscuits tins, milk containers, Aprons, towels (if used) cloths, mops etc

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- e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.
- f. Testing site / area including process for spillages and waste disposal.
- g. Consider limiting the amount of time cleaners spend on specific tasks.
- HH. Consideration of how to reduce contact and maximise distancing between those in school, wherever possible, and minimise potential for contamination by:
 - a. Using outdoor space.
 - b. Altering classroom layout with desks facing the front.
 - c. Staggering timetables for drop-off, assemblies, breaks, lunch, playtime, pick-up times.
 - d. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.
 - e. SD in spaces such as halls and dining areas and groups are staggered through spaces.
 - f. Recording groups and bubbles compositions in case pupils need to self-isolate.
 - g. Separate testing areas.
 - h. Improve ventilation
 - i. Place markers on the floor to indicate appropriate SD.
 - j. Physical screens and splash barriers.
 - k. Implement “drop zones” for passing materials between people.
- II. Medical.
 - a. Are ill staff and pupils or those tested positive in the last 10 days staying at home?
 - b. Pre-existing medical conditions are fully declared?
 - c. Have all vulnerable pupils, parents and staff been identified and recorded?
 - d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
 - e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes)
 - f. Who has come into contact with anyone tested positive to COVID-19?
 - g. Who has travelled where (and when): other than home and school?
 - h. Have those who have been abroad self-isolated / quarantined for 10 days: if required?
- JJ. Have all adhered to the external socialising rules set by the school for shopping, parties, day trips, games, play, activities and travel (other than home to school and return)?
- KK. Are plans for school events including plays, parent and teacher meetings re-assessed?

Test and Trace (T&T) process

- LL. Have explanatory T&T letters / emails be sent to parents / pupils, staff and governors?
- MM. Has the school a “COVID-19 Testing Privacy statement” and is it fully communicated to staff, parents, pupils and governors?
- NN. Has T&T data been recorded securely, and consideration been given to deletion after 14 days?

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- OO. Do those that have had “close contact” with someone tested positive for COVID-19 know they must self-isolate.
- PP. Have all those tested completed an age-appropriate consent statement (under / over 16)?
- QQ. Are test instruction posters, booklets, FAQ and briefings readily available and apparent?
- RR. Is the test supervised by trained staff?
- SS. Do those self-testing have the testing kits, instructions and advice to ensure the proper testing procedures, result records and information to take the appropriate actions depending on result.
- TT. Are those pupils and staff unable to self-swab given additional help and support?
- UU. Is the testing area controlled to limit access to testers, those being tested and supervisors?
- VV. Is the process maintaining social distancing where possible, good hand and respiratory hygiene and keeping occupied spaces well ventilated?
- WW. Is the social distancing advice between testing staff and those being tested including distances between desks, chairs etc being observed or supervised?
- XX. Are the key layout requirements including staff (see grid below) met?
- YY. Are those staff assisting with taking the swab wearing appropriated PPE?
- ZZ. Has the process of swabbing followed the guidance and training?
- AAA. Is the tested sample handled safely throughout the process and disposed of correctly?
- BBB. Is the process for informing parents / pupils / staff understood and implemented?
- CCC. Is the process of barcoding, recording and communicating test results accurate and supervised?
- DDD. Is there adequate supervision / checking to ensure equipment handled correctly and not shared?
- EEE. Is the process of lost LFD, failed scans or damaged barcodes understood?
- FFF. Whilst the extraction solution with lab test kit does not have a hazard label (there are no manufacture anticipated hazards) are they appropriately handled, stored and disposed?
- GGG. Does the training reflect hazards identified with testing and are these communicated to testing and cleaning staff?
- HHH. If a test is positive are those waiting for a Polymerase Chain Reaction (PCR) test self-isolating?

Working / Schooling at Home

- III. Are those working / schooling at home:
 - a. provided sufficient information and training to work safely?
 - b. Advised on suitable furniture and equipment?
 - c. Able to take regular breaks, stretching exercises, avoiding eye fatigue etc?
 - d. Completed a Display Screen Equipment (DSE) assessment?
 - e. Kept in regular contact with the school and there is sufficient regard to their well-being?
 - f. Advised on stress and mental health?

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- g. Have an emergency point of contact and know how to gain help if needed?

Lateral Flow Device (LFD) Testing ([See LFD Testing Risk Log Template](#))

JJJ. Are LFD Kits:

- a. Supplied and distributed to school in time?
- b. Stored between 2 – 30°C?
- c. Management and tracked?
- d. Distributed safely?

KKK. Are:

- a. Positive results reported?
- b. All results properly reported and recorded by the individual and the school?
- c. Incidents reported to help school identify emerging issues and these are reported to DfE / DHSC?
- d. The incident protocols and feedback loop understood and implemented?

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

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Overall Risk Assessment in the COVID-19

Last Revised 8 March 2021

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Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures are not updated and / or staff and pupils are not feeling safe.	Safeguarding policy is reviewed by SLT and the safeguarding of pupils is a standing item on the SLT agenda. Staff wellbeing is also on the SLT agenda.	Risk acceptable	
B	Is government advice being regularly accessed, assessed, recorded and applied?	<p>SLT are monitoring the following sources</p> <p>DfE ISC AGBIS ISBA IAPS Cheshire East BSA</p> <p>Head is in regular contact with the COVID 19 unit at Cheshire East and regularly seeks advice.</p>	Risk acceptable	<p>Much information is being accessed but advice can vary according to source.</p> <p>Risk assessments have been regularly updated as the pandemic has gone through its different phases and regulations have changed.</p> <p>The Bursar receives regular updates from ISBA and joins webinars. The Head also receives regular updates from IAPS and Cheshire East</p>

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C	Staff and parents do not understand the controls and protocols	<p>The system of controls has been in operation since the end of the first lockdown in June 2020.</p> <p>Parents are regularly reminded by the Head of the need to maintain the protocols. Pupils are very familiar with the controls and monitored by teaching staff</p>	Risk acceptable	The protocols have been changed as the School has monitored how pupils/parents behave.
D	Are changes regularly communicated to staff, pupils, parents and governors?	<p>Head regularly updates staff on changes and reminds them of procedures</p> <p>Pupils are informed by teaching staff and are being kept up to date</p> <p>Parents receive regular updates from the Head.</p> <p>Governors receive regular updates</p> <p>Governors are kept informed by the Head and hold online meetings on a regular basis,</p>	Risk acceptable	<p>Communication processes in place and need to be maintained.</p> <p>Staff and parents have been contacted and updated with changes.</p>
E	Are changes reviewed by governors?	Regular online meetings are being held with governors. These are minuted so decisions are evidenced.	Risk acceptable	The Chair is regularly consulted/updated by the Head.

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F	Insurers are not kept informed of procedures or changes	Bursar is keeping Hettle Andrews updated by email as things change	Risk acceptable	
G	Failure to understand that Secretary of State has the power to keep schools open	Governors are aware	Risk acceptable	
H	Insufficient liaison with local authority and health protection team over testing and actions.	Head is in regular contact with Covid team at Cheshire East and takes advice frequently.	Risk acceptable	Cheshire East Covid team have been excellent in providing advice
I	Active engagement with NHS Test and Trace not implemented and the procedures not understood by all staff and parents.	School is now part of testing regime and has linked with the NHS Test & Trace team. Staff and parents have been briefed on Test & Trace since in its initial roll-out. Staff are engaged with the testing regime introduced in January 2021.	Risk acceptable	The testing regime has been affected by the new school closures. Staff working in School will be tested weekly.
J	Insufficient systems and staff to support training, testing and contact tracers.	School has endeavoured to make sure that the test and trace operation works. The Head and SLT have been supported by the School Medical Officer and her husband, both GPs, and a number of staff and volunteers have been trained.	Risk acceptable	

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K	Staff, parents (and pupils) do not understand and follow NHS Test and Trace procedures.	School has briefed everyone.	Risk acceptable	The media carry much advice about Test and Trace
L	Testing Training modules and assessment not completed and recorded for specific roles	Process has been overseen by School Medical Officer who has ensured training has been thorough	Risk acceptable	
M	Training and testing activities insufficient to provide reassurance including feedback and Q&A?	Parents, staff and pupils have been well informed and there has been no adverse feedback	Risk acceptable	
N	DfE advice to keep groups separate (in “bubbles”) not being fully implemented where appropriate.	Staff are ensuring that pupils are maintaining protocols.	Risk acceptable	
O	Those working in the Asymptomatic Testing Site (ATS) not trained and competent to do so?	Process has been overseen by School Medical Officer and supervised by her in operation	Risk acceptable	
P	Are those that are self-testing (at home and in school) trained and competent to do so?	Staff have been shown how to self test using the LfD tests by the School Medical Officer while undergoing testing in School Advice available online	Risk acceptable	

