

COVID-19 – A RISK ASSESSMENT FOR UK SCHOOLS

Introduction

Stockport Grammar School re-opened in September. The core obligation to ensure “so far as is reasonably practicable the health, safety and welfare of employees and the safety of non-employees” remains as does the obligation to risk assess and implement relevant control measures where the risk concerned cannot be mitigated.

Government advice recognises that while COVID-19 remains in the community schools will be required to make judgments concerning how to balance and minimise risks whilst providing “a full educational experience for children” using their existing resources.

Advice and Guidance

All schools are required to carry out a risk assessment directly addressing risks associated with COVID-19 and operating safely. The Government also expects that businesses with more than 50 employees publish the COVID-19 risk assessment on their website. However, there is no requirement to publish any existing risk assessments that do not directly address risks associated with COVID-19.

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

- Identify what could cause injury or illness in the organisation (hazards)
- Decide how likely it is that someone could be harmed and how seriously (the risk)
- Take action to eliminate the hazard, or if this isn't possible, control the risk

The logic behind these actions, and the need for this note, is the on-going 'duty of care' the school has for its whole community: governors, staff, parents, pupils, visitors and contractors. A 'duty of care' means a legal obligation to ensure the safety and wellbeing of others. The test when considering whether a duty has been discharged is “what would the reasonable person have done, or not done, in the circumstances of this particular incident?”. Where “must” is shown below this reflects the action is essential for public health reasons, as advised by Public Health England

This COVID-19 risk assessment provides advice and guidance in identifying, assessing and describing methods of controlling hazards. It aims to prompt the thought and decision-making processes but with the normal caveat: that it is only as good as for the minute it is published. Risk assessments (and there may be a number for different age groups, buildings etc.) must be dynamic and be updated whenever advice, circumstances, or any of the assessed risk factors are seen to have changed

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 (where these groups are allowed access) and pupils of varying age groups and class size.

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

- A. Updating Safeguarding policy and procedures and ensuring staff and pupils feel safe.
- B. Is government advice being regularly accessed, assessed, recorded and applied?
- C. Are changes regularly communicated to staff, pupils, parents and governors?
- D. Are changes reviewed by governors?
- E. Are changes shared with insurers?
- F. Is there early liaison and active engagement with the local health protection team.
- G. Do staff understand NHS Test and Trace procedures?
- H. Are there contingency plans for self-isolation of individuals, multiple pupils and / or staff?
- I. Is contact minimised and distance maximised between all those in school, wherever possible?
- J. Are Social Distancing (SD) and other hygiene rules regularly communicated, understood, applied and checked?
- K. Has the cleaning regime been enhanced, regularly re-assessed and, if necessary revised?
- L. Are high-risk areas being regularly monitored for hygiene?
- M. Is access to school controlled effectively and are visitor (if allowed) details recorded?
- N. Are there sufficient supplies of hygiene materials and are they well placed?
- O. Are contingency plans in place for operational changes such as re-closing, loss of catering?
- P. 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:

- Q. The Government has now changed its recommendations regarding face coverings (as applicable to the location of Stockport Grammar School)
- R. Dependent on risk assessments staff (and pupils) may be equipped with additional PPE for certain activities. PPE may include:
 - a. Face coverings.
 - b. Gloves.
 - c. Eye protection.
 - d. Shields (for lecterns, desk separators, staff desks, reception, servery).
 - e. Sanitisers (gel and tissues).

- S. 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, storage containers, Aprons, towels (if used) cloths, mops etc
 - e. Note: remove where possible soft toys, spare furniture and items that are hard to clean.
- T. Consideration of how to reduce contact and maximise distancing between those in school, where ever possible, and minimise potential for contamination by:
 - a. Using outdoor space.
 - b. Altering classroom layout with desks facing the front.
 - c. Staggering timetables for drop-off, assemblies, breaks, lunch, playtime, pick-up times.
 - d. Consistent groups (bubbles) of pupils that do not mix unless absolutely necessary.
 - e. SD in spaces such as halls and dining areas and groups are staggered through spaces.
 - f. Recording groups and bubbles compositions in case pupils need to self-isolate.
- U. Medical.
 - a. Are ill staff and pupils or those tested positive in the last 7 days staying at home?
 - b. Pre-existing medical conditions are fully declared?
 - c. Have all vulnerable pupils, parents and staff been identified and recorded?
 - d. Are extremely clinically vulnerable and clinically vulnerable able to return to school?
 - e. Are those that have tested positive for COVID-19 recorded? (for elimination purposes)
 - f. Who has come into contact with anyone tested positive to COVID-19?
 - g. Who has travelled where (and when): other than home and school?
 - h. Have those who have been abroad self-isolated / quarantined for 2 weeks: if required?
- V. 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)?
- W. Are plans being considered for school events including plays, parent and teacher meetings?

System of Controls

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

Prevention:

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

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

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

Number 6 applies in specific circumstances.

Response to any infection:

- 7 engage with the NHS Test and Trace process
- 8 manage confirmed cases of COVID-19 amongst the school community
- 9 contain any outbreak by following local health protection team advice

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

Conclusion

Many different stakeholders of varying ages and health will bring a multiple of shifting risks that will be considered on a daily basis for the safety of pupils, staff, parents, visitors and contractors. The SMT will analyse and co-ordinate identified measures. Generating confidence in governors, staff, parents and pupils is paramount to the process of remaining open.

Ultimately, it is the school and its governing body that carry the responsibility for ensuring, so far as is reasonably practicable, the health and wellbeing of their staff, pupils, and others on site, including visitors and contractors. In some circumstances decisions may have to be made that cannot appease everyone; in these cases the reasons for any divergence will be recorded).