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Q	Is it understood which pupils are unlikely to be able to self-swab?	Only Years 7 and 8 required to self test. Staff have excellent knowledge of pupils abilities and those likely to need extra support	Risk acceptable	
R	Are those unable to self-swab given additional support and reasonable adjustments?	School is able to provide well trained support	Risk acceptable	
S	Each group's ("Bubble") health is not properly analysed and risk assessed to consider switching to remote learning.	School is monitoring pupils' health closely supervised by School Medical Officer. Year groups have been sent home for remote learning.	Risk acceptable	
T	The definitions of "close contact" and the trigger for a pupil/staff to self-isolate not understood.	Staff and parents have been well briefed.	Risk acceptable	
U	Record of names of pupils / staff in their groups / bubbles, locations visited, seating arrangements (via App / spreadsheet etc) not updated on a regular basis.	Staff and pupil arrangements are well understood and capable of being used to trace contacts.	Risk acceptable	
V	Insufficient information to identify close contracts of symptomatic individuals and support contract tracing	The school has an excellent management system. Class sizes are small so staff able to monitor very well	Risk acceptable	The small size of the School means that it is easier to keep contacts

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W	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Support plans are in place if individual pupils, groups of pupils or staff have to self isolate. These include remote learning for pupils. The School has a Cover Supervisor to ensure staff who self isolate can be covered.	Risk acceptable	
X	Insufficient preparation (letters, Whatsapp etc) to communicate with parents, carers, staff and pupils in case of infection and groups needing to self-isolate.	The School has very good communications through iSAMS and if necessary social media	Risk acceptable	
Y	Insufficient consideration to minimising contact and maximising distance between all those in school where ever possible.	Classroom layouts have been altered, catering arrangements changed. The School has a layout which helps social distancing with most classrooms exting to the outside and few corridors or staircases. The School has also hired a marquee to provide a large additional well ventilated space. Staff are able to meet in a socially distanced way and pupils are also able to use part of the space.	Risk acceptable	
Z	Social Distancing (SD), hygiene and ventilation rules not sufficiently robust, understood,	The protocols have been in place for some time and seem to be operating satisfactorily. The School has	Risk acceptable	

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	communicated, applied or checked.	communicated them regularly and also has adapted the rules to seek improvements. The hiring of a marquee to allow staff to meet in a socially distanced way illustrates the Schools understanding and management of the SD rules. Parents are reminded regularly of the need to socially distance and arrangements for parents have been amended to improve matters		
AA	No consideration of place markers on the floor to indicate appropriate SD, physical screens, splash barriers or “drop zones” for passing materials between people.	School has implemented marking, screens etc throughout the site	Risk acceptable	
BB	SD rules and safety precautions for activities (play, games, drama, music) not understood or adhered to?	The School has operated SD protocols and they are well understood by staff and pupils	Risk acceptable	
CC	Unsuitable enhanced cleaning regime, not regularly re-assessed or revised for high-risk areas such as toilets, door handles, keypads, switches, hand rails and frequently used hard surfaces.	The cleaning regime has been monitored throughout the pandemic. When necessary staff have been seconded from the Kitchen to augment the regime and in November 2020 an extra member of staff was appointed to the cleaning team.	Risk acceptable	

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DD	High-risk areas not being regularly monitored (including boarding areas) for hygiene.	All areas are monitored	Risk acceptable	
EE	Contract providers and services suspended or unable to attend school.	There was some disruption to some supplies in the first lockdown when some contractors were unable to come on site to do work to the fabric. The School's largest contractor, Sodexo, has provided excellent support and been very flexible.	Risk acceptable	
FF	Is access to school controlled effectively and are visitor (if allowed) details recorded?	<p>Parent access to School for drop off and collection is controlled with a schedule according to Year Group</p> <p>Parent access onto the site is limited and controlled. Parents must now wear masks when dropping off/collecting.</p> <p>Parents of children in Years 7 & 8 have been asked to remain in their cars at pick up.</p> <p>There is also a protocol for outsiders visitors. All visitors to the School must log in to the Entry system and are given a pass and lanyard</p>	Risk acceptable	<p>Parents to be monitored to ensure that Social Distancing (SD) controls are adhered to. SD signs have been installed around the School.</p> <p>Safety measures have been put in place around the School e.g. Reception to ensure SD</p>

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GG	Is there sufficient supplies of hygiene materials and are they well placed?	The school has a substantial supply of hygiene materials including soap, hand sanitiser and commercial cleaning materials. Hand sanitiser dispensers have been installed around the School and a contract for sanitiser put in place. Bottles have been distributed to toilets, eating spaces and classrooms. There has been no problem sourcing materials. Assistant Bursar, Headmaster's PA and Catering Manager (responsible for cleaning) regularly assess stock	Risk acceptable	Regular review of inventory levels to ensure that stock is maintained.
HH	Are contingency plans adequate for changes to school operation: local or national lockdown, re-closing, loss of catering or teachers?	The School has now experienced various phases of the pandemic and has built up its expertise in reacting to the changes	Risk acceptable	The School has moved through a number of changes to lockdowns and guidelines and has responded rapidly on every occasion.
II	Are there contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Yes. Online learning can be made available for individuals or groups of pupils who have to self isolate. There are also contingency plans for staff cover should teachers need to self isolate.	Risk acceptable	The School has provided excellent online tuition when in full lockdown and as individuals or groups

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				of pupils have had to work from home
JJ	Risk assessments and protective measures for holiday clubs, after-school clubs and other out-of-school clubs not regularly updated.	The same protocols have been used for all School activities including wrap around care and out of school clubs.	Risk acceptable	
KK	Are all Risk Assessments regularly reviewed and updated based on feedback and lessons identified from all those in school including pupils and support staff, visitors and contractors	Risk assessments are regularly reviewed in the light of advice from ISBA or other sources of information. Procedures and the risk assessments which underpin them have been regularly modified as experience has been assimilated.	Risk acceptable	
LL	Are all the risks identified, properly mitigated and regularly re-assessed?	The procedures that have or will be put in place will be monitored constantly through SLT and adjusted as necessary	Risk acceptable	

Risk Assessment for COVID-19 Test and Trace Process

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	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Explanatory T&T letters / emails not sent to parents / pupils, staff and governors.	First letter 22/12/2020. Staff & Governors updated by Head	Risk acceptable	
2	No school "COVID-19 Testing Privacy statement".	In place	Risk acceptable	
3	"COVID-19 Testing Privacy statement" not communicated to staff, parents, pupils and governors.	On website	Risk acceptable	
	Separate school register not kept of those tested to inform next test date, ordering test kits etc.	Full records being kept of testing	Risk acceptable	
4	T&T data not recorded securely or consideration given to deletion after 14 days.	System set up by School Medical Officer, practising GP	Risk acceptable	
	'Test kit log' and 'test results register/log' documents not kept separately for data protection purposes.	Records are being kept in accordance with recommendations	Risk acceptable	

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	Repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.) not recorded by the school and reported to DfE Helpline.	Testing process is being closely monitored by the School Medical Officer		
5	Those that have had “close contact” with someone tested positive for COVID-19 do not know they are able to return to school if they agree to a test once a day for 7 days, and the test is negative.	Parents will be fully briefed by Head	Risk acceptable	
6	Age-appropriate consent statement for testing (under / over 16) not properly completed.	All necessary consents will be obtained	Risk acceptable	
7	Test instruction posters, booklets, FAQ and briefings not readily available and apparent.	Information downloaded and available	Risk acceptable	
	Testing Training modules and assessment not completed and recorded for specific roles.	The training process was supervised by the School Medical Officer and the Head	Risk acceptable	
8	Tests not supervised or conducted by trained staff.	Process is overseen by School Medical Officer. Government training requirements followed.	Risk acceptable	
9	Testing area not sufficiently controlled to limit access to testers, those being tested and supervisors	Testing being done in dedicated room with access to one person to be tested at a time. Small numbers being tested . SD rules being followed	Risk acceptable	

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10	Test process not maintaining social distancing where appropriate, good hand and respiratory hygiene or keeping occupied spaces well ventilated.	Initial Testing area set up in marquee and laid out to specification from School Medical Officer. Staff testing in separate room and small numbers	Risk acceptable	
11	Social distancing advice between testing staff and those being tested including distances between desks, chairs etc not being observed and supervised.	Staff are fully familiar with SD advice and School Medical Officer monitors protocols	Risk acceptable	
12	Staff assisting with taking and processing swabs not wearing appropriated PPE.	Staff will be required to wear PPE and stock will be kept in testing area	Risk acceptable	
13	Process of swabbing not following training and / or updated guidance.	Process is overseen by School Medical Officer. Staff carrying out tests have been trained.	Risk acceptable	
14	Tested sample incorrectly handled safely during the process including disposal.	Staff carrying out testing procedures have been trained.	Risk acceptable	
15	Process for informing parents / pupils / staff not understood and implemented.	Head steering process with School Medical Officer	Risk acceptable	
16	The process of barcoding, recording and communicating test results is not accurate and supervised	Clear procedures have been laid down, testing staff trained and procedure is monitored by School Medical Officer	Risk acceptable	

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17	Inadequate supervision / checking to ensure equipment handled correctly and not shared.	School Medical Officer supervises each session.	Risk acceptable	
18	Process of lost LFD, failed scans or damaged barcodes not understood or properly implemented.	Staff involved in testing have been trained. Procedure monitored by School Medical Officer	Risk acceptable	
19	Extraction solution with lab test kit (there are no manufacture anticipated hazards) are inappropriately handled, stored and disposed.	All testing equipment has been stored under the supervision of the School Medical Officer	Risk acceptable	
20	The training does not reflect hazards identified with testing and these are not communicated to testing and cleaning staff?	Training supervised by School Medical Officer	Risk acceptable	
21	Positive in LFD test not followed up by PCR so subject does not self isolate as waiting confirmation or does isolate when it was a negative	Instructions will be passed on.	Risk acceptable	
22	Key layout requirements including staff (see next grid below) not being fully met.	Layouts specified with assistance of School Medical Officer	Risk acceptable	

Risk Assessment for COVID-19 Test Sites

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	Hazard	Control Measures	Outcome	Remarks / Re-assessment
23	Insufficient staff available (depending on throughput: Team Leader, Test Assistant, Processor, Coordinator, Registration Assistant, Results Recorder, Cleaner)	Sufficient staff have been trained in the separate functions	Risk acceptable	
24	Training time and content inadequate (3 hrs with introduction video, on-line training and assessment plus rehearsal.)	School medical officer has done training.	Risk acceptable	
25	Consent forms are not available and properly completed?	Consent forms available and checked on completion	Risk acceptable	
	Test site not kept separate from other activities (where space allows)?	Separate room which is not being used for any other activity. Room is kept locked		
26	Test site flooring is not non-porous.	Varnished wooden flooring	Risk acceptable	

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27	Test site is not well lit and has a good airflow	Room is well ventilated and door kept open so very good airflow. Lighting is good quality (LED)	Risk acceptable	
28	Test site Registration, Swabbing, Recording and Processing Desks and waiting areas not on a one-way system.	Layout specified by School Medical Officer	Risk acceptable	
29	Test chair in the swabbing bay not a minimum of 2m apart.	Only one person tested at a time	Risk acceptable	
30	Each swabbing desk and associated processing desk not more than 1m away and Recording desk not located close by.	Only one person tested at a time	Risk acceptable	
31	No clear division and demarcation between swabbing and processing area.	Area has been laid out correctly	Risk acceptable	
32	Non authorised people and test subjects able to enter the processing area	Testing in separate room with entry controlled by School Medical Officer who is supervising the process	Risk acceptable	
33	Inadequate evidence of quality assurance, guidance and supervision	School Medical Officer supervising	Risk acceptable	
34	Processing bays not properly cleaned and waste (including clinical waste) is not properly disposed.	Full cleaning procedure in place. Clinical waste removal process in place.	Risk acceptable	

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35	Disorderly entry, processing, inappropriate SD and exit movement apparent.	Access and throughput well controlled. One person at a time.	Risk acceptable	
36	Manual handling of testing kits, pallets, boxes, packages and waste not considered in terms of bulk, weight and access	Movement of material to be carried out by site team who have appropriate training	Risk acceptable	
37	Testing kits not stored at 2 - 30°C and tests not given in the appropriate ambient temperature of 15 - 30°C.	Storage has been supervised by the School Medical Officer	Risk acceptable	
38	Inadequate space to talk with a pupil mindful of the need for social distancing / PPE / wellbeing	Quiet space is available	Risk acceptable	

Risk Assessment for COVID-19 Self-Testing

1	LFD kits not supplied and distributed in time or safely.	School monitoring situation. Assistant Bursar has contacted authorities re shortage of self tests	Potential shortage of test kits	DfE informed and School on priority list. If necessary kits will be given in order of amount of contact with pupils e.g. support staff will wait till enough tests
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2	Test kit not stored at room temperature (2°C – 30°C) or in a cool dry place.	Storage complies with recommendations	Risk acceptable	
3	LFD Testing kits not properly managed and tracked	Head and School Medical Officer supervising process with help of Assistant Bursar	Risk acceptable	
4	Test kit not kept away from children until needed.	Kits are stored safely	Risk acceptable	
5	Self-testing not conducted in accordance with guidelines and supervised where required.	Staff who have been in School have instructed by the School Medical Officer. SMO will show remote staff via video link	Risk acceptable	
6	Positive results not reported.	Staff and pupils encouraged to report	Risk acceptable	
7	All results not reported, collated and recorded by the individual and the school.	Staff and pupils encouraged to report	Risk acceptable	
8	Incidents not reported to school or reported to DfE / DHSC (to help identify emerging issues).	School has established a reliable reporting system	Risk acceptable	
9	Incident protocols and feedback loop not understood and / or implemented.	School Medical Officer supervising processes and protocols	Risk acceptable	

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10	Where appropriate test and report on children under 12 not tested by confident adult.	Clear instructions will be given to parents Online instruction available	Risk acceptable	
11	Are those unable to self-swab given additional support and reasonable adjustments?	School able to identify any staff/pupils who may have difficulty. Expert advice available	Risk acceptable	
12	Are there measures in place to reduce anxiety over testing and coping with a positive result?	SLT monitors wellbeing of staff and pupils School counsellor available for pupils School Medical Officer available for advice Employee Assistance Programme available	Risk acceptable	
13	Clinical incident which has potential to harm not reported to https://coronavirus-yellowcard.mhra.gov.uk and school.	Staff have been through recommended training School Medical Officer supervising	Risk acceptable	
14	Clinical incident which has led to harm and requires immediate medical care not reported to 111 or 999 and then to school.	School Medical Officer supervising	Risk acceptable	

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15	Non-clinical incidents occurring at home (something damaged, or missing or difficult to use in the kit, unable to log result etc) not reported to 119.	Difficult for School to monitor home issues Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
16	Do not eat or drink for at least 30 minutes before doing the test to reduce the risk of spoiling the test.	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
17	Video on how to take the swab test: www.gov.uk/covid19-self-test-help not referred to before testing.	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
18	Surface and hands not cleaned before test or after test (if more than one test).	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	
19	Test kit not checked for damage or expiry date.	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
20	Testing process not followed correctly for self / child including rubbing fabric tip of swab 4 x over both tonsils (or where they would	Parents and staff will be informed (and reminded) of procedures	Risk acceptable	

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	have been) and then 10 complete circles of one nostril.	School Medical Officer available for advice		
21	Processing of the swab not completed in-line with guidance including transferring the sample into the liquid and the liquid then on to the well on the test strip.	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
22	Not waiting 30 minutes, recording the result correctly with NHS and then taking the appropriate action if positive.	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
23	Soft, fabric tip of swab and fabric strip touches hands.	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
24	Fabric tip of swab touches tongue, teeth, cheeks, gums, or any other surfaces.	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	

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25	Test kit not properly disposed of in waste bag provided and placed in general household waste.	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
26	Test on children under 12 continued despite child feeling pain.	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
27	Test kit and each item in the test kit used more than once. (Do not re-use items. Each person's result must be reported).	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
28	Problems with hands or vision. (May need someone to assist with the swabbing and testing process).	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
29	No alternative measure if nose piercing (swab the other nostril or if both nostrils pierced remove one piercing before swabbing.)	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	

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30	Nosebleed within the last 24 hours (swab other nostril or wait 24 hours).	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	
31	Unable to take a throat swab. (then swab both nostrils)	Parents and staff will be informed (and reminded) of procedures School Medical Officer available for advice	Risk acceptable	