Overall Risk Assessment in the COVID-19 Environment

	Hazard	Control measures	Outcome	Remarks / Re-assessment
A	Safeguarding policy and procedures not updated and / or staff and pupils not feeling safe.	DSL and Headmaster regular review	Clear policy and procedures in place	Review at Christmas 2020
B	Government advice not being regularly accessed, assessed, recorded and applied.	Headmaster and SMT regular review. Daily update to Head master from DfE	Safe school environment	Review at Christmas 2020
C	Changes not regularly communicated to staff, pupils, parents and governors	Established pattern by Headmasters. Regular email to parents and staff.	Clarity for stakeholders	Review at Christmas 2020
D	Changes to assessments, procedures and other important matters not reviewed by Governors	Regular updates to Governor information portal/meetings	Clarity for decision makers	Review at Christmas 2020
E	Insurers not consulted with school's re-opening and / or amended plans	Bursar in regular communication	Approval secured	Review at Christmas 2020
F	Access to school not controlled effectively and visitor (if allowed) details not recorded.	Access control measures in place. Signage and 2m distance markings on ground	Safe school environment	Review at Christmas 2020
G	Active engagement with NHS Test and Trace and the procedures not understood by all staff and parents.	Clear communications to staff and parents to reduce anxieties	Prompt identification of possible contacts	Review at Christmas 2020
H	No contingency plans for self-isolation of individuals, groups, multiple pupils and or staff.	Anyone who presents with symptoms in School will remain in the Medical Centre	Effective isolation of any suspected cases	Review at Christmas 2020
I	SD rules for activities (play, games, drama, music) not understood or adhered to?	Clear briefings for staff and pupils. Clear protocols established for different activities	SMT visits reveal that protocols are being adhered to	Review at Christmas 2020

J	Insufficient contingency plans in case of medical need for self-isolation of individuals, multiple pupils, staff or local outbreaks?	Medical Centre is well-equipped. Good links with local health authorities	Plans are robust and well-understood	Review at Christmas 2020
K	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.	Review weekly at SMT meetings	Safe school environment	Review at Christmas 2020
L	Social Distancing (SD) and other hygiene rules not communicated, understood and applied.	Information to all staff and parents given in advance of opening. Briefing to all pupils on first day in school. Signage outside rooms and 2m markings on ground. Arrows indicating one-way areas	Safe school environment	Daily review
M	Staff and pupils not being reminded and checked to ensure they are complying with hygiene and SD rules.	Regular reminder by staff to pupils through Form teachers and bulletins. Regular reminders to staff through briefings and emails SMT to monitor staff compliance	Safe school environment	Weekly review
N	Insufficient supplies of hygiene materials and not being suitably placed.	Weekly review by site manager and Bursar	Safe school environment	Weekly review
O	Insufficient or unsuitable cleaning regime - lack of regularly re-assessment and revision to high risk areas such as toilets, door handles, keypads, switches, hand rails and regularly used hard surfaces etc.	Documented cleaning regime to include toilets, door handles, door locks, door entry devices, switches, hand rails and regularly used hard surfaces. keyboards, copiers, kettles, storage containers etc.	Safe school environment	Weekly review

		Cleaners on site throughout the day. Additional "fogging" introduced for all areas on regular basis		
P	No precautions to keep shared teaching equipment (e.g. musical instruments, pens, pointers, keyboards) hygienic.	Pupils instructed to bring own personal equipment. School equipment in practical subjects. Detailed cleaning protocols in place	Safe school environment	Weekly review
Q	High risk areas not being regularly monitored for hygiene.	Cleaning regime documented	Safe school environment	Weekly review
R	No contingency plans in place for re-closing including rapidly sharing updates and decisions.	Contingency plans reviewed daily by SMT	Safe school environment	Review at Christmas 2020
S	All hazards identified properly mitigated and regularly re-assessed?	Daily review of operations	Safe school environment	Review at Christmas 2020

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Communication channels not working and not being reviewed. (Email, text, facebook etc).	Regular review by SMT and collation of any responses from parents	Clear information for all stakeholders	Good feedback from staff and parents on communications. Review at Christmas 2020 Review at Christmas 2020

2	Lack of a robust feedback and reply system to ensure best practice and two-way communications for pupils, parents, staff and governors	Regular review by SMT and collation of any responses from parents	Clear information for all stakeholders	Good feedback from staff and parents on communications. Review at Christmas 2020
3	No Governor and / or SMT member for school / department nominated to be responsible for COVID-19 matters. Governor / SMT members' contact details not known and not on call.	Regular reporting to Governors. SMT emergency contact system in place. Headmasters responsible for COVID-19 matters	Clear information for all stakeholders	No concerns expressed about leadership of COVID-19 matters. Review at Christmas 2020
4	No system to communicate with staff who are unable or that have not returned to school for fear of infection.	Established communication procedures in place. All staff have returned to school with individual RA for vulnerable colleagues.	Clear information for all stakeholders	Review at Christmas 2020
5	Lack of rules / procedures for hygiene standards for staff and pupils – and failure to adequately enforce standards	Regular monitoring by SMT. Procedures regularly reinforced through (virtual) staff briefings and assemblies to pupils. Duty Staff report high levels of compliance.	Clarity of information	Review at Christmas 2020
6	Staff not trained or regularly updated in COVID-19 symptoms, SD and how these rules apply to teaching?	Regular review by SMT. Procedures and symptoms of COVID-19 regularly explained to staff at virtual briefings.	Safe school environment. Confidence of stakeholders	Review at Christmas 2020
7	No school representative identified to liaise with local authorities and local health protection team.	School Nurse given responsibility	Clear expectations and good understanding of responsibilities	Review at Christmas 2020