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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are communication channels working and being reviewed? Email, text, facebook etc	The communication channels are working and there have been no issues raised so far.	Risk acceptable	The School has been communicating with staff and parents for the duration of the pandemic

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2	Staff, parents and pupils returning to school not provided or updated with full induction process or aware of changes and potential hazards.	The School has good communication with parents and staff (iSAMS, social media) to ensure that all necessary updates are fully briefed Head also uses video briefings	Risk acceptable	
3	Is there a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors?	Teachers are talking and listening to pupils. Parents can email or phone the School and there has been regular feedback through the crisis. The School has listened to parental concerns and made adjustments. Regular meetings (online and socially distanced) are taking place with staff including monitoring of their wellbeing. Governors are being kept informed with regular online meetings	Risk acceptable	
4	If there is a governor and / or officer for the school / department nominated to be responsible for COVID-19 matters, are their contact details known and are they on call?	The Head is leading on managing the School through the crisis but has the assistance of a "Crisis" group made up of the Deputy Head, Head of Boarding and the Bursar. A management group has also been set up which includes the Chair and Vice Chair of Governors, the Head and the Bursar. The School website has contact details.	Risk acceptable	

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5	No school representative identified to liaise with local authorities and local health protection team.	The Head has taken on the role of liaising with the local authority Covid team	Risk acceptable	
6	Local authorities and health protection teams not engaged prior to re-opening (and the benefit of their services in case of infection).	The Cheshire East HPT have been regularly consulted	Risk acceptable	
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.	Good links with local health team have been established and the need to keep them informed clearly understood.	Risk acceptable	
8	Is there a system to communicate with parents and staff that have not returned to school for fear of infection?	Parents can be mass emailed via the iSAMS management system. There are also Twitter and Facebook channels. The communication channels with staff and parents include everyone whether they are in school or not.	Risk acceptable	
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.	Parents have been asked to liaise with Head if they have any Covid concerns or issues. School Medical Officer is available for advice.	Risk acceptable	

COVID-19 Risk Assessment for Schools

10	No staff, pupil and / or parent health declaration implemented or recorded	Health declarations were requested when the School resumed after the first lockdown	Risk acceptable	
11	Who has travelled where: other than home and school? (via app or written diary).	The School has used online survey platforms to seek information regarding travel from parents. This can and will be repeated. Recent government controls have limited travel abroad.	Risk acceptable	
12	Insufficient information on where pupils, staff and visitors have been located in school including the make-up of bubbles and activity groups.	The School is small and as most of the pupils are at the primary stage there is not much movement around school. The School's management system retains accurate data of where pupils and teaching staff are located.	Risk acceptable	
13	Staff, parents and pupils not self-isolating after holiday and work visits (for 10 days?) to non-government agreed countries.	Parents have been reminded of the rules. The School endeavours to monitor parents monitor parents and staff members overseas visits.	Risk acceptable	
14	What are, and have the hygiene rules set by the school been adhered to by pupils, parents and staff?	Wash stations have been set up for pupils to wash their hands on arrival. These stations are monitored by staff members.	Risk acceptable	

COVID-19 Risk Assessment for Schools

		<p>Pupils have been requested to wash their hands frequently (at breaks, after visits to the toilet and before meals. Teaching staff have monitored this as best they can. There are many sanitiser dispensers distributed throughout the School</p> <p>Staff are advised to wash their hands frequently and use the sanitiser placed around the school. Additional sanitisers have been purchased and installed around the school.</p> <p>Parents and visitors will not enter the School unless absolutely necessary and will be asked to use sanitisers/wash hands</p>		
15	Class and activity rooms not properly and regularly ventilated with fresh air.	<p>Staff are aware of the need to keep classrooms and other areas ventilated. Most classrooms open to the outside so it is not difficult to carry out.</p>	Risk acceptable	
16	Are all staff trained and regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	<p>Staff are updated via emails from the Head and advice from the School's Medical Officer</p> <p>Government advice through the media has been available for some time</p>	Risk acceptable	

COVID-19 Risk Assessment for Schools

17	At drop-off and pick-up parents not complying with SD policy outside gates and entrances.	<p>Parents have generally followed the drop off and collection protocols.</p> <p>Reminders regarding SD are issued regularly by the Head.</p> <p>Parents of pupils in Years 5,6,7,8 have been asked to stay in their cars and their children enter school unaccompanied</p>	Risk acceptable	A control that need to be constantly monitored
18	Staff and parents not cleaning frequently touched surfaces of bike, car, pram etc before and after journeys to school.	<p>With parents this risk is largely out of the control of the School but as parents access is limited and pupils wash their hands when they arrive the risk will be mitigated.</p> <p>Staff are requested to wash their hands and/or use sanitiser when they arrive</p>	Risk acceptable	
19	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling, minimise car sharing) or protocols at school gates etc.	<p>The School is in a rural location and therefore travel options are limited.</p> <p>Most staff drive to School unaccompanied</p>	Risk acceptable	
20	Is school transport operating to reflect SD, hygiene, PPE and cleaning arrangements?	School transport has been operating but is used by a small number of pupils and a separate risk assessment has	Risk acceptable	

COVID-19 Risk Assessment for Schools

		been carried out. SD and hygiene procedures will be operated.		
21	Are transit spaces (corridors), social zones (car parks, common rooms, playgrounds) configured to SD rules?	The School has very little indoor circulation space. There is a small amount in the Senior teaching block and the Main School building which will be managed as pupils have to follow current access rules. The car park area is large and social distancing can be maintained. Year 7/8 pupils now wear masks while moving around School.	Risk acceptable	This will need to be constantly monitored to ensure that SD requirements are maintained.
22	Are learning and games spaces configured to SD rules?	Yes. Classrooms have been re-configured and games sessions amended to reflect SD considerations	Risk acceptable	
23	Are different age groups catered for in terms of timetabling, length of the school day and exposure to other age groups.	Yes. The School day has been restructured according to the needs of the different age groups	Risk acceptable	
24	Is there a system in place to deal with bereavements, trauma, anxiety, behavioural issues?	The School has excellent pastoral provision for pupils together with a part time School Counsellor. Teaching staff monitor pupils when they are online. Staff have regular online meetups, a staff member who leads on wellbeing	Risk acceptable	

COVID-19 Risk Assessment for Schools

		and access to an Employee Assistance Programme.		
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	An online learning risk assessment has been prepared. In addition the School has a Pupil Acceptable Use Policy	Risk acceptable	

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

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Have safeguarding, code of practice, and staff handbook policies been updated, regularly reviewed and shared?	Yes. The School's DSL with the assistance of the Governor who leads on safeguarding has ensured that the School's safeguarding procedures are up to date. Staff handbook and policies are available on the staff Google Drive	Risk acceptable	
2	Inset does / did not reflect required training for COVID-19 related procedures, safeguarding, H&S, well-being etc	Training and guidance on Covid 19 issues has been incorporated into the School's training regime.	Risk acceptable	
3	Staff have insufficient instruction and training on identifying and	The School has excellent systems for ensuring that vulnerable individuals are	Risk acceptable	

COVID-19 Risk Assessment for Schools

	supporting vulnerable pupils, parents and other staff.	<p>identified and supported. The Schools pastoral system supports pupils and the weekly SLT agenda includes the monitoring of vulnerable pupils and their parents.</p> <p>The School also takes the wellbeing of staff very seriously with a member of the teaching team acting as a lead on wellbeing. In addition members of SLT monitor colleagues within their teams and the issue is a standing agenda item at SLT meetings</p>		
4	System of controls (see explanation above) not understood and / or properly implemented.	The controls have been in operation for a long time and are well understood. Staff and parents are regularly reminded of the need to comply with SD and hygiene requirements. Pupils are very familiar with hand washing and sanitising.		
5	Is the DSL and ADSL easily contacted and their contact information known to all?	Yes. Contact details are widely distributed.	Risk acceptable	
6	Is there a COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, well-being etc?	Yes. Covid 19 Policy is in place	Risk acceptable	

COVID-19 Risk Assessment for Schools

7	Revised fire drills, registers, routes and assembly points not rehearsed (to ensure where safe to include SD)	Fire evacuation routines needed little modification because of the open nature of the site. Fire drills have been held under Covid regulations and have worked well	Risk acceptable	
8	Needs of each age group and class not considered discretely in terms of support, activities and facilities.	The requirements of different age groups have been factored into the Schools operations during the pandemic. Covid 19 risk assessments have been prepared for the different age groups. The curriculum has been modified in some cases and facilities adjusted	Risk acceptable	
9	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Staff have clear instructions about wearing masks whilst moving around School. Staff are also aware of the SD rules. The School's layout mitigates the risk because of the open layout and small number of corridors	Risk acceptable	
10	Staff and pupils (where applicable) not wearing face coverings (if required) whilst moving between classrooms or activities	All those required to wear masks (only Years 7 & 8 for pupils) are regularly reminded to continue to wear them	Risk acceptable	

COVID-19 Risk Assessment for Schools

11	Parent insisting child will not wear mask or staff member refusing to wear mask	School policy that masks should be worn in class for Years 7 & 8 School has issued recommendation that masks should be worn	Risk acceptable	
12	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact, maintaining as much distance as possible from other staff or observing hygiene rules	Visiting staff have had a separate Covid 19 risk assessment prepared. They are included on all staff emails and are therefore receiving updates and reminders on procedures	Risk acceptable	
13	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	All staff who are able to work from home have been requested to do so.	Risk acceptable	
14	The “ideal” of adults maintaining 2m distance from each other, and from pupils not realised or insufficient mitigating measures.	The nature of the School means that most staff are separated from colleagues by being in their classroom. Staff are aware of the laid down SD protocols whilst in their classrooms. Other rooms within School have the specified maximum number of staff allowed in on the door. A marquee has been hired to provide more space for staff (and pupils) on a SD basis.	Risk acceptable	

COVID-19 Risk Assessment for Schools

15	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Some supervised non contact interaction with other children e.g. football will be allowed. High level of supervision of pupils because it is a primary school.	Risk acceptable	
16	Distinct and consistent groups or 'bubbles' not maintained or separated and so, in the event of a positive case, difficult to identify those who may need to self-isolate.	Most children are of primary age so it is difficult to keep the year group bubbles entirely separate. However small size of school and scientifically acknowledged lower risk with young pupils mitigate	Rsk acceptable	
17	Insufficient controls measures and safety precautions for larger groups with greater risk of infection.	The small size of the School means that large groups of staff and pupils can be avoided. In whole school exercises such as a fire drill the classes are kept separate and there is no mixing. Small class sizes means it is easier for staff to supervise pupils.	Risk acceptable	
18	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Assemblies and gatherings are being done online	Risk acceptable	
19	Insufficient controls for those pupils allowed to mix into wider groups for	Controls are maintained across all the activities in the School. Wraparound care has a small number of users and	Risk acceptable	

COVID-19 Risk Assessment for Schools

	specialist teaching, wraparound care and transport.	the School's protocols are followed. Other activities affect small numbers of pupils but protocols are observed.		
20	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	EYFS staff have been excellent at educating younger pupils on the protocols.	Risk acceptable	
21	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	The School's dedicated SEND team have ensured that pupils using their service have been properly looked after.	Risk acceptable	
22	Where a pupil attends more than one setting on a part-time basis (e.g. dual registered) the system of controls not considered collaboratively to address identified risks.	The School has been liaising with other settings for multi setting pupils. The number is very small however. A specific risk assessment has been prepared.	Risk acceptable	
23	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Classrooms have been rearranged to maximise distancing.	Risk acceptable	

COVID-19 Risk Assessment for Schools

24	ITT trainees not sufficiently briefed, hosted and integrated in their support to school.	Not applicable at this time	Risk acceptable	
25	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	The School's safeguarding disciplines have not been changed during the pandemic	Risk acceptable	
26	Recruitment process and pre-appointment checks not following legal requirements.	The School's safeguarding disciplines have not been changed during the pandemic	Risk acceptable	
27	New staff and pupil registration and induction processes not adapted or compliant.	All aspects of the School's operation have been amended to reflect Covid protocols.	Risk acceptable	
28	Support staff and TAs in regulated activity do not have the appropriate checks.	The School's safeguarding disciplines have not been changed during the pandemic	Risk acceptable	
29	SCR not updated with DBS related issues and required documents not properly verified or recorded.	The School's safeguarding disciplines have not been changed during the pandemic. The SCR is maintained to its normal standard.	Risk acceptable	

COVID-19 Risk Assessment for Schools

30	Plans to separate work, learning, meetings, activities and play outside not fully considered	All aspects of the School's operation have been considered and evaluated in the context of Covid protocols	Risk acceptable	
31	External coaches, clubs and organisations for curricular activities not risk assessed, or systems of control measures implemented.	A risk assessment covering outside coaches and visiting teachers has been prepared. Outside clubs using the School facilities have been asked to supply a risk assessment or details of the precautions they are taking	Risk acceptable	
32	Opportunities for non contact sport, adventure play, Forest School, gardening etc not regulated or considered	All aspects of the School's operation have been considered and evaluated in the context of Covid protocols	Risk acceptable	
33	Physical education, sport and physical activities not following the measures in their system of controls.	All aspects of the School's operation have been considered and evaluated in the context of Covid protocols	Risk acceptable	
34	Indoor sports and activity areas not sufficiently well and regularly ventilated with fresh air.	Limited risk as the School's facilities have only one area (PAC) that can be used. The PAC does have doors that open to the outside so ventilation is not a problem	Risk acceptable	

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35	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	The protocols have been clearly defined and made clear to staff pupils and visitors. Staff are well briefed and parents receive regular reminders of distancing and hygiene rules. Visitors (if allowed) are informed of social distancing requirements. Yes. The Director of Sport has laid down guidelines.	Risk acceptable	
36	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Pupils are well supervised when undertaking sporting activities and staff ensure that cleaning and hygiene rules are followed.	Risk acceptable	
37	Sports equipment not sufficiently cleaned between each use by different individual groups.	Cleaning materials are available and protocols require equipment to be cleaned.	Risk acceptable	
38	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	A risk based approach has been taken to these activities. Some have been cancelled and any activity that has taken place has been done in a way to minimise the risk of virus transmission.	Risk acceptable	

COVID-19 Risk Assessment for Schools

		Online broadcasting of activities is now standard.		
39	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	These activities are done within year group bubbles. Instruments are not shared.	Risk acceptable	
40	Shared staff spaces are not set up or used to allow staff to distance from each other.	All shared rooms in the School have a maximum capacity allocated to them. This is shown on the door to each room. The School has hired a marquee to provide extra space so that staff can socialise in a socially distanced way.	Risk acceptable	
41	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers, kettles, biscuits tins etc) timings, SD and purpose.	See above regarding the regulation of space. Staff meetings are now mainly held online but some smaller meetings are held in a socially distanced way and with face masks worn	Risk acceptable	
42	Are staff having sufficient down time / rest during the working day / week?	Yes. The School has hired a large marquee so that staff can meet and socialise on a safe SD basis as the Staff Room can only hold 4 people under SD rules. Refreshment facilities and sanitiser provided.	Risk acceptable	

COVID-19 Risk Assessment for Schools

43	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens	Timetabling has been carefully managed during the pandemic during both the periods when the school was open and periods when it was closed. A close watch is kept on staff to monitor wellbeing and monitor stress.	Risk acceptable	
44	Staff unable to manage the provision of both in school and remote learning.	See above. The School has invested a lot of time in resource is its teaching resources throughout the pandemic and has developed a successful elearning platform. Nevertheless as noted above teaching staff are closely observed to monitor their wellbeing.	Risk acceptable	
45	Are all security, CCTV and access systems regularly checked, updated and (where necessary) re-coded?	Yes.	Risk acceptable	
46	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Rules have been drawn up and the pick up/drop off areas will be marshalled. Drop off and collection times have been staggered. Parents are requested to wear masks and Year 7 & 8 parents have been requested to remain in their cars at collection	Risk acceptable	

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47	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Hygiene and SD rules are in place. Wrap around care will be operated with regard to pupil and staff safety both indoors and outdoors.	Risk acceptable	
48	Are transit spaces (corridors), social zones (common rooms / playgrounds) configured to SD rules?	Yes Year 7 & 8 pupils now wearing masks.	Risk acceptable	
49	Do classrooms reflect SD layout, PPE, screening and regular cleaning rules?	Yes	Risk acceptable	
50	Hand washing not part of school culture or routine e.g. no regular breaks for hand washing during the school day.	The School has operated hand washing routines throughout the pandemic and they have become part of the routine. Additional sanitising has been installed to add an extra layer of hygiene.	Risk acceptable	
51	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Additional portable washstations were purchased when schools reopened in June and also some water fountains converted to washstations. Automatic sanitising dispensers have also been installed in a number of locations e.g. the entrance to the Dining Room	Risk acceptable	