8	No plan to inform local health protection team if two or more confirmed cases within 14 days or there is an overall rise in sickness absence.	Written plan and School Nurse has responsibility	Clear expectations and good understanding of responsibilities	Review at Christmas 2020
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.	Invitation to parents to contact pastoral staff to discuss concerns. Parents happy to do this during September and October 2020.	Open flow of information	Review at Christmas 2020
10	No staff, pupil and / or parent health declaration implemented or recorded.	Robust mechanism to secure these	Open flow of information	Review at Christmas 2020
11	Lack of knowledge of where pupils / staff have travelled from (other than home and school) on holiday or at weekends.	Good communication between parents and pastoral staff	Confidence in information gathered	Review at Christmas 2020
12	Staff, parents and pupils not self-isolating after holiday and work visits (for up to 2 weeks) to non-government agreed countries.	Good communication between home and school to highlight the importance of following national requirements. Robust mechanism for asking for time off school (Code X) to allow for quarantine. High level of educational provision for self-isolating pupils encourages compliance.	Confidence that staff, parents and pupils are following national guidance	Review at Christmas 2020
13	Lack of robust rules for hygiene standards for staff and pupils – and failure to adequately enforce standards	Clear protocols explained verbally and in writing to staff and pupils	SMT inspection reveals compliance with protocols	Review at Christmas 2020
14	Insufficient or no guidance on safe travel to and from school (e.g. encouraging walking, cycling) or protocols at school gates etc.	Clear communications with parents in advance of school re-opening. High level of compliance with protocols in September and October 2020	SMT inspection reveals compliance with instructions	Review at Christmas 2020

15	Insufficient consideration and alternatives to using public transport including staggering school start and finish times.	Clear communications with parents in advance of school re-opening	SMT inspection reveals compliance with instructions	Review at Christmas 2020
16	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	Use of ICT policy in place and robust internet filtering system. New esafety guidelines developed and sent to parents, pupils and staff	IT monitoring reveals compliance with policy	Review at Christmas 2020
17	School transport not operating to reflect SD, hygiene, PPE and cleaning arrangements.	Detailed briefing in advance to contracting companies	Safe travel to and from school	Review at Christmas 2020
18	At drop-off and pick-up parents not remaining in vehicles and SD outside gates and entrances. Junior School parents not waiting in allocated year group zones.	Communication to parents. 2m markings and arrows in relevant areas. Junior School zones clearly marked. High level of compliance evident in September and October 2020	Safe school environment	Review at Christmas 2020
19	Transit spaces (corridors), social zones (car parks, common rooms, playgrounds) not being configured to SD rules.	Movement routes, waiting areas, seating arrangements all clearly marked. 2m markings on ground. One-way systems in place and clearly indicated with arrows. Regular instructions to staff to report non-compliance and identify improvements to arrangements	Safer school environment	Review at Christmas 2020
20	Learning and recreational spaces not configured to SD rules.	Reduce contact between children and staff as far as possible and take steps to achieve that and reduce transmission risk by ensuring	Safer school environment	Review at Christmas 2020

		children, and staff where possible, mix in a small group and keep that small group away from other people and groups. Furniture separated or work spaces separated with perspex. Year group zones at breaktime and lunchtime and yeargroup bag racks.		
21	Lack of consideration of different age groups provided for in timetabling, length of the school day and exposure to other age groups.	Different year groups in bubbles. Timetabled sessions of reasonable length with the provision for breaks. Management of movement around site	Safer school environment	Weekly review
22	No system in place to deal with bereavements, trauma, anxiety, behavioural issues.	Pastoral support appointment system in place for pupils on site. On site counselling available. SMT available to deal with behavioural issues and clear behaviour policies.	Confidence for pupils to return and enhance pastoral care	Review at Christmas 2020

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Lack of review, update or sharing of safeguarding, code or practice, and staff handbook policies.	Review by SMT. Safeguarding policy and staff handbook freely available, both updated in September 2020.	Clarity and confidence for staff	Review at Christmas 2020

2	DSL and ADSL not easily contacted and their contact information not known to all.	Emergency contact procedure in place through SMT	Clarity and confidence for staff	Review at Christmas 2020 Review at Christmas 2020
3	No COVID-19 specific policy that includes medical responses, SD, teaching, socialising, feeding, hydration, well-being etc.	School Nurse on site to advise. Temporary First Aid policy and protocols for dealing with a child with Covid-19 symptoms in place.	Clarity and confidence for staff	Review at end of first phase; may require more detailed recording of information
4	Fire drills, routes and assembly points not revised/ rehearsed.	Briefing to all staff on return and normal procedures kept in place except for revised roll call form positions 1 partial and 1 full fire drill held in September 2020	Safe school environment	Review at Christmas 2020
5	Needs of each age group and class not considered discretely in terms of support activities and facilities	Normal curriculum with slight, age-specific restrictions on the range of activities	Pupils and staff feel that good educational progress is being made	Review at the end of the first term
6	Staff moving between classes and year groups not maintaining distance from pupils and other staff (ideally 2 m between adults)	Clear briefing for staff and SMT monitoring	SMT monitoring reveals compliance	Review at Christmas 2020
7	Supply, peripatetic and/or other temporary staff moving between schools not minimising contact or maintaining as much distance as possible from other staff.	Temporary staff briefed and attending INSET Day	SMT conversation with temporary staff reveals a high level of understanding	Review at Christmas 2020
8	Roles conducive to home working and therefore helping to reduce infection (e.g. some administrative roles) not identified.	Relevant roles reviewed with Heads of Department. Approval in advance required	Minimise disease transmsion. Reassurance to staff	Review at Christmas 2020