COVID-19 Risk Assessment for Schools

52	Hygiene stations (including bins) not stocked, checked, emptied and cleaned regularly.	The various washstations and sanitising dispensers have been well stocked and the cleaning team have made sure that they are kept clean and bins emptied.	Risk acceptable	
53	Have unnecessary items been removed from classrooms and other learning environments?	Yes. Soft toys have been disposed of. In Early Years a limited number of non soft toys have been retained and will be sterilised at the end of each day.	Risk acceptable	
54	Are soft furnishings, soft toys and toys that are hard to clean been removed?	See above	Risk acceptable	
55	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils have been asked not to share equipment and to use their own.	Risk acceptable	
56	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.	A strong cleaning regime has been maintained throughout the pandemic assisted by teacher staff who have helped to sanitise materials.	Risk acceptable	
57	Resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left	Separate risk assessments have been prepared for those subjects which involve the sharing of resources (DT, Music, Science, PE).	Risk acceptable	

COVID-19 Risk Assessment for Schools

	unused and out of reach for a period of 48 hours (72 hours for plastics).			
58	Regulating the use and cleaning of locker, changing rooms, toilets and showers not managed and supervised.	The strong cleaning regime has been maintained throughout the pandemic. Additional cleaning resources have been brought in.	Risk acceptable	
59	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, lunch boxes, hats, coats, books, stationery and mobile phones.	Parents have been requested to limit the materials brought into School.	Risk acceptable	
60	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Staff are aware of the protocols and avoid allowing pupils to take materials home.	Risk acceptable	
61	Outdoor playground equipment should be more frequently cleaned or left fallow.	The outdoor play equipment is used mainly by the youngest children who are the lowest risk. In addition the frequent washing and sanitising routines mitigate the risk	Risk acceptable	
62	Are assemblies, break times, drop-off and collection times sufficiently well staggered?	Yes. All managed and planned	Risk acceptable	
63	Non-overnight educational visits not organised in line with protective	These have been kept to a minimum. Those that have taken place have	Risk acceptable	

COVID-19 Risk Assessment for Schools

	measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	been separately risk assessed and the correct protocols put in place.		
64	Are meal times de-conflicted, reflecting SD in the servery and dining hall whilst providing sufficient nourishment?	Yes The School has worked with its catering contractor to provide nourishing meals whilst keeping staff and pupils safe. Staff not on supervision have been asked to eat in their office or the staff space in the marquee	Risk acceptable	
65	Catering staff rota not configured to avoid all catering staff having to self-isolate in case of infection and kitchen closing.	Catering staff are employed by the catering contractor Sodexo who have done their own risk assessments. They are able to bring resources in from other schools if the need arises.	Risk acceptable	
66	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles	Numbers are small and limited.	Risk acceptable	
67	Is pupil and staff mental health and wellbeing properly considered with individual needs, e.g. pupils or staff who are unable to use PPE or masks, identified and supported?	Yes. Staff are monitoring the wellbeing of their pupils and the School Counsellor is assisting when necessary. Pupils who have concerns regarding wearing masks will be monitored.	Risk acceptable	

COVID-19 Risk Assessment for Schools

		Staff are also being monitored weekly SLT meetings. The School has its own wellbeing co-ordinator and there is support from an outside Employment Assistance Programme (EAP)		
68	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	The School has provided very good support throughout the pandemic both when it has been open and when it has been closed. The small class sizes and ethos of the School means that staff are very involved with pupils and their wellbeing. It has been more difficult to do that through online learning but it is still an important part of the teacher's role	Risk acceptable	
69	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	The Schools focus on support for pupils through a difficult time remains strong. The strong caring ethos of teaching and pastoral staff is augmented by the School's Counsellor	Risk acceptable	
70	Where activities have been re-scheduled is SD working and are the timings sufficient?	Procedures were monitored and adapted in the summer term. The School has adapted timetables and activities as it has learnt from	Risk acceptable	

COVID-19 Risk Assessment for Schools

		experience as the pandemic has progressed		
71	Plans, briefing and statistics for ISI / Ofsted visit not updated.	SLT have maintained progress on key issues that come up for inspection. The School has had a material change inspection recently and passed on all counts	Risk acceptable	
72	Roles suitable to home working, such as administration, not considered to help reduce risks of infection in school.	Most of the admin staff have worked from home throughout the pandemic.	Risk acceptable	
73	Those working / schooling at home not provided sufficient information and training to work safely.	HSE guidance on working from home has been sent to all staff Pupils are monitored by teaching staff	Risk acceptable	
74	Those working / schooling at home not advised on suitable furniture and equipment.	HSE guidance on working from home has been sent to all staff Pupils are monitored by teaching staff	Risk acceptable	
75	Those working / schooling at home not completed a Display Screen Equipment (DSE) assessment.	Staff have been sent the assessment	Risk acceptable	
76	Those working / schooling at home not able to take regular breaks,	HSE guidance on working from home has been sent to all staff	Risk acceptable	

COVID-19 Risk Assessment for Schools

	stretching exercises, avoiding eye fatigue etc.	Pupils are monitored by teaching staff		
77	Those working / schooling at home not kept in regular contact with the school and insufficient regard to their well-being.	School is keeping in touch with staff via regular online session e.g. PL, staff meetings.	Risk acceptable	
78	Those working / schooling at home not advised on stress and mental health.	Staff and pupil wellbeing is being monitored Employee Assistance Programme available for staff Wellbeing (staff and pupil) standing item on SLT agenda	Risk acceptable	
79	Those working / schooling at home do not have an emergency point of contact or know how to gain help if needed.	Employee Assistance Programme available for staff and contact number given to staff Pupils have their teachers	Risk acceptable	

Medical Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
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COVID-19 Risk Assessment for Schools

1	Sickness management rules and the “don’t come to work if you are ill” not understood or observed.	Staff have been well briefed on the Covid rules. This has included guidance on a number of occasions from the School Medical Officer, a G.P. Staff have also been updated on the Test & Trace procedure	Risk acceptable	
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.	Clear guidance has been given from the School as well as the guidance regularly coming from the government through the media	Risk acceptable	
3	The procedure for isolating or sending staff and pupils home for 10 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	The Covid 19 Policy provides a procedure for staff or pupils feeling unwell.	Risk acceptable	
4	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 10 days.	Staff have been briefed on the Covid regulations and the School has endeavoured to ensure the parents understand the rules. Any pupil seeking to return would be barred from entering the School	Risk acceptable	
5	No isolation room and separate bathroom available, inadequate signs (from reception?) for those	Isolation room has been designated. Parents are not allowed into School		

COVID-19 Risk Assessment for Schools

	waiting collection and no access to PPE for those attending to unwell staff and pupils.	so an unwell pupil is taken to the door. Staff have easy access to PPE		
6	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in “close contact”.	Covid 19 Policy lays down procedure for staff after helping a pupil with symptoms.	Risk acceptable	
7	Staff not aware of meaning of “close contact” i.e.: <ul style="list-style-type: none"> • Direct close contacts: face-to-face contact with an infected individual for any length of time, within 1 m, including being coughed on, talking face to face, or unprotected physical contact (skin-to-skin). • Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. • Sitting in a small vehicle (car) with an infected person. 	Staff have been well briefed by the School Medical Officer and much information is available via the media	Risk acceptable	
8	Procedures for reporting COVID-19 instances to external authorities not known or applied.	The School has developed a good relationship with the local authority HPT and has also linked in to NHS Test & Trace	Risk acceptable	

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9	Procedure for washing hands thoroughly for 20 seconds with soap and running water or using hand sanitiser after any contact with someone who is unwell is not understood or applied.	The washing rules have been in operation for some time and are well understood by all staff. Staff have been regularly briefed by the School Medical Officer	Risk acceptable	
10	Procedure for cleaning, with normal household bleach, the area around a person with symptoms after they have left (to reduce the risk of infection) is not understood or applied.	The School's cleaning procedures are strong.	Risk acceptable	
11	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell. Consistent groups help.	Staff have been briefed regularly by the School Medical Officer. Media briefings have also covered this and the fact that there are many asymptomatic carriers is well understood.	Risk acceptable	
12	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	The School has ceased using temperature testing as a matter of course. The introduction of LFD testing to Schools has relegated its importance	Risk acceptable	
13	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect	The School has no issues with staffing	Risk acceptable	