9	The "ideal" of adults maintaining 2 m distance from each other, and from pupils not realised.	Clear briefing for staff and SMT monitoring	SMT monitoring reveals compliance	Review at Christmas 2020
10	Contact between groups or bubbles is not minimised or distance between individuals maintained and properly supervised.	Masks worn in SS congested areas particularly when bubbles could meet. Activities limited to year group bubbles. Yeargroup areas for recreation clearly understood and enforced	SMT monitoring reveals compliance	Review at Christmas 2020
11	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.	Bubbles separated for lessons and lunch. Social distancing and masks employed in SS if activities involve pupils from more than one year group. Seating plans kept for lessons and registration at co-curricular activities	SMT monitoring reveals compliance	Review at Christmas 2020
12	Insufficient controls measures for larger groups with greater risk of infection and need to all isolate.	Registers kept for lessons and activities to allow tracing of contacts	SMT monitoring reveals compliance	Review at Christmas 2020
13	Large gatherings such as assemblies or collective worship with more than one group not avoided.	Only occasional year group assemblies held	SMT control calendar to ensure compliance	Review numbers of assemblies after first term
14	Insufficient controls for those pupils allowed to mix into wider groups for specialist teaching, wraparound care and transport.	Social distancing and masks used	SMT monitoring reveals compliance	Review at Christmas 2020
15	Younger pupils not supported in understanding the importance of maintaining distance, not touching staff and their peers - where possible.	Clear age specific briefings offered. Only Year 7 and older on SS site. JS staff monitoring	SMT monitoring reveals compliance	Review at Christmas 2020

		younger pupils and supervising when in dining hall		
16	No specific help and preparation for the changes to routine for pupils with SEND (whether education, health and care plans or on SEN support).	SEN Department and pastoral staff offer individual support to affected pupils	SMT monitoring reveals compliance	Review at Christmas 2020
17	Classrooms do not have side-by-side seating or forward facing desks to reduce risks.	Layout of all classrooms reviewed. Markings/screens installed. Entry and egress protocols for pupils	SMT monitoring reveals compliance	Review at Christmas 2020
18	Volunteers not checked, left unsupervised, allowed to work in regulated activity or supported.	Strict protocols in place for any volunteers	Safe staff recruitment	Review termly
19	SCR and required documents not properly verified or recorded.	Recruitment policy adhered to throughout lockdown	Safe staff recruitment	Review termly
20	Recruitment process and pre-appointment checks not following legal requirements.	Recruitment policy adhered to throughout lockdown	Safe staff recruitment	Review termly
21	New staff and pupil registration and induction processes not adapted or compliant.	No change to most registration arrangements. Sixth Form signing out procedure adapted to ensure SD	SMT monitoring reveals accurate information	Review termly
22	Support staff and TAs in regulated activity do not have the appropriate checks.	Recruitment policy adhered to throughout lockdown	Safe staff recruitment	Review termly
23	SCR not updated with DBS related issues and required documents not properly verified or recorded.	Recruitment policy adhered to throughout lockdown	Safe staff recruitment	Review termly
24	Plans to working and learning outside not fully considered	Control measures in place for any activities involving outdoor spaces.	Safe school environment	Review at Christmas 2020

25	Opportunities for non contact sport, adventure play, not regulated or considered	Any activities supervised. No inter-school sports fixtures for the Autumn Term	Safe school environment	Review at Christmas 2020
26	Sporting, play and SD rules unclear to staff, pupils, parents and visitors.	Briefing to all staff and clear instructions for children. Detailed protocols developed by the PE Department for PE/Games lessons and for sports co-curricular activities	Safe school environment	Review at Christmas 2020
27	Physical education, sport and physical activities not following the measures in their system of controls.	Briefing to all PE staff and Junior School Form Teachers	Director of Sport monitoring reveals compliance	Review at Christmas 2020
28	Pupils not kept in consistent groups, maximising distance between pupils or paying scrupulous attention to cleaning and hygiene during sports activities.	Briefing to all PE staff and Junior School Form Teachers	Director of Sport monitoring reveals compliance	Review at Christmas 2020
29	Sports equipment not sufficiently cleaned between each use by different individual groups.	Briefing to all PE staff and Junior School Form Teachers	Director of Sport monitoring reveals compliance	Review at Christmas 2020
30	Risk assessment for play, drama and dance activities not re-assessed, applied or checked.	SMT inspect RA for Drama and Dance	SMT inspection reveals robust RA	Review after one term
31	Added risk of infection where there is singing, chanting, playing wind or brass instruments not reviewed.	SMT inspect RA for Music broken down by instrument	SMT inspection reveals robust RA	Review at Christmas 2020
32	Shared staff spaces are not set up or used to allow staff to distance from each other.	Use of shared spaces reviewed; marking installed where appropriate. Alternative working/rest spaces where possible. Dividing screens used where possible	Safe working environment	Review at Christmas 2020
33	Staff meetings and staff rooms unregulated in terms of space, equipment, resources (copiers,	Classrooms and additional work areas available for staff	Safe working environment	Review at Christmas 2020