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	COVID-19 cases, outside appointments and normal medical issues.			
14	Has there been sufficient training for those operating temperature testing or other precautions that require new equipment. Training not recorded for future reference.	Yes. Simple handheld digital thermometer in use.	Risk acceptable	
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	The School has ensured that there is plenty of PPE available	Risk acceptable	
16	Temperature testing undertaken using unsafe methods, not reflecting SD rules, not recorded or kept appropriately.	Temperature testing has been set up and is monitored by the School Medical Officer.	Risk acceptable	
17	No separate area for temperature testing, holding and isolation of pupils/staff. Areas not easily identified or regularly cleaned?	A separate space has been designated for holding and isolation of pupils suspected to have symptoms. The area is part of the cleaning routine	Risk acceptable	
18	Insufficient registration, induction, supervision (and temperature checking) of contractors working on site.	Contractors' access to School is limited and controlled so that other than an emergency they come in only in holidays.	Risk acceptable	

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19	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Cleaning wipes are available as part of the hygienic materials. Children are supervised properly when in School	Risk acceptable	
20	Young children and those with complex needs not supported in understanding importance of hygiene rules.	The School has good support in Early Years and those with more complex needs are known and well supported	Risk acceptable	
21	Lack of information on how to react to coughing and sneezing using tissues (and their disposal), crook of arm and immediately cleaning hands with soap and water or hand sanitiser.	Staff have informed pupils on good hygiene and monitor their behaviour	Risk acceptable	
22	Hygiene rules not effective. “catch it, bin it, kill it” not re-publicised or applied.	These will be monitored. There is publicity around the school for the “catch it.....” advice.	Risk acceptable	
23	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Staff have informed pupils on good hygiene and monitor their behaviour	Risk acceptable	
24	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	The School has a School Medical Officer (a G.P.) who has spent much time in the School supervising, guiding and training,	Risk acceptable	

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25	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	Only affects boarders. Limited impact and School Medical Officer is on hand to assist	Risk acceptable	
26	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Staff have been provided with guidelines, including Test & Trace.	Risk acceptable	
27	No procedure considered if a mobile testing unit is dispatched to test others in school. (Testing will focus on the person's class, followed by their year group, then the whole school if necessary.	Testing regime has changed and testing procedures are understood by School staff. Facilities are also available	Risk acceptable	
28	Testing equipment (such a Samba 2) not operated by trained staff or not compliant with CQC and GDPR rules.	Staff have been fully trained to operate the NHS LFD equipment as part of the schools Test & Trace procedures. The School has no other equipment	Risk acceptable	
29	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	School has procedures for staff to contact emergency services.	Risk acceptable	

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30	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	The School has established a good relationship with Cheshire East and has used their expertise frequently.	Risk acceptable	
31	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	The School monitors First Aid training requirements and keeps staff up to date. A recent paediatric training session was held in the School as part of INSET training	Risk acceptable	
32	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	The SD and hygiene protocols have been well briefed and are now well understood by all School staff.	Risk acceptable	
33	Not compliant with requirements for EYFS and PFA certification.	The First Aiders in Early Years have received specialist training in paediatric first aid and are aware of the requirements	Risk acceptable	
34	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	The School receives regular advice from the School Medical Officer on the whole spectrum of medical issues in the context of the pandemic. Advice is regularly given to staff	Risk acceptable	
35	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Not applicable at this time.	Risk acceptable	

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36	Lack of School decision or policy for level of PPE required for staff or pupils.	Bursary staff have supervised the purchase and control of PPE from the School's return in June. Stock levels are closely monitored and short supply times (typically 24 hours) means that stock can be replenished easily.	Risk acceptable	
37	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Staff were given training initially and have substantial experience of wearing PPE. Dedicated bins were purchased for use with discarded PPE and have been distributed around the School.	Risk acceptable	
38	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	Covid risk assessments have been done by age group of pupils. Risk assessments according to vulnerability for staff	Risk acceptable	
39	School unaware of those that have been identified as Clinically Extremely Vulnerable (CEV) via a letter to the individual from NHS or their GP.	The School has identified one member of staff who is CEV and a risk assessment prepared.	Risk acceptable	
40	Clinically Extremely Vulnerable (CEV) staff and pupils have not been advised whether to work from home	The School has liaised closely with the CEV staff member who has	Risk acceptable	

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	or go to school during period of national restrictions.	received regular advice on when to shield/unshield.		
41	Measures in school are not sufficiently robust for clinically vulnerable staff and pupils.	Risk assessments have been prepared for clinically vulnerable staff and also staff with medical issues	Risk acceptable	
42	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	The School monitors the wellbeing of staff and pupils closely. Medical details are retained for pupils with health conditions and the School Medical Officer is able to advise as necessary	Risk acceptable	
43	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Risk assessments have been prepared for staff members with an increased risk. A record of staff who are either clinically vulnerable or clinically extremely vulnerable has been established	Risk acceptable	
44	Lack of knowledge on who has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	The School is aware of those staff and pupils who have tested positive.	Risk acceptable	

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45	Insufficient information and / or record of who is still shielding or had contact with anyone tested positive or suspected of COVID-19 and why this may preclude their attendance at school.	The School records (Cover Manager for staff, iSAMS for pupils) records reasons for absence from School	Risk acceptable	
46	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	The School records (Cover Manager for staff, iSAMS for pupils) records reasons for absence from School	Risk acceptable	
47	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	The School has good communications routines and keeps in touch with staff and parents	Risk acceptable	
48	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	A policy on uniform was established in when the School reopened in June and has been monitored since.	Risk acceptable	

Boarding Risk Assessment in the COVID-19 Environment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are boarding policies and procedures updated, regularly reviewed and communicated?	Yes The School acts on advice from the BSA. Procedures are reviewed	Risk acceptable	

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		regularly e.g. when flexi boarding was stopped. The Head of Boarding is in regular communication with other School staff and parents		
2	Are all security and access systems regularly checked, updated and re-coded?	Yes	Risk acceptable	
3	Do boarding staff have the appropriate PPE, cleaning materials and training?	Yes	Risk acceptable	
4	Communication and procedures for welcoming back boarders and part-time boarders not applied.	The Head of Boarding has ensured that parents and pupils have been well informed on procedures for receiving boarders.	Risk acceptable	
5	Insufficient consideration of measures and precautions for flexi and weekly boarders.	This has been fully considered and flexi boarding has been discontinued	Risk acceptable	
6	Insufficient efforts by school and parents to reduce travel between home and school and so reduce risk of infection.	The School has ensured that boarding pupils are required to carry out the minimum amount of travelling	Risk acceptable	
7	No plans or alternative arrangements for boarders to travel	The School has attempted to minimise travelling requirements for boarders	Risk acceptable	

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	on dedicated school transport rather than public transport.	and has provided a School minibus to transport a number of pupils to and from London. Boarders only travel at the start and finish of each half term.		
8	Insufficient space and resources for isolating overseas pupils (for 10 days) on their return.	Only a limited number of boarders have returned so space is available. The School has also required some pupils to take a test before collection by school transport and others were given LFD tests on arrival at School No boarders have returned from overseas	Risk acceptable	
9	Insufficient controls for boarders to move between residential and school day groups	Boarders are allowed to join different teaching groups	Risk acceptable	
10	Are separation and socialising rules adhered to in the boarding house?	Yes	Risk acceptable	
11	Rules and procedures for exeats, trips and activities out (or not!), appointments or visits from family and / or guardians not complied with or understood.	These are kept to a minimum. In general exeats parental visits are not allowed. Covid 19 protocols take precedence.	Risk acceptable	

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12	Are fire instructions and new procedures reviewed, understood and rehearsed?	Yes	Risk acceptable	
13	Are there sufficient rooms to isolate pupils (and staff)?	Yes	Risk acceptable	
14	Does the staff to pupil ratio reflect SD rules? This should include medical and emotional support.	Yes	Risk acceptable	
15	Do those attending cases in isolation know the procedures and have access to PPE?	Yes. Staff are totally familiar with the protocols	Risk acceptable	
16	Have parents been consulted prior to start of term as to where boarders will self-isolate should it be required? Advice suggests boarders should self-isolate in school (rather than go home).	Yes. Pupils have self isolated at School	Risk acceptable	
17	Laundry, bedding, furnishings, games and items that are hard to clean not removed and stored securely	Procedures are in place.	Risk acceptable	
18	If bed space has been reconfigured are there still sufficient bathroom facilities?	Yes	Risk acceptable	

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19	Are boarders equipped with authorised equipment to stay-in touch with parents?	Yes	Risk acceptable	
20	Boarders aware of global news and how it may affect them or their family.	Boarders do have access to TV and world events. The boarding team is available to provide support	Risk acceptable	

Support Staff Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Are support staff briefed on changes regularly?	Yes	Risk acceptable	
2	Physical meetings recognise SD, hygiene arrangements including well-ventilated rooms or, if possible, outside.	Meetings are being held only when absolutely necessary. Meeting attendants wear masks and are observing SD and ventilation requirements	Risk acceptable	
3	Support staff and cleaners not fully considered or supported (particularly relating to age and vulnerability).	All staff have been supported through the pandemic including all those classed as support. Risk assessments have been prepared covering the support functions e.g. cleaning, site maintenance.	Risk acceptable	

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4	Do support staff have the appropriate PPE, cleaning materials and training?	Yes. They have access to visors, face masks, gloves and aprons. Good quality cleaning materials are in stock The Reception desk, Bursar's Office and AMC office have had perspex screens installed.	Risk acceptable	
5	Are cleaning regimes reviewed and inspected regularly and conforming to revised hygiene rules?	Yes. Regimes will be constantly monitored to ensure best results Staffing has been increased to improve the regime	Risk acceptable	
6	Are all security and access systems regularly checked, updated and re-coded?	Yes	Risk acceptable	
7	Have reconfigured areas, zones and routes hampered fire exits and routes?	Minimal adjustment to School spaces so no disruption to fire exits or routes	Risk acceptable	
8	Are fire and other emergency procedures reconfigured, routes clear and regularly inspected?	Yes	Risk acceptable	
9	Risk of transmission of virus in offices	Office staff have been instructed to work at home as much as possible. Screens have been installed in the Bursary and Marketing offices	Risk acceptable	

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	Bus drivers not separate employees and are School staff and so automatically included briefings and communications	Risk acceptable	
2	Drivers not fully considered, supported or rostered (particularly relating to age and vulnerability).	As members of staff drivers are included is any risk assessments or staffing issues arising out of the pandemic	Risk acceptable	
3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	The full range of PPE is available as well as cleaning materials. Staff have been involved in briefings/training on Covid	Risk acceptable	
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	The School buses are not fitted with screens but the passengers are all required to wear masks	Risk acceptable	
5	Dedicated transport not aligned with the principles underpinning the system of controls.	The School has a small fleet which are operated in accordance with the School's Covid 19 protocols	Risk acceptable	

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6	Travel in or out of local areas not minimised or avoided, and the number of journeys not reduced where possible.	Travel has been greatly minimised and the buses are only used for essential journeys	Risk acceptable	
7	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	It is. Masks must be worn and cleaning is carried out regularly.	Risk acceptable	
8	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Buses are being used in a very limited way with few pupils involved.	Risk acceptable	
9	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Sanitiser is available and pupils are requested to use it.	Risk acceptable	
10	No additional cleaning of vehicles (all touch points) before and after each journey.	Limited use and small number of pupils	Risk acceptable	
11	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Very limited usage so queuing is not a problem	Risk acceptable	
12	Use of face coverings for children in Year 7 and above as a mitigating measure not understood by pupils and parents.	Face coverings are in use and must be worn.	Risk acceptable	
13	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Buses are normally available throughout the School day and would be available for emergency use	Risk acceptable	

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14	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Only 3 vehicles and all have been set up in accordance with regulations. Sanitiser is available on all 3.	Risk acceptable	
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Facilities Management Risk Assessment

	Risk	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	The School has purchased a number of sanitiser dispensers which have been installed across the site. a stock of sanitiser has also been purchased which is available for staff to use in classrooms, offices, toilets etc	Risk acceptable	
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced	Contractors entry to School is restricted as far as possible to holiday periods. All contractors are instructed to follow the Schools Covid protocols.		
3	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	The School has a formal sign-in procedure for visitors. Every effort is made to ensure that contractors are only onsite during holiday periods. The School has separate toilets for visitors.		
4	Heating system including fuel levels sufficient?	Yes. The School has additional portable heating (calor gas and electric oil filled). Boilers have annual	Risk acceptable	

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		maintenance. Kerosene levels are monitored regularly.		
5	Gas supply, venting and valves?	Yes. The School uses LPG as it is not on the gas mains.	Risk acceptable	
6	Have air conditioning ducts and units been checked and reviewed?	Maintenance regime is in place and work was done summer 2020	Risk acceptable	
7	Electrical tests up-to-date including emergency lighting and PAT?	Up to date on both FET and PAT. Work done summer 2020	Risk acceptable	
8	Water testing for temperature, flow and legionella in date for test?	Weekly checks/ procedures have been done including during lockdown. Annual bacterial testing done during summer break	Risk acceptable	
9	What is the status of the swimming pool and are appropriate measures in force?	Pool has had bacterial testing done. Pool closed over autumn and winter,	Risk acceptable	
10	Fire alarm panel, system and extinguishers in date and serviced?	Yes. Usual maintenance work carried out.	Risk acceptable	
11	Fire doors improperly propped open to limit use of door handles and increase ventilation.	The School has encouraged better ventilation but staff have been made aware that wedges etc must be removed during a fire evacuation.	Risk acceptable	
12	Limiting occupancy of as many rooms as possible (offices, laundry, common rooms etc) not considered.	Rooms have been designated with a maximum occupancy and this is displayed on the door to each room.	Risk acceptable	

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13	Kitchen not reconfigured, stocked and cleaned if closed over a long period.	Catering is contracted out to Sodexo who have amended their working practices to facilitate a safer environment. Cleaning to a high standard has been maintained	Risk acceptable	
14	Insufficient chefs, supervising staff and cleaners to maintain high standards of hygiene.	The cleaning team has been increased to provide more manpower.	Risk acceptable	
15	Servery and dining room rules inadequate or unsafe including wiping table, chairs and hard surfaces between sittings.	The rules for the Dining Room are rigorous with demarcated space at the servery, good cleaning regime and SD. In addition a marquee has been hired and staff not supervising pupils are required to eat there or in their office.	Risk acceptable	
16	Insufficient drinking supplies and hydration available in dining room and around the school.	Water is available in the Dining Room and at a number of locations around the School. However some water facilities have been converted temporarily into wash stations.	Risk acceptable	
17	Cleaners changed working patterns during the day not discussed or agreed to meet the revised hygiene requirements.	Any alterations to work routines have been discussed with and agreed by cleaning staff.	Risk acceptable	
18	Cleaners have insufficient or revised instructions and training for	The Cleaning staff have been involved in choosing and using their PPE from	Risk acceptable	

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	appropriate cleaning and the wearing and disposal of PPE.	the start of the pandemic procedures in School.		
19	New service level agreement not agreed for contract cleaners, maintenance and grounds for a new working environment.	Not applicable	Risk acceptable	
20	Insufficient cleaning staff for revised cleaning schedule and deep clean of each room and space daily unless left fallow.	The cleaning team has been increased to provide more manpower. In addition staff have been seconded from the Sodexo catering team to augment the inhouse team.	Risk acceptable	
21	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	The School has purchased bodily fluid clean up kits.	Risk acceptable	
22	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	The Cleaning staff have been involved in choosing and using their PPE from the start of the pandemic procedures in School.	Risk acceptable	
23	Laundry washers and dryers serviceable, able to cope with demand, temperature requirements and have sufficient washing products?	Yes. Laundry equipment is on a maintenance contract.	Risk acceptable	

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24	Suspended services not re-set or reviewed to cater for current school operation including waste disposal.	No services have been fully suspended although contract catering has been cut back.	Risk acceptable	
25	Scheduled or on-going building works not reviewed given revised school timetables, staggered drop-off / pick-ups times.	Work on the fabric of the School is very rarely carried out during term time. Emergency work would be organised so as to minimise Covid risk	Risk acceptable	
26	Suppliers not following appropriate SD, hygiene measures and new routes, arrival details etc	Suppliers deliver to the Main Building which is out of the way of the main parent drop off. Food suppliers usually deliver before the school day starts.	Risk acceptable	
27	Have waste procedures been reviewed?	Yes. A service to safely dispose of waste from testing has been put in place. Waste bins for PPE have been situated around the School	Risk acceptable	
28	Are pest control services recorded, deficiencies identified and actioned?	Regular checks in place and visits recorded	Risk acceptable	
29	How often is this Risk Assessment reviewed or update	Regularly reviewed and updated as advice or regulations change	Risk acceptable	