	kettles,storage containers) timings, SD and purpose.	not teaching. Regular reminders about SD and use of all shared equipment		
34	Staff not having sufficient down time / rest during the working day / week?	Normal teaching timetable in place. Regular review of cover arrangements	High level of staff well-being	Review at Christmas 2020
35	Staff schedules do not build in the need to avoid increases in unnecessary and unmanageable workload burdens.	Events cancelled where possible respecting the need to support pupils and to maintain commercial viability	High level of staff well-being	Review at Christmas 2020
36	Staff unable to manage the provision of both in school and remote learning.	Remote learning for self-isolating pupils provided by live streaming existing lessons in SS. Google Classroom used in JS. Best practice guide produced by staff in October 2020 in the light of experience.	High level of staff well-being	Review at Christmas 2020
37	Security, CCTV and access systems not regularly checked, updated and (where necessary) re-coded.	Access control system for pupils temporarily suspended. Normal security measures in place	Site secured	Review termly
38	Parent, Pupil, Staff, Contractor, Visitor drop-off and pick-up procedures, in and out routes not shared, understood or applied.	Detailed communication in advance to parents and pupils.	Safe access to minimise transmission	Review weekly; reminders to parents if required
39	Appropriate safety measures not in place for wraparound childcare for both indoor and outdoor provision.	Bubbles maintained or social distancing used for breakfast club and after school clubs	SMT observation reveals compliance and safe environment	Review at Christmas 2020

40	Transit spaces (corridors), social zones (common rooms / playgrounds) not configured to SD rules.	Review markings before opening. Signage and 2m markings and arrows on ground.	Safe school environment	Review at Christmas 2020
41	Classrooms don't reflect SD layout, PPE, screening and regular cleaning rules.	Review markings before opening. Classrooms reconfigured with screens/markings Cleaning regime scheduled and established. Staff workstations 2m from pupils. Classrooms inspected at half-term October 2020 and any necessary remedial action applied	Safe school environment	Review at Christmas 2020
42	No regular breaks for handwashing during the school day.	Staff to be reminded to brief pupils. Regular breaks timetabled.	Safe school environment	Regular monitoring
43	Insufficient hygiene stations at entrances, exits, toilets, classrooms, play areas, common rooms, staff areas etc	Review usage. Sanitiser available outside each room and individual pots of sanitiser available. JS pupils dispersed across the school site.	Safe school environment	Regular monitoring
44	Hygiene stations not stocked, checked and cleaned regularly.	Daily recording of activity.	Safe school environment	Daily monitoring
45	Unnecessary items not removed from classrooms and other learning environments.	Inspection prior to opening	Safe school environment	Weekly review
46	Soft furnishings, soft toys and items that are hard to clean not removed and stored securely.	Inspection prior to opening.	Safe school environment	Weekly review
47	Individual and frequently used equipment, such as pencils and pens not shared by staff or pupils (who use their own).	Pupils asked to bring their own equipment. Staff offered individual equipment	Safe school environment	Review at Christmas 2020

48	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.	Clear briefing to staff about protocols for cleaning	SMT inspection reveals compliance with protocols. Safe environment	Review at Christmas 2020
49	Management of resources shared between classes or bubbles not cleaned frequently and meticulously or rotated to be left unused and out of reach for a period of 48 hours (72 hours for plastics).	Clear briefing to staff about protocols for cleaning or leaving equipment. Departments have developed their own detailed plans for cleaning or leaving for different activities	SMT inspect protocols and plans and inspect practice. Inspection reveals compliance. Safe environment	Review at Christmas 2020
50	Regulating the use and cleaning of changing rooms, toilets and showers not managed and supervised.	Detailed schedule agreed with contractor	Minimise disease transmission	Review at Christmas 2020
51	Pupils not limiting the amount of equipment brought into school daily to essentials such as bags, coats, books, stationery and mobile phones.	Clear communications with pupils and parents	Staff monitor practice and show compliance. Safe environment	Review at Christmas 2020
52	Pupils and staff taking necessary books and other shared resources home not sufficiently managed.	Clear briefing to staff and regular reminders	SMT inspections reveal compliance. Safe environment	Review at Christmas 2020
53	Outdoor playground equipment should be more frequently cleaned or left fallow.	Robust cleaning rotas in place	SMT inspections reveal compliance. Safe environment	Review at Christmas 2020
54	Assemblies, break times, meals, drop-off and collection times not sufficiently well staggered.	Clear briefing to staff and communication to parents. Minor changes made to lunch and supervision arrangements in September 2020 in the light of experience	SMT involved in supervision to monitor effectiveness of measures. Safe environment	Review at Christmas 2020
55	Non-overnight educational visits not organised in line with protective measures (keeping children within consistent groups) and COVID-19 measures in place at destination.	Robust and well-understood system of RA for planning trips	SMT review trip planning documentation. Trip occurs safely	Review at Christmas 2020

56	Meal times not de-conflicted or possible to achieve SD in the servery and dining areas whilst still providing sufficient nourishment.	Zoning system in place for Dining Hall to separate bubbles	SMT involved in supervision to monitor effectiveness of measures. Safe environment	Review at Christmas 2020
57	Organisation of breakfast and after school club not revised in to small, consistent groups and maintaining year groups or bubbles.	Clear communication to staff and planning documents available. Zoning system in Dining Hall for breakfast	SMT inspections reveal compliance. Safe environment	Review at Christmas 2020
58	Pupil and staff mental health and wellbeing not considered with individual needs not identified or supported.	Pastoral and counselling support available for pupils and staff. Clear communication of safety precautions to reduce concerns	High level of pupil and staff well-being	Review at Christmas 2020
59	Insufficient pastoral and extra-curricular support for pupils to rebuild friendships and social engagement.	Most extra-curricular activities running. Occasional 'bubble' assemblies to build community. Well understood pastoral support system	High level of pupil well-being	Review at Christmas 2020
60	Insufficient support to address and equip pupils to respond to COVID-19 related issues.	Clear communication with pupils through Form Time plus individual support as necessary	High level of pupil well-being	Review at Christmas 2020
61	Re-scheduling of activities not operating efficiently or safely due to SD rules and timings	Some lesson and co-curricular activities discontinued.	SMT monitoring of activities. Safe school environment	
62	Plans, briefing and statistics for ISI / Ofsted visit not updated.	SMT discussed inspection in September and plans updated	Safe school environment. All paper-work in place	Review at Christmas 2020

Medical Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Science of risk not understood e.g. less severe symptoms in adults, younger children less likely to become unwell, small class sizes will help.	Pupils managed in line with latest government guidance. Separation enforced throughout arrival, navigation around site and in teaching areas. SS pupils kept in the same groups where possible. For JS 'bubbles' in line with government guidance.	Minimise risk of disease transmission	Weekly review
2	Hygiene rules not effective. "catch it, bin it, kill it" not re-publicised or applied.	Regular reminders and posters throughout site	Minimise risk of disease transmission	Review at Christmas 2020
3	Procedures for reporting COVID-19 instances to external authorities not known or applied.	School nurse responsible for reporting suspected or confirmed instances	Open communication with health authorities	SMT to check that this happens at the first instance
4	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.	Regular reminders and posters throughout the site	Minimise risk of disease transmission	Review at Christmas 2020
5	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.	School nurse and cleaning staff briefed	Monitored by SMT. Minimise risk of disease transmission	Review at Christmas 2020
6	Sickness management rules and the "don't come to work if you are ill" not understood or observed.	Message restated in all communications. Careful observation of younger children in school and liaison with school nurse.	Minimise risk of disease transmission	Review at Christmas 2020

7	Staff and pupils who are ill or tested positive in the last 7 days do not know or are unwilling to stay at home.	Clear communications sent to all staff and parents. School nurse responsible for telephoning parents	Minimise risk of disease transmission	SMT to review at the first instance. Some parents have said that they will refuse to get their son or daughter tested. HM to lead in this situation.
8	The procedure for isolating or sending staff and pupils home for 7 days and arranging a COVID-19 test is not understood (if anyone becomes unwell in school).	Clear communications sent to all staff and parents. School nurse responsible for telephoning parents	Minimise risk of disease transmission	SMT to review at the first instance
9	Given (Serial 1 & 2) above household or group members do not understand that they must self-isolate for 14 days.	Clear communications sent to all staff and parents. School nurse responsible for telephoning parents	Minimise risk of disease transmission	SMT to review at the first instance. Some parents have said that they will refuse to self-isolate. HM to lead in this situation.
10	No isolation room and separate bathroom available, inadequate signs (from reception?) for those waiting collection and no access to PPE for those attending to unwell staff and pupils.	Isolation room and bathroom designated. PPE available. Signage in place	Minimise risk of disease transmission	SMT to review at the first instance
11	Procedure is not clear for those Staff who have helped someone with symptoms and pupils who have been in "close contact".	Clear oral and written briefings to staff	Minimise risk of disease transmission	SMT to review at the first instance
12	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). 	Clear oral and written briefings to staff	SMT to monitor staff behaviour and knowledge	SMT to review at first instance

	<ul style="list-style-type: none"> Proximity contacts: extended close contact (within 1 to 2 m for more than 15 minutes) with infected individual. <p>Sitting in a small vehicle (car) with an infected person.</p>			
13	Although a useful confidence measure routine temperature testing is not a reliable method to identify COVID-19 (PHE advice refers).	Temperature measurement not used		
14	Insufficient medical staff to deal with temperature testing (if used), isolating and monitoring suspect COVID-19 cases, outside appointments and normal medical issues.	Temperature measurement not used. Sufficient medical staff available		
15	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE supplied according to guidance. Experienced staff	Minimise risk of transmission	Monthly review
16	Insufficient registration, induction, supervision of contractors working on site.	Clear responsibilities set out	SMT to monitor	Review at Christmas 2020
17	Young children not supervised using hand sanitiser (risk of ingestion). (Note: Skin friendly cleaning wipes is an alternative).	Clear staff briefing from JS SMT	SMT to monitor pupil behaviours. Minimise risk of ingestion incident	Review at Christmas 2020
18	Young children and those with complex needs not supported in understanding importance of hygiene rules.	Clear staff briefing from JS SMT	SMT to monitor pupil behaviours	Review at Christmas 2020
19	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.	Clear briefing to pupils	SMT to monitor pupil behaviours. Minimise risk of disease transmission	Review at Christmas 2020
20	Pupils not aware of behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting).	Clear briefing to pupils	SMT to monitor pupil behaviours. Minimise risk of disease transmission	Review at Christmas 2020
21	Insufficient staff supervising and supporting normal medical staff particularly in their liaison with GPs, LA(?) etc.	Adequate levels of pastoral staffing	SMT to monitor. Effective liaison with external agencies	Review at Christmas 2020
22	Visits of or to GPs / nurses / dentists and local surgeries changed and not known by staff and or pupils.	School Nurse aware of revised arrangements. Briefing to pupils and staff	SMT to monitor. Effective liaison with external agencies	Review at Christmas 2020

23	Staff are not aware those with COVID-19 symptoms should not go to a GP surgery, pharmacy, urgent care centre or hospital.	Briefing to staff. School nurse to coordinate communications with pupils and parents in the event of a pupil becoming ill	SMT to monitor.	Review at Christmas 2020
24	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.	School Nurse will coordinate mobile testing	SMT to monitor. Effective liaison and coordination with public health authorities	Review after first instance. Some parents have said that they will refuse to have their son or daughter tested in this situation. HM to lead if this happens.
25	Insufficient or no procedure for summoning emergency services, lack of safe RV and cleared routes in and out.	Long standing procedures in place, well-understood by staff.	Prompt contact and coordination with emergency services	Reviewed after each instance
26	No early liaison with local health protection teams and LA who provide advice (and may recommend large groups self-isolate or school closure)	School Nurse to contact local health protection teams	SMT to monitor. Ensure liaison with external agencies	Review at first instance
27	Insufficient First Aid trained personnel (ratio) for pupils in school and on activities and sport.	Long-standing procedures to RA activities including consideration of number of trained personnel	Bursar and DH (Staffing & Co-curricular) to monitor. Sufficient trained staff	Review at start of each academic year
28	Actions for using first aid on those with no COVID-19 symptoms unclear and not briefed.	Clear briefing to staff	Bursar to monitor	
29	Medical policy, procedures and appropriate response to spectrum of medical issues not revised or shared?	Well established School Nurse service with extensive experience of responding to needs	Bursar to monitor	
30	Pregnant women are in the 'clinically vulnerable' category and not following the relevant guidance.	Two pregnant members of staff have discussed arrangements with SMT and have an individual RA	SMT to check arrangements fortnightly with pregnant staff to ensure that no changes are necessary	

31	Lack of School decision or policy for level of PPE required for staff or pupils.	Clear policy established and communicated orally and in writing to all staff	SMT to monitor effectiveness of policy	Review at Christmas 2020
32	Insufficient training for all those that wear face coverings including fitting, storing, care and disposal arrangements.	Training provided by School Nurse	Bursar to monitor behaviours of relevant staff	
33	Different age groups with different risk profiles for each group of staff and pupils not risk assessed?	JS / SS divide allows variation in age-appropriate policy		
34	Measures in school are not sufficiently robust for extremely clinically vulnerable and clinically vulnerable to return to school.	Individual discussion with families in this situation in advance of the start of term. Some pupils (and staff) have extra precautions such as increased distancing and surgical standard masks.	SMT to monitor and respond to any parental concerns	
35	Medical advice for vulnerable staff and children not being followed and insufficient support both at school and at home.	Clear briefing to staff and clear communications with parents	SMT to monitor and respond to any staff or parental concerns	
36	Those with particular characteristics and an increased COVID-19 risk not identified and sufficient measures taken to reduce risks.	Pupils in this category are known to the School Nurses and individual discussions arranged where necessary before the start of term	SMT to monitor and respond to any staff or parental concerns	
37	Lack of knowledge on whom has tested positive for COVID-19 and if it is recorded (for elimination purposes). Evidence of negative result should not be requested.	Clear requests for information made to parents	Full records of any tests available in Medical Centre	Some parents are unlikely to want to have their children tested or unlikely to reveal a positive result
38	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.	Clear requests for information made to parents	Full records available in Medical Centre	

39	Lack of recording of which staff and pupils have been sent home with COVID-19 symptoms (a cough, high temperature or shortness of breath).	School Nurses keep full records of all pupils passing through the Medical Centre. Staff trained to send pupils with any illness to the Medical Centre	Full records available in Medical Centre	
40	Lack of regular dialogue with those that have suffered from COVID-19 and / or are isolated at home.	School Nurses and pastoral staff instructed to maintain contact	All staff and pupils at home contacted regularly and supported	
41	Policy on wearing uniform and if washing also required to prevent infection for staff and pupils not re-considered.	Government guidance now suggests that school uniform is safe to wear. Pupils to wear PE kit on days where they are scheduled to do sport		
42	Medical staff have insufficient or unsuitable PPE, cleaning materials and training for tasks.	PPE supplied according to guidance. Staff have experience.	Minimise risk of disease transmission	Weekly review

Support Staff Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Support staff not briefed on changes regularly.	Regular briefings by Department Heads	Staff aware of and confident in precautions in place	Review weekly
2	Support staff have insufficient/inappropriate PPE, cleaning materials and training.	PPE available daily.	Improved protection for staff	Review weekly
3	Physical meetings recognise SD hygiene arrangements including well ventilated rooms/work areas	Regular briefings by Department Heads	Staff aware of and confident in precautions in place	

4	Cleaning regimes not reviewed or inspected regularly and not conforming to revised hygiene rules.	Daily review of cleaning programme	Minimise risk of disease transmission	Review weekly
5	Security and access systems not regularly checked, updated and re-coded.	Access control system temporarily disabled. Normal building security measures in place	Site secured	Review termly
6	Reconfigured areas, zones and routes hampering fire exits and routes.	New routes reviewed to protect fire exits and routes	Safe egress for all in emergency	Review termly
7	Fire and other emergency procedures not reconfigured, routes not clear or regularly inspected.	Regular inspection	Safe egress for all in emergency	Review termly

Facilities Management Risk Assessment in the COVID-19 Environment

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Insufficient hand washing or hand sanitiser 'stations' for all pupils and staff to clean their hands regularly.	Annual service arrangements	Systems compliant	Annual review
2	Policy and procedures for contractors including signing in and out, and badges on school sites not reviewed, and / or enforced.	Review with contractors	Safe working environment	Weekly review
3	Contractor health declaration and pre-work briefings not considered or implemented.	No work to commence on site without sign off	Safe working environment	Monthly review

4	Contractor (and visitor) hygiene arrangements not considered including parking, guiding, supervision, breaks, meals and toilets.	Review with contractors	Safe working environment	Monthly review
5	Insufficient gas supply, venting and valves?	Annual service arrangements	Systems compliant	
6	Air conditioning units, ducts not checked on re-occupying school facilities.	Equipment serviced/checked prior to re-opening	Safe operation	Annual review
7	Ventilation and extraction systems not checked.	Annual service arrangements	Systems compliant	Annual review
8	Electrical tests not up-to-date including emergency lighting and PAT	Established testing programme	Safe operation	Regular testing
9	All electrical equipment bought in to school PAT tested?	Regular reminders to all staff and pupils to not bring personal electrical equipment	Safe operation	Termly H&S review
10	Water testing for temperature, flow and legionella not in date for test.	Weekly testing including during lockdown	Safe operation	Regular testing
11	Water supply not tested for legionella on re-opening facilities.	Additional testing prior to reopening	Safe operation	Regular testing
12	Insufficient arrangements for the operation, additional cleaning and security (and use) of the swimming pool.	Daily inspection/recording/maintenance	Safe for operation/use	Regular checks
13	Fire alarm panel, system and extinguishers not in date and not serviced.	Established service/testing programme	Safe operation	Regular testing
14	Insufficient supervising staff and cleaners to maintain high standards of hygiene.	Daily monitoring by Site Manager and liaison with cleaning contractor	Enhanced cleaning standards	Ongoing review
15	Servery and dining room rules not properly considered, inadequate or safe.	Useage planned and reviewed by Catering Manager	Safe operation	Weekly review
16	Insufficient drinking supplies available in dining room.	Water fountains available with foot operated valves. Pupils asked to bring water bottles	Safe supply available to pupils	Weekly review
17	Fire doors propped open to limit use of door handles and increase ventilation.	Review as part of Fire Risk Assessment	Improved ventilation without compromising safety	Weekly review
18	Limiting occupancy of as many rooms as possible (offices, work areas reprographics, common rooms etc) not considered	Briefing to staff and regular reminders. Notices where appropriate	Safer working environment	Daily review

19	Cleaners have insufficient or revised instructions and training for appropriate cleaning and the wearing and disposal of PPE.	Responsibility of contractor	Safe working	Weekly review
20	Insufficient immediate procedures (quarantine and deep clean) and PPE where areas contaminated with bodily fluids.	Briefing to all relevant site staff	Safe operation	Monthly review
21	Cleaning staff not equipped or using appropriate PPE including aprons, gloves, face coverings and their subsequent disposal.	Responsibility of contractor	Safe working environment	Weekly review
22	Approach not agreed to any scheduled or ongoing building projects	Detailed planning with contractors on site for their continued safe operation	Nominated contractors remain on site to complete current projects	Weekly review
23	Suppliers not following appropriate SD and hygiene measures	All deliveries to be monitored by site staff	Safe operation	Regular review
24	Waste procedures not reviewed or sufficient.	Site Manager to work with cleaning contractor	Safe disposal of all waste including PPE/hazard waste	Weekly review

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

	Hazard	Control Measures	Outcome	Remarks / Re-assessment
1	Drivers not regularly briefed on changes or included in staff briefings and revised schedules and notices.	All school employed drivers briefed before use. Contractors responsible for dedicated bus services	Minimise risk of transmission	Monthly review
2	Drivers not fully considered or supported (particularly relating to age and vulnerability).	Annual monitoring of suitability of Contractors responsible for dedicated bus services	Minimise risk of transmission	Annual review

3	Drivers have insufficient / inappropriate PPE, cleaning materials and training.	School drivers briefed before use Contractors responsible for dedicated bus services	Minimise risk of transmission	Monthly review
4	Drivers not protected by screens and / or procedures that should be known to parent, carers and pupils.	Communication from service providers	Minimise risk of transmission	Monthly review
5	Dedicated transport not aligned with the principles underpinning the system of controls	Regular review with contractors	Minimise risk of transmission	Monthly review
6	Dedicated school transport not operating to SD and hygiene rules or with sufficient PPE and cleaning arrangements.	Regular review with contractors	Minimise risk of transmission	Monthly review
7	Pupils not grouped together on transport reflecting consistent bubbles or groups that are adopted within school.	Monitored at time of booking/boarding	Minimise risk of transmission	Weekly review
8	Insufficient or no use of hand sanitiser upon boarding and/or disembarking.	Briefing by staff and drivers to pupils before use	Minimise risk of transmission	Monthly review
9	No additional cleaning of vehicles (all touch points) before and after each journey.	School vehicles cleaned between use. Contractors responsible for dedicated services	Minimise risk of transmission	Monthly review
10	Poorly organised queue and boarding process and SD not observed within vehicles wherever possible.	Briefing by staff to pupils before use Staff on duty to monitor boarding at end of school day	Minimise risk of transmission. Review indicates compliance	Weekly review
11	Use of face coverings for children under (and over the age of 11) as a mitigating measure not understood by pupils and parents.	Communication to parents and pupils before use	Minimise risk of transmission	Monthly review
12	Measures, in case of emergency, for the movement of a symptomatic pupil by school transport not considered in policy.	Communication to parents about illness/attendance.	Minimise risk of transmission	Monthly review
13	School vehicles not fully registered, insured, maintained and stocked with appropriate hygiene materials.	Regular checking procedure in place	Safe use and operation	Weekly review